

Course Title : Leading and Managing Organization
Semester : I
Credit : 4
Duration : 40 Hrs

Course Outcome	Description	Cognition	Hours	Evaluation Tools
CO1	Explain management concepts at workplace for better performance in the organisation.	L2 Understand	5.0	<u>Internal</u> Evaluation: Assignment & Class Test & Theory Question in End term exam
CO2	Interpret contemporary HR practices for better workplace productivity.	L3 Apply	7.5	<u>Internal</u> Evaluation: Class Test, Question in end term exam
CO3	Correlate HR systems and individual behaviour for building up the strong culture	L4 Analyse	5.5	<u>Internal</u> Evaluation: Assignment, End term exam
CO4	Examine individual and team behavior for effective people management	L4 Analyse	10.0	<u>Internal</u> Evaluation: Question in End term exam, Assignments
CO5	Asset management functions including human resource practices for improving holistic organization performance	L5 Evaluate	12.0	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.

Mapping with CO-PO

1 – Low, 2 – Medium, 3 – High, 0 – Low

COs / Pos	PO 1	PO 2	PO 3	PO 4	PO5
CO1	3	2	2	1	-
CO2	2	3	2	2	-
CO3	2	3	2	1	2
CO4	3	3	2	2	3
CO5	2	3	3	2	3
CO EQ	2.4	2.8	2.2	1.6	2.5

Session Plan

Sr. No	Hours	Topic	COs	Cognition	Evaluation tools
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1	5	Introduction to Management Concepts			
1.1	2	Importance of Management, Functions of Managers, Introduction to Human Resource Management, Introduction to Organizational Behaviour.	CO 1 Explain management concepts at workplace for better performance in the organisation.	L2: Understand	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
1.2	1	Skills & Roles of Managers,	CO1 Explain management concepts at workplace for better performance in the organisation.	L2: Understand	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
1.3	2	Evolution of Management Thoughts, New & Old Economy	CO1 Explain management concepts at workplace for better performance in the organisation.	L2 : Understand	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
2	2	Planning			
2	2	Definition, Need, importance Planning, levels of Planning & Strategic Planning Process.	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
3	2	Structuring			
3	2	Definition, Need, Importance of Structuring. Types of Organisational structure. structuring in Organizations	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
4	2	Organizing and controlling			
4.1	1	Definition of Organizing, Scope, need and importance Organizing Function,	CO2 Interpret	L3: Apply	<u>Internal</u> Evaluation:

		Elements of Organizing,	contemporary HR practices for better workplace productivity.		Project, Class test Question in End term exam.
4.2	1	Managerial Control Process, Types of Control, Control Techniques. Application of Controlling Techniques	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
5	1	Leadership			
5.1	1	Definition, Importance, Leadership Traits,	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
5.2	1	Styles of leadership Leading for High performance Team	CO3 Correlate HR systems and individual behaviour for building up the strong culture	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
6		Human Resource Management			
6.1	1	Introduction, Functions, need of HRM.	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
6.2	1	Skills and competencies of an hr Manager. Role of Line manager as HR Manager	CO3 Correlate HR systems and individual behaviour for building up the strong culture	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
7	2	Recruitment and Selection.			
7.1	1	Definition, Need and Importance. Recruitment process, Selection Process.	CO2 Interpret contemporary HR practices	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question

			for better workplace productivity.		in End term exam.
7.2	1	Definition of Interview and Interview Techniques	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
8	2	Performance Management			
8.1	1	Definition of Performance Management, Need and importance.	CO2 Interpret contemporary HR practices for better workplace productivity.	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
8.2	1	Definition of KRA and KPI. Methods of PMS. Modern methods of Appraisal.	CO2 Interpret contemporary HR practices for better workplace productivity	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
9	2	Compensation and Benefits			
9.1	1	Definition, need for and importance of compensation. Types of compensation.	CO2 Interpret contemporary HR practices for better workplace productivity	L3: Apply	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
9.2	1	Components of employee compensation and CTC	CO5 Asset management functions including human resource practices for improving holistic organization performance	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
10	4	Introduction to OB and Personality			
10.1	2	Definition of OB, Definition of personality, types of personality,	CO4 Examine	L4: Analyse	<u>Internal</u> Evaluation:

			individual and team behavior for effective people management		Project, Class test Question in End term exam.
10.2	2	Attributes that shape up the personality & Personal Effectiveness, Personality Attributes, Personality Testing	CO3 Correlate HR systems and individual behaviour for building up the strong culture	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
11	5	Perception and Individual Decision Making			
11.1	2	Overview of Perception, Attribution Theory, Perception and Individual Decision Making	CO3 Correlate HR systems and individual behaviour for building up the strong culture	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
11.2	2	Attitude, Values and Job Satisfaction, Managerial implication & application in industry	CO4 Examine individual and team behavior for effective people management	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
11.3	1	Defining Attitude, Components of Attitude, Attitude & Behaviour Relationship, Major Job Attitudes	CO4 Examine individual and team behavior for effective people management	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
12	4	Motivation and Motivation theories			
12.1	2	Motivation Concepts and Application: Defining Motivation, Theories of Motivation, Maslow, Mc Gregor, McClelland, Herzberg	CO3 Correlate HR systems and individual behaviour for building up the strong culture	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
12.2	2	Theories of Motivation, Maslow, Mc Gregor, McClelland, Herzberg	CO3 Correlate HR systems and individual behaviour for	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question

			building up the strong culture		in End term exam.
13	4	Group and Group Dynamics			
13.1	3	Foundations of Group Behaviour, Group Development Process, Understanding Work Team Effectiveness, Building Interpersonal Relationship, Transactional analysis	CO4 Examine individual and team behavior for effective people management	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
13.2	1	Power & Politics, Bases of Power, Implications for Managers	CO4 Examine individual and team behavior for effective people management	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
14	4	Conflict and Stress Management			
14.1	1	Definition of conflict, reasons of conflict , Conflict management techniques	CO4 Examine individual and team behavior for effective people management	L4: Analyse	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.
14.2	3	Definition of Stress, Reasons of Stress, stress management techniques, Role of Organisation in managing employee stress, wellness at workplace and its importance.	CO5 Asset management functions including human resource practices for improving holistic organization performance	L5 Evaluate	<u>Internal</u> Evaluation: Project, Class test Question in End term exam.

Pedagogy
1. Lecture
2. Case Study
3. News/Article Analysis
4. Live Activity/Exercise
5. Videos

Parameters of Internal Assessment:

1. Project
2. Assignment
3. Test
4. Class Participation
5. Attendance

Evaluation:	
Internal Assessment	40%
External Assessment	60 %
Total	100%

Assessment Mapping

Parameter	Marks	CO 1	CO 2	CO 3	CO 4	CO 5
Internal	40	21%	21%	21%	21%	15%
Attendance	10	20%	20%	20%	20%	20%
Class Participation	10	20%	20%	20%	20%	20%
Class Test	5	50%	50%	0	0	0%
Assignments	5	0	0	50%	50%	0
Projects	10	20%	20%	20%	20%	20%
End Term	60	10%	20%	20%	25%	25%
Total	100	15%	21%	21%	24%	21%

Textbook:

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| <ol style="list-style-type: none"> 1. Management Theory and Practice
(Text & Cases) | <ul style="list-style-type: none"> - Dr. P Subba Rao & Venkatram Tej Kumar, Himalaya Publis hing House, 2nd Edition, 2014 |
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Reference Books:

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| <ol style="list-style-type: none"> 1. New Era of Management 2. Principles of Management 3. Essential of Management - An International, Innovation, & Leadership Perspective 4. Management & Organizational Behaviour 5. Human Resource Management | <ul style="list-style-type: none"> - Richard L. Daft, CENGAGE Publisher, 2nd edition, Reprint- 2012 - P C Tripathi & P N Reddy, Tata McGraw Hill, 5th Edition, 2012 - Harold Koontz & Heinz Weihrich, Tata McGraw Hill, 10th Edition, 2015. - Ramesh B Rudani, Tata Mac Graw Hill, 1st Edition, 2011 - Gary Dessler & Biju Varkkey, Pearson, 14th Edition, 2016 |
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| 6. Human Resource Management – | - Sharon Pande & Swapnalekha Basak, Vikas Text & Cases Publishing House Pvt. Ltd., 2 nd Edition, 2015 |
| 7. Human Resource Management | - Seema Sanghi, Vikas Publishing House Pvt. Ltd., 1 st Edition, 2014. |
| 8. Human Resource Management – | - A. Din Pangotra, Asian Books Pvt. Ltd., with Practical Up-Gradation 1 st Edition, 2013 |
| 9. Organizational Behaviour – Text & Cases | - Kavita Singh, Vikas Publishing House Pvt. Ltd., 3 rd Edition, 2015. |
| 10. Organizational Behaviour – A Modern | - Arun Kumar & N Meenakshi, Vikas Approach Publishing House Pvt. Ltd., 1 st Edition, 1 st Reprint 2014. |

E Books:

<http://open.lib.umn.edu/principlesmanagement/>

<http://www.freebookcentre.net/business-books-download/Introduction-to-Principles-of-Management.html>

<https://bookboon.com/en/management-organisation-ebooks>

<https://learnmgt.weebly.com/ebooks.html>

<https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=30>

<http://bookboon.com/en/organisational-behaviour-ebook>

<https://www.free-ebooks.net/ebook/Management-and-Organization-Behavior>

[http://bba12.weebly.com/uploads/9/4/2/8/9428277/organizational_behavior_15e - stephen_p_robbins_timothy_a_judge_pdf_qwerty.pdf](http://bba12.weebly.com/uploads/9/4/2/8/9428277/organizational_behavior_15e_-_stephen_p_robbins_timothy_a_judge_pdf_qwerty.pdf)

<http://www.saylor.org/books>

<https://bookboon.com/en/hrm-ebooks>

<https://www.ciphr.com/features/seven-best-hr-ebooks/>

<http://www.e-booksdirectory.com/listing.php?category=439>