

To
The Principal
SMHS Govt. College
SAS Nagar

Academic Session
2023-24

Subject: Value added Course for Organisational
Behaviour and managerial skills. (Session-2023-24)

Respected Madom,
As suggested by IDAC We plan
to conduct 30 hours programme to improve
managerial skills of B.Com II students. The Course
shall be conducted after College hours. Kindly
grant us permission to start these classes
from 17-8-2023 to 12-9-2023. The Whole Commerce will
be involve taking classes.
Thanking you

Yours Sincerely
Sumita Mittal
Prof. Sumita Mittal
(HOD)

Anureet Bhalla
Prof. Anureet Bhalla
Assistant Professor
Commerce Department.

Harjeet Goyal
Principal
SMHS Govt. College
Sahibzada Ajit Singh Nagar

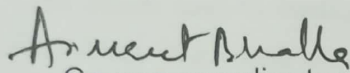
SMHS Govt. college , S.A.S Nagar

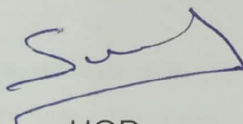
Commerce Department

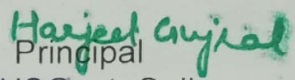
Notice for Students

We are going to start 30 Hrs Programme in Commerce Department (Organization behavior and Managerial skills). The course is going to start on date 17-08-2023. The timing of classes will be 2.15 pm to 3.45 pm. Those students who are interested, please give their names to Prof. Anureet Bhalla (Mob no-9815322455). Last date of enrolment will be 16-08-2023.

Students of all classes & streams are admissible.


Course coordinator


HOD
Commerce Deptt.


Principal
SMHS Govt. College
SAS Nagar
Sahibzada Ajit Singh Nagar

S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI)
VALUE ADDED COURSE (30 HRS)
ORGANISATIONAL BEHAVIOUR AND MANAGERIAL SKILLS
SESSION-2023-2024

Department of commerce of S.M.H.S Government College, S.A.S. Nagar has organised a 30 hours Value Added Course for the students of the college from 17-8-2023 to 12-9-2023. This valuable course was designed to impart professional and applied approach regarding Organisation Behaviour and Managerial Skills in the minds of commerce students. All participants invited from B.COM-III to take part in this Course. Students successfully completed this course and certificates were awarded for their accomplishment. The course schedule was displayed on notice board of the Department of commerce as well as Main College Notice board.

Course Objectives

The course aims to familiarize the students with the behavioural patterns of Human beings as individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Organising Team

1. Co-ordinator: Prof. Sunita Mittal (HOD, Commerce)
2. Co-Co-ordinator: Prof. Anureet Bhalla, (Assistant Professor, Commerce)
3. Prof. Navneet Kaur, (Part-Time Lecturer, Commerce)
4. Prof. Rohini, (Guest Faculty. Commerce)
5. Prof. Harpreet Kaur, (Guest Faculty, Commerce)

Date	Time	Topics
17-8-2023	2.15pm -3.45pm	concept, Nature and Significance of Organisation Behaviour Prof. Anureet Bhalla
18-8-2023	2.15pm -3.45pm	Factors affecting human behaviour, Disciplines contributing to OB Prof. Anureet Bhalla
19-8-2023	2.15pm -3.45pm	Personality-concept and determinants Prof. Anureet Bhalla
21-8-2023	2.15pm -3.45pm	Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors Prof. Anureet Bhalla
22-8-2023	2.15pm -3.45pm	Concept, Nature, Scope and Functions of Management Prof. Navneet Kaur
23-8-2023	2.15pm -3.45pm	Levels of Management, Types of Organizations Prof. Navneet Kaur
24-8-2023	2.15pm -3.45pm	Evolution and Foundations of Management Theories Prof. Navneet Kaur
25-8-2023	2.15pm -3.45pm	Theories of Management Prof. Navneet Kaur

Harpreet Kaur
Principal
SMHS Govt. College
Sahibzada Ajit Singh Nagar



26-8-2023	2.15pm -3.45pm	Management Principles of Planning, Directing Prof. Navneet Kaur
28-8-2023	2.15pm -3.45pm	Management Principles of Leading, Controlling and Staffing Prof. Navneet Kaur
29-8-2023	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors; Prof. Rohini
31-8-2023	2.15pm -3.45pm	Managerial implications of perception Prof. Rohini
1-9-2023	2.15pm -3.45pm	Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning Prof. Rohini,
2-9-2023	2.15pm -3.45pm	Cognitive learning and social learning theories Prof. Rohini
4-9-2023	2.15pm -3.45pm	Stress management Prof. Rohini
5-9-2023	2.15pm -3.45pm	Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA Prof. Harpreet Kaur
8-9-2023	2.15pm -3.45pm	Importance of Communication Prof. Harpreet Kaur
9-9-2023	2.15pm -3.45pm	Negotiation in interpersonal relationships Prof. Harpreet Kaur
11-9-2023	2.15pm -3.45pm	Emotional Intelligence Prof. Harpreet Kaur
12-9-2023	2.15pm -3.45pm	Power: Concept, determinants, types Prof. Harpreet Kaur

Course Learning Outcomes: On completion of the course:

1. Students understand various principles and functions of Management and relate it to day to day Functioning.
2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
3. Student will be able to apply and distinguish between different types of personality learning, and motivational theories.
4. Student will be able to evaluate and assessing different work related behaviours.

Sumit Mittal

HOD

Commerce department

Harjeet Goyal

Principal

SMHS Govt. College
SAS Nagar

ORGANISATION BEHAVIOR AND MANAGERIAL SKILLS

CURRICULUM

Maximum marks: 100

Time: 30 hrs

Course Objectives: The course aims to familiarize the students with the behavioural patterns of Human beings at individual. This course aims at introducing the students to many of the basic principles of human behaviour that effective managers use when managing individuals in organizations.

Fundamentals of Management

Concept, Nature, Scope and Functions of Management, Levels of Management, Types of Organizations, Evolution and Foundations of Management Theories - Classical and Neo - Classical Theories, Systems Approach to organization, Modern Organization Theory. Understanding the Management Principles of Planning, Directing, Leading, Controlling and Staffing

Introduction to Organizational Behaviour and Individual Behaviour

The concept, Nature and Significance, Factors affecting human behaviour, Disciplines contributing to OB, Personality-concept and determinants, Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors; Perception: concept, factors influencing perception; perceptual errors; managerial implications of perception; Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning, cognitive learning and social learning theories

Dimensions of interpersonal Behaviour

Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA, Importance of Communication and Negotiation in interpersonal relationships, Power: Concept, determinants, types, Stress management, Emotional Intelligence- Meaning, importance and application in organization

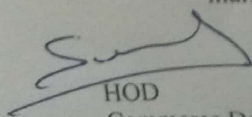
Course Learning Outcomes: On completion of the course:

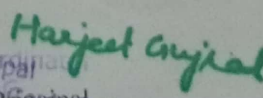
1. Students understand various principles of Management and relate it to day to day Functioning.
2. Student will be able to develop and identify factors relating to individuals, organizations behaviour.
3. Student will be able to apply and distinguish between different types of learning, personality and motivational theories.
4. Student will be able to evaluate and assessing different work related behaviours

Assessment procedure

Assessment procedure for value added course organisation behaviour and managerial skills is based on

1. 75% attendance will be mandatory.
2. There will be 50 multiple choice questions which will carry 2 marks each.
3. The passing requirement for value added course shall be 50% of the marks prescribed for the course.


HOD
Commerce Deptt


Principal
SMHS Sahibzada College
SAS Nagar
Mohali

Enrolled Students

List of Students for Value added Course for Organisational Behaviour and managerial Skills (Session-2023-24)

Sr. No.	Name	Roll No.	Class
1	ANCHAL DEVI	203	B.com 2 year
2	MANDEEP KAUR	218	B.com 2 year
3	ARPANA KUMARI	246	B.com 2 year
4	JIYA	270	B.com 2 year
5	JASPREET KAUR	267	B.com 2 year
6	LOVEPREET KAUR	216	B.com 2 year
7	AARTI	283	B.com 2 year
8	HARNOOR KAUR	263	B.com 2 year
9	SANJU KUMARA	269	B.com 2 year
10	ASHA JOHN	258	B.com 2 year
11	RAMANDEEP KAUR	260	B.com 2 year
12	RAMANDEEP KAUR	221	B.com 2 year
13	PREETI	228	B.com 2 year
14	PRIYANKA	230	B.com 2 year
15	KAJAL	254	B.com 2 year
16	TARANDEEP SINGH	280	B.com 2 year
17	PIYUSH	210	B.com 2 year
18	REENA	238	B.com 2 year
19	RAVNEET KAUR	209	B.com 2 year
20	GURMEHAK KAUR	207	B.com 2 year
21	MANPREET KAUR	233	B.com 2 year
22	GURPREET KAUR	242	B.com 2 year
23	SIMRANJEET KAUR	243	B.com 2 year
24	PRABHJOT KAUR	213	B.com 2 year
25	HARPREET KAUR	235	B.com 2 year
26	RAMAN VERMA	236	B.com 2 year
27	SANEHA SHARMA	247	B.com 2 year
28	MUSKAN	239	B.com 2 year
29	SATYAJEET SINGH	202	B.com 2 year
30	ARVIND KUMAR	251	B.com 2 year
31	POOJA	271	B.com 2 year
32	AARZOO	262	B.com 2 year
33	GURSIMRAN SINGH	232	B.com 2 year
34	VIKAS	276	B.com 2 year
35	SONI	278	B.com 2 year
36	SONU	293	B.com 2 year
37	SHIVAM	281	B.com 2 year
38	HARJEET KAUR	282	B.com 2 year
39	AQDAS	285	B.com 2 year
40	RUPINDER KAUR	264	B.com 2 year
41	ESHITA	234	B.com 2 year
42	SIMRAN	223	B.com 2 year
43	SATYAM RANA	212	B.com 2 year
44	GURVIR SINGH	256	B.com 2 year
45	MADHAV		B.com 2 year

Sanita Mittal
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H. J. 91
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