

To

मिडिमिटो
२०११/३/५१२
31.8.2022

The Principal,
SMHS Govt. College,
SAS Nagar

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
grant us permission to start these classes
from 01.09.22. The whole commerce will
be involve taking classes.

Thanking you.

Yours sincerely

Prof. Sunita Mittal 31/8/22

(HOD) Anusret Bhalla
Prof. Anusret Bhalla 31/08/2022
(Commerce Department)

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
14-9-2022	2.15pm -3.45pm	Perception: concept, factors influencing perception; perceptual errors; Prof. Rohini

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.

Sunita Mittal
HOD
Commerce Deptt

Hayat Arif
Principal
SMHS Govt. college SAS Nagar

ORGANISATION 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

Sunita Mittal

HOD
Commerce Deptt

Harjeet Singh
Principal

SMHS Govt. college SAS Nagar

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

Sr. No	Roll no.	Name	Class
1	203	KIRANPREET KAUR	B.COM-II
2	204	ISHA CHANDEL	B.COM-II
3	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
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
13	219	DISHA	B.COM-II
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
18	225	SEEMA RANI	B.COM-II
19	230	ANMOL	B.COM-II
20	232	JASPREET SINGH	B.COM-II
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	B.COM-II
34	255	HIMANSHU KUMAR	B.COM-II
35	256	JASPREET KAUR	B.COM-II
36	257	ARSHVEER SINGH	B.COM-II
37	258	MANDEEP KAUR	B.COM-II
38	262	MANSI	B.COM-II
39	273	MANPREET SINGH	B.COM-II
40	286	ISHRATH BALJIT SINGH	B.COM-II

Sunita Mittal
HOD
Commerce Deptt

Harjeet Goyal
Principal

SMHS Govt. college SAS Nagar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
250 Rainis Singh	X	1	2	3	4	5	6	7	8	9	10	11	X	12	13	14	15	16	17	18	19
253 Seemu Kauri	1	2	3	4	5	6	7	8	X	9	10	11	12	13	14	15	16	17	18	19	
255 Himansu Kauri	1	2	3	4	5	6	7	X	8	9	10	11	12	13	14	15	16	17	18	19	
256 Jaspreet K.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
257 Ashveer Singh	1	2	3	4	5	6	7	8	X	9	10	11	12	13	14	15	16	17	18	19	
258 Mandar K.	1	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
262 Mani	1	2	3	4	5	6	7	8	9	10	11	12	13	X	14	15	16	17	18	19	
273 Manpreet Singh	1	2	3	4	5	6	7	8	9	10	X	11	12	13	14	15	16	17	18	19	
286 Jashath Bajaj Singh.	1	2	X	3	4	5	6	7	8	9	10	11	12	X	13	14	15	16	17	18	19

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	19/9	20/9	21/9	22/9	23/9	24/9	
M a/c/s							
	13	14	15	16	17	18	88
	14	15	16	17	18	19	90
	14	15	16	17	18	19	88
	14	15	16	17	18	19	88
	14	15	16	17	18	19	90
	14	X	15	16	17	18	90
	14	15	16	17	18	19	88
	13	14	15	16	17	18	90