

SARDAR PATEL UNIVERSITY
Programme: MHRM
Semester: I
Syllabus with effect from: June 2015

Paper Code: PA01CHRM09	Total Credits: 3
Title Of Paper: Managing Individual Behaviour	

Unit	Description in detail	Weightage (%)
	Learner Objectives: <ul style="list-style-type: none"> • Understand the importance of Individual behavior in Environment. • Understand the concept of Recording, Relationship and communication. • Understand the importance of case work. 	
1	Foundation of Individual Behaviour: Introduction and Meaning of individual behaviour Factors affecting individual Behaviour <ul style="list-style-type: none"> • Environmental Factor • Personal factors • Psychological Factor 	20 %
2	Introduction to Case Work: <ul style="list-style-type: none"> • Components of case work • Principles of case work • Process of case work 	20 %
3	Relationship and Recording in Case Work: <ul style="list-style-type: none"> • Meaning and Characteristics • Purpose and Principles • Nature and techniques of recording 	20 %
4	Communication and Interview: <ul style="list-style-type: none"> • Communication Concept, Nature Types & Techniques of Communication. • Principles of communication • Process of Communication • Interview and its importance. • Types of Interview. 	20 %
5	Case Study on Industrial Problem: <ul style="list-style-type: none"> • Absentism • Individual differences culture and personality 	20 %

Basic Text & Reference Books:

- Organisational Behaviour, By shakshi k.gupta
- Organisational behaviour, Fred Luthans
- Organisational Behaviour, L.M.Prasad
- Social Work Profession in India, P.D.Mishra
- Social Case work, R.K.Upadhyay
- Principles of Management, B.S.Shah

