

**UNIVERSITY OF FORT HARE**

**ARM 504**

**MAIN EXAMINATIONS  
OCTOBER/NOVEMBER 2018**

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**Time: 3 HOURS**

**Subject: MANAGEMENT STUDIES**

**Marks: 100**

**This paper consists of 2 pages including cover page**

**Internal Examiner/s**

**Dr N. Muchaonyerwa**

**External Examiner/s**

**Prof. P Ngulube**

**INSTRUCTIONS**

- 1. Select four questions**
- 2. Write neatly and legibly**
- 3. Each question carries 25 marks**

## QUESTIONS

1. Discuss why training is essential in organizations such as archives and records management institutions. **[25marks]**
  
2. Discuss the concept of “management” and the Three (3) main forces behind the management thought and indicate how these have gained importance in the management of records in public sector organizations. **[25marks]**
  
- 3 (a) What is a strategic plan? **[5 marks]**  
  
(b) Discuss the Strength Weaknesses Opportunities and Threats (SWOT) analysis in creating a clear and intelligible strategic plan for your archives and records management facility. **[20 marks]**
  
- 4 Define the term grant and discuss in detail how do you give an advice to any organization looking to write better grants. **[25 marks]**
  
- 5 Discuss any **one (1)** theory of management and its application to archives and records management. **Give practical examples.** **[25marks]**