# GUJARAT UNIVERSITY SYLLABUS FOR T.Y.B.B.A. SEMESTER V

**COURSE CODE-303 ORGANISATIONAL BEHAVIOUR-1**

**INTRODUCTION:** Organisational Behaviour is an integration and application of behaviourial sciences to work situations. In a continuous changing environment and culture many opportunities remain for organizational improvement.. Oganisational behaviour provides a human perspective towards organizational effectiveness

**OBJECTIVES:** The syllabus of this subject is designed to provide valuable inputs for understanding, reasoning , predicting and controlling human behaviour.

Various theories and topics have been covered to relate the subject to real-world problems and issues.

## Number of credits : 3 Lectures per week : 3 Total Sessions 40

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| --- | --- |
| UNIT | WEIGHTAGE |
| UNIT 1 | 25% |
| UNIT 11 | 25% |
| UNIT 111 | 25% |
| UNIT 1V | 25% |
| TOTAL | 100% |

**UNIT 1: INTRODUCTION TO ORGANISATIONAL BEHAVIOUR**

**Reference book: Organizational Behavior**

**Authors: Keith Davis & Newstrom-11th edition ,Publisher: Tata McGraw**

Definition of Organisational Behaviour

Contributing disciplines to the field of Organisational Behaviour Objectives of Organisational Behaviour

Limitations of Organisational Behaviour

Forces affecting the nature of modern organizations People- structure-technology-environment

Models of Organisational Behaviour

1. Autocratic
2. Custodial
3. Supportive
4. Collegial
5. System

Complete Pay/Reward Pyramid

## UNIT 11: FOUNDATIONS OF INDIVIDUALBEHAVIOUR

**Reference book: Organizational Behavior**

**Authors: Stephen Robbins & Seema Sanghi, Publisher: Pearson Education (2006)**

Biographical characteristics

Age-gender-tenure-ability (including intellectual, physical and job-fit ability) Learning-meaning and definition

Shaping as a managerial tool Attitudes-meaning and definition Types of attitudes

1. Job satisfaction
2. Job involvement
3. Organisational commitment Personality-Meaning and definition

Major personality attributes influencing Organisational Behaviour

* 1. Locus of control
  2. Machiavellianism
  3. Self-Esteem
  4. Self –Monitoring
  5. Risk-taking
  6. Type-A Type-B
  7. Pro-active personality Short notes

1. Perception
2. Selective perception
3. Values
4. Emotions

## UNIT I11: FOUNDATIONS OF GROUP BEHAVIOUR

**Reference book: Organizational Behavior**

**Authors: Stephen Robbins & Seema Sanghi, Publisher: Pearson Education (2006)**

Group –meaning and definition

Stages of group development (5 stage model)

Role: meaning

role- identity, role-perception, role-expectation, role-conflicts, role-ambiguity. Status : meaning, Sources of status, Significance of status

**Reference book for the topic “Status” : Organizational Behavior Authors: Keith Davis & Newstrom-11th edition ,Publisher: Tata McGraw** Techniques of group-decision making

(with merits & demerits)

* 1. Brainstorming
  2. Nominal group technique

Teams : meaning

Types of teams

1. Problem-solving
2. Self-managed
3. Cross-functional
4. Virtual

Skills used in effective team building Consultation skills

Research & presentation skills Inter-personal skills

## Reference book for the topic “Skills used….. ” : Organizational Behavior Authors: Keith Davis & Newstrom-11th edition ,Publisher: Tata McGraw

**UNIT IV: FOUNDATIONS OF ORGANISATIONAL STRUCTURE**

**Reference book: Organizational Behavior**

**Authors: Stephen Robbins & Seema Sanghi, Publisher: Pearson Education (2006)**

Types of Organisational structures

1. Matrix Organisation
2. Virtual organization
3. Boundaryless Organisation

Power-meaning & definition

1. Bases of power
2. Power Tactics

Managing change

## Reference book for the topic –Managing change : Organizational Behavior Authors: Keith Davis & Newstrom-11th edition ,Publisher: Tata McGraw

1. Levin’s 3 step model of change
2. Implementing change successfully (including building support for change)
3. Resistance to change (types & reasons)

Organisational Development-meaning & definitions Benefits and limitations of OD

## Suggested topics for seminars and presentations:

* 1. Whistle-blowing
  2. Communication barriers
  3. Performance appraisal and motivation
  4. Super leadership

## Suggested topics for assignments:

1. Organisational Development process
2. Employee participation programmes
3. Power politics
4. Characteristics of Organisational Behaviour