JAIPURIA INSTITUTE OF MANAGEMENT
ACADEMIC YEAR 2018-19

Course Information

Course Code and title	Code: HR101 Organisational Behaviour
Credits	3
Term and Year	Trimester I, 2018-19
Course Pre-requisite(s)	
Course Requirement(s)	Key Terms
Course Schedule (day and time of class)	As notified in Time Table
Classroom # (Location)	Ground Floor as per Time Table / As notified
Course Instructor	Prof. Shalini Srivastava
Course Instructor Email	shalini.srivastava@jaipuria.ac.in
Course Instructor Phone (Office)	0120-4638345
Student Consultation Hours	Monday, Wednesday & Friday 08.00-09.00 am
	Monday to Friday 03.15-04.15 pm
Office Location	Faculty Area 1st & 2nd Floor

1. Course Overview

The business challenges of the contemporary dynamic economies require organizations to design and implement their structures, processes, and systems around people. This in turn allows them to flourish-and spur a change and growth in the competitive markets. An integral part of this would include a study of human behaviour in organizations. Organisational Behaviour course is designed to shape personal and interpersonal dynamics for individual's effectiveness, to develop ability to work with others and understand organizational variables to make better decisions. It is expected that after learning the various aspects of human behaviour and organization dynamics as put together in the course, individuals will undergo personal transformation and shall be able to deal effectively with complex organizational scenarios. To do this, a variety of activities will be put to practice. Major parts of the course will be delivered through instruments/tools, experiential exercises and cases. This will enhance learning and problem solving among students. Specific topics to be covered include: self-awareness, personality, attitude, motivation, interpersonal relationships & handling conflict, team, leadership, power & influence, organizational design & culture.

2. Course Learning Outcomes:

At the end of the course, the students will be able to:

CLO1.   Describe the key concepts in organisational behaviour. (K)

CLO2. Identify the dimensions of organisational design and culture. (K)

CLO3. Use self-awareness for personal effectiveness. (K)

CLO4. Demonstrate ability to work in teams. (S)

CLO5. Assess ethical issues in a situation. (A)

3. Mapping of PLOs with CLOs

	PLO-1	PLO-2	PLO-3	PLO-4	PLO-5	PLO 6	PLO-7	PLO-8
CLO1								
CLO2		X						
CLO3	X							
CLO4			X					
CLO5						X		

4. Mapping of PLOs with GAs

	GA 1	GA 2	GA 3	GA 4	GA 5	GA 6	GA 7	GA 8
CLO 1								
CLO 2						X		
CLO 3	X			X				
CLO 4	X			X				
CLO 5				X			X	

5. Prescribed Text

Stephen P. Robbins, Timothy A. Judge & Niharika Vohra (2014). *Organisational Behaviour. (14th edition).* New Delhi. Pearson.

6. Session Plan

Session	Topic	Session Learning Outcome	CLO	Reading / References	Pedagogy
Module I: Introduction					
1.	Introduction to the course: Definition & Concept of Organization background and foundation of OB, Challenges faced by OB	Identify the relevance of understanding human behaviour for business results.	1	Text; Ch.1 Pp. 9-20	Free flow discussion to establish learning contract.
2.	Levels in OB, foundation of individual and group relationship.	Discuss the importance of management of individual & group behaviour and organization dynamics.	1	Text; Ch.1, Pp.21-27 Case: Al Ruskin	Case Discussion
Module II : Understanding & Managing Self					
3	Self- Concept	Learner will be able to understand self-concept.	1	Instrument	Discussion & Instrument: Johari Window
4	Personality and its impact on managerial decision making	Define the concept of personality and be able to relate its impact in organizational processes.	1, 3	Text; Ch.5, Pp.126-132	Discussion & Instrument: Big 5 Model of Personality

5	Attitude, values & beliefs	Identify dominant values in self and appreciate differences in values in others.	1, 3	Text; Ch.3 Pp.66-69, 136-138	Discussion **(Guest Session)**
6	Perception	Differentiate perception with reality and its impact on decision making.	1,3	Text; Ch. 5 Pp 136-138, 140, 143	Discussion & Exercise: Cave Rescue
7	Motivation: Concept & Process	Relate relevant theories and apply in processes of motivation in self and others.	1,3	Text; Ch. 7 Pp 194-218	Class Discussion
8	Motivation: Application	Illustrate application of motivation concepts on self and others.	1,3	Text; Case: Employee Motivation	Case Discussion
Module III: Interpersonal Relationship					
9	Interpersonal Relationship: Transactional Analysis	Map interpersonal need and pattern in self and others.	1, 3,4	Instructor's Note	Discussion & Instrument: Instrument: Ego-state Inventory
10	Understanding Conflict	Map reasons for conflict and own style of handling conflict.	1,3,5	Text; Ch. 14 Pp 440-449	Class Discussion & Instrument: Knowing your conflict handling style
11	Conflict Managing style	Map intergroup conflict and a pattern in self and others.	1,3,5	Text; Ch.14 Pp 440-449	Simulation Exercise on intergroup conflict
12	Negotiation	Use negotiation techniques in interpersonal relationship.	1,3,5	Text; Ch. 14 Pp.452-462	Discussion & Role play: Buying Furniture
Module IV: Group Dynamics & Team Building					
13	Group Dynamics	Illustrate properties of groups like roles, norms, Status, size & Cohesiveness.	1,4,3	Text; Ch.9. Pp.287-317 Case: The Dangers of Group Think	Case Discussion
14	Decision Making in Groups	Analyze patterns of behavior in self and in others and build consensus in groups	1,3,4	Text; Ch.9. Pp.287-317	Exercise: Desert Survival

15	Team Building & Effectiveness	Conclude reasons of interpersonal rivalry how to deal with it to build teams.	1,3,4	Text; Ch.10, Pp.327-351	Team Building scenario game and self-reflection
Module V: Leadership and Power & Politics					
16	Leadership Approaches	Identify styles of leadership.	1, 4,	Text; Ch12, Pp.394-405	Discussion and Instrument : Your style of Leadership
17	Contemporary trends and issues in Leadership	Discuss contemporary trends and issues in Leadership, Examples of Successful Leadership.	1,4	Text; Ch12, Pp.405-425	Student presentation on corporate leaders
18	Followership	Apply concept of followership for its effectiveness in goal attainment.	1,3,4	Instructor Note	Discussion and exercise: Followership Matrix
19	Power & Organisational Politics	Assess ethical use of power in organizations.	1,5	Text; Ch13, Pp.453-465	Case Study: Instructor's Choice : Ethical Dilemma
Module VI: Organisational Dynamics					
20	Organization Structure	Define dimensions of organization Structure, & reasons for difference in structure.	2	Text; Ch15, Pp.516-540	Video, Impromptu Exercise
21	Organization Design options & implications of different design in reporting relationship	Describe implications of organization structure & different designs.	2	Text; Ch15, Pp.516-540	**Guest Session**
22	Organisational Culture	Define common characteristics of Organisational culture. (LO-5)	2	Text; Ch16, Pp.550-567	Discussion & Activity: Rate your Institute's or classroom Culture
23	Organisational Change	At the end of session, the learner will be able to identify forces of change and Kurt Lewin Model of change.	2	Text; Ch17, Pp.584-599	Case Discussion:
24	Session wind up Feedback and learning Integration		1-5		Discussion

7. Assessment Tasks

	Assessment	Assessment Type	Weightage	CLO	Week Due
1.	Self-Assessment Report based on Personal Portfolio	Instruments submissions with Interpretation	15%	3	7th Week
2.	Group activity & reflection report	Group Activity	20%	4	9th week
3.	Quiz	LMS	10%	1, 2	8th session & 21st session
4.	Class Participation (case discussion, role plays & engagement in class)	Class activity	15%	5	Continuous
5.	End Term Hall Examination	Hall Exam	40%	1,2,3,4	Week 12

Assessment Task 1:

1. Assessment Details: Students are required to construct individual personal profile which will be a self-assessment Portfolio based on the instruments; Johari Window, Big 5, Ego-state Inventory, Knowing Your Conflict Handling Style and Self-leadership style questionnaire.
2. Criteria used to grade this task: Comprehension (1) (2) Evaluation (3) Critique
3. Task Assessor: Internal Faculty
4. Suggested time to devote to this task: 8 hours
5. Submission details: Hard copy
6. Feedback and return of work: After assessment, instruments will be returned.

Assessment Task 2:

1. Assessment Detail: Group Activity will be assigned by the course instructor. Study group (Learning Teams) members are required to work collaboratively in team and submit report on the activity and outcome.
2. Criteria used to grade this task: Team Work, application and skill
3. Task Assessor: Internal Faculty
4. Submission Detail: Soft Copy & Hard copy (for validation, if required)
5. Feedback: Script cannot be returned, but feedback will be given immediately after assessment.

Assessment 3:

1. Assessment Detail: Two pre-announced quizzes will be conducted and both will be considered for the assessment.
2. Criteria used to grade this task: Individual
3. Task Assessor: Internal Faculty
4. Submission Detail: Moodle based
5. Feedback: Feedback can be seen and discuss soon after quiz submission.

Assessment Task 4:

1. Assessment Details: Interactive sessions during the class session time and engagement in role play and quizzes & reflection.
2. Criteria used to grade task: Active involvement (3) Constructive comments (2) Facilitation (1)
3. Task Assessor: Internal Faculty
4. Suggested time to devote to this task: Concurrent
5. Submission details: No submission of documents
6. Feedback and return of work: On the spot and one to one in person

Assessment Task 5:

1. Assessment Details: Questions based on the course content will be posed to the student's to give adequate responses with suitable illustrations and examples.
2. Criteria used to grade this task: Comprehension (40%), application (40%) and skill (20%)
3. Task Assessor: Internal faculty and External Examiner question paper setter
4. Suggested time to devote to this task: End of term
5. Submission details: Hall Examination
6. Feedback and return of work: Feedback during showing of answer scripts and the answer Scripts will not be returned.

Time budgeting in course planning:

Please note that while assigning activities and planning teaching schedules following table may be of help. The weightage of items in the table is prescriptive and may vary according to course requirement. Yet it is indicative of how student time per course can be budgeted:

Activity	Description	Time Budgeted
Classes	2-3 hours per week for 12 weeks	30 hours
Reading	Prescribed readings and making notes	30 hours
Planning & executing group activity	group exercise	15 hours
Preparation of assignment & personal portfolio	Reading and writing	15 hours
Study and revision for quiz and end of Trimester examination	Self-preparations	15 hours
TOTAL		105 hours

8. Additional Resources:

1. Nelson, Quick & Khandelwal (2011), *ORGB*, 2nd Edition, Cengage Learning, New Delhi.
2. Parikh, Margie and Gupta, Rajen (2010) *Organizational Behaviour,* Tata McGraw Hill: New Delhi.
3. McShane, Steven L.; Von Glinow, Mary A. and Sharma, Radha R. (2005) *Organizational Behavior*, 5ed, Tata McGraw Hill: New Delhi
4. Internet Resources (as advised by the faculty during classroom sessions)

9. Academic Conduct:

Students will be expected to maintain a daily log of their learning and make an action plan. The continuous evaluation tools would be implemented as per schedule and collected for evaluation. Students are encouraged to visit videos available on Impartus, you tube on TED talks, and readings available at websites like course era, etc.

Institute's Policy Statements

It is the responsibility of every student to be aware of the requirements for this course, and understand the specific details included in this document. It is emphasized that this course requires a significant commitment outside of formal class contact. The learning tasks in this course may include classes (lectures or seminars), required reading, the preparation of answers to set questions, exercises and problems, and self-study. In addition, students may be required to complete an assignment, test or examination.

LMS-Moodle/Impartus:

LMS-Moodle/Impartus is used to host course resources for all courses. Students can download Lecture, additional reading materials, and tutorial notes to support class participation.

Late Submission

Assessment tasks submitted after the due date, without prior approval/arrangement, will be not be accepted. Requests for extension of time must be made with the faculty member concerned and based on Special Consideration guidelines on basis of cumulative reduction of marks per day as stated by course instructor.

Plagiarism:

Plagiarism is looked at as the presentation of the expressed thought or work of another person as though it is one's own without properly acknowledging that person.

Cases of plagiarism will be dealt with according to Plagiarism Policy of the institute. It is advisable that students should read Student Handbook for detailed guidelines. It is also advisable that students must not allow other students to copy their work and must take care to safeguard against this happening. In cases of copying, normally all students involved will be penalized equally; an exception will be if the student can demonstrate the work is their own and they took reasonable care to safeguard against copying.

List of PLOs

PLO 1: Communicate effectively and display inter-personnel skills

PLO 2: Demonstrate Leadership and Teamwork towards achievement of organizational goals

PLO 3: Apply relevant conceptual frameworks for effective decision-making

PLO 4: Develop an entrepreneurial mindset for optimal business solutions

PLO 5: Evaluate the relationship between business environment and organizations

PLO 6: Demonstrate sustainable and ethical business practices

PLO 7: Leverage technologies for business decisions

PLO 8: Demonstrate capability as an Independent learner

List of GAs

GA 1: Self-initiative

GA 2: Deep discipline knowledge

GA 3: Critical thinking and Problem solving

GA 4: Humility, Team-Building and Leadership Skills

GA 5: Open and Clear Communication

GA 6: Global outlook

GA 7: Ethical competency and sustainable mindset

GA 8: Entrepreneurial and innovative