

POKHARA UNIVERSITY

Level: Bachelor

Semester: Spring

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) What is management in an organization? Explain various function of the management 8
b) What is the role of ethics in an organization? How is possible to resolve the dispute with ethical consideration. 7
2. a) What is incentive? How employee grievances must be handled? Explain. 8
b) Define performance appraisal. What are types of performance appraisal? Why it is necessary in management. 7
3. a) Managing of human resource is a complex and challenging job. In the light of this statement discuss functions of a human resource manager. 8
b) Define job analysis? Discuss the components of job description and job specification. 7
4. a) What do you mean by personnel management? Explain the components of job analysis 8
b) How does job recruitment is interdependent with job promotion? Is there any interdependency? Discuss 7
5. a) Describe the meaning of trade union with its objectives. "Nepalese trade unions are working at their best level". Do you agree? Is trade union necessary in Nepal? Explain. 8
b) Explain the roles of employee as well as employer to maintain health and safety in organization. How to prevent accidents (preventing measure)? 7
6. a) What is collective bargaining? Explain how it help for problem solving. Write briefly Collective bargaining process. How organizations provide compensation to its employee? 8

- b) "Conflict Management is continuous process of improvement and enhancement of an organization." Discuss. Describe briefly the terms negotiation, mediation facilitation and arbitration. 7
7. Write short notes on: (**Any two**) 2×5
 - a) MBO and MBE
 - b) Leadership
 - c) Training and development