



# MACHAKOS UNIVERSITY

University Examinations 2016/2017

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF FASHION DESIGN AND MARKETING

SECOND YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN FASHION  
DESIGN AND MARKETING

FDD 204: WORKSHOP ORGANISATION AND MANAGEMENT

**DATE: 5/6/2017**

**TIME: 8.30-10.30 AM**

## INSTRUCTIONS

*This paper consists of five questions*

*Answer question one and any other Two questions*

1. a) Define the following terms as used in workshop organization:
    - i. Work study (1 mark)
    - ii. Work measurement (1 mark)
    - iii. Method study (1 mark)
    - iv. Plant layout (1 mark)
    - v. Quality control (1 mark)
  - b) Highlight **Five** causes of accidents in a workshop. (5 marks)
  - c) State the purpose of workshop management in an organization. (7 marks)
  - d) Leadership is an important tool of management in any organization;
    - i. Highlight the qualities of a good leader. (6 marks)
    - ii. State how bad leadership can lead to poor production. (7 marks)
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2. a) Draw an organization structure (chart) of textile industry. (10 marks)
  - b) Explain **5** factors to consider when selecting a material handling system in a textile industry. (10 marks)
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3. a) Describe the basic procedure of method study. (10 marks)

- b) Explain the importance of work-study in any given organisation. (10 marks)
4. a) Explain the functions of management. (15 marks)
- b) Describe the different types of leadership styles. (5 marks)
5. a) Discuss the various systems used in material handling. (14 marks)
- b) State **three** disadvantages and **Three** advantages of each system. (6 marks)