

BBA HONOURS 6th SEMESTER
DISCIPLINE SPECIFIC ELECTIVE – I (DSE-3)

OPTION-I

BBA620D1A: HRD: ORGANIZATIONAL BEHAVIOUR

CREDITS: THEORY: 04; TUTORIAL: 02
MAX. MARKS: THEORY: 60; TUTORIAL: 30
MIN. MARKS: THEORY: 60; TUTORIAL: 30

***COURSE OBJECTIVE:** The objective of this paper is to enable students to understand the multiplicity of interrelated factors which influence the behaviour and performance of people as members of work organizations.*

A. COURSE CONTENTS (THEORY) (4 CREDITS) (60 marks)

UNIT I:

Historical roots of organizational behaviour, Fundamental Concepts of Organizational Behaviour, Classical organizational theory, Hawthorne studies, Human Relations movement, Contemporary Organizational behaviour, Situational Perspective, International, perspective, roles of organizational behaviour in management.

UNIT II:

Foundations of Individual Behaviour – Personality- Meaning and Development of Personality; Determinants of Personality; “Big Five” Personality model; Perception: Nature and Importance; Factors influencing perception; Emotional Intelligence; Dimensions of Emotional Intelligence.

UNIT III:

Learning: Nature of Learning; Components and theoretical process of learning; Classical Conditioning; operant Conditioning; Cognitive and Social learning Theory;
Attitude: Nature Components and Functions of Attitude: formation of attitudes.

UNIT IV:

Leadership: Nature of leadership; Importance of Leadership; Leadership styles & their implications; Traits and Behavioural theories.
Conflict: Nature of Conflict; Types of conflict; its implications in organizations, Managing conflicts.

B. COURSE CONTENTS - TUTORIAL (2 CREDITS) (30 marks)

- ---Field visit to a local unit/manufacturing firm/trading firm/service firm describing the issues related to the organizational behaviour aspects and submitting a brief report thereof.

SUGGESTED READINGS:

1. Organisational Behaviour: Fred Luthans
2. Organisational Behaviour: K. Aswathapa, Publication House;
3. Organisational Behaviour: Stephen Robbins;
4. Organisational Behaviour: Greenberg; Baron Publication House;
5. Management & OB: Mullins- Pitanan publishing.

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DISCIPLINE SPECIFIC ELECTIVE – I (DSE-3)

OPTION-II

BBA620D1B: HRD: TRAINING AND DEVELOPMENT

CREDITS: THEORY: 04; TUTORIAL: 02
MAX. MARKS: THEORY: 60; TUTORIAL: 30
MIN. MARKS: THEORY: 60; TUTORIAL: 30

***COURSE OBJECTIVE:** To familiarize the students with the concept and practice of training and development in the modern organizational setting.*

A. COURSE CONTENTS (THEORY) (4 CREDITS) (60 marks)

UNIT-I

Organization vision & plans, assessment of training needs, setting training objectives, designing training programmes, Spiral model of training;
Tasks of the training function: Building support, overall training capacity, developing materials, strategic planning, networking, designing training programmes.

UNIT-II

Training methods: On the job training, job instruction training, apprenticeship, coaching, job rotation, syndicate method, knowledge based methods, lecture, conferences, programmed learning, simulation methods, case study, vestibule training, laboratory training, in-basket exercise, experiential methods, sensitivity training, e-training, Evaluating effectiveness of Training Programmes.

UNIT-III

Management Development Programme Methods:-Understudy, Coaching, Action Learning, Role Play, Management Games, Seminars, University related programmes, special projects, behavioural modelling, job rotation, case study, multiple management, sensitivity training. Post training: Training evaluation, Training impact on individuals and organizations, Evaluating Programmes, Participants, Objectives.

UNIT-IV

Organisational Development (OD): Definition Foundations of OD, Managing the OD Process, Action Research and OD. OD Interventions: Overview of OD Interventions, Team Interventions Inter-group and Third-Party Peace-making Interventions. Comprehensive OD Interventions, Structural Interventions and the Applicability of OD, Training Experiences.

B. COURSE CONTENTS - TUTORIAL (2 CREDITS) (30 marks)

- ---Field visit to a local unit/manufacturing firm/trading firm/service firm describing the issues related to the training & development aspects and submitting a brief report thereof.

SUGGESTED READINGS:

1. Blanchard P. Nick & Thacker James: Effective Training, Systems, Strategies and Practices, Pearson.
2. French Wendell, Bell Cecil and Vohra Veena: Organisation Development, Behavioural Science Interventions for Organisation Improvement, Prentice Hall.
3. Lynton Rolf & Pareek Udai: Training & Development, Prentice Hall.
4. Bhatia S.K.: Training & Development, Deep & Deep Publishers.

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DISCIPLINE SPECIFIC ELECTIVE – I (DSE-3)

OPTION-III

BBA620D1C: HRD: INDUSTRIAL RELATIONS

CREDITS: THEORY: 04; TUTORIAL: 02
MAX. MARKS: THEORY: 60; TUTORIAL: 30
MIN. MARKS: THEORY: 60; TUTORIAL: 30

***COURSE OBJECTIVES:** - The main objective of the paper is to expose students to the legal frameworks that help organization to maintain proper industrial relations.*

A. COURSE CONTENTS (THEORY) (4 CREDITS) (60 marks)

UNIT-I

Concepts and significance and various perspectives of industrial relations Difference between industrial relations and human resource management, Trade Unions, its growth, types and functions of trade unions.

Unit –II

Industrial disputes, concept, types of disputes, causes and impact of industrial disputes, workers, Settlement of Industrial Disputes, Methods of Settlement, Concept of conciliation, mediation, arbitration and adjudication in brief.

Unit-III

Negotiation and collective bargaining, features, process of collective bargaining, concept of significance of workers participation in management, collective bargaining v/s worker's participation in management, Joint management councils, shop councils, workers committees.

Unit-IV

Labour Welfare Measures, Concept, significance and features of Labour welfare measures, Welfare Funds – Workers Education and Training Schemes at regional, state and national level, Industrial accidents, Causes and preventions of industrial accidents. Note: - Cases Studies and other assignments will be provided by the concerned faculty in the class.

B. COURSE CONTENTS - TUTORIAL (2 CREDITS) (30 marks)

- **---Field visit to a local unit/manufacturing firm/trading firm/service firm describing the issues related to the management of industrial relation aspects and submitting a brief report thereof.**

SUGGESTED READINGS

1. Mamoria C.B. and Sathish Mamoria, Dynamics of Industrial Relations, Himalaya Publishing House, New Delhi,
2. Dwivedi. R.S. Human Relations & Organisational Behaviour, Macmillan India Ltd., New Delhi
3. Pylee. M.V. and Simon George, Industrial Relations and Personnel Management, Vikas Publishing House (P) Ltd., New Delhi.
4. N.G.Nair, Lata Nair, Personnel Management and Industrial Relations, S.Chand.
5. Srivastava, Industrial Relations and Labour laws, Vikas, 4th edition.