



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS

THIRD YEAR EXAMINATION FOR THE AWARD OF THE
DEGREE OF BACHELOR OF CRIMINOLOGY AND SECURITY STUDIES
SECOND SEMESTER, 2021/2022
(FEBRUARY - JUNE, 2022)

BPPS 311: ADMINISTRATIVE THEORY

STREAM: Y3 S2

TIME: 2 HOURS

DAY:

DATE:

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Question ONE [Compulsory] and any other THREE Questions.***

1a. Define the following terms

- | | |
|--------------------|-----------|
| i. Management | [2 marks] |
| ii. Administration | [2 marks] |
| iii. Change | [1 mark] |

1b. Distinguish between management and administration [8 marks]

1c. Why is Human Resources Management important in an organization
[7 marks]

1d. All managers should be leaders, but not all leaders should be managers.
Discuss [5 marks]

2. Discuss the contribution of the three classical approaches of management to today's management [15 marks]

3a. Using examples, discuss the forces/causes of change in an organization

[10 marks]

3b. Outline ways to curb resistance of change in an organization [5 marks]

4a. Briefly explain at least 3 types of leadership styles [9 marks]

4b. Explain how a leader can change his/her leadership style to match various leadership situations [6 marks]

5a. What are some of the job characteristics that can motivate employees?

[6 marks]

5b. Outline and explain any 3 theories of motivation [9 marks]