

CBEP 3- ORGANIZATIONAL BEHAVIOUR AND PROFESSIONALISM

Max. Marks:100

External: 70

Internal: 30

Pass: 40 %

Credits: 6

LEARNING OBJECTIVES: The course aims to achieve following objectives-

- To make aware about the perceptual process and errors therein for better managerial judgment
- To acquaint the participants with the personality dimensions that influences the work life
- To develop an understanding of the complexities involved in motivation at workplace
- To develop interpersonal competencies, teamwork skills and leadership potential.
- To make students understand the modern variant of organizational structure and culture

Section A

Unit-1: Organisational Behaviour: Definition and Scope, Approaches to Organisational Behaviour, Elements of Organisational Behaviour, Human Relations Movement and Behaviouralism.

Unit 2 Personality: Meaning & Definition, Determinants of Personality, Personality Traits, Personality and Organisational Behaviour.

Unit-3 Foundations of Individual Behaviour: Learning, Attitudes, Stress; Job Satisfaction. Foundations of Group Behaviour: Process of Group Formation and Types of Groups. Conflicts, Defence Mechanism, Transactional Analysis, Johari Window, Force Field Analysis.

Unit-4 Motivation: Types of Motives, Theories of Maslow, Herzberg, McGregor, job enlargement, job enrichment.

Section B

Unit-5 Leadership: Concept, Classical Studies on Leadership, Theories of Leadership; Leadership Styles.

Unit-6 Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.

Unit-7 Human Resource Management: Introduction to HRM, Selection, Orientation, Training & Development, Performance Appraisal, Incentives

Unit-8: Organisational Climate: Concept, determinants, Organisational Culture.

SUGGESTED READINGS:

- Hilgard R.E. Nest and Atkinson C. Richard and Atkinson L. Rita, Introduction to Psychology, Oxford and IBH, New Delhi: 1976
- Luthans, Fred, Organisational Behaviour McGraw-Hill Inc., New Delhi: 1992
- McCormic J. Earnest and Ilgen, Daniel, Industrial Psychology, Prentice-Hall of India Pvt. Ltd., New Delhi: 1994
- Barbara Pachter, Marjorie Brody. Complete Business Etiquette Handbook. Prentice Hall, 2015.
- Koneru, Aruna. Professional Communication. Delhi: McGraw, 2008.
- Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013. Print.
- Nancy Mitchell. Etiquette Rules: A Field Guide to Modern Manners. Wellfleet Press, 2015.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar and Composition. Delhi: McGraw, 2016.
- Raghu Palat, Indian Business Etiquette, Jaico Books, 2015.