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BACHELOR OF VOCATION – BANKING, FINANCIAL SERVICES & INSURANCE SEMESTER-III TO SEMESTER-VI

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**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,

