



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCES

SECOND YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN SOCIAL WORK AND COMMUNITY DEVELOPMENT

2428/ 202: RESOURCE MANAGEMENT

DATE: 31/8/2021

TIME: 11.30-2.30 PM

INSTRUCTIONS:

ANSWER ALL THE QUESTIONS

DO NOT WRITE ON THE QUESTION PAPER

- 1
 - a) Explain five functions of human resource management. (10 marks)
 - b) With relevant examples, differentiate between external and internal sources of recruitment. (5 marks)
 - c) State five advantages of training employees in an organization. (5 marks)
- 2
 - a) Highlight five qualities of an office worker. (5 marks)
 - b) Explain five factors an organization should put into consideration when buying an office equipment. (10 marks)
 - c) Identify five ways in which wastage of stationery can be avoided in an office. (5 marks)
- 3
 - a) Highlight the importance of each of the following:
 - i) Financial record keeping. (3 marks)
 - ii) Budgeting. (3 marks)
 - b) Explain five challenges in financial management. (10 marks)
 - c) State four sources of personal finance. (4 marks)

4. a) With suitable examples, distinguish between renewable and non-renewable sources of energy. (5 marks)
- b) Highlight five drawbacks in generation and use of hydroelectric power. (5 marks)
- c) Explain the importance of warehousing in an organization. (10 marks)
5. a) Explain five roles of development partners in resource management. (10 marks)
- b) Explain five ways of enhancing productivity of natural resources. (10 marks)