

MPEC – 031 Organizational Behaviour

December 2020 Exam



EXAM **FOCUS**

Disclaimer

Please note that all the suggestions and observations are based on the STATISTICAL analysis of the previous year question papers. So studying only books/blocks/units/points given in this booklet may be risky, as University can change the question paper pattern and questions at any time.

Further, all marking details and patterns related to respective exam and blocks are exhibited for respective subjects so that one can easily make decisions/assumptions and follow the same for the study.

Though important books/blocks/units/points are given in this booklet but it is strongly advisable to go through the entire content provided by the University.

Please note that these are
MOST IMPORTANT TOPICS/UNITS

and

NOT THE ONLY IMPORTANT Topics/Units

Also, the Guesses are

not expected to be exact

We used our logic of analysis and you can

follow it at your discretion

Kindly don't ask for any clarification regarding this document

Please use it as per your understanding

Thank you!!

For all the latest updates on IGNOU MAPC Course
Telegram Channel



MAPC HELP

www.springseason.in / www.mapchelp.com

Highest Marks	2 nd Highest Marks	3 rd Highest Marks	Lowest Mark
---------------	-------------------------------	-------------------------------	-------------

Year and Month of Exam

4 Blocks of the subject.. Normally every subject is having 4 blocks or books

Year	Block 1	Block 2	Block 3	Block 4
June 15	10,3,3	10,6,6,3	10,10	6,6,6
	20%	32%	25%	23%
Dec 15	10,6,3,3	10,6	10,6,3	10,6,6
	28%	20%	24%	28%
June 16	6,6,3	10,10,10,6	6,3	10,6,3
	19%	46%	11%	24%
Dec 16	10	10,6,6,6,3	10,6	10,6,3,3
	13%	39%	20%	28%
June 17	10,6,3	10,6,6,3	10,6,3	10,6
	24%	32%	24%	20%
Dec 17	10,6,6,3,3	10,6	10,6,3	10,6
	36%	20%	24%	20%
June 18	10,6,6,3,3	10,6	10,6,3	10,6
	36%	20%	24%	20%
Dec 18	10,6,3	10,6,6,3	10,6,3	10,6
	24%	32%	24%	20%

Marks in the exam In new exam pattern...
 4 ques of 10 marks 5 ques of 6 marks
 & 3 ques of 3 marks ..are normally
 asked

Weightage of each Block
 in that respective exam

Past Performance

Important Chapters/Units

Success %						
Name of the Subject	Dec 17	June 18	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	100%	100%	94%	100%	100%	100%
Human Resource Development	94%	88%	100%	94%	96%	94%
Organizational Development	100%	88%	100%	100%	100%	100%

Past Performance

Important Topics

	Success %			
Name of the Subject	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	76%	88%	100%	86%
Human Resource Development	88%	76%	94%	82%
Organizational Development	88%	100%	90%	100%

Past Performance

Question Repeats % in Exam

	Question Repeats %			
Name of the Subject	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	76%	82%	100%	100%
Human Resource Development	76%	82%	94%	100%
Organizational Development	100%	100%	100%	100%



Delivery starts on
1st Aug 2020

IGNOU
MAPC



Rs 125 per
Subject

From 15
to
Dec 19

MAPC 5 Years Solved Question Papers

E-book

www.springseason.in / www.mapchelp.com

You can purchase by paying on...



7303827268



Name: Spring Season Publications

Bank: HDFC

Branch: Chikhli

Account No.: 50200032856939

IFSC Code: HDFC0002277

Account Type: Current



Or Place your order on
[www.springseason.in /](http://www.springseason.in/)
www.mapchelp.com

Once payment is made then please WhatsApp your

NAME, CITY & email ID

SAMPLE DATA

Deeper Analysis shows priority of Units or Chapter of respective Blocks or books

1st Priority		2nd Priority		3rd Priority	
Block	Unit/Chapter	Block	Unit/Chapter	Block	Unit/Chapter
1	4	1	1,2	1	3
2	1,3	2	2	2	4
3	3	3	1	3	2,4
4	4	4	2,3	4	1
49% of Questions		35% of Questions		16% of Questions	
39 Marks		28 Marks		13 Marks	

Should not missed these Units at any cost to PASS the exam

Should not missed these Units at any cost to PASS the exam

Can study these Units for SCORING purpose only

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%
Dec 19	10,6,3	10,6,6	10,3,3	10,6,6
	24%	28%	20%	28%
June 20	10,6,6	6,3,3	10,6,3	10,10,6
	28%	15%	24%	33%

1st Priority		2nd Priority		3rd Priority	
Block	Unit/Chapter	Block	Unit/Chapter	Block	Unit/Chapter
1	4	1	2,3	1	1
2	2,3	2	**	2	1,4
3	4	3	1,2	3	3
4	4	4	2	4	1,3
51% of Questions		31% of Questions		18% of Questions	
40 Marks		25 Marks		14 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 2 & 3 are the most important as approx. 25% questions in the exam were from these units only

Block-1 Organisational Psychology
Unit 1 - Introduction of Organisational Psychology
<ul style="list-style-type: none">• What is Organisational?• Organisational Metaphors• What is Organisational Psychology?• Scope of Organisational Psychology
Unit 2 - Organisational Behaviour, Definition and Importance
<ul style="list-style-type: none">• Definition of Organisational Behaviour• Goals of Organisational Behaviour• Characteristics of the Field of OB Today• OB recognizes Organisations as Open Systems• Organisational Behaviour in the Indian Context
Unit 3 - Fundamental Concepts in Organisational Behaviour
<ul style="list-style-type: none">• Differences in Perceptions• The Nature of Organisations• Types of Organizations• Organisational Paradigm Shift• Holistic Organisational Behaviour
Unit 4 - Different Models of OB
<ul style="list-style-type: none">• Models of Organisation (All 4)

Block-2 Personality and Attitudes in Organisational Behaviour

Unit 1 - Job Satisfaction

- Nature of Job satisfaction
- Intrinsic and Extrinsic Satisfaction
- Measurement of Job Satisfaction
- Life Satisfaction

Unit 2 - Work Motivation

- Nature of Work Motivation
- Classification Of Motives at Work
- Primary and Secondary Motives
- Extrinsic and Intrinsic Motivation
- Importance of Motivation in Organisations

Unit 3 - Content Theories, Process Theories and Schedules of Reinforcement

- **Content Theories**
- **McClelland's Learned Needs Theory**
- **Job Characteristics Model**
- **Process Theories**
- **Reinforcement Theory**

Unit 4 - Organisational Commitment

- Defining Organisational Commitment
- Components of Organisational Commitment

Block-3 Leadership and Team Building

Unit 1 - Definition of Leadership and Importance of Team Building

- Persuasive Leader
- Factors of Leadership
- Characteristics of Leadership
- 12 C's for team building
- Approaches of Leadership

Unit 2 - Change Management

- Approaches of Management
- Nature of Management
- The Management Functions
- Issues about Change Management
- John Kotter's Eight Steps to Successful Change
- Psychological Contract and People Organizational Relationship

Unit 3 - Team Management

- Methods to Create Effective Team
- Organisational Culture, Structure and Team Management

Unit 4 - Resolving Conflicts

- Definition of Conflicts
- Sources of Conflicts
- Causes of Conflict
- Conflict Resolution
- Confront the Conflict
- Ten Steps in Conflict Resolution
- Components of Conflict Resolution
- Stress and Resolution of Conflict

Please study all sub points unless and until specified

Block-4 Learning Process and Motivation in Organisation Behavior

Unit 1 - Principles and Process of Learning

- Definition and Meaning of Learning
- Theories of Learning
- Social learning theory
- Self Efficacy Effects Behaviours
- Extinction

Unit 2 - Organisation Behavior and Management

- Organisation Behavior Management
- Ethics in Organization Behavior Management Application
- 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

Please study all sub points unless and until specified

Ready Synopsis & Project

- ▶ Topic will be Ours
- ▶ It will cost Rs 5000 (Fixed Rate and No part payment)
- ▶ You need to take care of Guide (Go for Cooperative Guide)
- ▶ Synopsis within one week and Project after 6 months (before submission)
- ▶ No topic REPEATS
- ▶ Changes not allowed in ready synopsis & project
- ▶ If synopsis rejected.. Then new synopsis at no additional cost
- ▶ Synopsis and Project will be there in Word file
- ▶ Explanation of DATA ANALYSIS for VIVA
- ▶ Whatsapp on 7303827268

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

send your...



- Synopsis
- Questionnaire
- Data file (Excel)

to

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*