**Management and Organizational Behaviour**

**Course Code: MBAIB 103 Credit Units: 3**

**Course Description:**

This course provides an overview of topics and concepts in the field of Organizational Behavior (OB). Emphasis is on developing a theoretical grasp of issues and problems and an understanding of practical implications of various theories of human behavior at work. Specific topics include leadership, motivation, teamwork, career issues, work roles, job enrichment, employee participation, and work and nonwork integration.

**Course Objective:**

The Objective of the course is to give a basic perspective of Management theories and practices. This will form foundation to study other functional areas of management. Also this course provides insight into behavioral issues.

**Course Contents:**

**Unit 1:** Introduction to Management: Definition, Types of Managers, Mintzberg Managerial roles, Functions of Management, Administration vs. Management, Evolution of Management Thought Planning: Nature of planning, Steps in planning, types of planning, Levels of planning - The Planning Process. Decision Making: The process and techniques of decision making.

**Unit 2:** Organising: Nature of organizing, organisation levels and span of management Factors determining span - Organizational design and structure departmentation, line and staff concepts, staffing delegation, decentralization and recentralisation of authority - responsive organizations. Meaning and types of power Empowerment - Groups Vs. Teams Nature of groups dynamics of informal groups dysfunctions of groups and teams Teams in modern work place.

**Unit 3:** Motivation and Leading: Theories of Motivation-Maslow s need hierarchy, Hertzberg s Two Factor Theory. Job design and Goal setting for High performance-Socio technical Design and High performance work practices. Leading: Leading Vs Managing Leadership Theories- Leadership styles developing leadership skills transformational leaders, transactional leaders, Leadership in Cross-cultural environment - Evaluating Leader- Women and Corporate leadership.

**Unit 4:** Communication and Control: Meaning, Types of communication and barriers to effective communication in Organizations, Using Communication Skills to manage Conflicts. Controlling: Basic control process- Requirements for effective control techniques Overall controls and preventive controls.

**Unit 5:** Organisational Behavior: Definition, Nature and Scope - Environmental and organizational context and the impact on organizations Perception: Nature and importance of Perception Perceptual selectivity and organization. Attribution Theories. Personality and Attitudes - Meaning of personality - Johari Window and Transactional Analysis - Nature and Dimension of Attitudes- Behavioral Modification.

**Semester Plan**

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| --- | --- | --- |
|  | Weekly Content | Assessment |
| Week 1 – Week 5 | Introduction to Management  Organising | Assessment 1 |
| Week 6 – Week 10 | Organising  Motivation and Leading |  |
| Week 11 – Week 15 | Communication and Control: Meaning  Organisational Behavior | Assessment 2 |
| Week 16 | Semester/Revision Break |  |
| Week 17 | Exam Week | Final Exam |

**Assessment**

In order to receive a passing grade for this course, student should complete all three assignments and must receive a passing grade in the Final Exam. The basis for the final grade awarded is:

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| --- | --- | --- | --- |
|  | Assessment 1 | Assessment 2 | Final Exam |
| Weightage (%) | 15 | 15 | 70 |

**Text & References:**

Koontz, Weihrich & Aryasri: *Principles of Management*, TMH, New Delhi, 2009

Luthans, Fred: Organisational Behaviour, 11/e, McGraw Hill, 2009

Stoner, Freeman and Gilbert: Jr. *Management,* Pearson, New Delhi, 2009.

Kellogg: Conflict in Organizational Groups, Kogan Page,2009

John M. Ivancevich: Organisational Behaviour & Management, TMH, 2009

Schermerhorn: Management, Wiley 2009

Pierce and Gardner: Management and Organisational Behaviour: An Integrated Perspective,

Cengage, 2009.

Certo and Certo: Modern Management,10/e,PHI,2009

**Faculty/Lecturer:**

**Mrs Francoise M Charlotte**