UG BA S1-01
(DSC/DSE)

FOUR YEAR BACHELOR'S DEGREE COURSE

(CBCS in Accordance with NEP 2020)

SEMESTER - I

PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOUR

MANAGEMENT

Maniram Dewan School of Management

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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DETAILED SYLLABUS

UNIT 1: Introduction to Management **7-16**

Concepts of Management, Meaning of Management, Nature and Characteristics of Management, Scope of Management; Levels of Management; Administration and Management; Management as Science and Arts;

UNIT 2: Development of Management Thought **17-43**

Development of Management Thought, Classical Approach (Frederick Winslow Taylor and Scientific Management, Henry Fayol and Administrative Management, Comparison Between Taylor and Fayol) Neo-Classical Theory (Hawthorne Experiments, Behavioural Science Approach), Modern Approach(Contribution of P.F. Drucker, Quantitative or Management Science Approach, Systems Approach, Contingency Approach)

UNIT 3: Functions of Management **44-58**

Planning, Organizing, Staffing, Controlling, Coordination; Managerial Skills; Indian Management Style and Tradition

UNIT 4: Planning **59-77**

Nature and Characteristics of Planning, Types of Plans, Steps in Planning Process, Importance of Planning, concept of strategic planning,

UNIT 5: Organising **78-95**

Concept and meaning of organisation, Importance of Organising, Principles of Organisation and different types of Organisational Structure

UNIT 6: Staffing **96-109**

Concept of Staffing, Importance of Staffing, Human Resource Planning, Concept and Sources of Recruitment, Concept of Selection, Steps in selection process, Concept of Orientation

UNIT 7: Controlling **110-133**

Meaning and Importance of Control, Steps in Control Process, Behavioural Implications of Control, Management by Exception, Techniques of Managerial Control: Budgetary Control Techniques and Non Budgetary Control Techniques

UNIT 8: Motivation **134-150**

Meaning of Motivation, Importance of Motivation, Theories of Motivation (Maslow's Need Hierarchy Theory, Mc Gregor's Theory X and Theory, Herzberg's Two Factor Theory), Techniques of Motivation like Financial Incentives and Non-Financial Incentives

UNIT 9: Decision Making **151-165**

Meaning of Decision and Decision- Making, Types of Decisions, Process of Decision- Making, Individual and Group Decision-Making, Techniques of Decision- Making

UNIT 10: Leadership **166-179**

Meaning and Features of Leadership, Importance of Leadership, Qualities of a Good Leader, Leadership Styles

UNIT 11: Organisational Behaviour **180-198**

Concept of Human Behaviour: Nature of People, Value of Person (Ethical Treatment); Nature of Organisation Behaviour; Concept of Self Theory; Concept of Ability: Intellectual Abilities, Physical Abilities; Concept of Learning and Learning Theories, Meaning and Definition of Values, Types of Values, Concept of Attitudes

UNIT 12: Personality and Perception **199-215**

Meaning and Determinants of Personality: Meaning of Personality, Determinants of Personality; Theories of Personality: The Big Five Personality Traits; Emotions and Moods: The Basic Set of Emotions; Perception: Factors Affecting Perception; Concept of Interpersonal Behavior: Essential Interpersonal Competencies for Managers; Transactional Analysis; Ego States and Different Strokes

UNIT 13: Group Behaviour and Team Development **216-233**

Concept of Group and Group Dynamics; Types of Groups: Formal Group, Informal Group; Concept of Group Behavior: Group Norms, Group Cohesion, Inter-Group Behavior; Group Decision-Making; Team: Types of Team; Team Building and Managing Effective Team

UNIT 14: Contemporary issues in Management **234-258**

Meaning of conflict management, positive vs. Negative conflict, types of conflict, managing conflict, stress management, sources of stress, stress management strategies

COURSE INTRODUCTION:

This is the first Major (Discipline Specific Core) (DSC)/Discipline Specific Elective (DSE) course in BBA programme (1st Semester). This course introduces us to the subject- Principles of Management and Organisational Behaviour. This course is designed as an introduction to management and organisational behaviour. As such, it will provide us with an overview of the many functions that managers must perform. We will discuss what management is, and in doing so, we will discover the management functions such as planning, organizing, staffing and controlling also we will discuss the organisation behaviour, Organizational behaviour is the study of both group and individual performance and activity within an organization.

This is the first block of the course 'Principles of Management and organisational Behaviour'. The Block is divided into 14 units which are related to the concepts of Principles of Management. This block is designed to provide a comprehensive introduction to the study of management. It is primarily a learner oriented Self learning material, as it satisfies the requirements of the learners in the field of 'management'.

The first unit deals with the Concepts of Management, Meaning of Management, Nature and Characteristics of Management, Scope of Management; Levels of Management; Administration and Management; Management as Science and Arts.

Second unit is related to Development of Management Thought, Classical, Neo-Classical Theory and Modern Approach of Management

Third unit is about Functions of Management like Planning, Organizing, Staffing, Controlling, Coordination; Managerial Skills; Indian Management Style and Tradition

Fourth unit is related to Nature and Characteristics of Planning, Types of Plans, Steps in Planning Process, Importance of Planning, concept of strategic planning

Fifth unit deals with Organising the Concept of organisation, organisational structure-formal and informal organisation, departmentation, span of control, Types of Organisation

Sixth unit tells us about Staffing its odefinition, manpower management, job design , selection process, performance appraisal

Seventh unit is about Controlling , Control process, types, barriers to control making, control techniques, budget and non-budgetary control

Eight unit is about Motivation at Work; Theories on Motivation: Theory of Human Motivation, McGregors Theory X and Theory Y, Herzberg's Two Factor Theory of work Motivation; Delegation; Meaning of Authority and Power

Ninth unit tells us about Decision Making and Management; characteristics of decision making Types of Decisions; Steps in Decision Making;

Tenth unit narrates the Meaning of Leadership; Theories of Leadership; Styles Leadership

Eleventh unit is about Concept of Human Behaviour: Nature of People, Value of Person (Ethical Treatment); Nature of Organisation Behaviour; Concept of Self Theory; Concept of Ability: Intellectual Abilities, Physical Abilities;

Twelfth unit is about Meaning and Determinants of Personality: Meaning of Personality, Determinants of Personality; Theories of Personality: The Big Five Personality Traits; Emotions and Moods: The Basic Set of Emotions; Perception: Factors Affecting Perception; Concept of Interpersonal Behaviour: Essential Interpersonal Competencies for Managers; Transactional Analysis; Ego States and Different Strokes; Job Design: Job Characteristic Model

Thirteenth unit narrates the Concept of Group and Group Dynamics; Types of Groups: Formal Group, Informal Group; Concept of Group Behavior: Group Norms, Group Cohesion, Inter-Group Behavior; Group Decision-Making; Team: Types of Team; Team Building and Managing Effective Team

Fourteenth unit, which is the last unit is about Contemporary issues in Management

Each unit includes some along-side boxes to help you know some of the difficult, unseen terms. Some “EXERCISES” have been included to help you apply your own thoughts. You may find some boxes marked with: “LET US KNOW”. These boxes will provide you with some additional interesting and relevant information. Again, you will get “CHECK YOUR PROGRESS” questions. These have been designed to self-check your progress of study. It will be helpful for you if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “ANSWERS TO CHECK YOUR PROGRESS” given at the end of each unit. And, at the end of each section, you will get “CHECK YOUR PROGRESS” questions. These have been designed to self-check your performance.