

MPEC – 031 Organizational Behaviour

Dec 2022 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!!

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Past Performance

Important Chapters/Units

Success %										
Name of the Subject	Dec 17	June 18	Dec 18	June 19	Dec 19	June 20	Dec 20	Jun 21	Dec 21	Jun 22
Organizational Behaviour	100%	100%	94%	100%	100%	100%	88%	**	NA	100%
Human Resource Development	94%	88%	100%	94%	96%	94%	88%	**	NA	100%
Organizational Development	100%	88%	100%	100%	100%	100%	100%	**	NA	80%

Past Performance

Important Topics

Success %								
Name of the Subject	Dec 18	June 19	Dec 19	June 20	Dec 20	June 21	Dec 21	Jun 22
Organizational Behaviour	76%	88%	100%	86%	100%	88%	100%	88%
Human Resource Development	88%	76%	94%	82%	88%	88%	100%	52%
Organizational Development	88%	100%	90%	100%	100%	100%	94%	100%

Past Performance

Question Repeats % in Exam

Question Repeats %								
Name of the Subject	Dec 18	June 19	Dec 19	June 20	Dec 20	June 21	Dec 21	Jun 22
Organizational Behaviour	76%	82%	100%	100%	100%	100%	100%	100%
Human Resource Development	76%	82%	94%	100%	88%	100%	100%	100%
Organizational Development	100%	100%	100%	100%	100%	100%	100%	100%



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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

MUST READ Chapters for Dec 2022 Exam

1st Priority		2nd Priority		3rd Priority	
Block	Unit/Chapter	Block	Unit/Chapter	Block	Unit/Chapter
1	4	1	1,2,3	1	**
2	2,3	2	**	2	1,4
3	2,4	3	1	3	3
4	4	4	1,2	4	3
56% of Questions		36% of Questions		8% of Questions	
44 Marks		28 Marks		7 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 an Organization?• Organizational Metaphors• What is Organisational Psychology?
Unit 2 - Organisational Behaviour, Definition and Importance
<ul style="list-style-type: none">• Definition of Organisational Behaviour• Characteristics of the Field of OB Today• OB recognizes Organisations as Open Systems• OB adopts a Cross-Cultural Approach• Organizational behavior in the Indian COntext
Unit 3 - Fundamental Concepts in Organisational Behaviour
<ul style="list-style-type: none">• The Nature of People• Differences in Perceptions• The Nature of Organisations• Types of Organizations• Organizational 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	
<ul style="list-style-type: none">• Nature of Job satisfaction• Intrinsic and Extrinsic Satisfaction• Life Satisfaction	
Unit 2 - Work Motivation	
<ul style="list-style-type: none">• Nature of Work Motivation• Classification Of Motives at Work• Developments in Motivation Theory• Importance of Motivation in Organisations	
Unit 3 - Content Theories, Process Theories and Schedules of Reinforcement	
<ul style="list-style-type: none">• Herzberg's Motivator-Hygiene Theory• McClelland's Learned Needs Theory• Process Theories• Equity Theory• Goal-setting Theory• Reinforcement Theory	
Unit 4 - Organisational Commitment	
<ul style="list-style-type: none">• Nature of Organizational Commitment	

Block-3 Leadership and Team Building

Unit 1 - Definition of Leadership and Importance of Team Building

- Persuasive Leader
- Factors of Leadership
- Approaches of Leadership
- Managerial Grid Approach
- Twelve Cs for Team Building

Unit 2 - Change Management

- Approaches of Management
- Nature of Management
- The Management Functions
- Change Management
- Issues about Change Management
- John Kotter's Eight Steps to Successful Change
- Consent to Change
- Five Basic Principles and how to apply it for Change

Unit 3 - Team Management

- Methods to create effective team
- Organisational Culture, Structure and Team Management

Unit 4 - Resolving Conflicts

- Definition/Sources/Causes of Conflicts
- Conflict Resolution
- Principles of Conflict Resolution
- Ten (10) Steps in Conflict Resolution
- Confront the Conflict
- Components of Conflict Resolution
- Stress and Resolution of Conflict

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
- Self Efficacy Effects Behaviours
- Principles of Learning

Unit 2 - Organisation Behavior and Management

- Organisation Behavior Management
- Implementing an Organisation Behavior Management Programme
- The five step plan of organisational behavior management programme
- 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
- Expectancy Theory
- Porter-Lawler Model

Unit 4 - The process of Motivation for Higher Morale and Productivity

- The process of Motivation for Higher Morale and Productivity
- Compressed work weeks
- Flexible work schedule
- Employee Ownership
- Quality Control Circles
- Total Quality Management
- Involvement strategies
- The effects of high involvement

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
- ▶ Doubt clearing on DATA ANALYSIS for VIVA, if any
- ▶ Whatsapp on 7303827268

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

send your...



- Synopsis
- Questionnaire
- Data file (Excel)

to

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You will get

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

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