



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

BBA/BCOM

BHR 4201: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2017

TIME: 2 HOURS

DATE: Sep 2017

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE

(a) Highlight the subsystems of HRIS a firm can implement. (10 Marks)

(b) Discuss major functions of the human resource system. (10 Marks)

(c) Your employees are the most important talent in the organization. As such automation of their data is critical. Discuss what guidelines to be put into consideration when selecting human resource information system. (10 Marks)

Question TWO

Q2 (a) Workplace is unique and therefore you may need to develop policies very specific to your organization and type of work. Discuss the characteristics of a good policy. (10 Marks)

(b) Discuss features of an effective disciplinary procedures. (10 Marks)

Question THREE

- (a) Explain how Human Resource impacts organization performance. (10 Marks)
- (b) Discuss challenges facing personnel administrators in modern organizations. (10 Marks)

Question FOUR

Q4 (a) “If an employee who receives notice of termination is not able to understand the notice, the employer shall ensure that the notice is explained orally to the employee in a language the employee understands”.

Discuss what do not constitutes fair reasons for dismissal from employment. (10 Marks)

(b) The National Hospital Insurance Fund (NHIF) is the primary provider of health insurance in Kenya with a mandate to enable all Kenyans to access quality and affordable health services. Explain the major objectives of NHIF . (10 Marks)

Question FIVE

Q5 (a) HR managers maintains personnel records to document the employment relationship with employees.

Discuss the general guidelines to the documentation that you retain in your organization’s personnel records.

(10 Marks)

(b) What is Manual Data and what is a Relevant Filing System. (10 Marks)