



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations for 2015/2016

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF MECHANICAL AND MANUFACTURING ENGINEERING

SECOND SEMESTER EXAMINATION FOR DIPLOMA IN MECHANICAL
ENGINEERING (PLANT)

2101/317: INDUSTRIAL ORGANIZATION AND MANAGEMENT

DATE: 11/8/2016

TIME: 2:00 – 4:00 PM

INSTRUCTIONS:

This paper contains Five questions..Answer All the given Questions in this paper..All Questions carry Equal marks.

1. a) Define the following terms;
 - i. Capital
 - ii. Capital accumulation
 - iii. Mobility of labour(6 marks)
- b) i) State any three features of labour as a factor of production (3 marks)
ii) List any four factors affecting the efficiency of labour. (2 marks)
- c) Describe the following types of capital
 - i) Private Capital
 - ii) Fixed Capital
 - iii) Circulating capital(6 marks)
- d) Entrepreneurship is a vital factor of production. With reference to this statement state any three functions of an entrepreneur in the production process. (3 marks)

2. a) Explain the following types of production.
- i) Mass production
 - ii) Batch production
 - iii) Job production (12 marks)
- b) State any four objectives of production planning. (4 marks)
- c) State any four responsibilities of a production engineer. (4 marks)
3. a) Describe the following functions of production planning and control.
- i. Routing
 - ii. Scheduling
 - iii. Dispatching (9 marks)
- b) State any four reasons which would make an organization to design, develop and introduce new products to the market. (4 marks)
- c) With the aid of a sketch describe the four phases which a new product undergoes when introduced into the market. (7 marks)
4. a) State any four main features of effective and good store keeping. (2 marks)
- b) Describe the following types of stores giving one advantage and disadvantage for each.
- i. Centralized stores
 - ii. Decentralized stores (8 marks)
- c) i) State any four objectives of stock control. (4 marks)
- ii) State four roles of public procurement and disposal act. (4 marks)
- d) Describe the following documents with reference to the purchasing procedure.
- i. Purchasing requisition
 - ii. Letter of inquiry
 - iii. Quotations (6 marks)
5. a) State any four functions of an office. (4 marks)
- b) i) State four benefits of a centralized filing system. (4 marks)
- ii) Distinguish between routine tasks from work schedule in office organization (2 marks)
- c) List four types of office equipment. (4 marks)
- d) Describe any two types of office layout. (6 marks)