

Code No.: ETMS 311
Paper: Organizational Behaviour

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3 1 4

INSTRUCTIONS TO PAPER SETTERS:

MAXIMUM MARKS: 75

1. Question No. 1 should be compulsory and cover the entire syllabus. This question should have objective or short answer type questions. It should be of 25 marks.
2. Apart from question no. 1, rest of the paper shall consist of four units as per the syllabus. Every unit should have two questions. However, student may be asked to attempt only 1 question from each unit. Each question should be of 12.5 marks.

UNIT – I

Meaning & Nature of Management, Management Systems and Processes, Managerial Skills, Tasks & Responsibilities of a Professional Manager.

[No. of Hrs.: 11]

UNIT – II

Planning Types and Process, Management by Objectives, Decision-Making Models, Organizational context of decisions, Problem solving techniques and processes, Controlling: Process and Techniques

[No. of Hrs.: 11]

UNIT – III

Organizational Climate, Culture and Managerial ethos, Organisational structure & Design, Managerial Communication.

[No. of Hrs.: 11]

UNIT – IV

Individual Determinants of organizational, Behaviours: Perceptions, Learning, Personality, Attitudes & Values, Motivation, Job Anxiety & Stress, Analysing, Interpersonal relations, Group Dynamics, Management of Organizational Conflicts, Management of Change, Leadership Styles & Influence.

[No. of Hrs.: 11]

TEXT BOOKS:

1. Stephen P. Robbins, David & Decenzo, “Fundamentals of Management”, 3rd Edition, Pearson Education, 2002.
2. Stoner, et. al., “Management”, 6th Edition, PHI, 2002.
3. J. S. Chandan, “Organisational Behaviour”, Vikas Publishing House, 2004.

REFERENCES BOOKS:

1. Joseph W. Weiss, “Organisational Behaviour & Change, Managing Diversity, Cross-Cultural Dynamics & Ethics”, 2nd Edition, Vikas Publishing House, 2003
2. Richard Pettinger, “Introduction to Management”, 3rd Edition, Palgrave MacMillan, 2002.
3. Udai Pareek, “Understanding Organisational Behaviour”, 1st Edition, Oxford University Press, 2004.
4. Fred Luthans, “Organisational Behaviour,” 9th Edition, McGraw Hill International Edition, 2004.