

Course Code-MS 101**Course Name-Principles of Management and Organizational Behaviour****Credits-6**

Course Objective- The objective of this course is to acquaint the student with the fundamentals of management concepts and its application in organizations. Further, this course enables learners to understand the intricacies of group and individual behaviour and help students to apply the concept of team building, leadership, managerial effectiveness and conflict resolutions in business organisations.

Block I Introduction to Management**Unit I Concept and Nature of Management****Unit II Development of Management Thoughts**

(Peter Drucker, Max Weber's Bureaucracy; F.W. Taylor's Scientific Management; Henry Fayol's Process and Operational Management)

(Human Relations Approach; Behavioral Approach; System Approach and Contingency Approach and Hawthorne Experiments)

Unit-III Management Functions and Skills**Unit IV Emerging Horizons of Management**

(Challenges before Managers in 21st Century)

Unit V Management Practices across the World

(Comparative study of main features of Japanese Management and Z-culture of American Companies)

Block II Functions of Management**Unit VI Planning**

Planning- Nature, Significance, Types and Steps - Management by Objectives- Nature, Concept and Process of MBO, Strategies & Policies, Planning Premises and Forecasting.

Unit VII Forecasting and Decision Making

Forecasting, Significance, Process and Environmental Forecasting

Decision Making- Significance, Rationality, Process and Models and Management by Exception.

Unit VIII Organizing

Organizing- Nature, Significance, Process, Influence of Socio-Cultural Factors on Organization. Line and Staff Relationship, Delegation and Decentralization and Groups Functions. Organizational Roles & Status-Power, Responsibility and Authority.

Unit IX Staffing**Unit X Directing****Fundamentals of Directing-Communication****Unit XI Controlling**

Controlling: Basic Control Process, Pre-Requisites, Requirements of Adequate Control- Human response to control & Dimensions/ Types of Control

Block III Individual Behaviour**Unit XII Introduction to Individual and Organizational Behaviour**

OB – Overview – Meaning of OB, Importance of OB, Field of OB, Contributing Disciplines, Applications in Industry

Unit XIII Attitudes

Attitudes and Job Satisfaction – Sources of Attitudes, Types of Attitudes, Attitudes and Consistency, Cognitive, Dissonance Theory, Attitude Surveys

Unit XIV Personality; Measurement and Development of Personality

Personality and Individual Differences – Meaning of Personality, Determinants of Personality- Theories of Personality, Measurement of Personality, Development of Personality.

Unit XV Perception, factors influencing perception

The Process of Perception – Process and Principles, Nature and Importance, Factors Influencing Perception, Perceptual Selectivity, Making Judgements, Social Perception.

Unit XVI Learning

Staffing- Nature, Importance and Factors in Selection

Block IV Motivation and Leadership**Unit XVII Motivation**

Motivation, Types and Theories of Motivation.

Unit XVIII Leadership**Unit XIX Power and Political Behavior****Unit XX Stress****Unit XXI Group Dynamics****Block V Organizational Behaviour****Unit XXII Organizational Climate and Culture**

Organisational Climate-Organisational Culture – Creating & Sustaining Organisational Culture.

Unit XXIII Organizational Conflict

Organisations Conflict – Types – Causes – Measurement of Conflict

Unit XXIV Organizational Change

Organisational Change – Causes – Resistance to Change – Measures to Overcome Resistance.

Unit XXV Organizational Development**Suggested Readings-**

1. Koontz O. Donald - Principles of Management, Tata McGraw Hill, New Delhi.
2. L.M. Prasad - Principles and Practices of Management, Sultan Chand & Sons, New Delhi.
3. V.S.P. Rao & V.Harikrishnan – Management-Text and Cases, Excel Books, New Delhi.
4. Koontz, H and Wechrich. H, Management, New York. McGraw.
5. Stoner, J. etc., Management. 6th ed., New Delhi. Prentice Hall of India
6. Dr. Harpreet Singh and Parampal Singh – Principles and Practices of Management, Kalyani Publishers, Delhi
7. S. P. Robbins ,Organizational Behaviour, Prentice Hall
8. Fred Luthans ,Organizational Behaviour, McGraw Hill
9. J. W. Newstrom & K. Davis, Organizational Behaviour, McGraw Hill.
10. Hellriegel, Slocum and Woodman, Organisational Behavior, South-Western, Thomson Learning, 9th edition, 2001.
11. Archana Tyagi, Organizational Behaviour, Excel Books.
12. Madhukar Shukla ,Understanding Organizations – Organizational Theory & Practice in India, Prentice Hall