

**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
With Effect from the Academic Year 2016-2017**

**Core Courses (CC)**

**6. Foundation of Human Skills**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Understanding of Human Nature	15
2	Introduction to Group Behaviour	15
3	Organizational Culture and Motivation at workplace	15
4	Organisational Change, Creativity and Development and Work Stress	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<p data-bbox="320 203 762 237"><b>Understanding of Human Nature</b></p> <ul style="list-style-type: none"> <li data-bbox="320 259 1410 338">• <b>Individual Behaviour:</b> Concept of a man, individual differences, factors affecting individual differences, Influence of environment</li> <li data-bbox="320 349 1410 640">• <b>Personality and attitude:</b> Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions</li> <li data-bbox="320 651 1410 931">• <b>Thinking, learning and perceptions:</b> Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type ( IQ, EQ, SQ, at work place), Perception features and factor influencing individual perception, Effects of perceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice attributional).</li> </ul>
2	<p data-bbox="320 954 762 987"><b>Introduction to Group Behaviour</b></p> <ul style="list-style-type: none"> <li data-bbox="320 1010 1410 1256">• <b>Introduction to Group Behaviour</b> <ul style="list-style-type: none"> <li data-bbox="368 1055 1410 1133">▪ <b>Group Dynamics:</b> Nature, types, group behaviour model (roles, norms, status, process, structures)</li> <li data-bbox="368 1144 1410 1223">▪ <b>Team effectiveness:</b> nature, types of teams, ways of forming an effective team.</li> <li data-bbox="368 1234 592 1256">▪ Setting goals.</li> </ul> </li> <li data-bbox="320 1267 1410 1514">• <b>Organizational processes and system.</b> <ul style="list-style-type: none"> <li data-bbox="368 1312 1410 1391">▪ <b>Power and politics:</b> nature, bases of power, politics nature, types, causes of organizational politics, political games.</li> <li data-bbox="368 1402 1410 1514">▪ <b>Organizational conflicts and resolution:</b> Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.</li> </ul> </li> </ul>
3	<p data-bbox="320 1529 1018 1563"><b>Organizational Culture and Motivation at workplace</b></p> <ul style="list-style-type: none"> <li data-bbox="320 1585 1410 1753">• <b>Organizational Culture:</b> <ul style="list-style-type: none"> <li data-bbox="368 1630 951 1664">▪ Characteristics of organizational culture.</li> <li data-bbox="368 1675 1126 1709">▪ Types, functions and barriers of organizational culture</li> <li data-bbox="368 1720 1326 1753">▪ Ways of creating and maintaining effective organization culture</li> </ul> </li> <li data-bbox="320 1765 1410 2045">• <b>Motivation at workplace:</b> Concept of motivation Theories of motivation in an organisational set up. <ul style="list-style-type: none"> <li data-bbox="368 1843 751 1877">▪ A.Maslow Need Heirachy</li> <li data-bbox="368 1888 730 1921">▪ F.Hertzberg Dual Factor</li> <li data-bbox="368 1933 858 1966">▪ Mc.Gregor theory X and theory Y.</li> </ul> <p data-bbox="360 1977 1410 2045">Waysofmotivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.</p> </li> </ul>

4	Organisational Change, Creativity and Development and Work Stress
	<ul style="list-style-type: none"><li>• <b>Organisational change and creativity:</b> Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving.</li><li>• <b>Organisational Development and work stress:</b> Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress</li></ul>