**GARISSA UNIVERSITY**

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

**TWO** SEMESTER EXAMINATION

**DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES**

**FOR THE DEGREE OF INFORMATION SCIENCES**

**INS: 212**

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

**EXAMINATION DURATION: 2 HOURS**

**DATE....................... TIME................................**

**INSTRUCTIONS 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**
* Do not carry mobile phones or any other written materials in examination room
* Do not write on this paper

**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)

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