**Organization and Management (2-0-0)**

**Evaluation:**

|  |  |  |
| --- | --- | --- |
| 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)**

1. Meaning and concept of management
2. Functions of management
3. Scope and application of management
4. Importance of management

**2 Organization (4 hrs)**

1. Meaning and concept of organization
2. Characteristics of organization
3. Principles of organization
4. Formal and informal organizations
5. Organization chart
6. Types of organization-line
7. Line and staff
8. Functional and matrix.
9. Authority and responsibility and their interrelationships.

**3 Motivation and Leadership (6 hrs)**

1. Concept of motivation
2. Incentives
3. Theories of motivation: Need hierarchy, Dual Factoral, Expectancy and Achievement theories.
4. Leadership styles: Participative management, Management by objectives, management by exception,
5. Learning organizations

**4 Human Resource Management (6 hrs)**

1. Meaning and functions of human resource management
2. Recruitment
3. Job analysis, Job specification, Job description
4. Elements of compensation
5. Human resource development: Training (on the job and off the job)
6. Performance appraisal

**5 Introduction to Industrial Relations (6 hrs)**

1. Meaning of Industrial Relations
2. Trade union
3. Collective bargaining
4. Trade union movement in Nepal
5. Employee grievances
6. Employee Discipline
7. Employee health and safety
8. Compensation and its relation with industry
9. Challenges of industrial relations in Nepal
10. Methods of improving industrial relations in Nepal

**6 Human Behavior and Conflict Management (7 hrs)**

1. Concept of Human Behavior and Conflict Management
2. Types of Conflict Management
3. Conflict Management and its impact to the HRM
4. Modes of Conflict Management
5. Negotiation
6. Facilitation
7. Mediation
8. Arbitration
9. Legal action

**References:**

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)