

## COMMERCE

Dear Students of M.Com (Part 1)

Hope you all are fine and staying at home.

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For the purpose of preparation of Annual Examination of 2020, I am sending you some valuable information. Kindly go through them.

### **Paper 1: Management Concept:**

Management: Concept, Definition and Process

Concept of Management:

One way to analyse management is to think in terms of what a manager does. Using this approach, we can arrive at the management process which describes the work of any manager.

The management work can be divided into a few basic functions of management, viz:

- (1) Planning,
- (2) Organising,
- (3) Directing,
- (4) Controlling.

Planning is the determination of objectives and formulation of plans, strategies, programmes, policies, procedures and standards needed to achieve the desired organisation objectives. To implement the plans there must be some organisation structure.

The human and material resources or inputs are allocated to the various units and relationships are established among the sub-units. Organising is the second function of a manager. Organising is the process of developing a structure among people, function, and physical facilities to execute the plans and achieve stated objectives.

The third function of a manager is that of directing stimulating and motivating people in the organisation to undertake willingly the desired actions as per predetermined plans and objectives. Motivation is an integral part of direction to assure desired results.

The fourth and final function of management is that of controlling to assure directed action as per plans and objectives. Controlling incorporates the establishment of standards, measurements and

comparison of actual results against the standard, and necessary corrective action to remove deviations from the plan.

You should also go through the following:

What is the meaning and definition of management, Levels of Management viz. Top, Middle, and Lower, and Scientific management (Principles of S.M)

The 2<sup>nd</sup> topic is Conflict, its meaning, methods of resolving Conflict

The 3<sup>rd</sup> topic is Communication, its meaning, process of Communication and methods

The 4<sup>th</sup> topic is Planning, needs of Planning, purpose of Planning in organisation and the process of Planning

The 5<sup>th</sup> topic is Leadership. What is the difference between a Leader and a Manager? What is the role of Leader in organization and what are its needs in management?

The next topic is about Motivation, its meaning, objects, different tools and techniques of Motivation and why it is essential.

The other topic is the Direction. What is the importance of Direction in management?

The next topic is the functions of management.

What do you mean by Control, its characteristics and why it is important.

Staffing is also important in management, Coordination is also function of management.

You must be clear in your mind about the differences that are there amongst Management and Administration and Organization

What are the types of organization?

## **Paper 2: Organizational Behaviour:**

The study of Organizational Behavior (OB) is very interesting and challenging too. It is related to individuals, group of people working together in teams. The study becomes more challenging when situational factors interact. The study of organizational behavior relates to the expected behavior of an individual in the organization.

No two individuals are likely to behave in the same manner in a particular work situation. It is the predictability of a manager about the expected behavior of an individual. There are no absolutes in human behavior. It is the human factor that is contributory to the productivity hence the study of human behavior is important. Great importance therefore must be attached to the study.

Study of organisational behaviour helps in studying:

- i. Why people behave in a particular way?
- ii. Why one person is more effective than the other?
- iii. Why one group is more effective than the other?
- iv. Why one person is more effective in one organisation as compared to the other organisations?

The key elements of organisational behaviour are : People, Structure, Technology, Interactive Behaviour, Environment

Firstly, you must clear you concept about organisation, its meaning, definition, types or organization, and the theories of organisation.

Secondly, what is organisation behaviour and various aspects and next you must read the organizational conflict and the various levels of conflict, causes of conflict in the organisation and must understand the Group Dynamics and its implication. Organisational change is most important in organisation and its various types of organisational change. Personality and culture are interdependent, and the different theories of personality like Bandura's theory and the development of personality. The next topic is the functions of formal and informal organisation and next the development means development of organisation i.e., OD, its meaning and nature, and lastly you must clear your concept about Projective Test and Hawthorne studies.

Remaining Papers would be progressively given in the next e-contents.

**Stay Home, Stay Safe**

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