



**MACHAKOS UNIVERSITY**  
**University Examinations for 2021/2022 Academic Year**  
**SCHOOL OF BUSINESS AND ECONOMICS**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**SECOND YEAR SECOND SEMESTER EXAMINATION FOR**  
**BACHELOR OF ENVIRONMENTAL STUDIES (COMMUNITY**  
**DEVELOPMENT)**

**ECD 420: PRINCIPLES OF ADMINISTRATION & MANAGEMENT**

**DATE: 7/12/2021**

**TIME: 8:30 – 10:30 AM**

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**INSTRUCTIONS: .**

- i. Answer questions **ONE** and any other **TWO** questions. In total answer **THREE** questions.
- ii. Question **ONE** constitutes 30 marks in total while the rest of the questions accounts for 20 marks each.
- iii. Use of relevant examples and real life cases is encouraged.

**QUESTION ONE (COMPULSORY)(30 MARKS)**

- a) Pick on a project or organization in Kenya you are familiar with. With reference to it make a discussion on how any five of the 14 principles of management by Henri Fayol in can be applied to aid projects or organizations achieve higher levels of efficiency and effectiveness. (12 marks)
- b) Using a case of Machakos University or an institution you are familiar with;
  - i) Identify employees' categories who can fit into each of the three hierarchy levels of management (First-line Managers, Middle Managers, Top Managers). (3 marks)
  - ii) Discuss two tasks/responsibilities undertaken under each of the above levels. (9 marks)
- c) Using suitable examples explain three key principles for implementing procurement objectives. (6 marks)

**QUESTION TWO (20 MARKS)**

- a) With reference to projects or real case situations you are familiar with, discuss any four reasons why participatory process is important in the strategic planning process? (10 marks)
- b) With reference to various case scenarios, identify and discuss the stages in problem solving. (10 marks)

**QUESTION THREE (20 MARKS)**

- a) Discuss, using suitable examples, four roles of public policies. (10 marks)
- b) Using good examples discuss the four key stages in public policy process. (10 marks)

**QUESTION FOUR (20 MARKS)**

- a) Using suitable examples explain what public financial management entails and why it is deemed important. (8 marks)
- b) Using appropriate examples discuss the six elements in a budget cycle. (12 marks)

**QUESTION FIVE (20 MARKS)**

- a) “Results based approach to management has received increased attention from both the public and private sectors”. Discuss five reasons triggering this attention. (10 marks)
- b) Discuss, using suitable examples, the five principles of total quality management and how the practice of each these can contribute to successful performance of community projects. (10 marks)