

**SARDAR PATEL UNIVERSITY**  
**Programme: MHRM**  
**Semester: III**  
**Syllabus with effect from: June 2016**

<b>Paper Code:</b> PA03EHRM11	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Management Functions and Behaviour	

Unit	Description in detail	Weightage (%)
	<b>Learner Objectives</b> <ol style="list-style-type: none"> <li>1. Introduce students about basic concepts of Management and its recent practices.</li> <li>2. To acquaint students about different organizational structure and its processes.</li> <li>3. To familiarise students about how to take crucial decisions in corporate with different practical case studies. To make them learn some managerial and leadership skills.</li> </ol>	
<b>1</b>	<b>Introduction to Management</b> <ul style="list-style-type: none"> <li>• Meaning and nature of Management</li> <li>• Management Systems and Processes</li> <li>• Task and Responsibilities of a Professional Manager</li> <li>• Managerial skills</li> </ul>	<b>20%</b>
<b>2</b>	<b>Organisational Structure and Process</b> <ul style="list-style-type: none"> <li>• Organisational Structure and Design</li> <li>• Planning Process</li> <li>• Centralization and decentralization</li> <li>• Delegation of authority and Interdepartmental</li> <li>• Controlling</li> </ul>	<b>20%</b>
<b>3</b>	<b>Decision Making</b> <ul style="list-style-type: none"> <li>• Organisational Context of Decisions</li> <li>• Decision Making-Techniques and Processes</li> <li>• Management by Objectives</li> </ul>	<b>20 %</b>
<b>4</b>	<b>Organisational Climate And Change</b> <ul style="list-style-type: none"> <li>• Organisational Structure and Managerial Ethos</li> <li>• Management of Organisational Conflicts</li> <li>• Managing Change</li> </ul>	<b>20 %</b>
<b>5</b>	<b>Behavioural dynamics</b> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Theories of Leadership</li> <li>• Case study on Leadership</li> <li>• Group Dynamic</li> </ul>	<b>20 %</b>

**Basic Text & Reference Books:**



- Management Functions & Behaviour Ms: 01 Gph Book, Saini Ak, Dinesh Verma
- Principles of Management, B.S.Shah publication
- Organisational Behaviour, Freud Luthans
- Essentials of Management, Koontz O Donnell & Weihrich
- Management, Stoner, Freeman & Gilbert
- Organisational Behaviour, Stefen. P. Robbins

