

## **Value Added Course: Management and Organizational Behaviour**

### **SEMESTER III**

#### **Course Objectives:**

- To understand the principles and functions of management.
- To develop knowledge of organizational structure and behavior.
- To enhance leadership, motivation, and team-building skills.
- To improve decision-making and communication abilities.
- To prepare students for effective managerial roles in organizations.

#### **UNIT – I: Fundamentals of Management**

- Introduction to Management
- Nature, Scope and Importance of Management
- Functions of Management: Planning, Organizing, Staffing, Directing and Controlling
- Evolution of Management Thought
- Contributions of Taylor, Fayol and Elton Mayo
- Managerial Roles and Skills

#### **UNIT – II: Planning and Decision Making**

- Planning Process and Types of Plans
- Strategic and Operational Planning
- Decision-Making Process
- Models and Techniques of Decision Making
- Problem Solving and Creativity
- Environmental Scanning and SWOT Analysis

#### **UNIT – III: Organizing and Organizational Structure**

- Principles of Organizing
- Organizational Structure and Design
- Authority, Responsibility and Delegation
- Centralization and Decentralization
- Organizational Culture and Climate
- Contemporary Organizational Structures

#### **UNIT – IV: Individual and Group Behaviour**

- Introduction to Organizational Behaviour

- Personality and Attitudes
- Perception and Learning
- Motivation Theories (Maslow, Herzberg, McGregor)
- Group Dynamics and Team Building
- Conflict Management and Stress Management

#### **UNIT – V: Leadership and Organizational Effectiveness**

- Leadership Concepts and Styles
- Communication Process and Barriers
- Power and Politics in Organizations
- Change Management
- Employee Engagement and Performance Management
- Organizational Effectiveness and Development

#### **Course Outcomes**

After completion of the course, students will be able to:

1. Explain the basic concepts and functions of management.
2. Apply planning and decision-making techniques in organizations.
3. Understand organizational structures and workplace behavior.
4. Demonstrate leadership, communication, and teamwork skills.
5. Analyze organizational challenges and propose effective solutions.