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MPCE-031

Organisational  
Behavior

# MAPC FOCUS

## **MUST READ for Dec 2018 Exam**

**Please note that these are**

**MUST READ TOPICS**

**and**

**NOT THE ONLY READ Topics**

**Also, the Guesses are**

**not expected to be exact**

**I used my logic of analysis**

**and you can**

**follow it at your discretion**

Just one request....kindly don't ask for  
any clarification regarding this document

**Please use it as per your understanding**

**Thank you!!**

# MUST READ for Dec 2018 Exam

## ORGANIZATIONAL BEHAVIOUR

### MPCE - 031

Year	Block 1	Block 2	Block 3	Block 4
June 15	10,10,3	10,6,6,3	6,3	10,6,6
	29%	32%	11%	28%
Dec 15	10,6,3	10,6,3	10,6,3	10,6,6
	24%	24%	24%	28%
June 16	10,10,3	10,10	6,6,3	6,6,6,3
	29%	25%	19%	27%
Dec 16	10,6	10,10,6,3	10,6,6	6,3,3
	20%	37%	28%	15%
June 17	10,6,3	10,6,6,3,3	6,6	10,10
	24%	36%	15%	25%
Dec 17	10	10,6,3,3	10,10,6,6,3	6,6
	13%	28%	44%	15%
June 18	10,6,6,3	10,10,6,3,3	10,6	6
	32%	41%	20%	8%

1 <sup>st</sup> Priority	
Block	Unit
1	4
2	2,3
3	2,4
4	4
53% of Questions	
42 Marks	

2 <sup>nd</sup> Priority	
Block	Unit
1	2,3
2	**
3	1
4	1,2
35% of Questions	
28 Marks	

3 <sup>rd</sup> Priority	
Block	Unit
1	1
2	1,4
3	3
4	3
12% of Questions	
9 Marks	

It has been observed that **Block 2 is the most important** as more than 1/3 questions in the exam comes from these only, so you should not miss this Block at any cost

**Block 2, Unit 3 is the most important as approx. 20% questions in the exam were from this unit only**

## **MUST READ for Dec 2018 Exam**

<b>Block-1 Organisational Psychology</b>	
<b>Unit 1 – Introduction of Organisational Psychology</b>	
<ul style="list-style-type: none"><li>• What is Organisational Psychology?</li><li>• Organisational Psychology and Organisational Behaviour</li><li>• Scope of Organisational Psychology</li></ul>	
<b>Unit 2 - Organisational Behaviour, Definition and Importance</b>	
<ul style="list-style-type: none"><li>• Definition of Organisational Behaviour</li><li>• Characteristics of the Field of OB Today</li></ul>	
<b>Unit 3 - Fundamental Concepts in Organisational Behaviour</b>	
<ul style="list-style-type: none"><li>• The Nature of People</li><li>• The Nature of Organisations</li></ul>	
<b>Unit 4 - Different Models of OB</b>	
<ul style="list-style-type: none"><li>• Models of Organisation</li></ul>	

## **MUST READ for Dec 2018 Exam**

<b>Block-2 Personality and Attitudes in Organisational Behaviour</b>	
<b>Unit 1 - Job Satisfaction</b>	
*** NIL ***	
<b>Unit 2 - Work Motivation</b>	
<ul style="list-style-type: none"><li>• Nature of Work Motivation</li><li>• Characteristics of Work Motivation</li><li>• Relationship Between Motivation and Performance</li><li>• General Model of Work Motivation</li><li>• Classification Of Motives at Work</li></ul>	
<b>Unit 3 - Content Theories, Process Theories and Schedules of Reinforcement</b>	
<ul style="list-style-type: none"><li>• Herzberg's Motivator-Hygiene Theory</li><li>• McClelland's Learned Needs Theory</li><li>• Job Characteristics Model</li><li>• Goal-setting Theory</li><li>• Reinforcement Theory</li></ul>	
<b>Unit 4 - Organisational Commitment</b>	
<ul style="list-style-type: none"><li>• Defining Organisational Commitment</li><li>• Components of Organisational Commitment</li></ul>	

## **MUST READ for Dec 2018 Exam**

<b>Block-3 Leadership and Team Building</b>	
<b>Unit 1 - Definition of Leadership and Importance of Team Building</b>	
<ul style="list-style-type: none"><li>• Classification of Leadership</li><li>• Factors of Leadership</li><li>• Characteristics of Leadership</li><li>• Approaches of Leadership</li></ul>	
<b>Unit 2 - Change Management</b>	
<ul style="list-style-type: none"><li>• Approaches of Management</li><li>• Nature of Management</li><li>• The Management Functions</li><li>• Change Management</li><li>• Issues about Change Management</li></ul>	
<b>Unit 3 - Team Management</b>	
<ul style="list-style-type: none"><li>• Methods to Create Effective Team</li></ul>	
<b>Unit 4 - Resolving Conflicts</b>	
<ul style="list-style-type: none"><li>• Definition of Conflicts</li><li>• Causes of Conflict</li><li>• Conflict Resolution</li><li>• Conflict Resolution Techniques</li><li>• Ten Steps in Conflict Resolution</li></ul>	

## **MUST READ for Dec 2018 Exam**

<b>Block-4 Learning Process and Motivation in Organisation Behavior</b>	
<b>Unit 1 – Principles and Process of Learning</b>	
<ul style="list-style-type: none"><li>• Definition and Meaning of Learning</li><li>• Theories of Learning</li><li>• Principles of Learning</li></ul>	
<b>Unit 2 – Organisation Behavior and Management</b>	
<ul style="list-style-type: none"><li>• Organisation Behavior Management</li><li>• The five step plan of organisational behavior management programme</li><li>• Ethics in Organisation Behavior Management</li></ul>	
<b>Unit 3 – Motivation in Organisations</b>	
<ul style="list-style-type: none"><li>• Types of Motives</li></ul>	
<b>Unit 4 – The process of Motivation for Higher Morale and Productivity</b>	
<ul style="list-style-type: none"><li>• The process of Motivation for Higher Morale and Productivity</li><li>• Employee Ownership</li><li>• Total Quality Management</li><li>• Quality control circles</li></ul>	