**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

 **Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** **info@must.ac.ke**

**University Examinations 2015/2016**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE CERTIFICATE IN BUSINESS ADMINISTRATION.

**BFE 1102: PRINCIPLES OF MANAGEMENT.**

**DATE: AUGUST 2016 TIME: 11/2 HOURS**

**INSTRUCTIONS: -** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. Management cannot be viewed as an exact science but rather in exact science. Explain the reasons for this. (8 marks)
2. Discuss five principles of management as formulated by Henry Fayol. (10 marks)
3. Planning is the most important task for any manager as it sets out. What is to be done to reduce conflict and confusion? Describe the steps involved in planning. (12 marks)

**QUESTION TWO (20 MARKS)**

1. Managerial roles approach was developed by Proffessor Mintzberg. Discuss the main features of managerial roles approach. (10 marks)
2. In a functional structure a department is named according to the function it executes. Explain five advantages of a functional organisational structure. (10 marks)

**QUESTION THREE (20 MARKS)**

1. Discuss five principles of organising. (10 marks)
2. Controlling implies that actions of people working through the enterprise are in conformity with the intentions of plans and directly and positively contribute to the best attainment of planned objectives. Describe the controlling process. (10 marks)

**QUESTION FOUR (20 MARKS)**

1. As a function of management organising is a process. Describe the organising process. (12 marks)
2. Discuss five reasons why an organisation may prefer internal recruitment. (8 marks)

**QUESTION FIVE (20 MARKS)**

1. Discuss five reasons why people may resist control systems in an organisation. (10 marks)
2. Selection is choosing the right people to be offered a job. Discuss five methods of selection. (10 marks)