

Proposed Syllabus for M.Com (Banking & Insurance)

Course Name: Management & Organization Theory

Semester: IV

Course Code: 402

Marks Distribution: 20+80

- Unit- I: Organization characteristics- Types- Management: Nature, Arts, Science, Profession, functions and principles- Management skills, responsibility- Managerial values and ethics.
- Unit- II: Planning: Nature and Process- Decision making: Types, Rationality vs Social- Organizing: Steps- Organization Structure- Bases, Span of control, Delegation, Line and staff Controlling: Nature and process, Techniques, Resistance to change and requirements of good Control System: Staffing, functions.
- Unit: III; Evolution of Organizational Behavior: Nature, Development- Hawthome studies- Nature of individual- Personality and its Development, Personality factors influencing behavior- Perception: Meaning, Factors, Distortions and improving perceptual sensitivity- Attitude: Meaning, Formation, Positive attitude, Changing Attitude, Learning: Process, Cognitive vs Reinforcement, Learning.
- Unit: IV: Team Building: Nature, Reason, Developing and Managing effective teams- Conflicts: Nature, Types, reasons, Managing Conflicts- Stress Management: Reasons, effects and strategies- Time Management: Significance, Effective Utilization.
- Unit: V: Leadership: Nature, Basic styles of Leadership for emerging Organizations- Motivations: Nature, Financial and Non- Financial, Maslow is need Hierarchy and achievement Motivation- Communications & Skills: Nature and Process, Barriers, Language, Strategies, for effective interpersonal communication- Organizational Culture.

Text Books:

1. Wehrich Heinz, Cannice V Mark and Koontz, 2008 Management: A global and Entrepreneurial Perspective, Tata McGraw Hill Publishing Company Ltd., New Delhi.
2. Cullen B John Praveen K Parboteeah, 2005. International Management. A Strategic Perspective, Cengage Learning India Pvt. Ltd. New Delhi.

Reference Books:

1. Draft L.Richard, 2006 The New Era of Management, Thomson Corporation, New Delhi.
2. Robbins P Stephen and Decenzo A David, 2006 Fundamentals of Management: Essential Concepts and Applications Pearson Education, New Delhi.
3. Sridhara Bhat, 2005 Management and Behavioral Process: Text and Cases, Himalaya Publishing House, Hyderabad.
4. Satya Raju, R and Parthasarathy, A 2005 Management: Text and Cases, Printice Hall of India Pvt. Ltd, New Delhi.
5. Hill WL Charles and Mc Shanel L Steven, 2008 Principles of Management, Tata Mc. Graw Hill Company Ltd. New Delhi.