

Amended Course as passed by the Subject Committee Meeting held on Feb. 29, 2004.

MNG 411.2 Organization and Management (2-0-0)

	Theory	Practical	Total
Sessional	50	-	50
Final	50	-	50
Total	100	-	100

Course objectives:

To make the students able to understand and analyze the professional environment where they have to practice their profession. This course will also help them in bringing attitudinal as well as behavioral change.

Course Contents:

- 1. Introduction (2 hrs)**
Meaning of organization and management, Function of management, Need of management.
- 2. Organization (4 hrs)**
Meaning of organization, Characteristics of organization, Principles of organization, Principles of organization, Formal and informal organization, Organization chart, Types of organization-line and staff, functional and matrix.
- 3. Motivation and leadership (6 hrs)**
Concept of motivation and incentives, Theories of motivation, Leadership styles: Participative management, Management by objectives, management by exception, Learning organization.
- 4. Personnel Management (6 hrs)**
Meaning and functions of personnel management, Job analysis, Job description, Recruitment and promotion, Performance appraisal, Introduction to wages and methods of wage payment, Training
- 5. Introduction to Industrial Relations (6 hrs)**
Meaning of trade union, Trade union movement in Nepal Collective bargaining, health and safety, Compensation, Introduction to arbitration.
- 6. Human Behavior and Conflict Management (7 hrs)**
Impact of diversity issues in Human Interactions, Intragroup and Intergroup Behavior, Negotiation, Facilitation, Mediation, Arbitration, Legal action.

Reference Books:

1. Harold Koontz and Heinz Weihrich, Essentials of Mangement.
2. Govinda Ram Agrawal, Organization and Management in Nepal.
3. C.B. Mamoria, Personnel Managemnt.
4. Fred Luthans Organizational Behavior, (McGraw Hill)