

POKHARA UNIVERSITY

Level: Bachelor Semester: Fall Year : 2021
Programme: BE Full Marks: 100
Course: Organization and Management Pass Marks: 45
Time : 3hrs.

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Attempt all the questions.

1. a) Define management. How managers can effectively manage organization in Covid-19 scenario? Discuss based on the functions of management. 8
b) What is Line and Staff organization? What are the advantages and disadvantages of Line and Staff organization? 7
2. a) What is Formal & Informal organization? Differentiate between them. 8
b) Define learning organization. Discuss characteristics of learning organization 7
3. a) Define human resource management. Discuss different functions of HRM. 8
b) What is recruitment? Discuss different sources of recruitment. 7
4. a) What is on the job and off the job training? Explain. 8
b) What is Trade Union? Explain the role of Trade Union and its movement in Nepal? 7
5. a) What is an Employee grievance? How can we handle the Employee grievance of Employees in any Organization? 8
b) What is inter-personal and inter-organizational conflict? Discuss different sources of inter-organizational organization. 7
6. a) Define and explain the terminology Negotiation, Facilitation, Mediation and Arbitration. 8

- b) "An organization gets affected by the diversity of human interaction." 7
Describe.
7. Write short notes on: (**Any two**) 2×5
- a) Maslow Hierarchy
 - b) Legal Action
 - c) MBO Versus MBE