



# **MACHAKOS UNIVERSITY**

**University Examinations for 2019/2020 Academic Year**

**SCHOOL OF BUSINESS AND ECONOMICS**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**SECOND YEAR SECOND SEMESTER EXAMINATION FOR**

**DIPLOMA IN PROCUREMENT AND SUPPLIES MANAGEMENT**

**BBA030: PRINCIPLES OF MANAGEMENT**

**DATE:**

**TIME:**

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## **INSTRUCTIONS:**

- This paper consists of two sections
- Section A is compulsory (30 marks)
- Answer any two questions from section B (Each 20 marks)

## **SECTION A**

### **QUESTION ONE (30 MARKS)**

- Explain four types of leadership styles that are to be found in any organization. (8 marks)
- Explain four advantages of using internal source of manpower (8 marks)
- Describe three tasks performed by a manager as he undertakes the decisional roles (6 marks)
- Highlight six responsibilities that a manager has over the suppliers and creditors of his organization (6 marks)
- Give two differences between a leader and a manager (2 marks)

### **QUESTION TWO (20 MARKS)**

- Planning is regarded as the pre-requisite of all management functions. Explain five reasons why it is so important for an organization to undertake this function. (10 marks)

- b) Describe four techniques used by Human Resource managers in manpower forecasting  
(10 marks)

**QUESTION THREE (20 MARKS)**

- a) Identify the five forces as stipulated by Michael Porter's model and explain how each force helps a manager while undertaking situation analysis. (10 marks)
- b) Explain five reasons why control is important in any organization. (10 marks)

**QUESTION FOUR (20 MARKS)**

- a) Explain five constraints in the internal environment of an organization that affect its operations. (10 marks)
- b) In organizing, a manager is guided by some principles. Explain five of those principles. (10 marks)

**QUESTION FIVE (20 MARKS)**

- a) A group of young college graduates has approached you seeking advice on the best possible organizational structure. Explain to them five factors that affect the degree of centralization or decentration of Authority in an organization (10 marks)
- b) Explain the five reasons why an organization would from time to time undertake performance appraisal on its staff.  
(10 marks)