



# Human Resource & Organizational Behavior

**DBM-504** 

### COURSE DESIGN, PREPARATION AND REVIEW TEAM

Prof. T.K. Jain Dr. Ankur Jain,

Director, Director,

CDOE SGVU Jaipur CIQA, SGVU Jaipur

Prof. P.K. Sharama Dr. Yogesh Kumar Sharma,

Rtd. Professor Professor,

VMOU Kota ISBM, SGVU Jaipur

Dr. Ajay Vardhan

Regional Director

IGNOU Aligarh(UP)

Dr. Kriti Shrivastav

Assistant Professor

CIQA SGVU Jaipur

Dr. Richa Sharma, Assistant\*

Professor, ISBM,

SGVU Jaipur

Dr. Amit Sharma

Associate Professor

CDOE SGVU Jaipur

Dr. Ranjan Upadhyaya, Professor,
Department of Management Studies,
Vivekananda Global University, Jaipur

Dr. Manish Dwivedi,
Associate Professor,
CDOE, SGVU Jaipur

Dr. Vijay Sharma, HOD, Centre for Rural Ms. Kriti Sanadhya,

Empowerment and Development, Assistant Professor,

Government Engineering College, Bikaner School of Law, SGVU Jaipur

Dr. Vishal Goar Dr. Lata Suresh,

Dean Research

Bikaner Technical University, Bikaner .

Director, Indian Institute of Corporate

Affairs, (Ministry of Corporate Affairs)

Gurugram

Program CoordinatorCourse Coordinator and editorDr. Swati Mishra\*,Dr. Deep Kumar Mathur,Associate ProfessorAssociate Professor,CDOE, SGVU JaipurCDOE, SGVU, Jaipur

**Acknowledgement :** The persons marked with (\*) are the authors

### PRINT PRODUCTION

Mahendra Sharma Assistant Registrar SGVU Jaipur

Published in: November, 2024

### ISBN (Awaited)

**©SGVU**. All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the SGVU.

Published by:

S. B. Prakashan Pvt. Ltd.

WZ-6, Lajwanti Garden, New Delhi: 110046 Tel.: (011) 28520627 | Ph.: 9625993408

Email: info@sbprakashan.com | Web.: www.sbprakashan.com

BLOCK 1 Introduction to HRM	1
BLOCK 2 Human Resources Planning	59
BLOCK 3 Performance Appraisal	113
BLOCK 4 Organizational Behaviour	173
BLOCK 5 Group and Team	235

# **Learning Map**

## **Course Credit- 4**

Content	Course Credit	Page No
BLOCK 1 Introduction to HRM	0.8	1
Unit 1: Introduction, Meaning of Human Resources.		2
Unit 2: Role of a Human Resource Manager		21
Unit 3: Evolution & Development of Human Resource Mana	gement	38
BLOCK 2 Human Resources Planning	0.8	59
Unit 4: Meaning and Objectives of Human Resources Planning	ng	60
Unit 5: Problems in Human Resources Planning		75
Unit 6: Importance and benefits of Training, Training Need Identification		95
BLOCK 3 Performance Appraisal	0.8	113
Unit 7: Introduction, Meaning, Need and Objectives of Performance Appraisal		114
Unit 8: Introduction to Compensation		140
Unit 9: Job Evaluation		154
BLOCK 4 Organizational Behaviour	8.0	173
Unit 10: Organizational Behavior		174
Unit 11: Evolution of Beatitudes, Personality and Values		188
Unit 12: Perception, Motivation, Foundation of Group Behav	viour	205
BLOCK 5 Group and Team	0.8	235
Unit 13: Group vs. Teams - Team Building, Managing Teams	S	236
Unit 14: Leader VS Manager, Leadership styles, Leadership s	skills.	257
Unit 15: Definitions and Approaches to Organizational Cultur	re	279

ъ.	•	•
Prior		earning

The Learner should have fundamental understanding of Business management