

PRINCIPLES OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

Semester I

Credit -4

Code : PM01C02

Hrs – 90

Objectives

- . *To help the students to understand the conceptual frame work of management and organizational behaviour*
- . *To understand the managerial applicability of the concepts.*

MODULE 1

Introduction, The management concept-Different schools of management thoughts - Nature and functions of management principles of management-MBE-Corporate Social Responsibility

(15 Hrs)

MODULE 2

Planning and organizing-planning process-premises- forecasting techniques-components of planning-MBO-Organisation-Design and structure-committees- Task force-Matrix Organisation – project organization-delegation of authority-span of control

(15 Hrs)

MODULE 3

Organisational behaviour- concepts and significance-relationship between management and OB-Models of OB-Contributing disciplines to OB-Challenges and opportunities- Transaction analysis-Johari window-Organisational development-concepts-OD Intervention-Change management-Need for change-resistance to change-Theories of change-Organisational Diagnosis.

(20 Hrs)

MODULE 4

Groups in organization- nature- theories of group formation-stages of group development-types of groups-formal and informal groups – conflict - definition-functional and dysfunctional aspect of conflict types of conflict-conflict process-intra individual conflict-goal conflict interpersonal conflict-strategies of interpersonal conflict-lose-lose, win-lose, win-win - inter group conflict-strategies to handle inter group conflict-organizational conflict-conflict handling mechanisms.

(25 Hrs)

MODULE 5

Modern techniques in management-quality circle-TQM-BPR-Six sigma-kaizen-benchmarking-MDP-Steps in MDP.

(15 Hrs)

REFERENCE BOOKS

1. *Human relations and organizational behaviour, RS. Dwivedi, Macmillain publishers India limited.*
2. *Management Process and OB, Sharmma & Gupta ;Kalyani Publishers*
3. *Principles of management, T Ramaswami, Himalya Publishing House.*
4. *Management and Organizational Behaviour Essentials, Schermerhorn*
5. *Organisational behaviour, Aswathappa, Himalaya Publishing House*
6. *Organisational behaviour, Sujanair, Himalaya Publishing House*
7. *Principles of management, BS.Moshal, Ane books private limited.*
8. *Management theory and practice, J.P.Mahajan, Ane books private limited.*
9. *Organizational theory and behaviour, BS.Moshal, Ane books private limited.*
10. *Organisational Behaviour, BS.Moshal, Ane books private limited.*
11. *Principles and practice of management, PF.Drucker.*
12. *Principles of management, LM.Prasad, Sultan Chand Co.*