



MACHAKOS UNIVERSITY

University Examinations for 2020/2021

SCHOOL OF PURE AND APPLIED SCIENCES

DEPARTMENT OF MATHEMATICS STATISTICS

FIRST SEMESTER SECOND YEAR EXAMINATION FOR

CRAFT CERTIFICATE IN ELECTRICAL AND ELECTRONICS ENGINEERING –

WORKSHOP ORGANIZATION & MANAGEMENT I.

DATE: 3/9/2021

TIME: 8:30 – 11:30 AM

INSTRUCTIONS:

Attempt all the FIVE Questions

1. (a) (i) Define the term " Management ". (2 marks)
(ii) State any four managerial skills required for an individual managing an organization in a dynamic environment. (4 marks)
- (b) Explain the following functions of management in an organization
 - i. Planning
 - ii. Controlling (4 marks)
- (c) Define the following documents as used in Production Planning and control
 - (i) Route card
 - (ii) Material Requisition. (4 marks)
- (d) (i) State any three objectives of production planning and control.
(ii) State any three duties of a workshop Foreman. (6 marks)

2. (a) Define the following term
- (i) Quality control
 - (ii) Inspection . (4 marks)
- (b) State the following
- (i) Any three advantages of Quality control .
 - (ii) Any three aims of Inspection as a method of Quality control. (6 marks)
- (c) Explain any two factors that determine the design of a product . (4 marks)
- (d) State the following
- (i) any three principles of organization as a function of management. (3 marks)
 - (ii) any three contributions of Robert Owen in the evolution of management. (3 marks)
3. (a) (i) Differentiate between the terms“ Authority and Power” . (4 marks)
- (ii) State any three advantages of diversification as a tool of product development. (3 marks)
- (b) Explain the following types of Production ;
- (i) Job production
 - (ii) Process production. (4 marks)
- (c) Explain the following stages of a product design
- (i) Execution
 - (ii) Translation. (4 marks)
- (d) (i) Explain the term “ Scheduling ” as an activity of production planning. (2 marks)
- (ii) State any three characteristics of mass production. (3 marks)
4. (a) (i) Explain the meaning of the term “ Automation ” as used in manufacturing. (2 marks)
- (ii) State any three benefits of automation. (3 marks)
- (b) (i) Outline any three roles played by supervisory management in an organization. (3 marks)

- (ii) State any three advantages of carrying out floor inspection method on products. (3 marks)
- (c) State the following
- (i) Any three requirements for an ideal location for the site of a plant. (3 marks)
- (ii) Any three advantages of a Line plant layout. (3 marks)
- (d) State any three advantages of diversification as a tool of product development. (3 marks)
5. (a) (i) Outline three reasons why organizations conduct work study. (3 marks)
- (ii) Explain any two essentials of a good Control System. (2 marks)
- (b) Describe the following time study techniques
- (i) Synthetic timing
- (ii) Analytical estimating. (4 marks)
- (c) Explain the following stages for the process of production in manufacturing goods;
- (i) Production Research
- (ii) Pre - Production. (4 marks)
- (e) (i) Define the term an ' informal organizational structure ' in an enterprise. (2 marks)
- (ii) Outline any two reasons for an informal organizational structure in an enterprise. (2 marks)
- (f) State any three advantages of Standardization as a tool of product development. (3 marks)