

SIR PADAMPAT SINGHANIA UNIVERSITY

UDAIPUR

FORMAT FOR COURSE PLAN

July 2021

FORMAT FOR COURSE PLAN

****

**SIR PADAMPAT SINGHANIA UNIVERSITY**

Udaipur

**COURSE PLAN** **of BM-1104** Foundation of Human skills

Name of the Course Teacher(s) : Dr. Shweta Lalwani

Course Coordinator : Dr. Shweta Lalwani

Branch: BBA Semester: I Year: I

Course Code: BM-1104 L-T-P-S-C: 3-0-0-0-3 w.e.f. July 2021

Contact Hours : 3 per Week

**Moodle Page Link: https://shwetalalwani.gnomio.com/**

**Prerequisite:** NA

**Course Objectives:**

*On successful completion of this course, the students would gain knowledge in Organization Dynamics comprising issues as Personality, Perception, Motivation, Job-satisfaction, Group dynamics, Leadership traits etc*

**Course Outcomes:**

**After successful completion of this course, the students should be able to**

* CO1: Analyse the behaviour of individuals and groups in organisations in terms of the key factors that influence organisational behaviour.
* CO2: Assess the potential effects of organisational‐level factors (such as structure, culture and change) on organisational behaviour.
* CO3: Critically evaluate the potential effects of important developments in the external environment (such as globalisation and advances in technology) on organisational behaviour.
* CO4: Analyse organisational behavioural issues in the context of organisational behaviour theories, models and concepts.

**Course Outcomes (Weightage): (SUM TOTAL OF ALL WEIGHTAGES 100%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Outcomes | CO1 | CO2 | CO3 | CO4 | Total |
| Weightage % | 20 | 20 | 20 | 40 | 100 |

**Mapping of COs to POs**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Subject  Name | Subject  Code | P  O  1 | P  O  2 | P  O  3 | P  O  4 | P  O  5 | P  O  6 | P  O  7 | P  O  8 | P  O  9 | P  O  10 | P  O  11 | P  O  12 |  |
| 1 | Foundation of Human skills | BM-1104 | - | 1 | - | 1 | - | - | 1 | - | - | 1 | - | - |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CO/PO Mapping  (3/2/1 indicates strength of correlation) 3-Strong, 2-Medium, 1-Weak | | | | | | | | | | | | | |
| COs | Programme Outcomes (POs) | | | | | | | | | | | |  |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | -- | Weightage %  \* |
| CO1 |  | 2 |  | 2 |  |  | 1 |  |  | - |  |  | 20% |
| CO2 |  | 1 |  | - |  |  | 1 |  |  | - |  |  | 20% |
| CO3 |  | 3 |  | 1 |  |  | 1 |  |  | - |  |  | 20% |
| CO4 |  | 3 |  | 1 |  |  | 3 |  |  | 2 |  |  | 40% |

**Andragogic Plan including sequencing of lectures**

**L1= Remember, L2= Understand, L3=Apply, L4= Analyze, L5=Evaluate, L6= Create**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Topics  (smallest unit for which Blooms Taxonomy has been used) | LEVEL | Andragogy | No. of Sessions | CO (Weightage)  SUM OF WEIGHTAGES FOR CO TO BE 100% |
| **Module 01** | | | | | |
| 1 | Individual Behaviour: Concept of a man, individual differences, factors affecting individual differences, Influence of environment | L1 | Classroom | 4 | CO1 (5%) |
| 2 | **Personality and attitude:** 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 | L2 | Classroom & discussion | 4 | CO1 (10%) |
| 3 | **Thinking, learning and perceptions:** Thinking hats, Learning characteristics, theories of learning (classical conditioning, operant conditioning), 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). | L2 | Classroom | 4 | CO1 (10%) |
| **Module 02** | | | | | |
| 4 | **Group Dynamics:** Nature, types, group behaviour model (roles, norms, status, process, structures | L2 | Classroom | 04 | CO2 (5%) |
| 5 | **Power and politics:** nature, bases of power, politics nature, types, causes of organizational politics, political games. | L2 | Classroom | 04 | CO2 (10%) |
| 6 | **Organizational conflicts and resolution**: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes. | L2 | Classroom | 04 | CO2 (10%) |
| **Module 03** | | | | | |
| 7 | Organizational Culture: Characteristics of organizational culture. Types, functions and barriers of organizational culture, Ways of creating and maintaining effective organization culture | L2 | Classroom | 04 | CO3 (15%) |
| 8 | **Motivation at workplace**: Concept of motivation Theories of motivation in an organisational set up. Maslow Need Heirachy ,F.Herzberg Dual Factor,Mc.Gregor theory X and theory Y, McClelland, Victor Vroom Expectancy theory, Equity Theory, Goal setting theory | L2 | Classroom | 06 | CO3 (10%) |
| **Module 04** | | | | | |
| 9 | **Organisational change:** Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development | L2 | Classroom | 02 | CO4 (15%) |
| 10 | **Organisational Development and work stress:** Need for organizational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress | L2 | Classroom | 02 | CO4 (15%) |

**Text Books:**

1. Organisational behaviour, S.Robbins, Prentice Hall

**Reference Books:**

1. Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGraw hill
2. Organisational behaviour, Fred Luthans, McGrawhill,Newyork
3. Organisational behaviour, K.Aswathappa, Himalaya Publishing House
4. Essentials of management, Koontz,Harold, Tata McGraw hill

**Research Papers:**

1. <https://d1wqtxts1xzle7.cloudfront.net/55461861/Review_of_Employee_Motivation_Theories_-_Journal_of_American_Academy_of_Business-with-cover-page-v2.pdf?Expires=1634667295&Signature=LoWmIQruidw9911TKjbecb-Hk6bK4wGrS8kIxks85kq5AdDcZTfFfGAuPxVfNmf12ES~cIcP7vydRWVUdaKtjKq1KTqgJP4s7sWd1lyy6VaertIM5jqsvgZ~kLXXVuxUcoyupkjDq44aqCV3zkvENqNHWYo2XKi7pow0AbXy3Ng1vWeCV7df7tByk5QkYhSe4tWFifV0~ngGNWLdOVBmlFLSPFfAWo3kT1VzLIWJf26zSgcwXRdfOpRs~XUoT~jgb7nT9NHxmjiFnFV3-f3jjsv~A~MjqfstLx5TfoEC5FK7s5EUOINlHeG0nf1zmJSc6zsy7gf2xEhTTKNpeuHTdA__&Key-Pair-Id=APKAJLOHF5GGSLRBV4ZA>

**Video Link:**

<https://www.youtube.com/watch?v=e4Os0GGhEZg&t=2223s> (RakeshGodhwani, Faculty, Management Communication at IIMB, speaks on ‘Secrets of Life’

**Other study material:**

1. E-books, Notes

**University Evaluation Scheme**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Assessment** | **Weightage (in %)** |
|  | Mid Term Examination – I and II | 35 (17.5 % Each) |
|  | Quiz (Best 3 out of 4) | 15 (5 % Each) |
|  | S & GD/Active Learning & Class Assignment | 10 |
|  | Assignment | 5 |
|  | Attendance | 5 |
|  | End Term Examination | 30 |

**COURSE EVALUATION SCHEME WITH ATTAINMENT MEASURMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Topics (smallest unit for which Blooms Taxonomy has been used) | LEVEL | EVALUATION METHOD and Marks Bifurcation | | | | | | | | | | | Relevant CO |
| FORMATIVE | | | | | SUMMATIVE | | | | | |
| A | D | T | P | - | Q | CT | P | O | HA | ET |
| **Module 01** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Individual Behaviour: Concept of a man, individual differences, factors affecting individual differences, Influence of environment | L1 |  |  |  |  |  | Q1 |  |  |  |  |  | CO1 (5%) |
| 2 | **Personality and attitude:** 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 | L2 | A1 |  |  |  |  |  | CA |  |  |  |  | CO1 |
| 3 | **Thinking, learning and perceptions:** Thinking hats, Learning characteristics, theories of learning (classical conditioning, operant conditioning), 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). | L2 | A1 |  |  |  |  |  |  |  |  | HA |  | CO1 |
| **Module 02** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | **Group Dynamics:** Nature, types, group behaviour model (roles, norms, status, process, structures | L1 | A2 |  |  |  |  | Q2 |  |  |  | HA |  | CO2 |
| 5 | **Power and politics:** nature, bases of power, politics nature, types, causes of organizational politics, political games. | L2 |  | D2 |  |  |  |  | CA |  |  |  |  | CO2 |
| 6 | **Organizational conflicts and resolution**: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes. | L2 |  |  |  |  |  | Q3 |  |  |  |  |  | CO2 |
| **Module 03** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Organizational Culture: Characteristics of organizational culture. Types, functions and barriers of organizational culture, Ways of creating and maintaining effective organization culture | L2 | A3 | D2 |  |  |  | Q3 |  |  |  | HA |  | CO3 |
| 8 | Motivation at workplace: Concept of motivation Theories of motivation in an organisational set up. Maslow Need Heirachy ,F.Herzberg Dual Factor,Mc.Gregor theory X and theory Y, McClelland, Victor Vroom Expectancy theory, Equity Theory, Goal setting theory | L2, L3 |  |  |  |  |  | Q3 |  |  |  |  |  | CO4 |
| **Module 04** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | **Organisational change:** Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development | L2 | A4 |  |  |  |  |  |  |  |  | HA |  | CO3, CO4 |
| 10 | **Organisational Development and work stress:** Need for organizational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress | L2 |  |  |  |  |  | Q4 |  |  |  |  |  | CO4 |

**Distribution of EVALUATIONS including schedules.**

**FORMATIVE** (Total weightage)

1. **A**ssignments (weightage/marks) periodicity (continuous/end of term)

Topic(s) and marks break up of COs [e.g., ACO1 (50) ACO2 (30) ACO3 (20)]

1. Case Assignment/**D**iscussions (weightage) periodicity ( )

Topic(s) and marks break up of COs [e.g., DCO1 (50) DCO2 (30) DCO3 (20)]

1. **T**utorial evaluation (weightage)

Topic(s) and marks break up of COs [e.g., TCO1 (50) TCO2 (30) TCO3 (20)]

1. **P**roject Work progress (weightage) periodicity ( )

Topic(s) and marks break up of COs [e.g., PCO1 (50) PCO2 (30) PCO3 (20)]

1. Home Assignment- 10 Marks
2. Class Assignment- 20 Marks

**SUMMATIVE** (Total weightage)

1. Quizzes (weightage) Nos and Dates

Q1 (topics) and marks break up of COs

Q2 ‘’ ‘’ ‘’

Etc.,

1. CLASS Assignment (weightage) Nos and Dates

T1 (topics) and marks break up of COs Open Book/Open Notes/Closed

T2 ‘’ ‘’ ‘’

1. Home assignment

1. Project Work presentation/report (weightage) date marks break up of COs
2. Oral Exam (topic) marks break up of COs and
3. END TERM EXAM (topics) and marks break up of COs Open Book/Open Notes/Closed

**EXPECTED AVERAGE ATTAINMENT OF THE CLASS:**

**Average Attainment of CO1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Outcomes | CO1 | | | | |
| Assessment | Formative | | Summative | | |
| Tool | Avg. % | Tool | Avg. % | ET |
| 1 | A1 |  | Q1 |  |  |
| 2 |  |  |  |  |  |
| 3 | D1 |  |  |  |  |

**Average Attainment of CO2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Outcomes | CO2 | | | | |
| Assessment | Formative | | Summative | | |
| Tool | Avg. % | Tool | Avg. % | ET |
| 1 | A2 |  | Q2 |  |  |
| 2 | T2 |  | CT1 |  |  |
| 3 |  |  |  |  |  |

**Average Attainment of CO3**

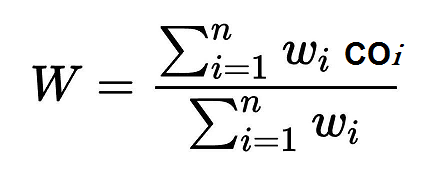
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Outcomes | CO3 | | | | |
| Assessment | Formative | | Summative | | |
| Tool | Avg. % | Tool | Avg. % | ET |
| 1 | D2 |  | Q3 |  |  |
| 2 | T3 |  |  |  |  |
| 3 |  |  |  |  |  |

**Average Attainment of CO4**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Outcomes | CO4 | | | | |
| Assessment | Formative | | Summative | | |
| Tool | Avg. % | Tool | Avg. % | ET |
| 1 | A3 |  | Q4 |  |  |
| 2 | A4 |  | CT2 |  |  |
| 3 | T4 |  | O1 |  |  |
| 4 | D3 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Outcome | CO1 | CO2 | CO3 | -- | COi | Total Avg. Outcome |
| Average Attainment |  |  |  |  |  |  |

**TOTAL AVERAGE ATTAINMENT**



**Course Plan Submission**

* Faculty member has to fill the course plan (except Average Attainment) before the start of semester and submit a copy to Head of Department and Dean SOE for the Approval.
* On the completion of semester evaluation, course plan has to submit with the Total average outcomes to the Head of Department and Dean SOE.