2306/306
CONSTRUCTION MANAGEMENT
Oct./Nov. 2016
Time: 3 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN QUANTITY SURVEYING

CONSTRUCTION MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

You should have a calculator, drawing instruments and answer booklet for this examination.
This paper consists of EIGHT questions.
Answer FIVE questions.
All questions carry equal marks.
Maximum marks for each part of a question are as indicated.
Candidates should answer the questions in English.

This paper consists of 4 printed pages.

Candidates should check the question paper to ascertain that
all the pages are printed as indicated and that no questions are missing.

Turn over

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1. (a) (i) Define the term management.

(ii) Explain **five** functions of management.

(12 marks)

(b) Illustrate **two** organisational structures and state **two** advantages and two disadvantages of each. (8 marks)

2. (a) (i) State **four** guidelines for disciplining staff effectively.

(ii) Explain **four** factors that influence the span of management.

(10 marks)

(b) (i) State **five** rules of operating an incentive scheme.

(ii) Explain **two** forms of financial incentive schemes.

(10 marks)

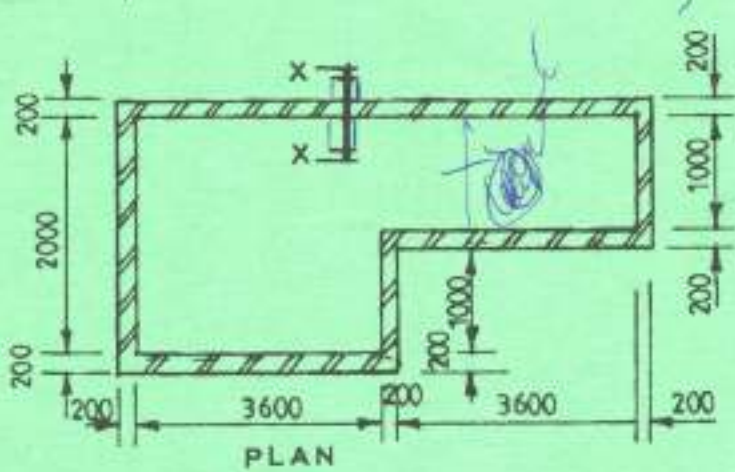3. (a) **Figure 1** shows the plan layout of a site store and section X-X of the wall.

Fig. 1

Determine the volume of each of the constituent material for the foundation concrete if the mix proportion is 1:3:6. (12 marks)

(b) Explain **four** materials procurement documents. (8 marks)

4. (a) Name and sketch **four** symbols used in a process chart and state what each signifies. (8 marks)

(b) Outline the procedure of method study. (7 marks)

(c) An unskilled labourer was observed to excavate 1 metre of a foundation trench average depth 1 metre in 2 hours. If the efficiency of labourer is 80% and a relaxation of 35% is granted, calculate the labour constant for the excavation. (5 marks)

5. (a) (i) List **four** of each of the following:

        (i) office equipment;
        (ii) office tools.

(4 marks)

(b) Explain **four** methods of filing hardcopy documents. (8 marks)

(c) Explain **four** mandatory deductions made on personal monthly income. (8 marks)

6. (a) (i) State **three** essentials of a work programme.

    (ii) Outline **three** advantages of CPM over bar charts.

(6 marks)

(b) Describe the sum of the years digits method of depreciation. (3 marks)

(c) The following information was extracted from the books of Superstructures Contractors.

	Ksh.
Sales	32,000,000
Sales return	2,000,000
Opening stock	18,000,000
Purchases	27,000,000
Carriage inwards	2,100,000
Purchase returns	3,300,000
Salaries and wages	5,600,000
Closing stock	24,000,000

Prepare a trading account for the year ending 31.12.2014. (11 marks)

7. (a) Explain **four** training techniques for staff in an organisation. (8 marks)

(b) Outline **two** methods of personnel recruitment and state **two** advantages of each. (6 marks)

(c) (i) Define the term staff appraisal.

(ii) Explain each of the following staff appraisal methods:

I. ranking;
II. critical incidences.

(6 marks)

8. (a) Describe **two** types of business ownership. (6 marks)

(b) Outline **four** items in a memorandum of association for a company. (6 marks)

(c) Explain four sources of business capital. (8 marks)

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