

BBA I Year	BBA-C102		Semester-I		
	Fundamentals of Management and Organizational Behaviour				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30 (20+10)	70	100	06	60

OBJECTIVE: To acquaint the students with the fundamentals of managing business and to understand individual and group behaviour at work place so as to improve the effectiveness of an organization. The course will use and focus on Indian experiences, approaches and cases.

- Evolution of Management Theory. Managerial functions and Roles. Overview of Planning: Types of Plans & The planning process; Decision making: Process, Types and Techniques. Control: Function, Process and types of Control. **(12 hours)**
- Principles of organizing: Common organisational structures; Delegation & Decentralization: Factors affecting the extent of decentralization, Process and Principles of delegation. **(10 hours)**
- Importance of organizational Behaviour, Perception: Concept, Nature, Process, Personality, Learning: Concept and Theories of Learning, Motivation: Concepts and their application, Charismatic & Transformational Leadership. **(12 hours)**
- Groups and Teams: Definition, Difference between Groups and teams; Stages of Group Development, Group Cohesiveness, Types of teams. Analysis of Interpersonal Relationship: Transactional Analysis, Johari Window. **(12 hours)**
- Conflict: Concept, Sources, Types, Stages of conflict, Management of conflict, Organisational Change: Concept, Resistance to change, managing resistance to change, Implementing Change, Kurt Lewin Theory of Change. Managing Stress: Insights from Indian ethos. **(14 hours)**

SUGGESTED READINGS:

1. Hersey, P.H., Blanchard, K.H., & Johnson, D.E. (2012). *Management of Organizational Behaviour*. New Delhi: Prentice Hall of India.
2. Koontz, H. & Wehrich, H. (1995). *Management*. New York: McGraw Hill.
3. Luthans, F. (2006). *Organizational Behaviour*. New Delhi: McGraw-Hill.
4. Rao, M.G. & Rao, V.S.P. (1999). *Organization Design, Change & Development*. New Delhi: Discovery Publishing House.
5. Robbins, S.P. (2010). *Organizational Behaviour* (11th ed.) New York : Prentice Hall.
6. Reddy, G.S. & Aswathappa, K. (2012). *Organizational Behaviour*. Mumbai: Himalaya Publishing House.
7. Singh, D. (2000). *Emotional Intelligence at Work*. New Delhi: Sage Publications.
8. Staw, B.M. (1995). *Psychological Dimensions of Organizational Behaviour*. New Jersey: Englowd Cliffs
9. Prentice Hall Inc.
10. Stoner J. (1996). *Management*. New Delhi: Prentice Hall of India.
- Tripathi, P.C.& Reddy, P.N.(2012). *Principles of Management*. New Delhi: Tata McGraw Hill.
11. Sherlekar. S.A (1997) *Management*. Mumbai: Himalaya Publishing House.

NOTE: The list of cases, specific references and books including recent articles will be announced in the class by concerned teachers from time to time.