

## **POOL OF GENERIC ELECTIVE**

### **General Elective Course- 4.1 (GE-4.1): Basics of Organisation Behaviour**

| <b>Course title &amp; Code</b>                   | <b>Credits</b> | <b>Credit distribution of the course</b> |                 |                           | <b>Eligibility criteria</b> | <b>Pre-requisite of the course (if any)</b> |
|--|----------------|--|-----------------|---------------------------|-----------------------------|---|
|  |                | <b>Lecture</b>                           | <b>Tutorial</b> | <b>Practical/Practice</b> |                             |   |
| <b>GE-4.1 – Basics of Organisation Behaviour</b> | <b>4</b>       | <b>3</b>                                 | <b>1</b>        | <b>0</b>                  | <b>Pass in Class XII</b>    | <b>NIL</b>                                  |

#### **Learning Objectives**

The course aims to enhance the understanding of the basic concept of Organisational Behaviour (OB) and the working of modern organisations. It focuses on the study of human behaviour at three levels: Individual, Interpersonal and Group.

#### **Learning outcomes**

After completion of the course, learners will be able to:

1. Analyse the working of organisations and human Behaviour.
2. Apply the concepts of OB in managing people at the workplace.
3. Critically evaluate the role of motivation theories in guiding human behaviour.
4. Recognise diverse leadership styles and strategies.
5. Summarise the ways to build supportive organisational culture.

#### **SYLLABUS OF GE-4.1**

##### **Unit 1: Introduction (7 hours)**

Introduction to organisational studies, importance of organisations, relationship between management and organizing function, emergence and development of Organisation Behaviour, Organisational Behaviour in changing times.

## **Unit 2: Individual Behaviour (9 hours)**

Individual characteristics - Inherited characteristics vs. learned characteristics; Personality-concept and types; Components of Attitude, organisational commitment and job satisfaction as work attitude; Sources and types of values; role of values and beliefs in the making of an individual.

## **Unit 3: Communication and Motivation (11 hours)**

Communication - concept, process and types, essentials of effective communication; Johari Window.

Why people work - Maslow's Need Hierarchy theory, intrinsic and extrinsic rewards, monetary and non-monetary incentives, contemporary motivation practices.

## **Unit 4: Group Behaviour and Leadership (11 hours)**

Importance of groups, groups vs. teams;

Leadership - trait theory, nature vs. nurture leadership; difference between a leader and a manager; Leadership styles (Likert) - exploitative, benevolent, consultative, and participative; making of great leaders, contemporary leadership practices.

## **Unit 5: Organisational Dynamics (7 hours)**

Organisation as a system; organisational structure, relationship between organisation structure, system, and strategy; Managing conflict - reasons, types and resolutions; Managing stress.

### **Exercises:**

The learners are required to:

1. Undertake a group activity to identify personality type.
2. Role play on Johari window
3. Conduct a primary survey to study the dynamics of group behaviour.
4. Apply and test various stress management techniques like deep breathing, Exercise, and mindfulness.
5. Identify the innovative ways of motivation practiced by contemporary organisations.

### **Suggested Readings:**

- Greenberg, J. (2015). *Behaviour in organisations* (10th Ed.). India: Pearson Education.
- Hersey, P. K., Blanchard, D., & Johnson, D. (2013). *Management of organisational Behaviour*. London, United Kingdom: Pearson.
- Luthans, F. (2017). *Organisational Behaviour-An evidence based approach* (12<sup>th</sup> ed.). New York, United States: McGraw-Hill Education.
- Pareek, U. (2014). *Understanding Organisational Behaviour*. United Kingdom: Oxford University Press.
- Robbins, S. T. & Judge, T. A. (2019). *Essentials of organisational Behaviour*. London, United Kingdom: Pearson.
- Singh, A. K., & Singh, B. P. (2012). *Organisational Behaviour*. Delhi, India: Excel Books Pvt. Ltd.

- Singh, K. (2015). *Organisational Behaviour: Texts & Cases* (3<sup>rd</sup> ed.). India: Pearson.

Additional Resources.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.**

### General Elective Course- 4.2 (GE-4.2): Personal Financial Planning

| Course title & Code                 | Credits | Credit distribution of the course |          |                    | Eligibility criteria | Pre-requisite of the course (if any) |
|-------------------------------------|---------|-----------------------------------|----------|--------------------|----------------------|--------------------------------------|
|                                     |         | Lecture                           | Tutorial | Practical/Practice |                      |                                      |
| GE 4.2- Personal Financial Planning | 4       | 3                                 | 1        | 0                  | Pass in Class XII    | NIL                                  |

#### Learning Objectives

The course aims to familiarize learners with different aspects of personal financial planning like savings, investment, taxation, insurance, and retirement planning and to develop the necessary knowledge and skills for effective financial planning.

#### Learning outcomes

After completion of the course, learners will be able to:

1. Analyse the meaning and appreciate the relevance of financial planning.
2. Appraise the concept of investment planning and its methods.
3. Examine the scope and ways of personal tax planning.
4. Analyse insurance planning and its relevance.
5. Identify the need for retirement planning and its relevance.

#### SYLLABUS OF GE-4.2

##### Unit 1: Introduction to Financial Planning (9 hours)