

MANAGEMENT & ORGANIZATIONAL BEHAVIOR

Subject Code	: 14MBA11	IA Marks	: 50
No. of Lecture Hours / Week	: 04	Exam Hours	: 03
Total Number of Lecture Hours	: 56	Exam Marks	: 100
Practical Component	: 01 Hour / Week		

Objectives:

1. To make students understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management
2. To make students knowledgeable of historical development, theoretical aspects and practice application of managerial process
3. To understand the basic concepts and theories underlying individual behavior besides developing better insights into one's own self
4. To make students aware of Individual behavior in groups, dynamics of groups and team building besides developing a better awareness of how they can be better facilitators for building effective teams as leaders themselves

Part A- Principles of Management

Module1: (6 Hours)

Introduction: Management: Introduction, definition of management, nature, purpose and functions, levels and types of managers, managerial roles, skills for managers, evolution of management thought, Fayol's fourteen principles of management and recent trends in management.

Module2: (12 Hours)

Planning and Organizing:

Planning: Nature of planning, planning process, objectives, MBO, strategies, level of strategies, policies, methods and programs, planning premises, decision making, process of decision making, types of decisions, techniques in decision making.

Organizing: Organization structure, formal and informal organizations, principles of organizations-chain of command, span of control, delegation, decentralization, and empowerment. Functional, divisional, geographical, customer based and matrix organizations, team based structures, virtual organizations, boundary less organizations.

Module3: (4 Hours)

Controlling: Controlling, importance of controlling, controlling process, types of control, factors influencing control effectiveness.

RECOMMENDED BOOKS

1. Essentials of Management-Koontz, 8/e, McGraw Hill
2. Management: Text and Cases-VSP Rao, ExcelBOOKS
3. MGMT, An Innovative approach to teaching and learning Principles of Management, Chuck Williams, Cengage Publications, 2010
4. Principles and practices of Management, Kiran Nerkar, Vilas Chopde, Dreamtech Press, 2011

5. Management Theory & practice – Chandan J. S, Vikas PublishingHouse.
6. Management Theory & Practice Text & Cases – Subba Rao P &HimaBindu, Himalaya Publication.

Part B- Organizational Behaviour

Module4: (4 hours)

Introduction: Organizational Behaviour: Introduction, definition, historical development, fundamental principles of OB, contributing disciplines, challenges and opportunities.

Module5: (16 Hours)

Foundations of Individual Behaviour: Individual behaviour: Foundations of individual behaviour. Ability: Intellectual abilities, Physical ability, the role of disabilities.

Personality: Meaning, formation, determinants, traits of personality, big five and MBTI, personality attributes influencing OB.

Attitude: Formation, components of attitudes, relation between attitude and behaviour.

Perception: Process of perception, factors influencing perception, link between perception and individual decision making.

Emotions: Affect, mood and emotion and their significance, basic emotions, emotional intelligence, self-awareness, self-management, social awareness, relationship management.

Module6: (10 Hours)

Motivation and Leadership:

Motivation: Meaning, theories of motivation-needs theory, two factor theory, Theory X and Y, application of motivational theories.

Leadership: Meaning, styles of leadership, leadership theories, trait theory, behavioural theories, managerial grid, situational theories-Fiedler's model, SLT, transactional and transformation leadership.

Module7: (4 Hours)

Group Behaviour: Definition, types, formation of groups, building effective teams. Conflict: Meaning, nature, types, process of conflict, conflict resolution.

Power and politics: Basis of power, effectiveness of power tactics. The ethics of behaving politically.

Practical Component

1. Studying organizational structures of any 10 companies and classifying them into different types of organizations which are studied in Module 2 and justifying why such structures are chosen by those organizations.
2. Preparing the leadership profiles of any 5 business leaders and studying their leadership qualities and behaviours with respects to the trait, behavioural and contingency theories studied.
3. Identifying any five job profiles and listing the various types abilities required for those jobs and also the personality traits/attributes required for the jobs identified.

Note: Faculty can either identify the organizations/ leaders/jobs or students can be allowed to choose the same.

RECOMMENDED BOOKS:

1. Organizational behaviour, Stephen P Robbins, Timothy A. Judge, Neharika Vohra, Pearson, 14th Edition,2012.
2. Introduction to OrganisationalBehaviour – Michael Butler, Jaico PublishingHouse,
3. Organization Behaviour – Ashwathappa, Himalaya PublicationHouse
4. ORGB - Nelson, Quick, Khanelwal, 2/e, Cengage Learning,2012.
5. Organizational Behaviour - Anada Das Gupta, Biztantra,2011.
6. Organizational Behaviour: A modern approach - Arun Kumar and Meenakshi, Vikas Publishing House,2011.
7. Organizational Behaviour – Rao V. S. P, Excel BOOKS,2009.

REFERENCE BOOKS:

1. Organizational Behaviour - Fred Luthans, 12/e, McGraw Hill International,2011.
2. Management and Organizational Behaviour - Laurie J Mullins, Pearsoneducation
3. Fundamentals of Organizational Behaviour - Slocum/Hillriegel.CengeneLearning
4. Organizational Behaviour - Aquinas P. G, ExcelBOOKS.