

BBS 1st year Principle of Management Notes

Model Question 2082 solution

Key Topics

Chapter 1: The Nature of Organizations. 2+10

Chapter 2: Introduction to Management. 2+10

Chapter 3: Management: History and Current Thinking. 2+10 or 15 if

Chapter 4: Environmental Context of Management. 2+10 or 15 if

Chapter 5: Planning and Making the Decision. 2+10

Chapter 6: Fundamentals of Organizing. 2+10

Chapter 7: Leadership and Motivation. 2+10 or 15 fix

Chapter 8: Fundamentals of Influencing and Communication. 2+10

Chapter 9: Control and Quality Management. 2+10

Chapter 10: Managing in the Global Arena. 2+10

Model Question 2082 solution
Principle of management BBS 1st year

Full marks: 100

Pass marks: 35

Group A: Short Answer Questions

(Answer all questions.सबै प्रश्नहरूको उत्तर दिनुहोस्)

1. Define management.
व्यवस्थापन के हो? परिभाषा दिनुहोस्।
2. What are the major functions of management?
व्यवस्थापनका प्रमुख कार्यहरू के-के हुन्?
3. Write any two contributions of Henri Fayol.
हेनरी फेयोलका दुई योगदान लेख्नुहोस्।
4. Mention two differences between planning and strategy.
योजना र रणनीतिबीच दुई फरक के छन्?
5. Define delegation of authority.
अधिकार प्रत्यायोजन भन्नाले के जनाउँछ?
6. What is SWOT analysis?
SWOT विश्लेषण भन्नाले के बुझिन्छ?
7. Mention any two characteristics of a good decision.
राम्रो निर्णयको दुई विशेषता लेख्नुहोस्।
8. What is motivation?
प्रेरणा भन्नाले के हो?
9. Write any two types of leadership.
नेतृत्वका दुई प्रकार लेख्नुहोस्।
10. Define controlling in management.
व्यवस्थापनमा नियन्त्रण भन्नाले के हो?

Group B: Descriptive Questions

Attempt any five questions

1. Explain the nature and importance of management.
व्यवस्थापनको प्रकृति र महत्त्व स्पष्ट गर्नुहोस्।
2. What is planning? Describe the steps of planning process.
योजना के हो? योजनाको प्रक्रियाका चरणहरूको वर्णन गर्नुहोस्।
3. Define decision-making and explain the steps involved in it.
निर्णय प्रक्रिया के हो? यसमा समावेश चरणहरूको वर्णन गर्नुहोस्।
4. What is communication? Explain the types and barriers to communication.
संचार के हो? संचारका प्रकारहरू र अवरोधहरूको व्याख्या गर्नुहोस्।
5. Define leadership and explain any four leadership styles.
नेतृत्व भन्नाले के बुझिन्छ? नेतृत्वका चार शैलीहरू वर्णन गर्नुहोस्।
6. What is coordination? Explain its principles and importance.
समन्वय भन्नाले के हो? यसको सिद्धान्तहरू र महत्त्व स्पष्ट गर्नुहोस्।

Group C: Analytical Questions

(Attempt any two questions) दुई प्रश्नहरूको उत्तर दिनुहोस्

1. As a manager of a growing business firm, explain how you would apply the functions of management in your organization.
एउटा बढ्दो व्यवसाय संस्थाको प्रबन्धकको रूपमा तपाईं कसरी व्यवस्थापनका कार्यहरू प्रयोग गर्नुहुन्छ? व्याख्या गर्नुहोस्।
2. Case Study: A company is facing problems due to lack of coordination among departments. As a management consultant, what suggestions would you give to improve coordination and efficiency?
केस स्टडी: एक कम्पनीमा विभागहरूबीच समन्वयको अभावले समस्याहरू उत्पन्न भएका छन्। व्यवस्थापन सल्लाहकारको रूपमा तपाईं के सुझाव दिनुहुन्छ?
3. Analyze the importance of motivation in employee performance. Discuss any two motivation theories in detail.
कर्मचारीको प्रदर्शनमा प्रेरणाको महत्त्वको विश्लेषण गर्नुहोस्। कुनै दुई प्रेरणा सिद्धान्तहरू विस्तारमा वर्णन गर्नुहोस्।

BBS 1st Year – Principles of Management
Model Question for 2082 SET 2

Full Marks: 100

Time: 3 Hours

Group A: Short Answer Questions

(Attempt All Questions – 10 × 2 = 20 Marks)

1. Define organization. (Chapter 1)
संगठन भनेको के हो?
2. What are the main functions of management? (Chapter 2)
व्यवस्थापनका मुख्य कार्यहरू के हुन्?
3. Write any two principles of scientific management. (Chapter 3)
वैज्ञानिक व्यवस्थापनका दुई सिद्धान्तहरू लेख्नुहोस्।
4. Define general environment. (Chapter 4)
सामान्य वातावरण भनेको के हो?
5. What is decision-making? (Chapter 5)
निर्णय प्रक्रिया भन्नाले के बुझिन्छ?
6. Mention any two principles of organizing. (Chapter 6)
संगठनको दुई सिद्धान्तहरू उल्लेख गर्नुहोस्।
7. Define motivation. (Chapter 7)
प्रेरणा भन्नाले के बुझिन्छ?
8. What is communication? (Chapter 8)
संचार भन्नाले के हो?
9. Mention two steps of control process. (Chapter 9)
नियन्त्रण प्रक्रियाका दुई चरणहरू लेख्नुहोस्।
10. What is globalization? (Chapter 10)
विश्वव्यापीकरण भन्नाले के हो?

Group B: Descriptive Questions

Attempt any five Questions – 5 × 10 = 50 Marks

1. Explain the major characteristics and importance of organizations. (Chapter 1)
संगठनका प्रमुख विशेषताहरू र महत्त्वको व्याख्या गर्नुहोस्।
2. Describe the functions and roles of a manager. (Chapter 2)
प्रबन्धकका कार्यहरू र भूमिकाहरू वर्णन गर्नुहोस्।
3. Define business environment. Explain the internal and external environment of business. (Chapter 4)
व्यवसायिक वातावरण भन्नाले के बुझिन्छ? आन्तरिक र बाह्य वातावरणको वर्णन गर्नुहोस्।
4. What is planning? Describe the steps involved in planning. (Chapter 5)
योजना के हो? योजना प्रक्रियाका चरणहरू वर्णन गर्नुहोस्।
5. Define leadership. Explain any four leadership styles with examples. (Chapter 7)
नेतृत्व के हो? कुनै चार नेतृत्व शैलीहरू उदाहरणसहित वर्णन गर्नुहोस्।
6. Define controlling. Explain the steps in the control process. (Chapter 9)
नियन्त्रण के हो? नियन्त्रण प्रक्रियाका चरणहरूको वर्णन गर्नुहोस्।

Group C: Analytical/Case Questions

(Attempt Any Two – 2 × 15 = 30 Marks)

1. Explain the importance of leadership and motivation in achieving organizational goals. (Chapter 7)
संगठनका लक्ष्यहरू प्राप्त गर्न नेतृत्व र प्रेरणाको महत्त्व स्पष्ट गर्नुहोस्।
2. Case Study: A company is failing to adapt to changes in the external environment. As a manager, what steps would you take to make your organization more flexible and responsive? (Chapter 4)
केस स्टडी: एउटा कम्पनी बाह्य वातावरणमा भएका परिवर्तनहरूलाई आत्मसात गर्न असफल भइरहेको छ। प्रबन्धकको रूपमा तपाईं कुन कदम चाल्नुहुन्छ?
3. You are appointed as a global manager. What challenges and management practices would you implement to operate effectively in a foreign country? (Chapter 10)
तपाईंलाई एक अन्तर्राष्ट्रिय प्रबन्धकको रूपमा नियुक्त गरिएको छ। विदेशी देशमा प्रभावकारी सञ्चालनका लागि तपाईंले कुन चुनौती र व्यवस्थापन अभ्यासहरू प्रयोग गर्नुहुन्छ?

Most probable Question for the 2082 Examination

Group A – Probable Short Questions (2 Marks Each)

1. Define management.
व्यवस्थापन के हो?
2. Mention two features of organization.
संगठनका दुई विशेषताहरू लेखुहोस्।
3. What are two levels of management?
व्यवस्थापनका दुई तहहरू के हुन्?
4. Define strategic planning.
रणनीतिक योजना के हो?
5. Write two differences between authority and responsibility.
अधिकार र जिम्मेवारीको फरक लेखुहोस्।
6. Define span of control.
नियन्त्रणको दायरा भन्नाले के हो?
7. Mention any two functions of leadership.
नेतृत्वका दुई कार्यहरू लेखुहोस्।
8. What is upward communication?
माथिल्लो स्तरमा सञ्चार के हो?
9. Write any two principles of scientific management.
वैज्ञानिक व्यवस्थापनका दुई सिद्धान्त लेखुहोस्।
10. What is quality management?
गुणस्तरीय व्यवस्थापन के हो?

Group B – Probable Long Questions (10 Marks Each)

1. Describe the importance and characteristics of management.
व्यवस्थापनका महत्त्व र विशेषताहरू वर्णन गर्नुहोस्।

2. Explain F.W. Taylor's Scientific Management Theory.
टेलरको वैज्ञानिक व्यवस्थापन सिद्धान्त स्पष्ट गर्नुहोस्।
3. Define planning. Explain its types.
योजना भन्नाले के हो? यसको प्रकारहरू वर्णन गर्नुहोस्।
4. Describe the decision-making process.
निर्णय प्रक्रिया कसरी हुन्छ? वर्णन गर्नुहोस्।
5. Explain any five principles of organization.
संगठनका कुनै पाँच सिद्धान्तहरू वर्णन गर्नुहोस्।
6. Define leadership. Compare autocratic and democratic leadership styles.
नेतृत्व के हो? अधिनायकवादी र लोकतान्त्रिक शैली तुलना गर्नुहोस्।
7. Explain the communication process with a diagram.
सञ्चार प्रक्रिया चित्रसहित वर्णन गर्नुहोस्।
8. Describe the steps and importance of controlling.
नियन्त्रणका चरणहरू र यसको महत्त्व वर्णन गर्नुहोस्।
9. What is business environment? Describe external environmental factors.
व्यवसाय वातावरण के हो? बाह्य तत्वहरू वर्णन गर्नुहोस्।
10. Discuss the challenges of managing in the global arena.
विश्वव्यापी क्षेत्रमा व्यवस्थापन गर्दा देखिने चुनौतीहरू स्पष्ट गर्नुहोस्।

Group C – Most Likely Analytical/Case Questions (15 Marks)

1. As a manager, how would you apply the functions of management in a real organization?
कुनै वास्तविक संस्थामा व्यवस्थापनका कार्यहरू तपाईं कसरी प्रयोग गर्नुहुन्छ?
2. Analyze a case where poor communication led to organizational failure. Suggest improvements.
सञ्चारको कमीले संगठन असफल भएको उदाहरण दिनुहोस् र समाधान प्रस्ताव गर्नुहोस्।
3. How can motivation improve employee performance? Explain with two theories.
प्रेरणाले कर्मचारीको प्रदर्शन कसरी सुधार गर्न सक्छ? दुई सिद्धान्तसहित स्पष्ट गर्नुहोस्।

Tip for Preparation:

Focus more on these chapters:

- Planning and Decision-Making
- Leadership and Motivation
- Communication
- Scientific Management
- Organizational Structure
- Global Management Challenges

Top 20 Questions

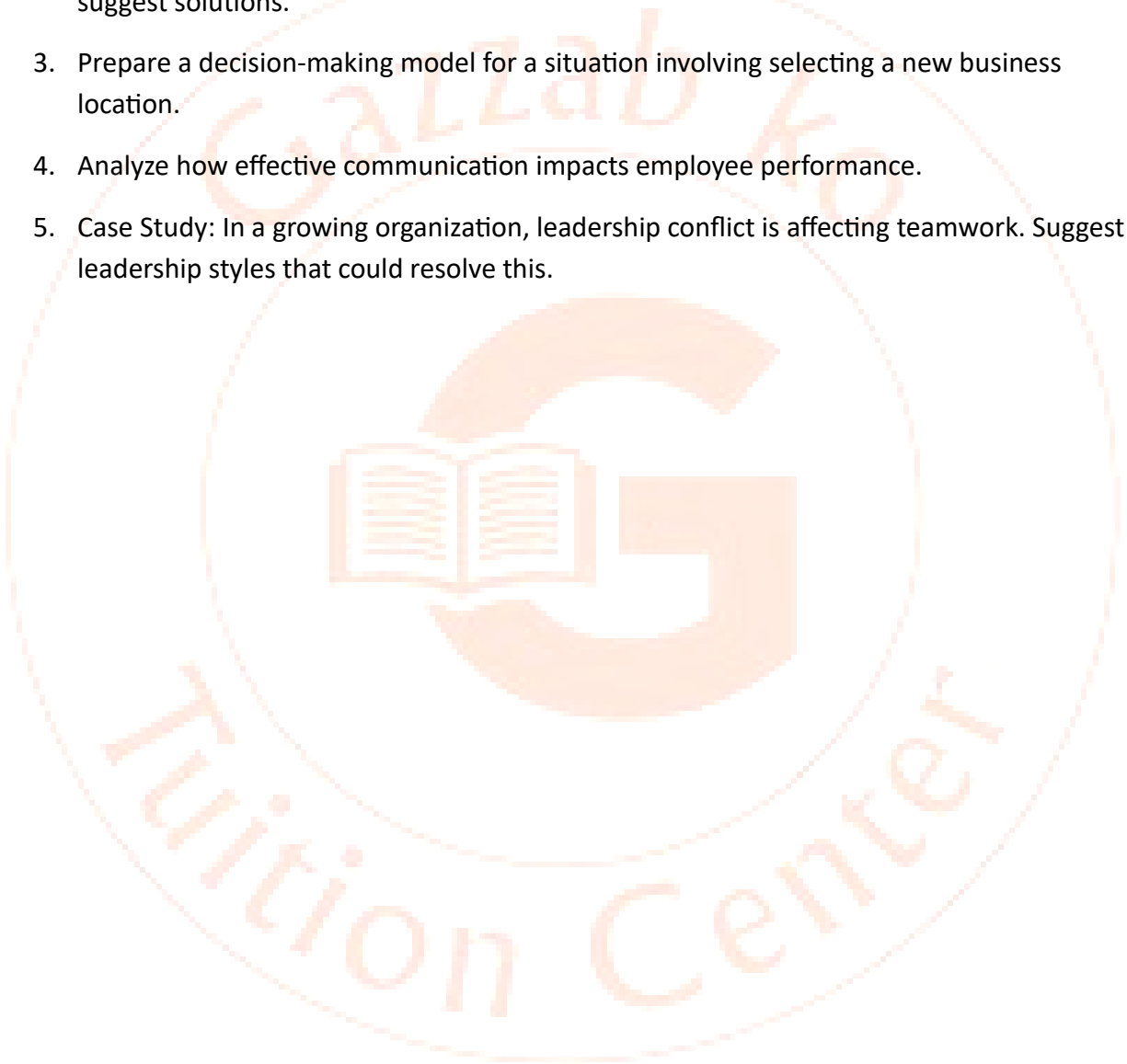
Section A: Short Answer Questions (2 Marks Each × 10 = 20 Marks)

1. Define the term "organization."
2. What are the main characteristics of management?
3. Mention two levels of management.
4. Define strategic and tactical planning.
5. Write any two functions of a manager.
6. What is the delegation of authority?
7. Define decision-making.
8. What is leadership style? Give two examples.
9. Write any two barriers to communication.
10. What is total quality management?

Section C: Analytical/Case Questions (15 Marks Each × 5 = 75 Marks)

(Write answers to any **three** in the exam, but here are 5 total)

1. As a manager of a startup company, how would you apply all five functions of management?
2. A company's productivity is decreasing. Analyze the possible motivational issues and suggest solutions.
3. Prepare a decision-making model for a situation involving selecting a new business location.
4. Analyze how effective communication impacts employee performance.
5. Case Study: In a growing organization, leadership conflict is affecting teamwork. Suggest leadership styles that could resolve this.



Model SET 2082 Answers

1. Define management.

Management is the process of planning, organizing, leading, and controlling resources to achieve organizational goals.

व्यवस्थापन भनेको संगठनका उद्देश्यहरू हासिल गर्ने स्रोतहरूलाई योजना, संगठन, नेतृत्व, र नियन्त्रण गर्ने प्रक्रिया हो।

2. What are the major functions of management?

The major functions of management are planning, organizing, staffing, leading, and controlling. व्यवस्थापनका प्रमुख कार्यहरू योजना बनाउने, संगठन गर्ने, कर्मचारी व्यवस्थापन, नेतृत्व गर्ने र नियन्त्रण गर्ने हुन्।

3. Write any two contributions of Henri Fayol.

1. Introduced 14 principles of management.
2. Emphasized administrative management.

१. व्यवस्थापनका १४ सिद्धान्तहरू प्रतिपादन गरे।
 २. प्रशासनिक व्यवस्थापनमा जोड दिए।
-

4. Mention two differences between planning and strategy.

1. Planning is short-term; strategy is long-term.
2. Planning is procedural; strategy is directional.

१. योजना छोटो अवधिको हुन्छ; रणनीति दीर्घकालीन हुन्छ।
 २. योजना प्रक्रिया आधारित हुन्छ; रणनीति दिशानिर्देशक हुन्छ।
-

6. Define delegation of authority.

Delegation of authority is the process of assigning responsibility and authority to subordinates.

अधिकार प्रत्यायोजन भन्नाले अधीनस्थलाई जिम्मेवारी र अधिकार सुम्पने प्रक्रिया हो।

6. What is SWOT analysis?

SWOT analysis identifies an organization's Strengths, Weaknesses, Opportunities, and Threats.

SWOT विश्लेषणले संगठनका बल, कमजोरी, अवसर र चुनौतीहरूको पहिचान गर्छ।

7. Mention any two characteristics of a good decision.

1. Based on facts and analysis.
2. Achieves desired objectives.

१. तथ्य र विश्लेषणमा आधारित हुन्छ।

२. इच्छित उद्देश्य प्राप्त गर्छ।

8. What is motivation?

Motivation is the internal drive that encourages individuals to act toward goals.

प्रेरणा भनेको व्यक्तिलाई लक्ष्यतर्फ उन्मुख गराउने आन्तरिक प्रेरक शक्ति हो।

9. Write any two types of leadership.

1. Autocratic leadership
 2. Democratic leadership
१. अधिनायकवादी नेतृत्व
२. प्रजातान्त्रिक नेतृत्व
-

10. Define controlling in management.

Controlling is the process of monitoring and correcting performance to ensure goal achievement.

व्यवस्थापनमा नियन्त्रण भनेको लक्ष्य प्राप्तिका लागि कार्यसम्पादन अनुगमन र सुधार गर्ने प्रक्रिया हो।



Group B

1. Explain the Nature and Importance of Management

Definition: Management is the process of planning, organizing, leading, and controlling resources efficiently and effectively to achieve organizational goals.

Nature of Management:

1. **Goal-Oriented:** It focuses on achieving specific organizational objectives.
2. **Universal:** Applicable in all types of organizations.
3. **Social Process:** Involves working with and through people.
4. **Dynamic:** Adapts to changing environments.
5. **Continuous Process:** A never-ending process involving various activities.
6. **Intangible Force:** Cannot be seen but its presence is felt through results.

Importance of Management:

1. **Achieves Goals Efficiently:** Ensures optimum use of resources.
 2. **Improves Productivity:** Enhances overall performance.
 3. **Encourages Teamwork:** Promotes cooperation among employees.
 4. **Facilitates Innovation:** Supports new ideas and improvements.
 5. **Enhances Adaptability:** Helps the organization respond to change.
 6. **Ensures Stability and Growth:** Guides the organization towards development.
-

2. What is Planning? Describe the Steps of the Planning Process

Definition: Planning is the process of setting goals and deciding in advance the appropriate actions to achieve them.

Steps in Planning Process:

1. **Setting Objectives:** Establish specific goals to be achieved.
2. **Developing Premises:** Analyze internal and external conditions.
3. **Identifying Alternatives:** List possible courses of action.

4. **Evaluating Alternatives:** Assess the pros and cons of each option.
 5. **Selecting the Best Alternative:** Choose the most suitable plan.
 6. **Implementing the Plan:** Execute the chosen plan.
 7. **Monitoring and Reviewing:** Regularly assess the performance and make adjustments.
-

3. Define Decision-Making and Explain the Steps Involved in It

Definition: Decision-making is the process of choosing the best alternative from available options to achieve a desired outcome.

Steps in Decision-Making:

1. **Identifying the Problem:** Recognize the issue that requires a decision.
 2. **Analyzing the Problem:** Gather relevant information.
 3. **Identifying Alternatives:** List possible solutions.
 4. **Evaluating Alternatives:** Assess each option's pros and cons.
 5. **Selecting the Best Alternative:** Choose the most effective solution.
 6. **Implementing the Decision:** Put the chosen solution into action.
 7. **Evaluating the Decision:** Review the results and learn from outcomes.
-

4. What is Communication? Explain the Types and Barriers to Communication

Definition: Communication is the process of exchanging information, ideas, and emotions between individuals or groups.

Types of Communication:

1. **Formal Communication:** Follows official hierarchy and rules.
2. **Informal Communication:** Casual or unofficial communication.
3. **Verbal Communication:** Uses spoken or written words.
4. **Non-Verbal Communication:** Uses gestures, expressions, body language.

Barriers to Communication:

1. **Language Barrier:** Use of unfamiliar or complex language.

2. **Noise:** Physical distractions or disturbances.
 3. **Cultural Differences:** Misunderstandings due to different backgrounds.
 4. **Poor Listening:** Not paying full attention to the speaker.
 5. **Emotional Barriers:** Stress, anger, or fear hindering communication.
-

5. Define Leadership and Explain Any Four Leadership Styles

Definition: Leadership is the ability to influence, guide, and motivate others toward achieving organizational goals.

Leadership Styles:

1. **Autocratic Leadership:** Leader makes decisions alone, no input from subordinates.
 2. **Democratic Leadership:** Involves team in decision-making process.
 3. **Laissez-faire Leadership:** Provides autonomy to employees, minimal interference.
 4. **Transactional Leadership:** Focuses on clear structure, rewards, and punishments.
-

6. What is Coordination? Explain Its Principles and Importance

Definition: Coordination is the process of harmonizing the activities of different departments and individuals to achieve organizational objectives.

Principles of Coordination:

1. **Early Start:** Begin coordination at the planning stage.
2. **Continuity:** Should be maintained throughout all activities.
3. **Direct Contact:** Direct communication improves coordination.
4. **Reciprocal Relations:** All departments are interrelated.

Importance of Coordination:

1. **Avoids Conflicts:** Minimizes confusion and duplication.
2. **Ensures Unity of Action:** Aligns efforts towards a common goal.
3. **Improves Efficiency:** Enhances performance and resource use.
4. **Promotes Team Spirit:** Encourages collaboration.

5. **Achieves Organizational Goals:** Leads to timely goal accomplishment.

Group C

1. As a manager of a growing business firm, explain how you would apply the functions of management in your organization.

English: As a manager of a growing business firm, the application of management functions helps ensure smooth operations, efficiency, and achievement of goals. The five major functions are:

1. Planning:

- I would set both short-term and long-term objectives.
- Develop action plans to achieve these goals.
- Analyze the internal and external environment to identify opportunities and threats.

2. Organizing:

- I would design an organizational structure suitable for our growth phase.
- Allocate resources and assign tasks effectively.
- Establish departments and define roles and responsibilities.

3. Staffing:

- Recruit skilled and qualified employees.
- Provide training and development opportunities.
- Maintain proper placement and performance appraisal systems.

4. Leading:

- Motivate employees through effective communication and leadership.
- Inspire teamwork and provide direction.
- Solve problems and encourage innovation.

5. Controlling:

- Set performance standards and measure actual performance.
- Take corrective actions if deviations occur.
- Ensure work is progressing toward goals.

नेपाली: एक बढ्दो व्यवसायिक संस्थाको प्रबन्धकको रूपमा म व्यवस्थापनका पाँचवटा प्रमुख कार्यहरू प्रयोग गर्छु जसले संगठनलाई लक्षित उद्देश्य प्राप्त गर्न मद्दत पुऱ्याउँछ।

१. योजना बनाउने (Planning):

- छोटो र दीर्घकालीन लक्ष्यहरू निर्धारण गर्ने।
- लक्ष्य प्राप्तिका लागि कार्ययोजना तयार गर्ने।
- आन्तरिक र बाह्य वातावरणको विश्लेषण गर्ने।

२. संगठन गर्ने (Organizing):

- संगठनात्मक संरचना निर्माण गर्ने।
- स्रोतहरू बाँडफाँड गर्ने र काम तोक्ने।
- विभागहरू स्थापना गरी जिम्मेवारी निर्धारण गर्ने।

३. कर्मचारी व्यवस्थापन (Staffing):

- दक्ष कर्मचारी भर्ती गर्ने।
- तालिम तथा विकास कार्यक्रम सञ्चालन गर्ने।
- उपयुक्त स्थानमा कर्मचारी राख्ने।

४. नेतृत्व गर्ने (Leading):

- प्रभावकारी सञ्चारमार्फत प्रेरणा दिने।
- टोली भावना विकास गर्ने।
- समस्या समाधान र नवप्रवर्तनलाई प्रोत्साहन दिने।

५. नियन्त्रण गर्ने (Controlling):

- कार्यसम्पादन मापन गर्ने मापदण्ड तोक्ने।
- विचलन देखिए सुधार गर्ने कार्य गर्ने।
- लक्ष्यतर्फ कार्य प्रगति भइरहेको सुनिश्चित गर्ने।

2. Case Study: A company is facing problems due to lack of coordination among departments. As a management consultant, what suggestions would you give to improve coordination and efficiency?

English: Coordination is essential for organizational harmony and goal achievement. My suggestions:

1. Clear Communication Channels:

- Establish proper formal and informal communication systems.
- Encourage cross-departmental meetings.

2. Define Roles and Responsibilities:

- Avoid overlap of duties.
- Provide written job descriptions.

3. Develop Interdepartmental Teams:

- Form teams with members from different departments to work on joint projects.

4. Set Common Goals:

- Align departmental goals with organizational objectives.
- Create a shared vision.

5. Use Technology Tools:

- Implement project management and communication tools like Slack, Asana.

6. Regular Feedback and Review:

- Weekly review meetings to monitor progress and address issues.

7. Strong Leadership:

- Appoint coordinators to supervise interdepartmental efforts.

नेपाली: संयोजनको अभावले संस्थामा कार्यसम्पादन कमजोर हुन्छ। यसलाई सुधार गर्न म निम्न सुझावहरू दिन्छु:

१. स्पष्ट सञ्चार प्रणाली:

- औपचारिक र अनौपचारिक सञ्चारलाई प्रवाह गराउने।
- विभागीय बैठक नियमित गर्ने।

२. भूमिका र जिम्मेवारी निर्धारण:

- कार्य दोहोरिन नदिने।
- स्पष्ट पद विवरण तयार गर्ने।

३. अन्तर्विभागीय टोली निर्माण:

- विभिन्न विभागका सदस्यहरूलाई समेटेर संयुक्त टोली बनाउने।

४. साझा लक्ष्य निर्धारण:

- सबै विभागको उद्देश्य संस्थाको उद्देश्यसँग जोड्ने।

५. प्रविधिको प्रयोग:

- परियोजना व्यवस्थापन प्रणालीको प्रयोग गर्ने (जस्तै: Slack, Asana)।

६. नियमित समिक्षा:

- साप्ताहिक समिक्षा बैठकहरू राख्ने।

७. दृढ नेतृत्व:

- विभागीय संयोजक तोक्ने।
-

3. Analyze the importance of motivation in employee performance. Discuss any two motivation theories in detail.

English: Importance of Motivation:

- Increases productivity
- Enhances job satisfaction
- Reduces employee turnover
- Encourages innovation
- Promotes teamwork

Motivation Theories:

1. Maslow's Hierarchy of Needs:

- Human needs are arranged in five levels:
 1. Physiological needs (food, shelter)
 2. Safety needs (security, job safety)
 3. Social needs (belongingness, love)
 4. Esteem needs (recognition, respect)
 5. Self-actualization (personal growth)
- Lower-level needs must be fulfilled before higher ones.

2. Herzberg's Two-Factor Theory:

- Two factors influence job satisfaction:
 - **Hygiene Factors:** salary, working conditions, company policy (prevent dissatisfaction)
 - **Motivators:** achievement, recognition, responsibility (promote satisfaction)
- Simply removing dissatisfaction doesn't motivate; motivators are key to improvement.

नेपाली: प्रेरणाको महत्त्व:

- उत्पादकता बढाउँछ
- जागिर सन्तुष्टि प्रदान गर्छ

- कर्मचारी बिचलन घटाउँछ
- नवप्रवर्तनलाई प्रोत्साहन दिन्छ
- टोली भावना विकास गर्छ

प्रेरणा सिद्धान्तहरू:

१. मास्लोको आवश्यकताको श्रेणी सिद्धान्त:

- मानवीय आवश्यकताहरू पाँच तहमा विभाजित छन्: १. भौतिक आवश्यकता (खाना, आवास) २. सुरक्षाको आवश्यकता (रोजगार सुरक्षा) ३. सामाजिक आवश्यकता (सम्बन्ध, माया) ४. सम्मान आवश्यकता (मान्यता, सम्मान) ५. आत्मविकास आवश्यकता (व्यक्तिगत वृद्धि)
- तल्लो स्तरका आवश्यकता पूरा भएपछि मात्र माथिल्लो स्तरमा बढ्न सकिन्छ।

२. हर्जवर्गको दुई तत्वीय सिद्धान्त:

- दुई प्रकारका तत्वले कार्यसन्तुष्टि निर्धारण गर्छन्:
 - हाइजिन तत्वहरू: तलव, कार्य वातावरण, नीति (असन्तुष्टि हटाउँछ)
 - प्रेरक तत्वहरू: उपलब्धि, मान्यता, जिम्मेवारी (सन्तुष्टि बढाउँछ)
- केवल असन्तुष्टि हटाएर मात्र प्रेरणा दिन सकिन्न; प्रेरक तत्वहरू आवश्यक छन्।

Website: gazzabkosir.xyz

Tiktok: [Gazzabkotuitioncenter](https://www.tiktok.com/@gazzabkotuitioncenter)

Facebook: [Gazzab ko Institute](https://www.facebook.com/GazzabkoInstitute)



















