

**TECHNICAL UNIVERSITY OF MOMBASA**

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**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF SOCIAL SCIENCES**

**UNIVERSITY EXAMINATION FOR:**

**DIPLOMA IN COMMUNITY DEVELOPMENT AND COUNSELLING Y1S1**

**BMG 2101: PRINCIPLES OF MANAGEMENT PRACTICE**

**SERIES: APRIL 2017**

**TIME: 2 HOURS**

**DATE: Pick Date Sep 2017**

**Instructions to Candidates**

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

**Do not write on the question paper.**

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Q1 (a) Explain the meaning of the following management concepts:

(i) Management (2marks)

(ii) Administration (2marks)

(iii) Management by objectives (2marks)

(b) List any THREE Basic Leadership Styles and state the importance of each (6 marks)

(c) State why effective communication is necessary in management practice (6 marks)

(d) Briefly state any THREE importance of division of labour (6 marks)

(e) Identify and explain THREE steps involved in the Interviewing Procedure (6marks)

**SECTION B-40 MARKS**

Answer any TWO questions in this section

Q2. (a) Briefly explain any FIVE functions of management (10marks)

(b) Identify and discuss personal qualities of a successful manager (10marks)

Q3. Describe Bureaucratic Management approach by Max Weber and adequately explain its Characteristics (20 marks)

Q4. (a) List any FIVE principles of Management by Henri Fayol and explain how you would apply each to improve the performance of organization XYZ (10 marks)

(b) Being a CEO of a reputable organization is such a challenging task. Discuss. (10 marks)

Q5. Who is referred to as the 'Father of Scientific management'? Discuss the advantages and disadvantages of scientific management (20 marks).