



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE**
SECOND SEMESTER EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DIPLOMA IN BUSINESS MANAGEMENT

COURSE CODE: DBM 01:

COURSE TITLE: PRINCIPLES AND PRACTICE OF MANAGEMENT

EXAMINATION DURATION: 3 HOURS

DATE: 10/04/18

TIME: 09.00-11.00 PM

INSTRUCTION TO CANDIDATES

- The examination has **SIX (6)** questions
- Question **ONE (1)** is **COMPULSORY**
- Choose any other **THREE (3)** questions from the remaining **FIVE (5)** 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)

- (a) Define the following terms: [10 marks]
- i. management
 - ii. Principles
 - iii. Delegation
 - iv. Bureaucracy
 - v. coordination
- (b) Explain the characteristics of management [5 marks]
- (c) Differentiate between centralization and decentralization [5 marks]
- (d) Explain the five main types of planning [5 marks]

QUESTION TWO

- (a) Define a manager [2 marks]
- (b) List the three core skills managers should possess to enable them put organizational resources to their best use. [5 marks]
- (c) State three barriers to effective planning [3 marks]
- (d) List the main determinants of organizational culture [5 marks]

QUESTION THREE

- (a) Discuss any five principles of management as advanced by Henry Fayol [10 marks]
- (b) List any five characteristics of bureaucracies [5 marks]

QUESTION FOUR

- (a) Outline the basic principles of organizing [5 marks]
- (b) Explain the classical management theory [3 marks]
- (c) Define the term organization design [2 marks]
- (d) List the basic functions of management [5 marks]

QUESTION FIVE

- (a) State and explain three theories of management [10 marks]
- (b) List the qualities of a good manager [5 marks]

QUESTION SIX

- (a) Explain the difference between formal and informal organizations [10 marks]
- (b) List five operative functions in management [5 marks]

