

DISCIPLINE SPECIFIC ELECTIVE COURSE – 1 FUNDAMENTALS OF MANAGEMENT & ORGANIZATIONAL BEHAVIOUR

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course(if any)
		Lecture	Tutorial	Practical/ Practice		
Fundamentals of Management and Organizational Behaviour	4	3	1	0	NIL	NIL

Learning Objectives:

To acquaint the students with the fundamentals of managing business and to understand Individual and group behavior at work place so as to improve the effectiveness of an Organization. The course will use and focus on Indian experiences, approaches and cases.

Learning Outcomes:

At the end of the course, students should be able to:

- i. Understand the nature of management and describe the functions of management.
- ii. Develop understanding of different approaches to designing organizational structures.
- iii. Understand the role of personality, learning and emotions at work.
- iv. Discover and understand the concept of motivation, leadership, power and conflict.
- v. Understand the foundations of group behavior and the framework for organizational change and development.

Unit I

(10 Hours)

Introduction to management; Evolution of management thought: Scientific, Administrative, Human Relations and Systems approach to management; Management functions and Managerial roles.

References:

Stephen P. Robbins & Mary Coulter, Management. 13th Ed. Pearson[Chapter 1]
Kaul Vijay Kumar, Business Organization & Management - Text and Cases, Pearson[Chapter 23]

Unit II

(10 Hours)

Planning: Importance and types of plans, planning process, MBO; Decision making: process, types, concept of bounded rationality; Control: process and types; Principles of organizing: common organizational structures, Departmentalization: types of departmentalization,

Delegation & Decentralization: Factors affecting the extent of decentralization, Process and Principles of delegation.

References:

Stephen P. Robbins & Mary Coulter, Management. 13th Ed. Pearson[Chapter 2,8,10,18]

Unit III

(10 Hours)

Meaning & concept of organizational behaviour; Personality: meaning, factors affecting personality, Big five model of personality; Learning: concept and theories of learning (Classical conditioning, operant conditioning and social learning theory), concept of reinforcement; Perception: concept, factors affecting perception, process of perception, perceptual errors. Motivation: Concept, importance, Content theories (Maslow's need theory, Alderfers' ERG theory, Mc Clellands' theory of needs, Herzberg's two factor theory) & Process theories (Adams equity theory, Vrooms expectancy theory).

References:

Robbins Stephen P and Judge T.A., Vohra, Organisational Behaviour, 16th Ed. Pearson.[Chapter 5,6,7]

Kaul Vijay Kumar, Business Organization & Management - Text and Cases, Pearson[Chapter 28]

Unit IV

(15 Hours)

Leadership: Concept, Theories (Trait, Behavioural, Contingency, Charismatic, Transactional and Transformational Leadership; Emotional Intelligence: Concept, Importance, Dimensions. Groups: Definition, Stages of Group Development, Group Cohesiveness; Analysis of Interpersonal Relationship: Transactional Analysis, Johari Window; Conflict: Concept, Sources, Types, Stages of Conflict, Management of Conflict; Organisational Power: Sources of Power and Dysfunctional uses of Power; Organizational Change: Concept, Resistance to change, Managing resistance to change, Kurt Lewin , Theory of Change; Organizational Development(OD): Meaning and types of OD Interventions.

References:

Robbins Stephen P and Judge T.A., Vohra, Organisational Behaviour, 16th Ed. Pearson.[Chapter 9,12,13,14,17]

Essential Readings:

1. Robbins Stephen P and Judge T.A. (2017) *Organisational Behaviour, 17th Ed. Pearson.*
2. Stephen P. Robbins & Mary Coulter (2017) *Management. 13th Ed. Pearson.*
3. Kaul Vijay Kumar (2012). *Business Organization & Management - Text and Cases, Pearson.*

Additional Readings:

1. Kavita Singh: *Organisational Behaviour 3rd Ed. Vikas Publication.*

2. Koontz & Heinz Weihrich, *Essential of Management*, McGraw Hill.
 3. Kumar, P. Sachdeva A. (2012). *Fundamentals of Management*. S. Chand. 1ed.
Note: Latest edition of the readings may be used.

**DISCIPLINE SPECIFIC ELECTIVE COURSE – 2
COMMERCIAL BANKING FOR BUSINESS**

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course(if any)
		Lecture	Tutorial	Practical/ Practice		
Commercial Banking for Business	4	3	1	0	NIL	NIL

Learning Objectives:

The course aims to provide the students with a theoretical and structural understanding of the commercial banking system and its working. It also focuses upon the developments in commercial banking market.

Learning Outcomes:

After completing the course, the student shall be able to:

1. Understand the evolution and growth of Commercial Banking in India.
2. Learn about commercial banking structure in India.
3. Understand the basic functions of banks with respect to business.
4. Analyze the recent developments in banking system.

Unit I: Commercial banking and its structure

(12 hours)

Evolution of banking in India, Functions of Banks – Traditional and Modern. Role & contribution of banks in India. Overview of banking sector reforms.

Commercial banking – concept, Structure and Composition of Commercial Banks; Types of Banks – Public, Private, Cooperative, Regional Rural Banks (RRBs), Foreign, National Housing Bank, Small Industries Development Bank of India (SIDBI), Export-Import Bank of India (EXIM); Comparison between public and private banks; comparison between