

KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS
MAIN EXAMINATIONS
2020/2021 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER
FOR THE DIPLOMA IN BUSINESS ADMINISTRATION

COURSE CODE: DHR 100

**COURSE TITLE: PRINCIPLES OF HUMAN RESOURCES
MANAGEMENT**

DATE: 13/07/2021

TIME: 9.00AM-11.00AM

INSTRUCTIONS TO CANDIDATES

- 1) Answer Question **ONE**(Compulsory) and **ANY OTHER TWO** Questions
- 2) Candidates must hand in their answer booklets to the invigilator while in the examination room
- 3) Credit is given for legibility, clarity and use of relevant examples
- 4) Question **ONE** is **30 marks** while Questions **2-5** carry **20 marks** each
- 5) Clearly write your **Registration Number** on each answer sheet used

TIME: 2 Hours

KIBU observes ZERO tolerance to examination cheating

SECTION A (COMPULSORY)

QUESTION ONE (30 marks)

- a) Define Human resource and clearly explain its function in an organization (10mks)
- b) Differentiate between personal management and human resource (4mks)
- c) In today's business world, firms must not only plan but also forecast on their manpower needs, explain some of the manpower forecasting techniques that can be (10mks)
- d) Explain some of the sources of external recruitment in an organization (6mks)

SECTION B (CHOOSE ANY TWO QUESTIONS)

QUESTION TWO

- a) Personal audit is an essential element in an organizational setup, as a HR manager, show clearly how you would conduct it (10mks)
- b) Managers face various challenges in their day to day operations not excluding human resource managers, elucidate on this statement (10mks)

QUESTION THREE

- a) Define productivity and state how a human resource manager can improve it in an organization (10mks)
- b) The world is fast changing and so to human resource, for an organization to fit in, it has to adapt to the ever-changing environment, briefly describe some of the emerging issues in the field of HRM (10mks)

QUESTION FOUR

- a) Define incentive schemes and highlight some of the individual and group incentive schemes (10mks)
- b) Human resource is an essential department in any given organization despite some of the challenges that maybe encountered, explain in detail benefits of having such a department (10mks)

QUESTION FIVE

- a) All workers of an organization need periodical appraisals as a measure of promotions and measuring performance standards against actual performance, discuss the steps followed in appraising of employees (10mks)
- b) Compensation is a key element in an organization, describe the features related to wages and salary administration in a given organization (10mks)