To

The Principal, SMHS Govt College, SAS Nagar 31.8.2022 31.8.2022

Subject: Value added course for Organisation Behaviour and Managerial Skills.

Respected Madam,

As suggested by ICAC We plan to conduct 30 hours programme to improve Managerial Skills of B. Com Students. The course shall be conducted after college hours. Kindly greant us permission to start these classes from 01.09.22. The whole commerce will be involve taking classes.

Thanking you.

Your sincerely

Prof. Sunita Mittal. Mills 22 (HOD) Anwered Bhalla 31/08/222 (Commerce Departmens.

S.M.H.S GOVT COLLEGE, PHASE VI, S.A.S. NAGAR (MOHALI) VALUE ADDED COURSE (30 HRS) ORGANISATION BEHAVIOUR AND MANAGERIAL SKILLS SESSION-2022-2023

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 1.09.2022 to 24.09.2022. 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

Date	Time	Topics
1-9-2022	2.15pm -3.45pm	concept, Nature and Significance of Organisation Behaviour Prof. Anureet Bhalla
2-9-2022	2.15pm -3.45pm	Factors affecting human behaviour, Disciplines contributing to OB Prof. Anureet Bhalla
3-9-2022	2.15pm -3.45pm	Personality-concept and determinants Prof. Anureet Bhalla
5-9-2022	2.15pm -3.45pm	Theories of Personality: MBTI, Holland's model; Cattell's model and Big Five personality factors Prof. Anureet Bhalla
6-9-2022	2.15pm -3.45pm	Concept, Nature, Scope and Functions of Management Prof. Navneet Kaur
7-9-2022	2.15pm -3.45pm	Levels of Management, Types of Organizations Prof. Navneet Kaur
9-9-2022	2.15pm -3.45pm	Evolution and Foundations of Management Theories Prof. Navneet Kaur
10-9-2022	2.15pm -3.45pm	Theories of Management Prof. NavneetKaur
12-9-2022	2.15pm -3.45pm	Management Principles of Planning, Directing Prof. Navneet Kaur
13-9-2022	2.15pm -3.45pm	Management Principles of Leading, Controlling and Staffing Prof. Navneet Kaur
4-9-2022	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors; Prof. Rohini

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15-9-2022	2.15pm -3.45pm	Managerial implications of perception Prof. Rohini
16-9-2022	2.15pm -3.45pm	Learning: Concept, Learning theories: Classical conditioning theory, Operant conditioning Prof. Rohini,
17-9-2022	2.15pm -3.45pm	Cognitive learning and social learning theories Prof. Rohini
19-9-2022	2.15pm -3.45pm	Stress management Prof. Rohini
20-9-2022	2.15pm -3.45pm	Interpersonal Dimensions of Behaviour; Transactional Analysis, Implications of TA Prof. Harpreet Kaur
21-9-2022	2.15pm -3.45pm	Importance of Communication Prof. Simran
22-9-2022	2.15pm -3.45pm	Negotiation in interpersonal relationships Prof. Simran
23-9-2022	2.15pm -3.45pm	Emotional Intelligence Prof. Simran
24-9-2022	2.15pm -3.45pm	Power: Concept, determinants, types Prof. Simran

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.

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SMHS Govt. college SAS Nagar

ORGNISATION BEHAVIOR AND MANAGERIAL SKILLS

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

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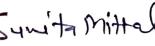
Commerce Deptt

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SMHS Govt. college SAS Nagar

List of Students who successfully completed this value added course (2022-2023)

	Sr. N	0 5 11	(2022-2023)	added course
	1	Kon no	. Name	
	2	203	KIRANPREET KAUR	Class
	3	204	ISHA CHANDEL	B.COM-II
		205	HARASH KUMAR	B.COM-II
	4	206	ANMOL CHIGAL	B.COM-II
	5	207	JASKOMAL KAUR	B.COM-II
	6	208	ASHISH	B.COM-II
	7	209	AMANPREET KAUR	B.COM-II B.COM-II
	8	210	AASHISH	B.COM-II
	9	211	ANKITA SHARMA	B.COM-II
	10	212	SHIV	B.COM-II
	11	217	ANCHAL	B.COM-II
	12	218	KOMAL VERMA	B.COM-II
ļ	13	219	DISHA	B.COM-II
1	14	221	AMANDEEP KAUR	B.COM-II
-	15	222	ANU KUMARI	B.COM-II
-	16	223	PARAS MEHRA	B.COM-II
-	17	224	KARANPREET SINGH	B.COM-II
L	18	225	SEEMA RANI	B.COM-II
L	19	230	ANMOL	B.COM-II
L	20	232	JASPREET SINGH	B.COM-II
L	21	234	ARUSHI VERMA	B.COM-II
	22	236	JYOTI KUMARI	B.COM-II
	23	237	VISHAV SHARMA	B.COM-II
	24	238	PAWAN KUMARI	B.COM-II
	25	240	JASHANPREET KAUR	B.COM-II
	26	242	CHANPREET KAUR	B.COM-II
	27	247	NAVJOT KAUR	B.COM-II
	28	248	NISHA KUMARI	B.COM-II
	29	249	BHAVNA JOSHI	B.COM-II
	30	250	GURLEEN KAUR	B.COM-II
	31	251	BARINDER KAUR	B.COM-II
	32	252	RAJVIR SINGH	B.COM-II
_	33	253	SEEMU KUMARI	
	34			B.COM-II
_		255	HIMANSHU KUMAR	B.COM-II
			JASPREET KAUR	B.COM-II
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3	7	258	MANDEEP KAUR	B.COM-II
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SMHS Govt. college SAS Nagar

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