



MACHAKOS UNIVERSITY

University Examinations for 2018/2019 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SPECIAL/SUPPLEMENTARY EXAMINATION FOR DIPLOMA IN PROCUREMENT

BBA 030: PRINCIPLES AND PRACTICES OF MANAGEMENT

DATE: 30/9/2019

TIME: 2.00-4.00 PM

INSTRUCTIONS: Answer Question ONE and any other TWO Questions.

1. (a) Explain the importance of management (10 marks).
(a) Explain the benefits of Planning Function of management to any organization. (10 marks).
(b) Explain the Principles of Management as advocated by Fredrick Taylor (10 marks).
2. (a) Explain functions of management carried out at supervisory level of management (8 marks).
(b) Organizations are expected to be socially responsible to the society. Explain the benefits of organizations offering corporate social responsibility (12 Marks).
3. (a) Explain the benefits of carrying our performance appraisal to any organization (10 marks).
(b) Explain challenges that an organization is likely to face when carrying out staffing function (10 marks).
4. (a) Control function of management is very essential. Discuss. (12 marks).
(a) Outline the importance of including employees in decision making in an organization (8 marks).
5. (a) Explain five reasons why the management of any firm should set clear objectives for its activities (10 marks).
(b) Managers are expected to possess certain skills in order to effectively carry out their functions. Outline five such skills (10 marks).