



# **MURANGA UNIVERSITY COLLEGE**

(A constituent College of Jomo Kenyatta University of Agriculture & Technology)

**MAIN CAMPUS**

**ORDINARY/ UNIVERSITY EXAMINATIONS**

**2014/2015 ACADEMIC YEAR**

**THIRD YEAR SECOND SEMESTER EXAMINATIONS**

**FOR THE DEGREE  
OF  
BACHELOR OF SCIENCE HUMAN RESOURCE MANAGEMENT**

**COURSE CODE: HEH 2306**

**COURSE TITLE: PERSONNEL ADMINISTRATION**

**DATE: 23<sup>rd</sup> APRIL 2015**

**TIME: 2 HOURS**

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## **INSTRUCTIONS TO CANDIDATES**

Question ONE (1) is compulsory  
Answer THREE (3) questions

MRUC observes ZERO tolerance to examination irregularities

This Paper Consists of 2 Printed Pages. Please Turn Over. ►

**QUESTION 1**

- a) As a Human Resource Manager explain the various overall policy areas that you would consider instrumental for the success of the organization. (10 marks)
- (b) In a forum organized by the National Social Security Fund Board of Trustees to map the way forward for the fund, you are required to give a presentation on the following.
- (i) The challenges faced by NSSF in its quest to provide Social Security to its members. [10marks]
- (ii) The different types of benefits payable to contributing members under The fund and the circumstances under which each benefit is paid (10 marks).

**QUESTION 2**

- a) Personnel administration is that part of administration which is concerned with people at work and with their relationships within an organization. In the light of this statement, describe the scope of personnel administration. (10 marks).
- b) Explain any five permitted deductions under the Employment Act, section 19 which may be effected on an employees pay (10 marks)

**QUESTION 3**

- a) Using examples, distinguish between statutory and voluntary deductions. (6 Marks)
- b) As a Human Resource specialist explain the requirements of a good record system. (8 marks)
- c) HIV and AIDS is a challenge that the modern HR manager has to cope up with. Describe any three points that should be included in a HIV and AIDs policy (6 marks).

**QUESTION 4**

- a) Discuss the role of information system in record keeping. (8 Marks)
- b) Explain the process of formulating human resource policies (12 marks)

