



**MALLA REDDY COLLEGE
OF ENGINEERING & TECHNOLOGY**
(AUTONOMOUS INSTITUTION - UGC, GOVT. OF INDIA)

PREFACE *for*
**MANAGEMENT AND
ORGANISATIONAL
BEHAVIOUR**



SCHOOL OF MANAGEMENT STUDIES
AUTONOMOUS

ICET CODE MLRD

PREFACE *for*
MANAGEMENT AND ORGANISATIONAL BEHAVIOUR
(I YEAR I SEMESTER)

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| Academic Year | : 2020-21 |
| Name of the Subject | :MANAGEMENT AND ORGANISATIONAL BEHAVIOUR |
| Prescribed Textbook | :Stephen P. Robbins, Timothy: Organizational Behavior, Pearson Publication House, L. M. Prasad, Principles and Practices of Management, Revised Edition, Sulthan Chand Publishing. |
| Nature of the Subject | : Common Paper |

Course Instructors

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COURSE AIM

- To understand the fundamentals underlying the management of an organization.
To understand the dynamics of organizational behaviour.

COURSRE OUTCOME

- The students should be able to learn the history of management and the contributions of important management researchers.
- The students can learn how to delegate authority and use power to influence people to get the work done through proper communication and control.
- To understand how employees behave in organizations. Students should be able to correct their individual behaviour and group behaviour. They will also be able to motivate and lead employees towards achievement of organizational mission and objectives.

UNIT-I: THEORIES OF MANAGEMENT

Basics of Management: Importance of Management - Functions of Management - Levels of Management - Scientific Management Theory - Fayol's Fourteen Principles of Management - Bureaucratic Theory - Human Relations Movement - Systems and Contingency theory.

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| Objective | The objective of the study is to know the management practices, understand the concepts of management, administration and organization. |
| Outcome | The students should be able to learn the history of management and the contributions of important management researchers. |
| Overview | <ul style="list-style-type: none"> ● To describe the evolution of management and some recent contributions to management thought ● Describes the various approaches to management theories. ● The managerial functions planning, organizing, staffing, leading and controlling. |

UNIT-II: PLANNING AND ORGANISING

Planning: Features of Planning - Principles of Planning - Importance of Planning - Forms of Planning - Guidelines for Effective Planning - Steps in Planning Process;

Organising: Principles of Organizing - Authority - Organizational Design - Job Design - Relation between Authority, Power and Influence

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| Objective | To know how to plan, implement, evaluate the plan to reach the set objectives. To learn concepts relating to organization structure. |
| Outcome | They should be able to understand the relevance of planning and how to take decisions. The students can learn how to delegate authority and use of power to influence people. |

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| Overview | <ul style="list-style-type: none"> ● Identify and verify various types of plans and show how they relate to each other. ● Outline and discuss the logical steps in planning and see how these steps are essentially a rational approach to set objectives and selecting the means of reaching them. |
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UNIT-3 LEADERSHIP & MOTIVATION

Leadership Theories: Great Man Theory - Trait Theory - The Managerial Grid Model - Path Goal theory - Fiedler's Contingency Theory.

Motivational Theories: Maslow's Hierarchy of Needs - Two-factor theory of Motivation

- Theory X and Theory Y - McClelland's Need Theory. Communication: Process - Barriers - Guidelines for Effective Communication.

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| Objective | To study the various leadership styles, the motivational theories and communication process existing in the organization. |
| Outcome | By studying this students may adapt the best leadership styles to become an effective leader. They will also be able to motivate and lead employees towards achievement of organizational mission and objectives. |
| Overview | There are many leadership and motivational theories; Each theory has something special to emphasis based on some assumptions and each as its merits and demerits. Theories contribute to improving managers knowledge and leadership practices. They have reasonable utility and none of them is totally outdated. |

Unit-IV: Organizational Behaviour (OB)

Introduction to OB: Elements of OB - Disciplines of OB; Perception Process - Attitudes;

Personality Theories: Extrovert & Introvert - Type-A & Type-B - Sigmund Freud's Psychoanalytic Theory. Stress Management.

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| Objective | To know the nature of Organisations and the individual behaviour in the organisations by understanding the various behavioural concepts |
| Outcome | It will enable the students may understand the significance of OB, individual personalities, perceptions, attitudes and stress management. |
| Overview | Organizational behavior uses systematic study to improve predictions of behavior over intuition alone. Managers need to develop their interpersonal, or people, skills to be effective in their jobs. OB investigates the impact that individuals, groups, and structure have on behavior within an organization by using the conceptual knowledge derived from models and |

UNIT-V: GROUP BEHAVIOUR

Foundations of Group Behaviour - Defining and Classifying Groups - Stages of Group Development - Group Decision Making - Understanding Work Teams - Types of Teams - Creating Effective Teams.

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| Objective | To understand the significance of group behaviour and the role of teams for effective accomplishment of various tasks. |
| Outcome | By studying this students will be able to manage group dynamics, decision making process and enhance their ability in forming effective teams.. |

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| Overview | This chapter deals with foundations of group behaviour, classification of groups, formation of groups, group decision making, different types of teams, types of teams, creating effective teams. |
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REFERENCES:

- Robert N. Lussier, Management Fundamentals–Concepts, Applications, Skill Development, Cengage Learning.
- Stephen P. Robbins, Timothy: Organizational Behavior, Pearson.
- L. M. Prasad, Principles and Practices of Management, Revised Edition, Sulthan Chand Publishing.
- Udai Pareek, Sushma Khanna, Organizational Behavior, Oxford Publishing.
- Stephen P. Robbins, Timothy: Organizational Behaviour, Pearson.
- Griffin & Moorhead, Organizational Behaviour, 10th Edition, Cengage Publishing.