



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

MAY – JULY 2019 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME/ODEL

CLIS/DLIS: PRINCIPLES OF MANAGEMENT

Date: JULY 2019

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions

- Q1
- a) You have been appointed as the Chief Librarian in your Community Library, you realize that your subordinates are not clear on the three levels of Management. Prepare a summary of these levels of Management giving at least **TWO** roles that each manager plays. **(10 marks)**
 - b) Power supports leadership because subordinates must consent to be led, Understanding the sources of power and their effective use is important for those in managerial ranks. Define the **FOUR** kinds of power, giving a brief explanation on how it occurs in an organization. **(10 marks)**
 - c) Define the concept of controlling in Management and briefly explain the **FOUR** steps that would be useful in a controlling process. **(10 marks)**
- Q2.
- a) Robert Katz identifies three types of skills that are essential for a Successful management process. State these types of Skills, giving a reason why each is essential. Use of an Example is a good idea. **(10 marks)**
 - b) Define the function of Staffing in Management, give Four Benefits an organization could accrue from effective Staffing. **(10 marks)**

- Q3. a) Henry Fayol coined fourteen principals of management. State five principles and show how they are used in today's Management. **(10 marks)**
- b) Define coordination in Management **(2 marks)**
- c) Give four principles of coordination and explain why it is an important function of Management. **(8 marks)**
- Q4. a) Define planning as a major function of Management. **(2 marks)**
- b) Explain three types of plans and give an example of each. **(8 marks)**
- c) Differentiate between an organization structure from an organizational chart. **(4 marks)**
- d) Name and briefly explain Three types of Organizational Structures **(6 marks)**
- Q5. a) A manager performs organizing function with the help of Four steps. Name these steps briefly explaining what is involved in each. **(10 marks)**
- b) Define Leadership and briefly explain three styles of Leadership you are familiar with. **(10 marks)**

END