



UNIVERSITY EXAMINATIONS
SPECIAL/SUPPLEMENTARY EXAMINATIONS
FIRST YEAR EXAMINATION FOR THE AWARD OF
DIPLOMA IN PUBLIC ADMINISTRATION
SECOND SEMESTER 2024/2025
(JANUARY – APRIL, 2025)

DPAD 0105: PRINCIPLES OF MANAGEMENT

STREAM: Y1 S2

TIME: 2 HOURS

DAY: THURSDAY, 9.00 – 11.00 A M

DATE: 07/08/2025

INSTRUCTIONS:

- 1. Do not write anything on this question paper.**
- 2. Answer Question One(Compulsory) and Any Other TWO Questions**
- 3. There are two sections; A and B. Section A is COMPULSORY, Section B is optional, and therefore answer any TWO questions.**

SECTION A

1. a) Explain the following terms as used in principles of management. (10mks)
 - i) Authority and responsibility
 - ii) Delegation and power
 - iii) Formal organisation and informal organisation
 - iv) Management and Administration
 - v) Centralisation and Decentralisation

- b) There has been controversy whether management is a science, an art or both. In your view what do you think? (10mks)

- c) Management principles are statements of fundamental truth. Briefly explain five Fayol's principles of Management (10mks)

SECTION B

2. a) The levels of Management determine the amount of authority a manager has. Identify and explain functions of the three levels of management. Use relevant examples in each level. (10mks)
- b) Scientific management is that kind of management that conduct business by standards established by facts and truths. Discuss F.W Taylor's contributions to this scientific school of thought. (10mks)
3. a). For organization to succeed there should be capable managers equipped with different managerial skills. Explain any five of these skills. (10mks)
- b) Planning is not random process but one that generally follow certain steps. Discuss the process. (10mks)
4. a) There has been controversy regarding the interpretation of management and administration. In your own view, explain five differences of these two terms (10mks)
- b) Maslow's hierarchy of needs theory explains the specific things that actually motivates an individual at work. With the help of a diagram, explain about this theory. (10mks)
5. a) A manager sits at the helm of an organisation or a department. What are **five qualities** of a successful supervisor. (10mks)
- b) Communication is one of the elements of directing. Explain five barriers of communication. (10mks)