

**Organization and Management Syllabus and Marking Scheme |
Computer Engineering | IOE**

**ORGANIZATION AND MANAGEMENT
ME...**

Lecture : 3
Tutorial : 1
Practical : 0

Year : IV
Part : I

Course Objectives:

- Acquire knowledge in the field of organizational management and internal organization of companies required for managing an enterprise
- Acquire knowledge in the field of personnel management, motivation and leadership for developing managerial skills
- Gain knowledge for starting a small scale unit independently
- Gain knowledge on case study and management information system.

1. Introduction

1.1 Organization (2 hours)

- 1.1.1 System approach applied to Organization
- 1.1.2 Necessity of Organization
- 1.1.3 Principles of Organization
- 1.1.4 Formal and Informal Organizations

1.2 Management (4 hours)

- 1.2.1 Functions of Management
- 1.2.2 Levels of Management
- 1.2.3 Managerial Skills
- 1.2.4 Importance of Management
- 1.2.5 Models of Management

1.3 Theory of Management (6 hours)

- 1.3.1 Scientific Management Approach
- 1.3.2 Administrative Management Approach
- 1.3.3 Behavioral Management Approach
- 1.3.4 Modern Management Theories

1.4 Forms of Ownership (2hours)

- 1.4.1 Single Ownership – Advantages and limitations
- 1.4.2 Partnership – Types of Partners – Advantages and limitations
- 1.4.3 Joint Stock Company – Formation of Joint Stock Company – Advantages and limitations
- 1.4.4 Co – operative Societies – Types of Co – operatives – Advantages and limitations
- 1.4.5 Public Corporations – Advantages and limitations

1.5 Organizational Structure (2 hours)

- 1.5.1 Line Organization – Advantages and dis – advantages
- 1.5.2 Functional Organization – Advantages and dis – advantages
- 1.5.3 Line and Staff Organization – Advantages and dis – advantages
- 1.5.4 Committee Organization – Advantages and dis – advantages

1.6 Purchasing and Marketing Management (4 hours)

- 1.6.1 Purchasing – Introduction
- 1.6.2 Functions of Purchasing Department
- 1.6.3 Methods of Purchasing
- 1.6.4 Marketing – Introduction
- 1.6.5 Functions of Marketing
- 1.6.6 Advertising

2. Personal Management (8 hours)

- 2.1 Introduction
- 2.2 Functions of Personal Management
- 2.3 Development of Personal Policy
- 2.4 Manpower Planning
- 2.5 Recruitment and Selection of manpower – Scientific selection
- 2.6 Training and Development of manpower

2.7 Job Analysis, Job Evaluation and Merit Rating

2.8 Wages and Incentives

3. Motivation, Leadership and Entrepreneurship

(6 hours)

3.1 Motivation

3.1.1 Human needs

3.1.2 Maslow's Hierarchy of needs

3.1.3 Motivation – Introduction

3.1.4 Types of Motivation

3.1.5 Attitude Motivation; Group Motivation; Executive Motivation

3.1.6 Techniques of Motivation

3.1.7 Motivation Theories

3.1.7.1 McGregor's Theory X - Y

3.1.7.2 Fear and Punishment Theory

3.1.7.3 Alderfer's ERG Theory

3.1.7.4 MacClelland's Theory of learned needs

3.1.7.5 Herzberg's Hygiene Maintenance Theory

3.1.7.6 Vroom's Expectancy/ Valency Theory

3.2 Leadership - Introduction

(2hours)

3.1.1 Qualities of a good Leader

3.1.2 Leadership Style

3.1.3 Blakes and Mouton's Managerial Grid

3.1.4 Leadership Approach

3.1.5 Leadership Theories

3.3 Entrepreneurship – Introduction

(2 hours)

3.1.6 Entrepreneurship Development

3.1.7 Entrepreneurial Characteristics

3.1.8 Need for Promotion of Entrepreneurship

3.1.9 Steps for establishing small scale unit

4. Case Studies

(2 hours)

- 4.1 Introduction
- 4.2 Objectives of case study
- 4.3 Phases of case study
- 4.4 Steps of case study
- 4.5 Types of case studies

5. Management Information System

(5 hours)

- 5.1 Data and Information
- 5.2 Need, function and Importance of MIS
- 5.3 Evolution of MIS
- 5.4 Organizational Structure and MIS
- 5.5 Computers and MIS
- 5.6 Classification of Information Systems
- 5.7 Information Support for functional areas of management**
- 5.8 Organizing Information Systems**

Note: Students have to submit a case study report after visiting an industrial organization outside or inside the Kathmandu valley.

Reference:

1. H. B. Maynard, "*Industrial Engineering Handbook*", Editor – in – Chief, 4th Edition, McGraw Hill, 19xx
2. E. S. Buffa and R. K. Sarin "*Modern Production / Operations Management*", 8th Edition, Wiley, 1987
3. H. J. Arnold and D. C. Feldman "*Organizational Behavior*", McGraw – Hill, 1986
4. J. A. Senn, "*Information Systems in Management* ", 4th Edition, Wadsworth Inc., 1990
5. P. Hershey and K. H. Blanchard, "*Management of Organizational Behavior – Utilizing Human Resources* ", 4th Edition, Prentice – Hall Inc., 1982
6. M. Mahajan, "*Industrial Engineering and production Management*", Dhanpat Rai and Co. (P) Ltd. , Delhi, 2002
7. S. Sadagopan, "*Management Information System*", Prentice Hall of India Pvt Ltd, 1997
8. C. B. Mamoria "*Personnel Management*", Himalaya Publishing House – 1989
9. O. P. Khanna, "*Industrial Engineering and Management*" , Dhanpat Rai Publications (P) Ltd., 2007

Evaluation Scheme:

The questions will cover all the chapters of the syllabus. The evaluation scheme will be as indicated in the table below:

units	Chapters	Hours	Marks Distribution*
1	1.1& 1.2	6	8 or 16
	1.6	4	8
2	1.3	6	8
	1.4 & 1.5	4	8
3	2	8	16
4	3.1	6	8
	3.2 & 3.3	4	8
5	4 & 5	7	8 or 16
Total		45	80

* There may be minor deviation in marks distribution.