

## 105. FUNDAMENTALS OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOUR

**OBJECTIVE :** This paper places the foundation of management thought and principles besides the role of human component in the organization and their psychological group dynamics towards achieving organizational goals and enhancing productivity.

**LEVEL OF KNOWLEDGE:** Expert knowledge is required to understand organizational environment and individuals role as a manager to operate effectively in the organization to achieve organizational goals.

### DETAILED SYLLABUS:

#### Unit - 1

Management concepts: Nature, function and concept of management.

Role and skills of a manager.

Evolution of management thought - Various Approaches.

Social responsibility of management.

#### Unit - 2

Planning and decision making: Nature, process and elements of planning.

Fundamentals of decision making: process of decision making and tools used for decision making, models of decision making.

Management by objectives.

Coordinating - significance and purpose.

#### Unit - 3

Organizing, staffing and control: Nature & purpose of organizing, line & staff relationship and delegation of authority. Formal & Informal organization.

Basis for departmentation and span of control.

Staffing: Nature & purpose.

Leading: Various theories and leadership styles.

Controlling: Systems and process of control.

#### Unit - 4



Organizational behaviour: Introduction to human behaviour, its significance and role of an individual in the organizational system.

Human behaviour - An input output system.

Determinants of individual behaviour attitudes - types and development.

Values & culture-their relationship with organizational functioning.

Unit - 5

Personality - concepts and various theories.

Interpersonal relationship: Transactional analysis, group dynamics, informal organization.

Motivation - various theories of motivation.

Organizational change and development.

Organizational effectiveness.

Conflict management and team building.

Note: Cases on related topics may be taken up from standard books.

#### REFERENCES :

Management : Koontz and O'donell

Management : Stoner James and Freeman Edwards

Introduction to Behavioural Sciences for Business : Kolasa

Organizational Behaviour : Fred Luthans

Organizational Behaviour : Stephen P. Robbins

Organizational Behaviour : Coleman

Principle of management : Tripathi & Reddy