



TECHNICAL UNIVERSITY OF MOMBASA
Faculty of Business & Social Studies

DEPARTMENT OF BUSINESS STUDIES

HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT

BHR 3106: PERSONNEL ADMINISTRATION

END OF SEMESTER EXAMINATIONS

SERIES: APRIL 2015

TIME: 2 HOURS

INSTRUCTIONS:

- This paper consists of **FIVE** questions.
- Answer question **ONE (Compulsory)** and any other **TWO** questions.
- Do not write on the question paper

This paper consists of Two printed pages.

QUESTION 1 (Compulsory)

- a) Explain **SIX** purposes of employment policies. **(12 marks)**
- b) Means of keeping employees/personnel records is very important. Outline **SIX** reasons why it is found to be a good management practice. **(12 marks)**
- c) State and explain **THREE** relevant payroll deductions. **(6 marks)**

QUESTION 2

- a) Explain **FIVE** principles of a sound employment policies. **(10 marks)**
- b) Superiors need to have methods in place to make junior know the employment policy. State and explain **FIVE** methods of communicating employment policies. **(10 marks)**

QUESTION 3

- a) Outline and distinguish among the **FOUR** managerial functions and any **THREE** operative functions of personnel management. **(14 marks)**
- b) What are the advantages accrued from having a centralized record keeping system. **(6 marks)**

QUESTION 4

- a) Describe mechanism in formulating and implementing employment policies. **(14 marks)**
- b) Explain **THREE** essentials of a good personnel report. **(6 marks)**

QUESTION 5

- a) Discuss the merits and demerits which an organization accrue from having a decentralized record keeping system. **(8 marks)**
- b) Describe the benefits of computerized personnel information system. **(12 marks)**