

# MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF EMS

**Examination for Diploma in Cooperative Management**

**PRINCIPLES AND PRACTICE OF MANAGEMENT**

Date: 21/7/2014

Time: 8:00 AM

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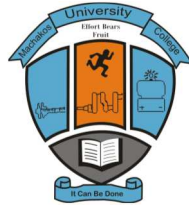
## INSTRUCTIONS

*Question one is compulsory*

*Answer any other two questions*

1. a) Highlight 4 factors that determine the level of wages paid to employees in an organization. (4 marks)
- b) Briefly describe four types of non-financial job evaluation schemes. (8 marks)
- c) Differentiate between the following terms
  - i. Training and Education
  - ii. Training and Development (4 marks)
- d) Leadership is different from management Elaborate. (6 marks)
- e) Explain 4 justifiable groups for summary dismissal. (8 marks)
2. a) Explain five roles of HRM in regard to training of employees. (10 marks)
- b) Zaka Company Ltd pays its employees more wages and salaries compared to its competitors in the same industry. Explain five possible reasons for this difference. (10 marks)
3. a) Explain five principles of effective control. (10 marks)
- b) With an aid a diagram describe the decision making process. (10 marks)

4. a) Explain six external environmental factors that may affect the performance of a business organization. (12 marks)
- b) Highlight four functions carried out at the supervisory level of management in an organization (8 marks)
5. a) Explain five reasons why coordination is important whenever and wherever a group of persons are working together. (10 marks)
- b) Critically compare and contrast the Maslow and Herzberg's motivation theories (10 marks)



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SCHOOL OF BUSINESS AND ECONOMICS  
DEPARTMENT OF ACCOUNTING AND SECRETARIAL

## Examination for BMCR I

### PRINCIPLES AND PRACTICE OF MANAGEMENT

Date: 5/8/2014

Time: 2 HRS

#### Instructions

*Question one is compulsory*

*Answer any other two questions*

1. a) Highlight 5 characteristics of management. (5 marks)
- b) Plans are essential to effective management. However, their formulation is not always smooth. Elaborate. (10 marks)
- c) Write short notes on the following terms
  - i. Job rotation
  - ii. Job enrichment
  - iii. Job enlargement
  - iv. Job evaluation
  - v. Job analysis (10 marks)
- d) State five roles of a supervisor in an organization. (5 marks)
2. Explain the various employment tests used in the selection of personnel (20 marks)
3. Clearly explain with the various steps involved in decision making process. (20 marks)
4. An organization can influence the activities of its immediate environment. Highlight 5 components of such environment explaining how the organization can influences its activities. (20 marks)
5. Explain five non budgetary control measures that may be used by a manager in executing the control function in his organization. (20 marks)