

**OBJECTIVE:** The purpose of this paper is to recognize the foundation terms and concepts that are commonly used in Managerial Processes and Organizational Behaviour. It also categorizes the essential elements for effective management.

**QUESTIONS:**

- 1) Discuss the Managerial Level, Skills, its Functions and Roles. .
- 2) Discuss about the Planning Process, Process and Techniques of Decision Making.
- 3) Define Motivation and elaborate the Maslow, Herzberg, X, Y and Z theories of motivation.
- 4) Discuss the Importance, Challenges and Opportunities of Organizational Behaviour.
- 5) Define Group and Group Dynamics followed by the theories of Group Formation.

**PROCEDURE:**

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy and hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

**OUTCOME:** After doing this assignment, students will come to understand the essential elements for effective management. This course will give complete study of management functions and in relation to the behaviour of an organization.

**REFERENCE BOOKS:**

1. Robbins, (9<sup>th</sup> Ed., 2016). Fundamentals of Management: Essentials Concept and Applications, Pearson Education.
2. Robbins, S.P. and Sanghi, S.,(16<sup>th</sup> Ed., 2014), Organizational Behaviour; Pearson Education.