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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2019/2020 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 114**

**COURSE TITLE: PRINCIPLES OF MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 18/12/2020 TIME: 3.00-5.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Discuss the meaning of management **[2 marks]**
2. Explain the difference between a leader and a manager **[4 marks]**
3. Explain the shortcomings of centralization as a type of organizational structure **[4 marks]**
4. Describe the significance of coordination in management **[6 marks]**
5. Explain the factors influencing the span of management **[6 marks]**
6. Highlight the reasons why job analysis is crucial in any organization **[4 marks]**
7. Describe the principles of scientific theory of management **[4 marks]**
8. Explain the importance of existence of informal groups in a company **[4 marks]**

**QUESTION TWO**

1. Discuss the contributions of Henry Fayol towards management **[6 marks]**
2. Discuss the different leaderships styles that a manager can practice in an organization **[8 marks]**
3. What are the goals of organizational development in an establishment **[6 marks]**

**QUESTION THREE**

1. Expound the different theories of leadership and how they are applied in administration **[10 marks]**
2. Discuss different types of supervisors **[6 marks]**
3. Describe the issues that influence group cohesiveness **[4 marks]**

**QUESTION FOUR**

1. Describe the benefits and hindrances of matrix organisation structure **[10 marks]**
2. Explain the different dynamics that encourage group formation **[5 marks]**
3. What are the benefits of democratic leadership **[5 marks]**

**QUESTION FIVE**

1. Discuss the term organizing and its role in management **[10 marks]**
2. Explain the different techniques of selections in an establishment **[10 marks]**