



THE KENYA POLYTECHNIC UNIVERSITY
COLLEGE

DEPARTMENT OF INSTITUTIONAL MANAGEMENT
DIPLOMA IN CLOTHING TECHNOLOGY
END OF YEAR I EXAMINATIONS
NOVEMBER 2007 SERIES

INDUSTRIAL ORGANIZATION AND MANAGEMENT

TIME: 2 ½ HOURS

Instructions to Candidates

Answer any FIVE of the following SIX questions

All questions carry equal marks

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1. a) Define the following terms:
 - i) Training (1 mark)
 - ii) Procurement (1 mark)
 - iii) Dynamic specification (1 mark)
 - iv) Delegation (1 mark)
 - v) Automation (1 mark)
- b) Outline FIVE limitations of an organization chart. (5 marks)
- c) Explain FIVE benefits of using a suitable material transporting system. (10 marks)
2. a) Describe the following functions of management;
 - i) Organizing (2 marks)
 - ii) Directing (2 marks)
 - iii) Staffing (2 marks)
 - iv) Controlling (2 marks)
- b) Explain the following leadership styles;
 - i) Autocratic (2 marks)
 - ii) Democratic (2 marks)
 - iii) Laissez faire (2 marks)
 - iv) Bureaucratic (2 marks)
- c) Outline FOUR qualities of a successful leader. (4 marks)
3. a) Explain FIVE benefits of outsourcing staff in an organization. (10 marks)
- b) Describe the following training methods citing TWO advantages in each case
 - i) On-the-job (4 marks)
 - ii) Cross training (4 marks)
- c) Outline TWO objectives of employee training (2 marks)

4. a) Explain the following approaches in management citing an advantage in each case.
- i) Situational approach (2½ marks)
 - ii) Management science approach (2½ marks)
- b) Outline FIVE functions of each of the following levels of management in an organization.
- i) Top management (5 marks)
 - ii) Middle level management (5 marks)
 - iii) Supervisors (5 marks)
5. a) Highlight FIVE benefits of an organization chart. (5 marks)
- b) Explain the following terms as applied in an employment situation.
- i) Recruitment (2 marks)
 - ii) Promotion (2 marks)
 - iii) Retrenchment (2 marks)
- c) Explain the following theories of leadership;
- i) Behavioral (3 marks)
 - ii) Situational (3 marks)
 - iii) The Trait theory (3 marks)
6. a) Describe the following company policies citing TWO advantages in each case.
- i) No stock (5 marks)
 - ii) Fabric stock (5 marks)
 - iii) Garments stock (5 marks)
- b) Explain the purchasing procedure in a central store system. (5 marks)