

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.mucst.ac.ke**](http://www.mucst.ac.ke) **Email:** [**info@mucst.ac.ke**](mailto:info@mucst.ac.ke)

**University Examinations 2014/2015**

SECOND YEAR, FIRST SEMESTER EXAMINATION FOR DIPLOMA IN PURCHASING AND SUPPLIES MANAGEMENT

**DPS 0322: PRINCIPLES AND PRACTICE OF HRM**

**DATE: DECEMBER 2014 TIME: 1 HOURS**

**INSTRUCTIONS:**

**QUESTION ONE**

1. Define the following terms as used in principles and practice of Human Resource Management
2. Human Resource Planning (2 marks)
3. Human Resource Management (2 marks)
4. Recruitment (2 marks)
5. Departmentalization (2 marks)
6. Performance appraisal (2 marks)
7. Explain at least five characteristics of Human Resource Planning (5 marks)
8. Discuss the basis through which departmentalization may be done within an organization

(5 marks)

1. State and explain at least five benefits of ensuring discipline in an organization

(5 marks)

1. Describe five benefits of training to an individual employee (5 marks)

**QUESTION TWO**

1. Discuss five reasons why managers carry out performance appraisals (10 marks)
2. Discuss the duties of an employer in relation to occupational health and safety

(10 marks)

**QUESTION THREE**

1. Discuss the internal factors that are likely to influence your decision regarding salary and wage payment to your employees (10 marks)
2. Discuss the role of communication in an organization (10 marks)

**QUESTION FOUR**

1. Discuss at least five reasons why a Human Resource Department is necessary in an organization (10 marks)
2. Discuss the benefits of recruiting employees from outside the organization (10 marks)

**QUESTION FIVE**

1. Discuss the factors that you are likely to consider when forecasting Human Resource requirements (10 marks)
2. Discuss the various sources of leadership power (10 marks)