M.COM

SEMESTER-I

(MCMM21101T): ORGANIZATION THEORY AND BEHAVIOR

MAX. MARKS: 100

EXTERNAL: 70

INTERNAL: 30

PASS: 40%

Credits:6

Objective: The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

SECTION A

Organisation Theory:

Unit I Introduction to Organisation, Organisation Theory

Unit II Organisation Structure and Effectiveness



Organisational Behaviour and Individual Perspective-I

Unit III Overview of Organisational Behaviour, Individual Behaviour and Learning Perception

Unit IV Attitudes and Values

Organisational Behaviour and Individual Perspective-II

Unit V Personality and Emotions

Unit VI Stress Management

SECTION B

Motivation, Job Design and Job Satisfaction

Group Behaviour

Group Formation and StructureCommunication

Conflict Management

Team Building and Leadership

Power and Politics

Organisational Culture and Development

Organisational Culture and ClimateOrganisational Change

Organisational Development Emerging Trends in OB

Suggested Readings:

1. Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi

2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi,

3. Gupta CB, *Modern Business Organisation*, Mayur Paperbacks, New Delhi

4. Koontz and Weihrich, *Essentials of Management*, McGraw Hill Education.

5. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.

6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.



7. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books

8. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.

9. Burton Gene and Manab Thakur; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi.

10. Griffin, *Management Principles and Application*, Cengage Learning

(**Note:** Latest Editions of the above books may be used.)

