



OFFICE OF THE DEPUTY PRINCIPAL

ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

UNIVERSITY EXAMINATIONS

2021 /2022 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: 03/06/2022

TIME: 9.00am-12.00pm

INSTRUCTION TO CANDIDATES

- SEE INSIDE

THIS PAPER CONSISTS OF 3 PRINTED PAGES

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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)**

Academia Focus Foundation (AFF) is a new organization with extensive interests in the Kenyan new CBC system. They have their head office in Nairobi and intend to set up an office in Busia in order to facilitate their operations in western rift valley region. You are conducted as an expert in management to help set up an office and you are preparing for the first meeting.

- (a) In the meeting you realize some directors not sure of the value of having an office in Busia. You think it is important. State any **six** administrative function of an office to the organization directors. **(6 marks)**
- (b) Some directors are not keen on the organization purchasing machines in the office. State any four importance of office machines. **(4 marks)**
- (c) You convince the directors on the benefit of purchasing some machines. Describe any **five** factors they should consider when selecting office machines and furniture. **(10 marks)**
- (d) Explain to the administrators of the office any **five** importance of proper office management **(10 marks)**

QUESTION TWO**(20 MARKS)**

- (a) Busia District Heads Association invites you to their annual forum as a management expert. In their deliberations they raise concern about managing their schools in the prevailing environment. Briefly explain to them **six** features of management principles that reflect current organizational environment **(6 marks)**
- (b) (i) Describe the **three** levels of management to the members in attendance clearly highlighting responsibilities at each level and probable job titles. **(9 marks)**
- (ii) The principles are experiencing a challenge in recruiting heads of departments to help in management. Explain to them any **five** qualities they need to look for in the individuals to be hired in the management team. **(5 marks)**

QUESTION THREE**(20 MARKS)**

If an organization wants to operate effectively, it must understand its environment.

- (a) Discuss any **five** aspects of the internal environment clearly showing how they may affect an organization. **(10 marks)**
- (b) Describe the **five** competitive forces of the task environment as developed by Michael Porter. **(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) To what extent are these principles applicable in organization's management today? **(10 marks)**

QUESTION FIVE

(20 MARKS)

You are the key note speaker in the district heads conference for principles in public schools.

- (a) Keeping in mind that delegation of authority is inevitable to encourage meaningful participation and cooperation in order to accomplish set goals, explain at least **five** principles of effective delegation of authority to the heads. **(10 marks)**
- (b) A principle reacting to your presentation raises concern that subordinates are to blame as they resist delegation of authority to them. Describe to them at least **five** barrier to effective delegation of authority on the part of subordinates. (why subordinates resist delegation) **(10 marks)**