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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR TWO**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 212**

**COURSE TITLE: PRINCIPLES AND PRACTICES OF MANAGEMENT (PPM)**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 19/08/2021 TIME: 09.00-11.00 AM**

**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. Chaka has been appointed a manager at Rika Limited. Explain **five** functions of management Chaka would be expected to perform. (10marks)
2. Discuss **five** managerial skills that a manager need to effectively run the organisation.

 (10marks)

1. Explain **five** principles of management suggested by Henri Fayol. (10marks)

**QUESION TWO**

1. Discuss **four** decisional roles that a manager is expected to carry out in an organisation

 (8marks)

1. Explain **six** benefits of effective planning to an organisation. (12marks)

**QUESTION THREE**

1. Discuss **five** essential features of management. (10marks)
2. The overall purpose of management is to ensure the smooth running of the operations of an organization. Explain **five** ways in which management achieves this purpose. (10marks)

**QUESTION FOUR**

1. Corruption by employees continues to exist in many organizations despite claims that such organizations are corruption free. Give **five** reasons that may account for this unethical behavior by employees. (10marks)

# Discuss five decision making skills required my managers to effectively manage an organization. (10marks)

**QUESTION FIVE**

1. Discuss **five** characteristics of an effective decision making in an organisation. (10marks)
2. Explain **six** benefits of effective planning to an organisation. (12marks)