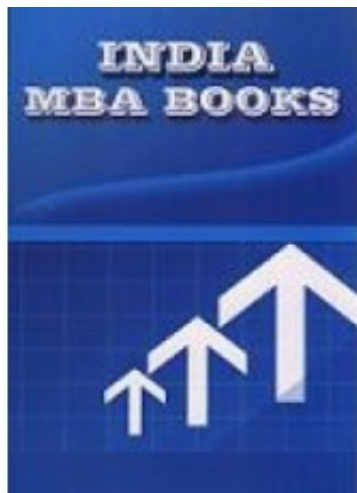


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PREVIEW OF CHAPTERS SYLLABUS

MANAGEMENT PRACTICES AND ORGANISATIONAL BEHAVIOUR

Description

- 1. Management: Nature, purpose and scope of management, Skills and roles of a Manager, Functions, Development of Management Theories (Classical, Neo-Classical and Modern)**
- 2. Planning: Types of plans, Levels of planning, planning process, Management by objectives, Strategic Management, premising and forecasting; Decision-Making process, barriers, styles of decision making**
- 3. Organizing: Organizational design and structure, Coordination, centralization and de-centralization, Delegation, Authority & power – concept & distinction, Line and staff organizations.**
- 4. Controlling: Concept, planning-control relationship, process of control, Types of Control, Control Techniques, Staffing: Human Resource Management and Selection**
- 5. Foundations of Organisational Behaviour: The nature and determinants of organisational behaviour, need for knowledge of OB, contributing disciplines to the field, OB Model**
- 6. Individual differences, Learning, Values, attitudes, Personality (MBTI, Big Five Model), Emotions, Affective events theory, Emotional Intelligence, Perception, Attribution theory**
- 7. Work Motivation: Early Theories (Mc. Gregory's Theory X & Y , Abraham Maslow's Need Hierarchy Theory Herzberg's Two Factor Theory) & Contemporary Theories (Mc. Clelland's 3 Needs Theory , Alderfer's ERG Theory , Adam's Equity Theory & Vroom's Expectancy Theory, Goal Setting Theory), Application of Motivation Theories & workers participation management.**
- 8. Group Behaviour: Types of Groups, Stages of Group Development, Group Decision Making, Understanding Teamwork: Types of Teams, Creating Effective teams, Communication: significance, types, barriers, overcoming barriers.**
- 9. Leadership: Basic Approaches (Trait Theories, Behavioural Theories &**

Contingency Theories) & Contemporary Issues in Leadership. Conflict: levels of conflict, resolving conflicts; power and politics: sources of power, use of power
10. Organisation culture and Organisational Change: Effects of culture, changing Organisational culture forces of change, Resistance to change, the change process

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