

TECHNICAL UNIVERSITY OF MOMBASA
School of Business

DEPARTMENT OF BUSINESS

BHR 4304: PERSONNEL ADMINISTRATION

SERIES: MAY 2016

TIME: 2 HOURS

INSTRUCTIONS:

- This paper consists of **FIVE** questions.
- Answer Question **ONE (Compulsory)** and any other **TWO** questions.

Question 1

- a) Discuss the importance of Personnel Administration and explain its main objectives. (10 marks)
- b) What are the features of Personnel Administration? (15Marks)
- c) What is meant by personnel Administration? (5marks)

Question 2

- a) Discuss the scope of personnel administration in organization. (10marks)
- b) Explain types of personnel records used in personnel administration (10 marks)

Question 3

- a) Discuss centralized and decentralized filing system used in record keeping in organization (15 marks)
- b) Features of a good policy (5marks)

Question 4

- a) In every organization there are policies and guidelines to be followed. What components should a basic policy structure have? (10 marks)
- b) What are the benefit of policies and procedure in an organization? (10 marks).

Question 5

a) In best practice and record keeping the following records may be legally required to be kept them for a period of 5-7year? Name them **(5 marks)**

b) Discuss the purpose of personnel Records in personnel administration **(15marks)**