



## COLLEGE OF COMMERCE, ARTS & SCIENCE



### HONS. 3<sup>RD</sup> YEAR

#### PAPER - V

#### ORGANIZATIONAL BEHAVIOUR

Full Marks : 100; Pass Marks : 45

1. Organizational Behaviour, Meaning, Importance, History of development of OB : Factors Influencing OB.
2. **Understanding Individual** : Nature of Man, Similarities and difference among individual, personality development and its determinants, perception Factors influencing perception.
3. **Group & Group Dynamics** : Meaning of Group and Group dynamics Reason for the formation of groups. Characteristics of Groups. Types of Group in organizations, Group Cohesiveness. Factors affecting Group Cohesiveness.
4. **Leadership** : Leadership Concept, Leadership emergence theories, Leadership style. Different functions and its effectiveness.
5. **Motivation** : Concept and importance. Financial and non-financial motivators.
6. **Moral & Job satisfaction** : Theories & Factors influencing morale & job satisfaction.
7. **Management of Change** : Meaning, Importance & Factors contributing to organizational change.
8. **Organizational culture** : Concept, Importance & factors influencing organizational culture.

#### RECOMMENDED BOOKS

1. Human Behavioral Work : Keith Davis
2. Organizational Behaviour : Robbins
3. Theories of Organizational Behaviour : A. R. Sharma



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### PAPER- VI

#### HUMAN RESOURCES DEVELOPMENT

Full Marks : 100; Pass Marks : 45

1. Introduction, Planning & organizing the HRD system. HRD Mechanism process & outcomes, Role of the line managers in HRD.
2. Performance & Potential meaning, Need & Importance, Technique of performance appraisal, Factors influencing performance appraisal.
3. Motivation and job satisfaction.
4. Employee compensation, Employee welfare & social security.
5. Training & Development : Need & Importance, Steps in training, Technique of training, Evaluation of training programme.
6. Career Planning & Career Development : Meaning, Importance of carrier strategies in rapidly changing environment, Designing appropriate systems.

#### RECOMMENDED BOOKS

1. Organization Behaviour : S. P. Robbins
2. Organizational Behaviour : U. J. Arnold & D. C. Feldman
3. Industrial Psychology : Mernoria
4. Industrial Psychology : D. C. Koehar, Mohanty, Blue & Naylor
5. General Psychology : Raven & Rubbin





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### PAPER - VII

#### COMPUTER

Full Marks : 75 (Theory) + 25 (Practical); Pass Marks : 45

1. Fundamental of Computer and programming in Qbasic.
2. Introduction of operating system (DOS, Windows).
3. Computers in Business applications. MS-Office and (Word, Excel & Power Point).
4. Data Base Management (Fox Pro) and Programming Languages C.
5. Introduction to Internet operations.

#### RECOMMENDED BOOKS

- |                            |   |                      |
|----------------------------|---|----------------------|
| 1. Computers Today         | : | Galgotia Publication |
| 2. Mastering Fac Pro       | : | Charles Seagal       |
| 3. Programming in          |   |                      |
| 4. PC Software made simple | : | R. K. Taxsali        |



**PAPER - VIII**  
**INTERNATIONAL BUSINESS**

Full Marks : 50; Pass Marks : 25

1. Introduction: Meaning, Need, Basis, Importance, Gains and Procedure Balance of Trade and balance of payments. Tariff and Non-tariff barriers GATT & Foreign Exchange control.
2. Financial framework : International Monetary System, SDR, IMF, World Bank, Asian Development Bank, Euro MKT International liquidity & Exchange rate restrictions.
3. International Marketing programme : Exporting, Licensing, Joint venture ownership International competition & characteristics of Multinational Marketing.
4. Decisions : International Business product decisions, pricing decisions channel decisions & Advertising Decision of International Business.
5. Export promotion : Export Financing, Planning, Organizing and Controlling Multinational Marketing Programme.
6. Analysis of India's International Business : Export trends, Export promotion efforts. Import substitution and role of Govt. agencies STC & MMTC.

**PAPER - VIII-B**

**FULL MARKS - 50**

## PROJECT WORK

