

# MGN313:MANAGEMENT PRACTICES AND ORGANIZATIONAL BEHAVIOR

L:3 T:0 P:0 Credits:3

**Course Outcomes:** Through this course students should be able to

- appraise the concept of management practices and organizational behaviour
- analyze the role of management functions in close relation with organizational behaviour
- develop and sharpen acumen of how different management thoughts can be used to improve organization functioning
- anticipate the application of management and behavioral theories in real life decision making
- integrate skills to align individual and organizational goals
- evaluate the organizational issues in different functional areas of business management

## Unit I

**Management** : Nature, Purpose and Scope of Management, Roles, Functions and Skills of a manager, Development of Management Thoughts - Classical, Neo-Classical and Modern, Development of Management Thoughts, Classical Thoughts, Neo-Classical Thoughts, Modern Thoughts

**Planning** : Concept of Planning, Types Of Plans, Planning Process, Decision Making

## Unit II

**Organizing** : Concept of Organizational Design and Structure, Types Of Organizational Structure, Concept of Centralization And Decentralization

**Controlling** : Concept of control, Process of control, Types of control

**Staffing** : Meaning of staffing, Recruitment, Selection

**Directing** : Meaning Of Directing, Delegation Of Power and Authority

## Unit III

**Foundations Of Organizational Behaviour** : The Nature and Determinants of Organizational Behavior, Contributing disciplines to the field of OB

**Learning** : Meaning, Theories of learning

## Unit IV

**Personality** : Concept, Types and Theories Of Personality, Theories of personality

**Perception** : Introduction To Perception, Process Of Perception

**Motivation** : Concept Of Motivation, Early and Contemporary Theories Of Motivation

## Unit V

**Foundations Of Group Behaviour** : Types Of Groups, Stages Of Group Development, Concept Of Teams, Types Of Teams

**Leadership** : Concept Of Leadership And Its Components, Different Leadership Styles, Behavioral Theories, Basic Approaches - Trait Theories, Contingency Theories

## Unit VI

**Organizational Culture, Change and Stress Management** : Concept of Organizational Culture, Concept of Organizational Change, Concept of Stress Management, Types of Stress, Consequences of Stress, Ways to Overcome Stress

## Text Books:

1. ESSENTIALS OF MANAGEMENT: AN INTERNATIONAL AND LEADERSHIP PERSPECTIVE by HAROLD KOONTZ, HEINZ WEHRICH, MCGRAW HILL EDUCATION
2. ORGANIZATIONAL BEHAVIOR by DEBRA L NELSON, JAMES CAMPBELL QUICK, PREETAM KHANDELWAL, CENGAGE LEARNING

## References:

1. MANAGEMENT by STEPHEN P. ROBBINS, MARY COULTER, NEHARIKA VOHRA, PEARSON
2. PRINCIPLES AND PRACTICES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR by CHANDRANI SINGH AND ADITI KHATRI, SAGE PUBLICATIONS