

**FAR WESTERN UNIVERSITY**  
**Faculty of Management**

Course Title: **Organizational Behaviour**

Total Marks: 100

Course Code: **MGT 346**

Pass Marks: 45

Nature of course: Theory

Time per period: 1 hr.

Semester: Fourth

Total periods: 45

Level: BBA

Credit hours: 3

**1. Course Introduction**

The course is designed for BBA third semester students. The main intend of the course is to provide a basic framework for understanding the organizational behaviour. It offers the conceptual and theoretical aspects of organizational behaviour. It covers the concept of OB, individual behaviour, personality and attitudes, perception and learning. The course further includes motivation and stress management, group behaviour and, leadership and communication. The course finally deals with organizational structure, organizational culture, organizational change and development.

**2. General Objectives**

- To acquaint the learners about the understanding of organizational behaviour and individual behaviour.
- To familiarize the students with personality, attitudes, perceptions and learning.
- To make students know about motivation and its theories and job satisfaction.
- To enable the students about stress management and sources of stress.
- To make clear about the concepts of group and team.
- To acquaint the students with the leadership and communication.
- To help the students to develop the understanding about organizational structures and culture.
- To develop the understanding of the students about organizational change, organizational development.
- To facilitate the students about stress management.

**3. Specific objectives and Contents**

Specific Objectives	Contents
<ul style="list-style-type: none"> <li>• Introduce the concept of OB</li> <li>• Discuss the trends and challenges</li> <li>• Explain individual behavior as a system and factors affecting it</li> </ul>	<p><b>Unit I: Organizational Behaviour and individual Behaviour (5)</b></p> <p>1.1. Concept of OB</p> <p>1.2. Nature and importance of OB</p> <p>1.3. Emerging trends and challenges of OB</p> <p>1.4. Individual behavior as a system</p> <p>1.5. Factors affecting individual behavior: Individual and Environmental factors</p>

<ul style="list-style-type: none"> <li>• Explain the concept and factors determining personality</li> <li>• Explain the concept and components of attitudes</li> </ul>	<p><b>Unit II : Personality and Attitudes (4)</b></p> <p>2.1. Concept of personality  2.2. Factors determining personality  2.3. Matching personality with jobs  2.4. Concept and components of attitudes</p>
<ul style="list-style-type: none"> <li>• Explain the concept of perception</li> <li>• Explain the meaning, process and principles of learning</li> </ul>	<p><b>Unit III: Perception and Learning (4)</b></p> <p>3.1. Concept of perception  3.2. Factors influencing perception  3.3. Meaning and process and principles of learning</p>
<ul style="list-style-type: none"> <li>• Explain the concept, features and importance of motivation</li> <li>• Describe the theories of motivation</li> <li>• Discuss the concept, causes and effects of job satisfaction</li> </ul>	<p><b>Unit VI : Motivation and job satisfaction (5)</b></p> <p>4.1. Concept of motivation  4.2. Characteristics of motivation  4.3. Importance of motivation  4.4. Theories of motivation (Maslow, Herzberg and McGregor)  4.5. Concept, causes and effects of job satisfaction</p>
<ul style="list-style-type: none"> <li>• Explain the meaning and types of group</li> <li>• Describe group dynamics</li> <li>• Explain the meaning importance and types of teams</li> <li>• Compare teams with groups</li> </ul>	<p><b>Unit V : Groups and Teams (5)</b></p> <p>5.1. Meaning and types of group  5.2. Group dynamics  5.3. Meaning and importance of teams  5.4. Types of teams and effective teamwork  5.5. Teams vs groups</p>
<ul style="list-style-type: none"> <li>• Explain the concept nature and styles of leadership</li> <li>• Discuss theories of leadership</li> <li>• Define communication and explain the types and process of communication</li> <li>• Discuss the barriers to communication</li> </ul>	<p><b>Unit VI : Leadership and Communication (7)</b></p> <p>6.1. Concept of leadership  6.2. Nature of leadership  6.3. Leadership styles and theories (Trait, behavioral and contingent).  6.4. Meaning of communication  6.5. Types and process of communication  6.6. Barriers to communication</p>
<ul style="list-style-type: none"> <li>• Explain the meaning and types of organizational structures</li> <li>• Explain the concept and imp of organizational culture</li> </ul>	<p><b>Unit VII : Organizational Structures and Culture (6)</b></p> <p>7.1. Meaning of organizational structure  7.2. Types of organizational structures  7.3. Concept and importance of organizational culture  7.4. Importance of organizational culture</p>

<ul style="list-style-type: none"> <li>• Explain the meaning of organizational change and forces responsible for it</li> <li>• Discuss about how to manage Change</li> <li>• Explain the concept and features of OD</li> <li>• Explain the concept and sources and outcomes of stress</li> <li>• Discuss how to manage stress</li> </ul>	<p><b>Unit VIII : Organizational Change, Organizational Development and stress management (9)</b></p> <ol style="list-style-type: none"> <li>8.1. Meaning of organizational change</li> <li>8.2. Forces responsible for change</li> <li>8.3. Managing change</li> <li>8.4. Concept of features of organizational development</li> <li>8.5. Concept of stress</li> <li>8.6. Sources (Individual, group and organizational level stressors) and outcomes of stress:</li> <li>8.7. Management of stress</li> </ol>
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**4. Prescribed Books:**

**Basic books**

Helga Drummond, *Introduction to Organizational Behaviour*, (2000), Oxford University press, NY New York

K. Aswathappa, *Organizational Behaviour* (2011), 10<sup>th</sup> edition, Himalaya Publishing House

Stephen L. McShane, M.A.V. Glinow, and Radha R. Sharma, *Organizational Behavior*, (2009), Tata McGraw Hill, New Delhi.

Stephen Robbins, Timothy Judge and Neharika Vohra, *Organizational Behavior*, (2011), 14<sup>th</sup> edition, Pearson education Prentice Hall.

**References**

Dipak Kumar Bhattacharyya, *Organizational Behaviour* (2009), Oxford University Press.

Fred Luthans, *Organizational Behaviour* (2005), Tata McGraw Hill, New Delhi.

Gregory Moorhead and Ricky W. Griffin, *Organizational Behaviour*, (2000), AITBS Publishers and Distributors, New Delhi.

Kavita Singh, *Organizational Behaviour* (2010), Pearson Education.

Rae Andre, *Organizational Behaviour* (2009), Pearson Education.

S. P. Robbins, *Organizational Behaviour* (2010). Prentice-Hall, New Delhi.

S. S. Khanka, *Organizational Behaviour: Text and Cases*. (2004), S. Chand and Co. New Delhi.

Udai Pareek, T. V. Rao and D. M. Pestonjee, *Behavioural Processes in Organizations* (2009), Oxford and IBH, New Delhi.

Udai Pareek, T. V. Rao and D. M. Pestonjee, *Behavioural Processes in Organizations* (2009), Oxford and IBH, New Delhi.

Udai Parrek and Sushama Khanna, *Understanding Organizational Behaviour* (3<sup>rd</sup> Edition), Oxford University Press.