

Name of the faculty : Dr Maitri
Discipline : Computer Science Engineering
Semester : 4th
Subject : Organizational Behaviour
Duration : 15 weeks (January - May 2020)
Work Load (Lecture) per week (in hours): Lecture-03

Unit	Topic	Reference	No. of Hours
1	Introduction of Management- Meaning, definitions, nature of management; Managerial levels, skills and roles in an organization; Functions of Management, scope of management & Importance of management. Difference between management and administration	RA 1 – ch 1 RA 1 – ch 2	1
	Planning, Organizing	RA 1 – ch 5 RA 1 – ch 2	2
	Staffing, Directing Controlling, Interrelationship of managerial functions	RA 1 – ch 8 RA 1 – ch 9,10	2
2	Introduction of organization:- Meaning and process of Organization, Management v/s Organization;.	RA 1 – ch 11	1
	Fundamentals of Organizational Behavior: Concepts, evolution, importance and relationship with other Fields; Contemporary challenges and opportunities of OB	RA 1 – ch 11	1
	Individual Processes and Behavior- Personality- Concept, determinants and applications;	RA 1 – ch 12 RA 1 – ch 15	1
	Perception- Concept, process and applications,	RA 1 – ch 13	1
	Learning- Concept (Brief Introduction)	RA 1 – ch 14	1

	Motivation- Concept, techniques and importance	RA 1 – ch 17	1
3	Interpersonal Processes- Teams and Groups- Definition of Group, Stages of group development, Types of groups, meaning of team, merits and demerits of team; difference between team and group,	RA 1 – ch 19 RA 1 – ch 20	1 1
	Conflict- Concept, sources, types, management of conflict;	RA 1 – ch 22	1
	Leadership: Concept, function, styles & qualities of leadership.	RA 1 – ch 24	1
	Communication – Meaning, process, channels of communication, importance and barriers of communication.	RA 1 – ch 30	1
4	Organizational Processes: Organizational structure - Meaning and types of organizational structure and their effect on human behavior;	RA 1 – ch 28	1
	Organizational culture - Elements, types and factors affecting organizational culture.	RA 1 – ch 31	1
	Organizational change: Concept, types & factors affecting organizational change, Resistance to Change.	RA 1 – ch 23	1

Reference Book:

1. Chhabra T. N., Management Process & Organisational Behaviour, Sun India Publications-New Delhi

*Same Author - Chhabra T. N., is under suggested book as well but Title of the Book is only Management, which will cover only Unit 1.

- This title covers both Management & OB as Syllabus has both components.
- Out of all the suggested books this book is the most appropriate and student friendly.

Suggested Books:

1. Robbins, S.P. and Decenzo, D.A. Fundamentals of Management, Pearson Education Asia, New Delhi.
2. Stoner, J et. al, Management, New Delhi, PHI, New Delhi.
3. Satya Raju, Management – Text & Cases, PHI, New Delhi.
4. Kavita Singh, OrganisationalBehaviour: Text and cases. New Delhi: Pearson Education.
5. Pareek, Udai, Understanding OrganisationalBehaviour, Oxford University Press, New Delhi.
6. Robbins, S.P. & Judge, T.A., OrganisationalBehaviour, Prentice Hall of India, New Delhi.
7. GhumanKarminder, Aswathappa K., Management concept practice and cases, Mc Graw Hill education.
8. Chhabra T. N., Fundamental of Management, Sun India Publications- New Delhi.

