

## BCA-8-01T: Organizational Behavior

Total Marks: 100  
External Marks: 70  
Internal Marks: 30  
Credits: 4  
Pass Percentage: 40%

### INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

### INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

<b>Course: Organizational Behavior</b>	
<b>Course Code: BCA-8-01T</b>	
<b>Course Outcomes (COs)</b> After the completion of this course, the students will be able to:	
CO1	Identify and describe key individual differences and personality traits that influence behavior in the workplace.
CO2	Demonstrate an understanding of the impact of communication, conflict, and leadership on group behavior.
CO3	Analyze the components of organizational culture and assess its influence on employee behavior.
CO4	Evaluate different leadership theories and styles, and apply them to real-world leadership scenarios.
CO5	Propose strategies for creating a positive work environment that promotes employee well-being.

## Detailed Contents:

Module	Module Name	Module Contents
<b>Section-A</b>		
<b>Module 1</b>	<b>Organisational Structure</b>	Nature and Scope of Management, Evolution of Management thought, Manager & environment. Business Ethics. Decision making: meaning and process, creative elements in decision making, Analytical tools to decision making. Functions of a manager, planning: concept, objective, significance, process and types, reasons for failure in plans; organizing concept, principles, theories, Formal & Informal organizations.
<b>Module II</b>	<b>Motivation</b>	Need, Theories of motivation. Leadership: Concept, Theories and Leadership Styles; Communication: Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in Communication; Controlling.
<b>Section-B</b>		
<b>Module III</b>	<b>Organisational Behaviour</b>	Concept, Significance; Relationship between Management & Organizational Behavior; Perception; Learning Personality. Group Dynamics and Team Development; Group dynamics: Definition and importance, types of groups, group formation, group development, group composition, group performance factors; team development.
<b>Module IV</b>	<b>Organisation Culture</b>	Concept, Creating & Sustaining Culture, learning culture; Work stress & its management. Organizational Development: Concept, Need for change, Resistance to change, Theory of Planned Change, Organizational Diagnosis, OD intervention.

## Books

1.	Harold Koontz and Heinz Weihrich, "Essentials of Management: An International Perspective", McGraw-Hill, New Delhi.
2.	Stephen P Robbins, David A. Decanzo, "Fundamentals of Management", Pearson Education, New Delhi.
3.	Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, "Organizational Behavior", Pearson Education, New Delhi.

4. K. Aswathappa, Organisational Behaviour, "Text, Cases and Games", Himalaya Publishing.
5. Fred Luthans, "Organizational Behavior", McGraw Hill.