



MURANGA UNIVERSITY COLLEGE

(A constituent College of Jomo Kenyatta University of Agriculture & Technology)

MAIN CAMPUS

SPECIAL UNIVERSITY EXAMINATIONS

2015/2016 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATIONS

**FOR DIPLOMA/CERTIFICATE
IN
BUSINESS MANAGEMENT**

COURSE CODE: DBA1112/CIB0102

COURSE TITLE: PRINCIPLES OF MANAGEMENT

DATE: TIME: DURATION 2 HOURS

INSTRUCTIONS TO CANDIDATES

Question ONE (1) is compulsory
Answer THREE (3) questions

MRUC observes ZERO tolerance to examination irregularities

This Paper Consists of 2 Printed Pages. Please Turn Over. 

QUESTION ONE

- a) Outline any five importance of co-ordination. (5 marks)
- b) Explain the systems approach to management. (5 marks)
- c) Explain five methods of internal recruitment. (5 marks)
- d) Outline any five roles of a supervisor in an organization. (5 marks)
- e) Decision making is an important process in the planning function. Outline five characteristics of decision making. (5 marks)
- f) Differentiate between the following practices as used in management giving one disadvantage of each.
 - i. centralization
 - ii. decentralization (5 marks)

QUESTION TWO

- a) Identify five importance of planning. (5 marks)
- b) Job analysis is that process of identifying the overall tasks, activities and responsibilities within an organization. Identify five uses of job evaluation. (5 marks)
- c) Explain five basis/ forms of power. (10 marks)

QUESTION THREE

- a) Planning is the most important task for any manager for it sets out what is to be done to reduce conflict and confusion. What are the principles of planning? (10 marks)
- a) Explain five types of organization structures. (10 marks)

QUESTION FOUR

- a) Outline five objectives of controlling. (5 marks)
- b) Explain seven characteristics of successful leaders. (7 marks)
- c) There are various theories of leadership. Explain theory X. (8 marks)