

STUDY MATERIAL OF MBA SEM-1 **SUB: ORGANISATIONAL BEHAVIOUR (4519204) MODULE-1**

CHAP-1 FOUNDATION OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

TOPIC-1 CONCEPT OF MANAGEMENT

Details Explanation:

INTRODUCTION

- ➤ Management is required in all kinds of organisations whether they are manufacturing computers or handlooms, trading in consumer goods or providing saloon services and even in non-business organisations.
- ➤ No matter what the organisation is or what its goals might be, they all have something in common management and managers.
- > Successful organisations achieve their goals by following a deliberate process called 'management.
- ➤ Management consists of a series of interrelated functions that are performed by all managers. Let's understand the concept of management.

DEFINITION OF MANAGEMENT

Some of the common definition of management given by famous writers and thinkers are:

- According to Harold Koontz and Heinz Weihrich, "Management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims."
- According to Robert L. Trewelly and M. Gene Newport,
 "Management is defined as the process of planning, organising, actuating and controlling an organisation's operations in order to achieve coordination of the human and material resources essential in the effective and efficient attainment of objectives."

| Line No./ Sr. No. | Question | Answer |
|----------------------|------------------------------------------|--------------|
| 1 | Where management is required? | All kinds of |
| | | organisation |
| | What All kinds of organisation required? | Management |
| 2 | Organisations succeeds with the help of? | Management |
| | Management helps organisation to? | succeed |
| 3 | Management is what kind of function? | Interrelated |



| 4 | Who has given below definition? "Management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims." | Harold Koontz and Heinz |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 5 | Who has given below definition? "Management is defined as the process of planning, organising, actuating and controlling an organisation's operations in order to achieve coordination of the human and material resources essential in the effective and efficient attainment of objectives." | Robert L. Trewelly and M. Gene Newport |
| 6 | What is common in organisation? | Management & Manager |

TOPIC-2 MANAGEMENT AS SCHIENCE OR ART

Details Explanation:

MANAGEMENT AS SCHIENCE:

- ➤ Yes, Science is a systematic body of knowledge pertaining to a specific field of study that contains general facts which explains a phenomenon.
- ➤ It establishes cause and effect relationship between two or more variables and underlines the principles governing their relationship.
- ➤ These principles are developed through scientific method of observation and verification through testing.

Science is characterized by the following main features:

- 1. Universally acceptance principles
- 2. Experimentation & Observation
- 3. Cause & Effect Relationship
- 4. Test of Validity & Predictability

MANAGEMENT IS AN ART:

- > Art implies application of knowledge & skill to trying about desired results.
- ➤ An art may be0020defined as personalized application of general theoretical principles for achieving best possible results.



Art has the following characters:

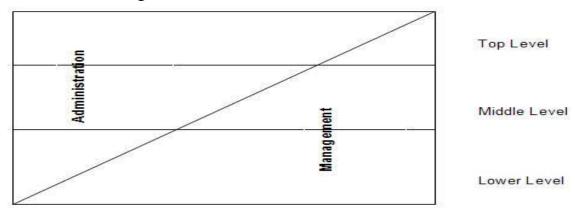
- 1. Practical Knowledge
- 2. Personal Skill
- 3. Creativity
- 4. Perfection through practice
- 5. Goal-Oriented
- 6. Work by effectively
 - ➤ Management is science because of several reasons like it has universally accepted principles, it has cause and effect relationship etc, and at the same time it is art because it requires perfection through practice, practical knowledge, creativity, personal skills etc.

| Line No./ Sr. No. | Question | Answer |
|----------------------|-------------------------------------------------------------|-----------------------------------|
| 1 | Management is? | Science |
| | Management is? | Art |
| 2 | Management is? | Both Science and Art |
| | Management is science because of? | Systematic body of Knowledge |
| 3 | Systematic body of Knowledge is used by? | Management |
| | Management is Art because of? | Application of knowledge & skill |
| 4 | Application of knowledge & skill in to practice called? | Art |
| | Cause & Effect Relationship is the Feature of? | Science |
| 5 | What science has? | Universally acceptance principles |
| | Whose principles is Universally acceptance? | science |
| 6 | Principles of management is derived through? | scientific method |
| | Practical Knowledge is the Feature of? | Art |
| 7 | What art has? | creativity |
| | Application of scientific principles in to practice called? | Art |

TOPIC-3 MANAGEMENT AND ADMINISTRATION

Details Explanation:

- Administration refers to the activities of higher level. It lays down basic principles of the enterprise.
- According to Newman, "Administration means guidance, leadership & control of the efforts of the groups towards some common goals"
- ➤ Whereas, management involves conceiving, initiating and bringing together the various elements; coordinating, actuating, integrating the diverse organizational components while sustaining the viability of the organization towards some predetermined goals.
- ➤ In other words, it is an art of getting things done through & with the people in formally organized groups.
- ➤ Practically, there is no difference between management & administration. Every manager is concerned with both administrative management function and operative management function as shown in the figure.
- > , the managers who are higher up in the hierarchy denote more time on administrative function & the lower level denote more time on directing and controlling worker's performance i.e. management.



➤ The Figure above clearly shows the degree of administration and management performed by the different levels of management.

| Line No./ Sr. No. | Question | Answer |
|----------------------|---------------------------------------------|----------------|
| 1 | Activities of higher level Called? | Administration |
| | Administration is? | higher level |
| | | actvity |
| 2 | Who has given definition of Administration? | Newman |



| 3 | It is an art of getting things done through & with the people in formally organized groups called? | Management |
|----|----------------------------------------------------------------------------------------------------|----------------|
| 4 | Conceiving, Initiating and Bringing all the elements together called? | Management |
| | | |
| 5 | The administration proportion is higher at? | Top Level |
| | What is the proportion of administration at top level? | Higher |
| 6 | Administration and Management are Equal at? | Middle Level |
| | At Middle Level Administration and Management are? | Equal |
| 7 | The management proportion is higher at? | Bottom Level |
| | What is the proportion of management at bottom level? | Higher |
| 8 | Is there any difference between administration and management practically? | No |
| 9 | The managers who are higher up in the hierarchy denote more time to? | Administration |
| 10 | The managers who are lower in the hierarchy denote more time to? | Management |

TOPIC-4 MANAGEMENT THOUGHTS BY MANAGEMENT GURUJ

Details Explanation:

1. Henry Fayol (1841-1925) Long Managerial Career.

- o Derived principles on the basis of his own personal experiences.
- Was the first to examine his own personal experiences and to tried derived a theory of management.
- o Father of Management.
- He defined Management and laid out Principles of How to Manage.

According to Henry Fayol - Definition of Management

"To forecast and plan, to organize, to command, to coordinate and to control" Principles laid by Henry Fayol

- 1. Division of Labour
- 2. Authority & Responsibility

- 3. Discipline
- 4. Unity of command
- 5. Unity of directions
- 6. Interest
- 7. Subordination of individual interest to the general interest
- 8. Remuneration
- 9. Centralization
- 10. Scalar chain
- 11. Order
- 12. Equity
- 13. Stability of tenure
- 14. Sprits de crops

2. Frederick Winslow Taylor (1856-1915)

- o Pioneer of Scientific Management Approach.
- o Worked in different capacities in steel company.
- Primary focus was need of elimination of wastages and increasing efficiency by applying scientific methods.
- o Father of Scientific Management

3. Mary Parker Follett (1868-1933)

- o Theories were focused on Human Relations Approach.
- o Groups work more effectively when power is shared.
- o Employees must be empowered to increase productivity.

Key points in Follett's theory:

- o Interrelatedness- 'coactive' instead of coercive.
- o Emphasis on 'power-with' rather than 'power-over' people approach.
- o Leader guides and in turn guided by the group.
- o Leader influences by motivating others.

4. Elton Mayo (1880-1949)

Father of Human Relations Management.



- o Contributed to Development of Management Thought by carrying out various experiments.
- o The most famous of them being 'Hawthrone Experiments'.

Howthrone Experiments

Hawthrone was a plant of Western Electrics situated in Chicago and had 29,000 employees.

| Line No./ Sr. No. | Question | Answer |
|----------------------|--------------------------------------------|----------------------|
| 1 | Who has Long Managerial Career? | Henry Fayol |
| | What was the duration of contribution of | 1841-1925 |
| | Henry Fayol in the field of management? | |
| 2 | On what basis Henry Fayol has derives the | personal |
| 2 | principles of management? | experiences |
| | Henry Fayol is considered as? | Father of |
| | | Management |
| 3 | What Henry Fayol has Derived? | Principles of |
| 3 | | Management |
| | "To forecast and plan, to organize, to | Henry Fayol |
| | command, to coordinate and to control" | |
| | Who has given this Definition? | |
| 4 | How many principles Henry Fayol has | 14 |
| - | given? | |
| | What was the duration of contribution of | 1856-1915 |
| | Henry Fayol in the field of management? | |
| 5 | Who is considered as Pioneer of Scientific | Frederick Winslow |
| 3 | Management Approach? | Taylor |
| | Where Frederick Winslow Taylor has | steel company |
| | worked? | |
| 6 | What was the primary focus of study of | elimination of |
| 0 | Frederick Winslow Taylor? | wastages |
| | Frederick Winslow Taylor is known as? | Father of Scientific |
| | | Management |
| | What was the duration of contribution of | 1868-1933 |
| 7 | Mary Parker Follett in the field of | |
| | management? | |



| | 1_, , , , , , , , , , , , , , , , , , , | T |
|-----|-------------------------------------------|-----------------|
| | Theories of Mary Parker in with | Human Relations |
| | consideration of? | Approach |
| 8 | Groups work more effectively when power | Mary Parker |
| O | is shared" Who has given this statement? | Follett |
| | Why employees must be empowered? | Increase |
| | | productivity. |
| 0 | Mary Parker Follett Emphasis on 'power- | Power-over |
| 9 | with' rather than? | |
| | Whom is guided by group? | Leader |
| 10 | By which element Leader influences other? | Motivation |
| | What was the duration of contribution of | 1880-1949 |
| | Elton Mayo in the field of management? | |
| | Elton Mayo is known as? | Father of Human |
| 11 | | Relations |
| | | Management |
| | Who is known as Father of Human | Elton Mayo |
| | Relations Management? | |
| 12 | For which experiment he is the most | Hawthrone |
| 12 | famous? | Experiments |
| | Hawthrone is a plant of which city? | Chicago |
| 1.2 | How many employees were there in | 29,000 |
| 13 | Hawthrone plant? | |

TOPIC-5 FUNACTIONS OF MANAGEMENT

Details Explanation:

Following are the Functions of Management

1. Planning:

- ➤ Planning function of management takes into account defining goals, establishing strategies and developing plans to coordinate activities of a business unit.
- ➤ The function incorporates decision making to define goals for future organizational performance and drafting plans of action to attain them.

2. Organizing:

➤ Post planning, each manager then engages himself in assigning tasks, grouping these tasks into departments and allotting resources to departments.

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➤ These functions are grouped as organizing. He primarily puts together human, financial, physical, information and other resources needed to achieve pre-specified, well-defined objectives.

3. Staffing:

- After the organization's structural design is in place, it needs people with right skills, knowledge, and abilities to fill in that structure.
- ➤ People are an organization's most important resource, because people either create or undermine an organization's reputation for quality in both products and services.

4. Leading/ Directing:

➤ This management function involves the use of influence to motivate employees to achieve organizational goals.

5. Co-Ordination:

- ➤ Coordination is the process of synchronising the diverse functions of domains and securing unity of action.
- ➤ It is compared to chariot driven by multiple horses.
- ➤ The charioteer has to drive all die horses in one direction. Similar is the case of an organization.

6. Controlling:

➤ This function is primarily directed towards monitoring of employees' activities, ensuring the correct working of the organization and implementing corrective measures as and when needed.

| Sr. No. | Question | Answer |
|---------|------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | How many functions are there of management? | Six |
| 2 | Defining goals, establishing strategies and developing plans to coordinate activities of a business unit Called? | Planning |
| 3 | The core work of planning is? | Drafting plan |
| | Drafting plan is the core work of? | Planning |
| 4 | The process of delegating authority and responsibility | Organising |
| | called? | |



| 5 | Organising meaning implication of? | Pre-defined goals/objectives |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 6 | Process of getting right person for the right job called? | Staffing |
| 7 | Use of influence to motivate employees to achieve organizational goals is? | Leading/ Directing |
| 8 | Process of synchronising the diverse functions of domains and securing unity of action called? | Co-Ordination |
| 9 | This function is primarily directed towards monitoring of employees' activities, ensuring the correct working of the organization and implementing corrective measures as and when needed called? | Controlling |

TOPIC-6 TYPES OF BUSINESS ORGANISATION

Details Explanation:

1. Sole Proprietorship

- ➤ A Sole Proprietorship consists of one individual doing business.
- ➤ Sole Proprietorships are the most numerous form of business organization in the United States, however, they account for little in the way of aggregate business receipts.
- ➤ The most daunting disadvantage of organizing as a sole proprietorship is the aspect of unlimited liability.
- An advantage of a sole proprietorship is filing taxes as an individual rather than paying corporate tax rates.
- > Some hybrid forms of business organization may be employed to take advantage of limited liability and lower tax rates for those businesses that meet the requirements.
- ➤ These include S Corporations, and Limited Liability Companies (LLC's). Where S-Corps are a Federal Entity, LLC's are regulated by the various states. LLC's give the option for profits from the business to pass through to the owner's individual income tax return.

2. Partnership

➤ A Partnership consists of two or more individuals in business together.



- ➤ Partnerships may be as small as mom and pop type operations, or as large as some of the big legal or accounting firms that may have dozens of partners.
- ➤ There are different types of partnerships—general partnership, limited partnership, and limited liability partnership—the basic differences stemming around the degree of personal liability and management control.
- As pointed out, unlimited liability exists for partnerships just as for sole proprietorships.
- ➤ One way to alleviate this risk is through Limited Liability Partnerships (LLP's). As with LLC's, LLP's may offer some tax advantages while providing some risk protection for owners.

3. Corporation

- ➤ Corporations are probably the dominant form of business organization in the United States.
- ➤ Although fewer in number, corporations account for the lion's share of aggregate business receipts in the U.S. economy.
- A corporation is a legal entity doing business, and is distinct from the individuals within the entity.
- ➤ Public corporations are owned by shareholders who elect a board of directors to oversee primary responsibilities.
- Along with standard, for-profit corporations, there are charitable, not-for-profit corporations.

| Line No./ Sr. No. | Question | Answer |
|----------------------|------------------------------------------------------|---------------------|
| 1 | When one individual doing business is called? | Sole Proprietorship |
| | How many person starts Sole Proprietorship? | One |
| 2 | Sole proprietorship is one the form of organisation? | oldest |
| | Oldest form of organisation is? | Sole proprietorship |
| 3 | One of the feature, which is limitation of sole | Unlimited Liability |
| | proprietorship? | |



| | Unlimited Liability is the limitation of? | Sole proprietorship |
|----|------------------------------------------------------------------------------------|---------------------|
| 4 | Filing taxes in sole proprietorship is on the basis of? | Individual |
| | | |
| 5 | LLC stand for? | Limited Liability |
| | | Companies |
| | **** | D 11 |
| 6 | When two or more individuals starting business together means? | Partnership |
| | How many people starts the partnership Business? | 2 or More |
| 7 | How many types of partnership are there? | Three |
| | Which is the 1st type of partnership? | general partnership |
| | Which is the 2nd type of partnership? | limited partnership |
| | Which is the 3rd type of partnership? | limited liability |
| | | partnership |
| 8 | LLP stands for? | Limited Liability |
| | | Partnerships |
| | Short form of Limited Liability Partnerships is? | LLP |
| 9 | Corporations are probably which form of business organization in the United States | dominant |
| | | |
| 10 | A corporation is what type of entity? | Legal |
| 11 | Who elects Board of Directors public sector | Share holders |
| | corporation? | |
| 12 | The expension working without aim of profit is | Non-Profit |
| 12 | The organisation working without aim of profit is called? | organisations |

TOPIC-7 MANAGERIAL ROLE

Details Explanation:

➤ Managerial roles are specific behaviours associated with the task of management. Managers adopt these roles to accomplish the basic functions of management just discussed—planning and strategizing, organizing, controlling, and leading and developing employees.



- ➤ One of the earliest and most enduring descriptions of managerial roles comes from Henry Mintzberg, who (as we have already noted) shadowed managers observing what they did during the day.
- ➤ Mintzberg developed a list of roles that he grouped into three categories: interpersonal roles, informational roles, and decisional roles.
- ➤ Mintzberg emphasized that managing is an integrated activity, so these roles are rarely distinct. Visiting clients, for instance, usually relates to two or more roles simultaneously.

1. INTERPERSONAL ROLES

- ➤ Interpersonal roles are roles that involve interacting with other people inside and outside the organization.
- Management jobs are people-intensive: Research suggests that managers spend somewhere between 66 and 80 percent of their time in the company of others. 20 Seldom do managers work alone for long periods without outside communication.
- As Linda Hill noted, managers get things done through their network of interpersonal relationships. Mintzberg identified three types of interpersonal roles: a figurehead role, a leader role, and a liaison role.



2. INFORMATIONAL ROLES

➤ Informational roles are concerned with collecting, processing, and disseminating information.



- ➤ Managers collect information from various sources both inside and outside the organization, process that information, and distribute it to others who need it.
- ➤ Mintzberg found that managers 40 percent of their time in these tasks. Mintzberg divided the information roles of management into three types: monitor, disseminator, and spokesperson.

3. DECISIONAL ROLES

- ➤ Management guru Peter Drucker once wrote that whatever managers do, they do through making decisions.
- ➤ The information collected through monitoring is directed toward discovering problems or opportunities, weighing options, making decisions, and ensuring that those decisions are put into action.
- ➤ Whereas interpersonal roles deal with people and informational roles deal with knowledge, decisional roles deal with action.

| Line No. /Sr. No. | Question | Answer |
|----------------------|------------------------------------------------------------------------------------|----------------------------------------|
| 1 | How many managerial roles are? | Three |
| | The specific behaviours associated with the task of management called? | Managerial roles |
| 2 | Managerial roles are? | Behaviour associated |
| | Managers adopt these roles for? | Accomplish the functions of management |
| 3 | One of the earliest and most enduring descriptions of managerial roles comes from? | Henry Mintzberg |
| | Mintzberg developed a list of roles that he grouped into how many categories? | Three |
| 4 | Interpersonal roles, informational roles, and decisional roles is given by? | Mintzberg |



| | T | |
|----|----------------------------------------------------------------------------------------------------------|---------------------|
| | As per Mintzberg managing is what kind of activity? | Integrated activity |
| 5 | Roles that involve interacting with other people inside and outside the organization called? | Interpersonal roles |
| | Management jobs are? | People-intensive |
| 6 | Research suggests that managers spend somewhere how much percent of their time in the company of others? | 66 and 80 |
| | Hoe many percentage of managers work alone for long periods without outside communication? | 20% |
| 7 | Who has noted that managers get things done through their network of interpersonal relationships? | Linda Hill |
| | Mintzberg identified how many types of interpersonal roles? | Three |
| 8 | Which is 1st interpersonal roles given by Mintzberg? | Figurehead role |
| | Which is 2nd interpersonal roles given by Mintzberg? | Leader role |
| 9 | Which is 3rd interpersonal roles given by Mintzberg? | Liaison role |
| | Which role is concerned with collecting, processing, and disseminating information? | Informational role |
| 10 | Managers collect information from which sources? | Inside and outside |
| | As per Mintzberg how much percentage of managers spend their time in informational role? | 40 percent |
| 11 | Mintzberg identified how many types of informational roles? | Three |
| | Which is 1st informational roles given by Mintzberg? | monitor |
| 12 | Which is 2nd informational roles given by Mintzberg? | Disseminator |
| | Which is 3rd informational roles given by Mintzberg? | Spokesperson |



| 13 | Who wrote that whatever managers do, they | Peter Drucker |
|----|-------------------------------------------|------------------|
| | do through making decisions? | |
| | The information collected through | Discovering |
| | monitoring is directed toward? | problems or |
| | | opportunities |
| 14 | The information collected through | Weighing options |
| | monitoring is directed toward? | |
| | The information collected through | Making decisions |
| | monitoring is directed toward? | |
| 15 | Interpersonal roles deal with? | People |
| | Interpersonal roles deal with? | Knowledge |
| 16 | Interpersonal roles deal with? | Action |

TOPIC-8 OVERVIEW OF MANAGEMENT PROCESS

Details Explanation:

Management is a process of setting goals, planning and/or controlling the organizing and leading the execution of any type of activity,

STEPS OF PROCESS OF MANAGEMENT:

- **1. Planning:** it determines the objectives, evaluate the different alternatives and choose the best
- **2. Organizing:** define group's functions, establish relationships and defining authority and responsibility
- **3. Staffing:** recruitment or placement and selection or training takes place for the development of members in the firm
- **4. Directing:** is to give the Direction to the employees.

| Line No. | Question | Answer |
|----------|-----------------------------------------------|---------------|
| /Sr. No. | | |
| 1 | The process of setting goals, planning and/or | Management |
| 1 | controlling the organizing called? | |
| | Management helps in? | Setting goals |
| 2 | Management helps in managing? | Planning and |
| 2 | | Controlling |



| | What Determines the objectives, evaluate the different alternatives and choose the best? | Planning |
|---|---------------------------------------------------------------------------------------------------------------------------------|------------|
| 3 | The group's functions, establish relationships and defining authority and responsibility | Organizing |
| | The recruitment or placement and selection or training takes place for the development of members in the firm called? Staffing | |
| 4 | What Gives the Direction to the employees? | Directing |

CHAP-2 CONCEPT ORGANISATIONAL BEHAVIOUR TOPIC-1 UNDERSTANDING ORGANISATIONAL BEHAVIOUR

Details Explanation:

INTRODUCTION

- > Organizations need to develop their interpersonal or people skills for being effective.
- ➤ Organizational behaviour is a field of study that investigates the impact that individuals, groups, and structure have on behaviour within an organization, then applies that knowledge to make organizations work more effectively. Robbins (2003)
- ♣ OB concentrates on how to
- o Improve productivity
- o Reduce absenteeism and turnover
- o Increase employee citizenship
- o Increase employee job satisfaction
- ➤ The field of organizational behaviour takes extracts from the behavioural science disciplines like psychology, social psychology, and cultural anthropology.
- ➤ Some basic ideas included in OB are personality theory, attitudes and values, motivation and learning, interpersonal behaviour, group dynamics, leadership and teamwork, organizational structure and design, decision- making, power, conflict and negotiation.

DEFINITION OF OB

- 1. According to Buchanan and Huczynski (1997)
- "Organizations are defined as social arrangements, constructed by people, who can also change them."
- 2. According to Barnard (1938)

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"Organizations are a system of cooperative activities - and their coordination requires something intangible and personal that is largely a matter of personal relationships."

3. According to Pugh (1971)

OB is concerned with "the study of the structure, functioning and performance of organizations, and the behaviour of groups and individuals within them".

4. According to Fred Luthans

Organizational behaviour is defines as "The understanding, prediction and management of human behaviour in organizations.

| Line No. | Question | Answer |
|----------|-----------------------------------------------|----------------------|
| /Sr no. | What are instituted as a second | D 1 4 |
| 1 | What oganizations needs? | Development |
| | Why organisation need to develop? | Interpersonal or |
| | | People skills |
| 2 | Organizational behaviour is a field of study | Impact of behaviour |
| | that investigates what? | |
| | Why the study of organisation is needed? | Work effectively |
| 3 | OB Concentrates on? | Productivity |
| | OB emphasises on? | Reduce absenteeism |
| 4 | OB works on? | Employee citizenship |
| 5 | OB leads to? | Job satisfaction |
| | The field of organizational behaviour takes | Behavioural science |
| | extracts from? | |
| 6 | Psychology, social psychology, and cultural | OB |
| | anthropology are the declines of? | |
| | What Organisational behaviour includes? | Personality theory |
| 7 | What Organisational behaviour studies about? | Attitudes and Values |
| | Organisational behaviour teach us? | Motivation and |
| | | Learning |
| 8 | What Organisational behaviour helps to learn? | Interpersonal |
| | | Behaviour |
| | Organisational behaviour includes? | Group Dynamics |
| 9 | Organisational behaviour studies about? | Leadership and |
| | | Teamwork |
| | What Organisational behaviour includes? | Organizational |
| | | structure and Design |



| 10 | What Organisational behaviour includes? | Decision- making |
|----|---------------------------------------------------------------|--------------------------|
| | Organisational behaviour will helps to know about? | Power |
| 11 | What Organisational behaviour will solve? | Conflict and Negotiation |
| | Who has given this definition? | Buchanan and |
| | Organizations are defined as social | Huczynski |
| | arrangements, constructed by people, who can also change them | |
| 12 | Who has given this definition? | Barnard |
| | Organizations are a system of cooperative | |
| | activities - and their coordination requires | |
| | something intangible and personal that is | |
| | largely a matter of personal relationships. | |
| | Who has given this definition? | Pugh |
| | "the study of the structure, functioning and | |
| | performance of organizations, and the | |
| | behaviour of groups and individuals within | |
| | them | |
| 13 | Who has given this definition? | Fred Luthans |
| | Organizational behaviour is defines as "The | |
| | understanding, prediction and management of | |
| | human behaviour in organizations | |

TOPIC-2 MODELS OF ORGANISATIONAL BEHAVIOUR

Modern Models of Organizational Behaviour

- 1. Autocratic Model
- 2. Custodial Model
- 3. Supportive Model
- 4. Collegial Model
- 5. SOBC Model

1. Autocratic Model

| Basis of Model | Power |
|--------------------------------|--------------------|
| Managerial Orientation | Authority |
| Employee Orientation | Obedience |
| Employee psychological results | Dependence on Boss |



| Employees needs met | Subsistence (Survival) |
|---------------------|------------------------|
| Performance result | Minimum |

2. Custodial Model

| Basis of Model | Economic Resources |
|--------------------------------|----------------------------|
| Managerial Orientation | Money |
| Employee Orientation | Security & Benefits |
| Employee psychological results | Dependence on Organization |
| Employees needs met | Security |
| Performance result | Passive Cooperation |

3. Supportive Model

| Basis of Model | Leadership |
|--------------------------------|----------------------|
| Managerial Orientation | Support |
| Employee Orientation | Job Performance |
| Employee psychological results | Participation |
| Employees needs met | Status & Recognition |
| Performance result | Awakened Drives |

4. Collegial Model

| Basis of Model | Partnership |
|--------------------------------|-----------------------|
| Managerial Orientation | Teamwork |
| Employee Orientation | Responsible Behaviour |
| Employee psychological results | Self-Discipline |
| Employees needs met | Self-actualization |
| Performance result | Moderate Enthusiasm |

5. SOBC Model

| Basis of Model | Facilitator |
|--------------------------------|------------------------|
| Managerial Orientation | Empathy |
| Employee Orientation | Belongingness |
| Employee psychological results | Ownership |
| Employees needs met | Higher Order Needs |
| Performance result | Passion and Commitment |



| 1 How many models of OB are? Five What is the Basis of Autocratic Model? Power 2 What is the Employee Orientation of Authority What is the Employee Psychological results of Autocratic Model? 3 What is the Employee psychological results of Autocratic Model? Which Employees needs met in Autocratic Model? What is the Performance result of Autocratic Model? What is the Basis of Custodial Model? Economic Resources What is the Managerial Orientation of Custodial Model? What is the Employee Orientation of Custodial Model? What is the Employee Orientation of Organization Which Employees needs met in Custodial Model? What is the Performance result of Custodial Model? What is the Basis of Supportive Model? Leadership What is the Basis of Supportive Model? What is the Employee Orientation of Supportive Model? What is the Employee Psychological results of Supportive Model? What is the Employee Psychological results of Supportive Model? What is the Employee Psychological results of Supportive Model? What is the Performance result of Supportive Model? What is the Performance result of Supportive Model? What is the Performance result of Supportive Model? Awakened Drives Model? What is the Basis of Collegial Model? Partnership | Line No. /Sr. No. | Question | Answer |
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| Model? | 10 | | Awakened Drives |
| | | 1 | 11Wallond Dilvos |
| | | | Partnership |



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| 11 | What is the Managerial Orientation of | Teamwork |
| | Collegial Model? | |
| | What is the Employee Orientation of | Responsible |
| | Collegial Model? | Behaviour |
| 12 | What is the Employee psychological results | Self-Discipline |
| | of Collegial Model? | |
| | Which Employees needs met in Collegial | Self-actualization |
| | Model? | |
| 13 | What is the Performance result of Collegial | Moderate |
| | Model? | Enthusiasm |
| | What is the Basis of SOBC Model? | Facilitator |
| 14 | What is the Managerial Orientation of SOBC | Empathy |
| | Model? | |
| | What is the Employee Orientation of SOBC | Belongingness |
| | Model? | |
| 15 | What is the Employee psychological results | Ownership |
| | of SOBC Model? | |
| | Which Employees needs met in SOBC | Higher Order Needs |
| | Model? | |
| 16 | What is the Performance result of SOBC | Passion and |
| | Model? | Commitment |

TOPIC-3 DESCPLINES CONTRUBUTING TO THE FIELD OF ORGANISATIONAL BEHAVIOUR

Organizational behaviour is a behavioural science that takes contributions from various behavioural disciplines like

- 1. Psychology
- 2. Sociology
- 3. Social psychology
- 4. Anthropology
- 5. Political science

Let's discuss each in detail

1. Psychology

o It is the science that tries to measure, explain and change the behaviour of humans and other animals.

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- o Early industrial or organizational psychologists were concerned with problems of tiredness, boredom and other factors that affect performance.
- o But now, they are concerned with learning, perception, personality, training, leadership effectiveness, etc.

2. Sociology

- o It is the study of the social system in which the individual lives.
- o It studies people with respect to their colleagues.
- Sociologists make an important contribution to OB through their study of group behaviour in organizations.

3. Social Psychology

- o It mixes the concepts of psychology and sociology.
- o It focuses on influence of people on one another.

4. Anthropology

- o It is the study of societies to learn about human beings and their activities.
- o Anthropologists work on culture and environments.
- o They help in understanding differences in fundamental values, attitudes and behaviour of people in different countries and different organizations.

5. Political Science

- o It studies behaviour of individuals and groups within a political environment.
- o It focuses on areas like conflict, intra-organizational politics and power.

| Line No. | Question | Answer |
|----------|--------------------------------------------|---------------------|
| /Sr. No. | | |
| 1 | Organisational behaviour is? | Behavioural science |
| | How many Contributory disciplines are | Five |
| | there of Organisational behaviour? | |
| 2 | The science that tries to measure, explain | Psychology |
| | and change the behaviour of humans and | |
| | other animals called? | |
| | Who was concerned with problem of | Industrial or |
| | organisational behaviour? | psychologists |
| 3 | Tiredness, boredom and other factors are? | Problems of OB |
| | The study of the social system in which | Sociology |
| | the individual lives called? | |



| 4 | What it studies with respect to their | People |
|---|---------------------------------------------|---------------------|
| 4 | <u>-</u> | reopie |
| | colleagues? | G • 1 • . |
| | Who made an important contribution to | Sociologists |
| | OB through their study of group behaviour | |
| | in organizations? | |
| 5 | What mixes the concepts of psychology | Social Psychology |
| | and sociology? | |
| | Social Psychology Focuses on? | Influence of people |
| 6 | The study of societies to learn about human | Anthropology |
| | beings and their activities called? | |
| | | |
| | Who work on culture and environments? | Anthropologists |
| 7 | Anthropology help in understanding | Fundamental values, |
| | differences of? | attitudes and |
| | | behaviour |
| | The studies behaviour of individuals and | Political Science |
| | groups within a political environment? | |
| | | |
| 8 | Political Science focuses which area? | Conflict, intra- |
| | | organizational |
| | | politics and power |