

# MAPC FOCUS

**031**

**Organizational  
Behaviour**

[www.mapchelp.com](http://www.mapchelp.com)

## **MUST READ for Dec 2019 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 2019 Exam**

<b>Success Rate of MAPC Focus for Dec 18 Exam</b>			
<b>With Options</b>		<b>Without Option</b>	
<b>Out of 79 Marks</b>		<b>Out of 50 Marks</b>	
Marks	Percentage	Marks	Percentage
<b>48</b>	<b>61%</b>	<b>38</b>	<b>76%</b>

<b>Success Rate of MAPC Focus for June 19 Exam</b>	
<b>Without Option (Out of 50 Marks)</b>	
Marks	Percentage
<b>44</b>	<b>88%</b>

# MUST READ for Dec 2019 Exam

## MPCE – 031- ORGANIZATIONAL BEHAVIOR

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%
Dec 18	10,6,6	10,10,6,6,3	10,3	6,3
	28%	44%	16%	11%
June 19	10,6	10,10,6,3	10,6,3,3	6,6
	20%	37%	28%	15%

1 <sup>st</sup> Priority	
Block	Unit
1	4
2	2, 3
3	2,4
4	4
<b>60% of Questions</b>	
<b>47 Marks</b>	

2 <sup>nd</sup> Priority	
Block	Unit
1	1,2
2	**
3	1
4	2
<b>24% of Questions</b>	
<b>19 Marks</b>	

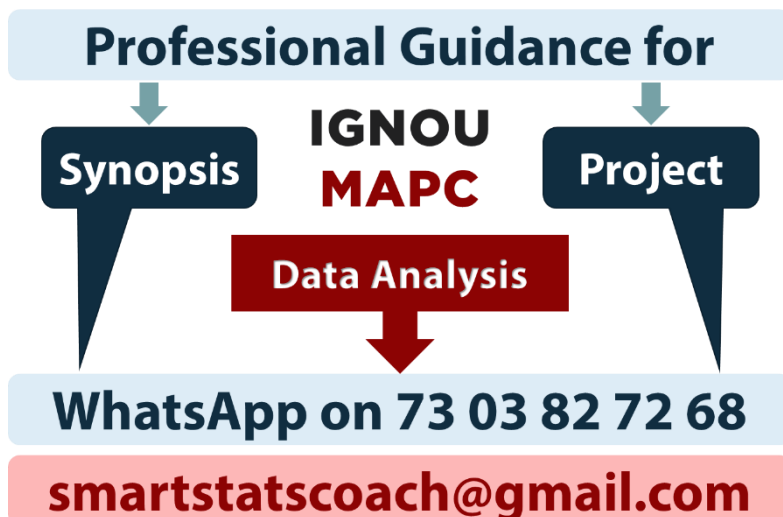
3 <sup>rd</sup> Priority	
Block	Unit
1	3
2	1,4
3	3
4	1,3
<b>16% of Questions</b>	
<b>13 Marks</b>	

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 2019 Exam**

<b>Block-1 Organisational Psychology</b>
<b>Unit 1 – Introduction of Organisational Psychology</b>
<ul style="list-style-type: none"> <li>• Organisational Metaphors</li> <li>• What is Organisational Psychology?</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>• Goals of Organisational Behaviour</li> <li>• Characteristics of the Field of OB Today</li> <li>• OB recognizes Organisations as Open Systems</li> <li>• Organisational Behaviour in the Indian Context</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> <li>• Types of Organizations</li> <li>• Holistic Organisational Behaviour</li> </ul>
<b>Unit 4 - Different Models of OB</b>
<ul style="list-style-type: none"> <li>• Models of Organisation (All 4)</li> </ul>



## **MUST READ for Dec 2019 Exam**

For **STATISTICAL DATA ANALYSIS**  
of your MAPC IGNOU Research project work

send your...



- Synopsis
- Questionnaire
- Data file (Excel)

to

**[mapchelp@gmail.com](mailto:mapchelp@gmail.com)**

You will get

- Data analysis with graphs
- Interpretation of analysis
- Standard format for writing analysis
- Explanation of analysis for viva

 73 03 82 72 68

*Personal visit not required for data analysis  
All communication will be only through mobile & email*



# **MUST READ for Dec 2019 Exam**

<b>Block-2 Personality and Attitudes in Organisational Behaviour</b>
<b>Unit 1 - Job Satisfaction</b>
<ul style="list-style-type: none"><li>• Intrinsic and Extrinsic Satisfaction</li><li>• Measurement of Job Satisfaction</li></ul>
<b>Unit 2 - Work Motivation</b>
<ul style="list-style-type: none"><li>• Nature 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><li>• Primary and Secondary Motives</li><li>• Extrinsic and Intrinsic Motivation</li><li>• Importance of Motivation in Organisations</li></ul>
<b>Unit 3 - Content Theories, Process Theories and Schedules of Reinforcement</b>
<ul style="list-style-type: none"><li>• <b>Content Theory</b></li><li>• <b>Herzberg's Motivator-Hygiene Theory</b></li><li>• <b>McClelland's Learned Needs Theory</b></li><li>• <b>Job Characteristics Model</b></li><li>• <b>Reinforcement Theory</b></li></ul>
<b>Unit 4 - Organisational Commitment</b>
<ul style="list-style-type: none"><li>• Components of Organisational Commitment</li></ul>

# **MUST READ for Dec 2019 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>• Factors of Leadership</li> <li>• Characteristics of Leadership</li> <li>• 12 C's for team building</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>• John Kotter's Eight Steps to Successful Change</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>• Sources of Conflicts</li> <li>• Causes of Conflict</li> <li>• Conflict Resolution</li> <li>• Conflict Resolution Techniques</li> <li>• Confront the Conflict</li> <li>• Ten Steps in Conflict Resolution</li> </ul>	



## **MUST READ for Dec 2019 Exam**

### **Block-4 Learning Process and Motivation in Organisation Behavior**

#### **Unit 1 – Principles and Process of Learning**

- Definition and Meaning of Learning
- Theories of Learning
- Cognitive Mapping
- Social learning theory
- Self Efficacy Effects Behaviours
- Principles of Learning

#### **Unit 2 – Organisation Behavior and Management**

- The five step plan of organisational behavior management programme
- Behaviour System Analysis

#### **Unit 3 – Motivation in Organisations**

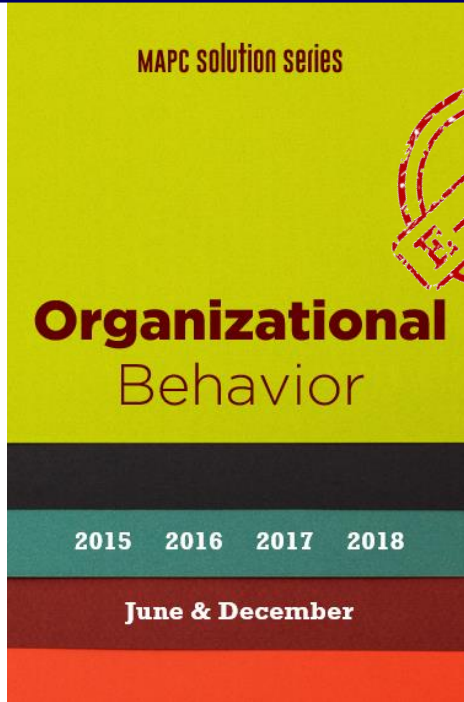
- Types of Motives
- Needs Hierarchy Theory
- Two factor theory of Herzberg
- Porter-Lawler Model

#### **Unit 4 – The process of Motivation for Higher Morale and Productivity**

- Compressed work weeks
- Flexible work schedule
- Employee Ownership
- Quality Control Circle
- Total Quality Management
- Involvement strategies
- The effects of high involvement

## MUST READ for Dec 2019 Exam

MPCE031 – All 9 Solved Question Papers



**Purchase @ Rs 125 ONLY**

**FROM [www.springseason.in](http://www.springseason.in)**

**Dec 18 Exam**

**76%**

**June 19 Exam**

**82%**

Questions were from previous year question  
papers

[www.springseason.in](http://www.springseason.in) / [www.MAPCHELP.com](http://www.MAPCHELP.com)