



# UNIVERSITY OF EMBU

2017/2018 ACADEMIC YEAR

TRIMESTER EXAMINATIONS

FIRST YEAR EXAMINATION FOR DIPLOMA IN LIBRARY AND INFORMATION  
STUDIES

LIS 054: PRINCIPLES AND PRACTICE OF MANAGEMENT

**DATE: AUGUST 8, 2018**

**TIME: 2:00 PM – 4:00 PM**

**INSTRUCTIONS:**

**Answer question ONE and any other TWO questions**

**QUESTION ONE (30 MARKS)**

- a) Distinguish the following terms as used in management:
- i) Efficiency and Effectiveness (4 marks)
  - ii) Power and Authority (4 marks)
- b) Explain five skills of an effective manager (5 marks)
- c) Groups in an organization are vital in achieving corporate objectives. Discuss the group formation process (5 marks)
- d) Define and explain the objectives of the following terms related to emerging trends in management
- i) Corporate Social Responsibility (3 marks)
  - ii) Corporate governance (3 marks)
  - iii) Change Management (3 marks)
  - iv) Performance Management (3 marks)

**QUESTION TWO (20 MARKS)**

- a) Fredrick W. Taylor is known as the “Father of Scientific Management.” Explain the principles of scientific management propounded by Taylor. (10 marks)
- b) Evaluate five qualities of a good leader. (10 marks)

**QUESTION THREE (20 MARKS)**

- a) Explain to what extent Henry Fayol’s principles of Management are relevant to management of Libraries and Information centers (12 marks)
- b) Define the term leadership and explain three styles of leadership. (8 marks)

**QUESTION FOUR (20 MARKS)**

- a) Discuss Maslow’s Hierarchy of needs theory of motivation, and its contribution to today’s management. (10 marks)
- b) State and explain five managerial roles expected of a manager (10 marks)

**QUESTION FIVE (20 MARKS)**

- a) Planning has been termed the most basic function of all managerial functions. Discuss five barriers to effective planning. (10 marks)
- b) Explain the impacts of technological advancement to managers (10 marks)

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