



TECHNICAL UNIVERSITY OF MOMBASA
**Faculty of Engineering &
Technology**

DEPARTMENT OF BUILDING & CIVIL ENGINEERING
HIGHER DIPLOMA IN BUILDING & CIVIL ENGINEERING (HDBCE 12S)

EBC 3210: CONSTRUCTION MANAGEMENT II

END OF SEMESTER EXAMINATION

SERIES: APRIL 2014

TIME ALLOWED: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer booklet*

This paper consists of **FIVE** questions. Answer any **THREE** questions of the **FIVE** questions

All questions carry equal marks

Maximum marks for each part of a question are as shown
This paper consists of **TWO** printed pages

Question One

- a) Briefly explain SIX managerial functions of a personnel manager. **(12 marks)**
- b) Define personnel management and explain briefly THREE distinct activities involved in personnel management. **(8 marks)**

Question Two

- a) Define recruitment and explain briefly FOUR stages involved in the recruitment process. **(10 marks)**
- b) Highlight FIVE importance of a good industrial relation. **(10 marks)**

Question Three

- a) Explain briefly FIVE objectives of trade unions. **(10 marks)**
- b) Outline FIVE reasons for performance appraisal. **(5 marks)**
- c) Define internal recruitment. **(1 mark)**
- d) Highlight FOUR things that the human resource department must understand in order to carry out the health and safety responsibility effectively. **(4 marks)**

Question Four

- a) Briefly discuss about corporations and highlight FIVE disadvantages of corporations. **(10 marks)**
- b) Define book keeping and discuss briefly the FOUR books of accounts. **(10 marks)**

Question Five

- a) Explain briefly FIVE sources of law. **(10 marks)**
- b) Briefly explain TWO sources of capital **(5 marks)**
- c) Outline FIVE duties and responsibilities of a company secretary. **(5 marks)**