



MURANG'A UNIVERSITY COLLEGE (MRUC)
(A Constituent College of Jomo Kenyatta university of Agriculture & Technology)

SPECIAL/SUPPLEMENTARY EXAMINATIONS FOR
THE DEGREE OF BACHELOR OF SCIENCE IN HUMAN RESOURCE MGT (BHR)

UNIT CODE: HEH 2102

FOUNDATION OF HUMAN RESOURCE MANAGEMENT

DATE:

TIME: 3 HOURS

INSTRUCTION:

ANSWER QUESTION **ONE** AND ANY **OTHER TWO** QUESTIONS.

Q1. Explain the meaning of the following terms of employee separation.

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|-------|--------------|-----------|
| (i) | Dismissal | (2 marks) |
| (ii) | Retirement | (2 marks) |
| (iii) | Resignation | (2 marks) |
| (iv) | Retrenchment | (2 marks) |
| (v) | Lay-off | (2 marks) |

(b) Describe the problems that are encountered by human resource managers during the process of human planning. (10 marks)

Q2 Damaris is employed in a steel manufacturing company. She was a good worker and diligent in performing her responsibilities. However, since the past few months, she has become indifferent to her work and often reporting late. As the human resource manager, describe the procedure for taking disciplinary action against her. (20 marks)

Q3 What are the causes of industrial accidents and what measures should be taken by an organization to ensure employee safety. (20 marks)

Q4(a) Discuss some of the difficulties that may be encountered by a human resource manager during the process of recruitment. (10 marks)

(b) Every organization faces human relations problems because people are complex, different and variable. Enumerate on the causes of poor human relations in an organization. (10 marks)

Q5 (a) Describe some of the forecasting techniques that may be used to forecast human resource requirements in an organization. (10 marks)

(b) Briefly discuss the significance of employee welfare measures. (10 marks)