



OFFICE OF THE DEPUTY PRINCIPAL

ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

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# UNIVERSITY EXAMINATIONS

## 2020 /2021 ACADEMIC YEAR

SECOND YEAR FIRST SEMESTER REGULAR EXAMINATION

FOR THE DEGREE OF BACHELOR OF EDUCATION

BUSINESS STUDIES

**COURSE CODE: EDB 212**

**COURSE TITLE: PRINCIPLES OF MANAGEMENT**

**DATE: 27<sup>TH</sup> JULY, 2021**

**TIME: 1:00 PM TO 4:00PM**

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### INSTRUCTION TO CANDIDATES

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**REGULAR – MAIN EXAM**

**EDB 212: PRINCIPLES OF MANAGEMENT**

**STREAM: BED (Arts)**

**DURATION: 3 Hours**

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**INSTRUCTIONS TO CANDIDATES**

- i. Answer Question **ONE** and any other **TWO** questions.
- ii. Do not write on the question paper.

**SECTION A**

**QUESTION ONE**

**(30 MARKS)**

Sunshine Group of Schools management board is seeking to hire a young dynamic university graduate to replace a principal in one of their schools in Busia, who has been promoted and assigned different role in the Group of Schools. You apply for the position and are invited for the interview.

- (a) The board indicates that managing a school has challenges especially now with a lot of disruptions like COVID 19 pandemic. Define management and state any three challenging functions of management to the management board. **[4 marks]**
- (b) Since you have not headed a school the board is keen to know whether you understand management levels. Describe the **three** levels of management to the board. **[6 marks]**
- (c) Since you lack experience the board is concerned of your knowledge of management principles. Describe to the board at least **five** features of management principles. **[10 marks]**
- (d) A board member indicates that one of their strength has been in their individual school's having heads with excellent interpersonal skills. Describe any **five** interpersonal skills you possess that make you the right candidate for the position. **[10 marks]**

**QUESTION TWO**

**(20 MARKS)**

You are invited as an expert to attend an analysis of the results of last year's national Kenya Certificate of Secondary Examinations (KCSE) at a school in your neighbourhood. The school head indicate that their results were affected by the long cessation of learning occasioned by COVID 19 pandemic. Head of careers in school thinks internal issues made them not achieve their target.

(a) Describe to the teachers **five** internal environment factors that may influence the schools performance. **[10 marks]**

(b) Other than environmental disasters like COVID 19 pandemic disruption of learning, explain **five** general environment factors that may have a bearing on a schools performance. **[10 marks]**

**QUESTION THREE (20 MARKS)**

As the new Principal of Alupe Secondary School you realize that departmental decisions were not achieving their goals. You call a heads of department meeting to try and decision making issues in the school are part of the agenda.

(a) Describe any **five** characteristics of decision making to the heads of department. **[10 marks]**

(b) Explain to the heads of department the **eight** steps in decision making process. **[10 marks]**

**QUESTION FOUR (20 MARKS)**

Henry Fayol (1841-1925) is often regarded as the father of modern management theory. On the basis of his personal experience, he developed fourteen (14) principles of management.

(a) Explain **ten** Henry Fayol's principles of management. **[10 marks]**

(b) Explain any **five** ways these Fayol's principles are applicable in organization's management today. **[10 marks]**

**QUESTION FIVE (20 MARKS)**

As a resource person conducting a week long seminar for secondary schools heads in Busia County, the County Education Officer makes a remark that most school principals run their offices unprofessionally.

(a) Describe to the principals at least **five** administrative functions of an office. **[10 marks]**

(b) One of the principal's is eager to know what he needs to do inorder to purchase office equipment well. Explain to the principals at least **eight** factors that may affect selection of office machines and furniture **[10 marks]**

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