

"Education for Knowledge, Science and Culture"

Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of BBA

ATTENDANCE

UNIT TEST

BBA - I SEM - II (NEP)

Subject- Organization Behaviour

Topic- I

Subject Teacher : Ms. Reshma Chougale

Day/Date/Time: 15/03/24

SR. NO	STUDENT NAME	M	F	CLASS	SIGNATURE
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2	Shraddha Sudarshan Sonade		✓	BBA I	SS Sonade
3	Rasika Kishor Kavale		✓	BBA I	R. Kavale
4	Krutika Rajendra Grogvi		✓	BBA I	K.R.G
5	Pranali Pandurang Adnaik		✓	BBA I	P.P Adnaik
6	Sayali Daggadu Dabhade		✓	BBA I	Sayali Dabhade
7	Tanvi Hemant Bale		✓	BBA I	Tanvi Bale
8	Isha Dayanand Gurav		✓	BBA I	Isha Gurav
9	Saniya Hari Patil		✓	BBA I	Saniya Patil
10	Heena Sonaram Mali		✓	BBA I	Heena Mali
11	Seeshli D. Kulkarni		✓	BBA I	Seeshli Kulkarni
12	Samruddhi Yashraj Gawali		✓	BBA I	Samruddhi Gawali
13	Khushi Anand Kalugade		✓	BBA I	Khushi Kalugade
14	Rajeshwari Ravindra Patil		✓	BBA I	Rajeshwari Patil
15	Anushka Dhirey Pawar		✓	BBA I	Anushka Pawar
16	Nitara Nitish Patil		✓	BBA I	Nitara Patil
17	Vedika Parshuram More		✓	BBA I	Vedika More
18	Shravani Ajay Bhalkar		✓	BBA I	Shravani Bhalkar
19	Pranjal Dinesh Raikar		✓	BBA I	Pranjal Raikar
20	Samiksha Sunil Patil		✓	BBA I	Samiksha Patil
21	Shravani Atul Dukande		✓	BBA I	S.A. Dukande
22	Saniya Sameer Khan		✓	BBA I	Saniya Khan
23	Sargamita Suryakant Kamble		✓	BBA I	S.S. Kamble
24	Pallavi Rajaram Patil		✓	BBA I	Pallavi Patil
25	Triveni Balasa Patil		✓	BBA I	Triveni Patil

26	Shravani Prakash Tate	✓	BBA-I	Tate
27	Dhanashri Shinde	✓	BBA-I	Shinde
28	Gayatri Babu Gavade	✓	BBA-I	G.B.G
29	Jitesh Rajendra Jadhav	✓	BBA-I	Jadhav
30	Rohit Ajit Abithkar	✓	BBA-I	Abithkar
31	Apeksha S. Jivazaskar	✓	BBA-I	Akate
32	Riya Anil Patil	✓	BBA-I	Patil
33	Parshwa Sunil Kante	✓	BBA-I	BKante
34	Atharv Satish Patil	✓	BBA-I	AP
35	Harshada Salish Salokhe	✓	BBA-I	Harshada
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44	Asharva R. Shinde	✓	BBA-I	AShinde
45	Pallav R. Mohite	✓	BBA-I	Pallav
46	Swarnam H. Telvekar	✓	BBA-I	STelvekar
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50	Swarnam S. Ranadive	✓	BBA-I	SRanadive
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52	Nirjala P. Patil	✓	BBA-I	NPatil
53	Sandesh B. Chougule	✓	BBA-I	Sandesh
54	Shravan S. Kurde	✓	BBA-I	SKurde
55	Sanika S. Budhle	✓	BBA-I	SBudhle
56	Om H. Mehta	✓	BBA-I	Om
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60	Aditya P. Kulkarni	✓	BBA-I	AKulkarni
61	Rozain R. Tamboli	✓	BBA-I	Rambhadi
62	Sagar P. Drakshe	✓	BBA-I	Sagard
63	Vishal Ajit Parab	✓	BBA-I	VParab

Unit Test - I

PAGE No.

DATE

15/03/24

Name :- shinde Dhanashri kiran

Roll No :- 9600

Subject :- organizational behaviour.

Q.1. models of organizational Behaviour.

Nature of ob) & significance of ob.

• Meaning :-

organizational Behaviour is the study of individual groups within an organization.

It explore motivation, communication in the work place. It is factors & types of model in organization.

Definition :-

organization Behaviour is study of individual groups, resource to achieve their organizational goal.

organizational Behaviour is refers to within an organization.

Models :-

there are six model in organization Behaviour.

1] Autocredict model :- certainlized dicision making wheres they lead's a authority.

2) custodial mode:-

emphithises economic ~~re~~ reward and due to comfortable & stable work place.

③ supportive modes:-

Focuses on building re passsive relation between leaders & employee.

④ collegial model:-
~~supportive model~~

Effective economic comities the leaders & employee collabrate.

⑤ system model:-

Organization Behaviour theories guide to ~~it~~ explore relation to employee and performance.

⑥ political model:-

Organization Behaviour is there s guide to ~~it~~ explore relation to employee and their performance.

⑤ system Model:-

① organization Behaviour is inderconnected and interdependence system.

② system model encourages of refrence to work in the often system.

⑦ Ecological model:-

① Organization Behaviour is the entities of an environment.

②

Nature and significance of organizational Behaviour.

meaning:- Organization is the process of working together within the organization to achieve a common goal and objective in a very effective and efficient way.

② Behaviour is the reaction or response of an individual to the given activity, in which the individual is engaged.

Definition:-

Organizational Behaviour is study of individual groups resource to achieve their organizational.

② It explore motivation communication include the workplace.

~~Motivation~~:- internal part of ~~manage~~ management:- Organizational Behaviour is the internal competent of the organization.

Name : Saniya Hari Patil
 Sub : Organisation Behaviour (Test)
 1

Q. Models of Organisation Behaviour.

Q. Nature of O.B & Significance of O.B.

→

1] The Autocratic Model :

i] Also known as the Authoritarian Model, this model is fundamental level is power.

ii] According to this paradigm, the workers are focused on compliance and discipline.

iii] The top management is the only group with power.

2] Custodial Model :

i] According to this paradigm on equitable remuneration structure boosts employee enthusiasm & productivity inside the company.

ii] Giving employees numerous financial and non-financial perks, including job stability, fair compensation, bonuses, paid time off and prizes is the main goal of this strategy which aims to keep great staff and boost motivation and productivity.

3] Supportive Model :

i] This approach assumes that although employees may be somewhat self-motivated, they nevertheless require managerial help to achieve their best.

ii] As a result, a supportive model aims to strengthen members.

iii] It emphasises the psychology, inspiration & zeal of workers.

4. collegial Model :

- i] collegial refers to a situation where groups of coworkers share responsibilities.
- ii] this model places a strong emphasis on encouraging collaboration inside the company.
- iii] The manager serves both as a mentor & a member of the team.

5. system model :

- i] the system model discuss the organisational structure, culture, working environment & consistent policies.
- ii] in the system models the model is the depend on the culture. It's works to achieve a balance between the objectives of the individual & the organisation, assuming that people have varying goals abilities and potential.

Q.2. Nature of O.B.

1] Integral part of management :

- i] organisation behaviour is a scientific study that examines how people behave in a organisation.
- ii] It's an important tools for management to term about their employees and set up goods support system for them.

2] field of study :

- i] organisation Behaviour is field of study backed by a body of theory, research and application associated with a growing concern for people at the workplace.
- ii] it's study helps in understanding the human behaviour in work organisation.

3) [#] Inter - Disciplinary Approach :

- i] the field of organisation behaviour is heavily influenced of by serval other behaviour science & social science.
- ii] it is an inter-disciplinary field that includes sociology, psychology communication and management.
- iii] organisational behaviour complements organisation theory which focuse on organisation.

4) analysis part of behaviour.

- i] organisation behaviour involves three level of behaviour - individual groups and organisation behaviours.
- ii] It helps in demolishing incorred assumption one may hold about behaviour.

5) Goal oriented :

- i] organisation Behaviour is an action oriented and goal direction deripline.
- ii] The major goals of organisation behaviour are to understand, explain and predict human behaviour in the organisational context so that it may be modeld in to result yielding situation.

6) Human tools :

- i] organisation behaviour is a human is tools for benefit.
- ii] it helps in understanding and predicting the human behaviour at individual.
- iii] it provides generalization that manger can use to anticipate the effect of certain action on human behaviour.

Chavala
15/03/24

Q1. Models of organisation Behaviour?

Q2. Nature of OB and Significance of OB

Meaning: Organisation Behaviour is the study of behaving interact within the customers to satisfy the needs and wants.

Defination: According to L.M organisation behaviours is the study of how individual, groups, behave & interacts with the customer to satisfy their needs and wants.

Models of Organisation Behaviour

These are 5 types of Models

- ① Autocratic model
- ② Custodial model
- ③ Supportive model
- ④ Collegial model
- ⑤ System model

① Autocratic Model

- In the organisation behaviour autocratic model is characterized decision-making, authority stays at the the top level of management.

- All the employees in the organisation are involved only for minimal interval and work under the top level management.

② Custodial Model

- In the organisation behaviour custodial Model is only focusing on the employees for providing secure service and for work completing.
- In these employees are fully depend on management for their well being and security.

③ Supportive Model

- Supportive model of organisation behaviour focus on creating & strong supportive partners to work in the environment.
- In these all the workers, employees and the managers can openly point, & can suggest, can find out the problems, issues regarding the organisation and can help each other to move on from the issues.

④ Collegial Model

- In the organisation behaviour collegial Model can reduce our problems when we are sharing the problems to our collegial.
- Due to the communication, we can make decisions, and solved the terms with help which are hard and dangerous.

⑤ System Model

- System Model in the organisation Behaviours plays an important role in the whole organisation system.
- In System Model we can understand how the organisation is running and influencing each others for satisfaction.

Nature of Organisation Behaviour.

- Goal-oriented
- Human tools
- Science & Arts
- Integral part of Management
- Field of study

Changale
15/03/24

Assignment No 2

- Q.1] Explain F.W.Taylor contribution in classical theory.
- i) The classical approach to examine it from two perspective.
 - ii) The two perspective are based on the organization problems.
 - iii) One perspective concentrate on the problem of lower level management dealing with the everyday problem of workforce. This perspective is known as scientific management.
 - iv) The other perspective concentrated on the problem of top level management face in managing in the organization as a whole. This perspective is known as classical organization theory.
 - v) In 1881, Frederick Winslow Taylor introduced this theory of time & motion study to medvate plant.
 - vi) This theory formed the basis of his subsequent theory of management science. The theory held that close observation of time, motion and elimination of wasted motion would result in the most efficient method of production.
 - vii) One of the earliest of these theorist was Frederick Winslow Taylor.
 - viii) Frederick Winslow Taylor started the scientific management, movement & he and his associate were the first people to study the work process scientifically.
 - ix) They studied how work was performed & they look at how this affected worker productivity.

- x) Scientific management theory was performed by F.W. Taylor is generally known as father of Scientific management.
- xi) His experience as on practically on common labour, chief engineer, Former (supervisor) of the steel company Taylor ample opportunity to know at first hand the problem and attitude of worker and to see the great opportunity for improving equality of management.
- xii) Taylor right to find a way to combine the interest of both management & labour to avoid the unnecessary management.
- xiii) He believed that the key:
 - 1) Discover the one best way to do a job.
 - 2) Determine the optimum work place.
 - 3) Train people to do job properly.
 - 4) Reward successful performance by using incentive pay system.
- xiv) Four principle given by F.W. Taylor.
 - 1) Developement of true science of work.
 - 2) Scientific selection, training and developement of workers. The worker should be selected and trained in systematic and scientific manner.
 - 3) The bringing together of science of work & worker who are scientifically selected & trained, Scientific management according to Taylor complete mental revolution on part of worker & manager.
 - 4) Equal division of work and responsibility betⁿ the management & the worker. The manager should take up his work & responsibility rather than shifting burden on worker.

Q.2) Define 14 principle of management.

* 14 principles of management:

- 1) Division & Work.
- 2) Authority & Responsibility.
- 3) Disciplined.
- 4) Unity of command.
- 5) unity of direction.
- 6) Subordination of Individual Interest to general Interest.
- 7) centralization and Decentralization.
- 8) Remuneration of employee.
- 9) Scalar chain.
- 10) order.
- 11) Equity.
- 12) stability of personnel.
- 13) Initiative.
- 14) Esprit de corps.

1) Division of work -

The principle state that there should be division of work every person should be assign a separate job. division of work implies distribution of activities in a logical way so that, each person perform assigned work only.

2) Authority and Responsibility -

Authority implies power of right to instruat the sub-ordinate to get the things done. Responsibility implies the extent to which person is liable for once performance according henty fayol

there should be balance between Authority and Responsibility.

3) Discipline :

Discipline implies working in a orderly manner, according to fayol discipline require good superior at all level.

4) Unity of command :

According to fayol there should be one & only one boss for everyone for individual employee. If employee gets order form to superior at the same time principle of unity of command is distributed. Unity of command is an essential management principle because it leads to benifits

5) unity of direction :

According to principle each of activities with the same objective must have one head & one plan. unity of direction is different form of unity of command in sense of functioning of the organization in respect of grouping of activities or planning with letter is concern with personal at all levels in the organization in terms of reporting relationship.

6) Subordination of Individual interest to group interest.

This principle propose that employee must sacrifice their interest for good of organization

- * Positive impacts :
 - a) Achievement of organizational objectives.
 - b) co-ordination between individual and organization goal
 - c) Increase employee respect for organization.
 - d) It helps to increase productivity.
 - e) It helps to changing behaviour.

- * Negative impact :
 - a) Difficult in achieving of organizational goal and objectives.
 - b) Delay in work
 - c) conflicting situation create within organization.

7) centralization and decentralization :
 centralization means centralise of Authority at the top level in other words centralization is situation in which top management retain most of the decision make authority.
 Decentralization means distribution of decision making to all level of organization. It means sharing the authority is decentralization.

8) Remuneration of employee :
 As per as possible it should satisfaction to both employer and employees. Wager should be determined on the basis on the cost of living, work, time, financial position of organization.

9) Scaler chain :

Scaler chain implies the chain of superior from the alternate or top authority to the lower rank in the organization. Scaler chain refers to route which the communication from top to lower level and lower level to top level management it suggest that each communication going up or coming down must now through each position in the line of authority

10) order :

Fayol regarded order as the methodical arrangement of jobs to provide the organizational with greatest benefits & to provide employee with career opportunity to satisfy their needs. There must be proper place for everything everyone its indended place

11) Equity :

The principle points to fact that workers need to be treated with respect & justice if they are expected to perform at high levels. Kind Just and fair behaviour of manager towards workers create to friendly atmosphere between superior and subordinates.

12) Stability of personnel :

Fayal believed that long term employment helped employee develop the skill they need to make significant contribution to organization Employee turnover should be reduced to

ensure effectiveness and efficiency.

13) Initiative :

Fayol believed that manager must encourage worker to act on their own, to take initiative that benefit the organization. Employee need to be motivated to put forward their ideas or suggestion and execute them.

14) Esprit de corps :

Esprit de corps is french word which means team spirit. This principle highlights the importance of a sense of shared commitment, comradeship of enthusiasm in effective organization.

Q.3) Explain in detail Human Relationship Approach.

Hawthorne experiment lead to developement of human relation approach is related the importance of social and psychological factor in determining worker, productivity and satisfaction. The value of human relation are emplified in the work of A.H. Maslow Human relation is social psycho-logical approach & suggest business enterprise is social system in which group norms play significant role.

* contribution of human relation approach of Hawthorne studies =

- 1) social system : The organizational in general is social system of composed of numerous interacting parts. The social system defines individual roles & establish norms that may

differ from those of formal organization.

- 2) Social environment - The social environment on the job affect the worker & is also affect by them. Management is not only variable. Social & psychological factor exercise a great influence on behaviour of workers. Therefore every manager should adopt a sound human approach to all organizational problems.
- 3) Informal organization - The informal organization does also exist within the framework of formal organisation and it affects by formal organization.
- 4) Group Dynamics - The worker often do not act or react as individual but as members of groups. The group determines the norms of behaviour for the group members & thus exercise a powerful influence on attitudes and performance of individual workers. The management should deal with worker as member of work group rather than as individuals.
- 5) Informal leader - There is an emergence of informal leadership as against formal leader & informal leader sets & enforce group norms. He helps the workers to function as a social group & the formal leader is rendered ineffective unless he confirm to the norms of group of which he supposed to be in-charge.
- 6) Communication - Two way communication is necessary because it carries necessary information downward for proper functioning of organization & transmits upward the feeling and sentiments of people who work in

organization. It will help in securing workers co-operating & participation in decision making. This also gives them psychological satisfaction.

7) Non-economic rewards : Money is only one of the motivators, but not the sole motivators of human behaviour. The social & psychological needs of worker are very strong. So as praise status interpersonal relation plays an important role in motivating the employee.

8) conflicts : There may arise conflict between the organizational goals & group goals. conflict may harm the interest of worker. If they are not handled properly, conflict can be resolved through improvement of human relation in the organization.

Seen

Foundation of Human Skills.



2023 - 24.

All Topics

Date - 20/10/2023.

B.B.A - 3rd Year.

Surprise Test.

Devan Patel
21/10/2023
Co-ordinator B.B.A
Vivekanand College
Kolhapur (Autonomous)



Name:- Sahil Santosh Gaonkar
Subject: Foundation of Human Skills.

Date: 20 Oct, 2023

Class: BBA-III Sem - V

Q.1 Explain Types of Human Skill.

Ans- Introduction-

Human skill are commonly included in every person. It's very useful in our daily life. Without human skill there had no value for the person because its basic abilities.

There are four basic types of Human skill

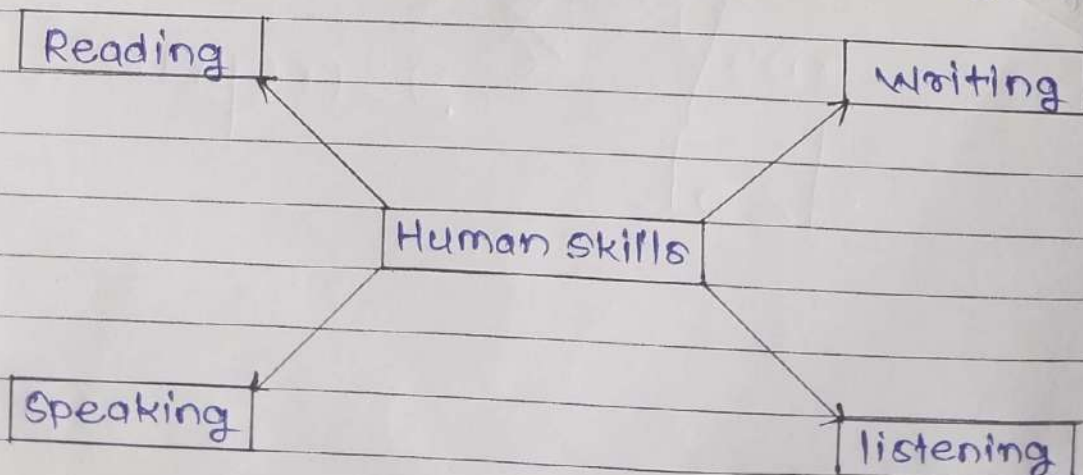
#1. Reading

#2. Writing

#3. Speaking

#4. Listening

That Human skills have also called as language skill. It's developed in us from when we start our journey of life. It will be increases as per age, knowledge.



1. Reading

Reading skill we have also ability read the word, sentence of any language which ~~are~~ we learned. This skill develop in us when started educational life.

Ways how to Improve Reading skill

1. Read before bed
2. Try to gain new language

2. Writing

In the writing skill have ability to write letters of Language which we able to read. It is also started when child went school life/educational life.

Way how to Improve writing skill.

1. Write in clear language letters
2. Try to improve written speed.

3. Speaking

Speaking skill also develop from that

Zakat

20-10-23

classmate



Name :- AKanksha Amrit Marle.

BBA :- III

Sub :- Foundation of Human skills.

Q.1] Explain the Types of Human skills.

→ Introduction :-

In every organization there is a need of Human Resources. Nowadays, In corporate company the most important that is Human skills. The person should have their skills or Talent. It is mainly focus to their skills & Talent. How they interact the customers, How they do ~~the~~ maintain the discipline.

Meaning :-

It is the process of Planning, organizing, Directing & staffing & also co-ordinating comes under this organization which is required good quality of that person to work in various field. In Human Resource Department it is most important to have the quality of the communication of that particular person.



② Oral Communication :-

It is opposite to the written communication. In this communication there is no use of written communication or the message or information which have sent or received through oral communication it is known as Oral communication.

I] writing :-

In Organization or any company they use written communication & also they prefer to writing. ~~whatever~~ Also, In Human Resource Department, they prefer to the writing.

II] Reading :-

It is most essential to have the skill of reading. It gives alot of knowledge & gives new words from the book

III]

~~Palat~~

Assignment No. 01

Page No.

Date



→ A proforma Cost sheet
Statement Showing working Capital Required

Particulars		Rs.
Current Asset =		
Stock = Raw Material $104000 \times 80 \times \frac{4}{52}$	640000	
= work in progress		
= Raw material 104000×80	320000	
$\times \frac{2}{52} \times \frac{1}{2}$		
= Direct labour $104000 \times 30 \times \frac{2}{52} \times \frac{1}{2}$	60000	
= overheads $104000 \times 60 \times \frac{2}{52} \times \frac{1}{2}$	120000	
= Finished goods $104000 \times 170 \times \frac{4}{52}$	1360000	2500000
Debtors $104000 \times 200 \times \frac{3}{4} \times \frac{8}{52}$		2400000
Cash on hand & at bank		25000
Total Current Asset		4925000
Less :- Current Liabilities		
Creditors $104000 \times 80 \times \frac{4}{52}$	640000	
o/s wages $104000 \times 30 \times \frac{1.5}{52}$	90000	
o/s overheads $104000 \times 60 \times \frac{4}{52}$	480000	1210000
Working Capital required		3715000

Namishobha products Ltd. statement showing working Capital Requirements

particulars		₹
Current asset :-		
Stock = Finished goods	10.000	
Stores	16000	
prepaid expences $16000 \times \frac{1}{4}$		4000
Debtors - Domestic $624000 \times \frac{6}{52}$	72.000	
Foreign $156000 \times \frac{1.5}{52}$	4500	76500
Total Current Asset.		106500
Less :- Current Liabilities	15000	
o/s wages $520000 \times \frac{1.5}{52}$	15000	
Creditors $96000 \times \frac{1.5}{12}$	12000	
o/s payment of office staff $124800 \times \frac{0.5}{12}$	5200	
o/s Rent $20000 \times \frac{6}{12}$	10000	
o/s other exp $96000 \times \frac{1.5}{12}$	12000	
o/s managers Salary $9600 \times \frac{0.5}{12}$	400	54600
Working Capital		51900
Add :- 10% For Contigencies		5190
Working Capital required.		57090.

Statement Showing Working Capital Required.

Particulars		
Current Assets :-		
Stock = Raw material $15600 \times 6 \times \frac{1}{12}$	7800	
= Work in progress.		
Raw material $15600 \times 6 \times \frac{2}{52}$	3600	
Direct labour $15600 \times 4 \times \frac{2}{52} \times \frac{1}{2}$	1200	
Overheads $15600 \times 5 \times \frac{2}{52} \times \frac{1}{2}$	1500	
- Finished goods $15600 \times 15 \times \frac{1.5}{2}$	29250	43350
Debtors $15600 \times 18 \times \frac{2}{12}$		
Total Current Assets.		90150
Less :- Current Liabilities.		
Creditors $15600 \times 6 \times \frac{1}{12}$	7800	
o/s wages $15600 \times 4 \times \frac{1}{52}$	1200	9000
Working Capital		81150
(+) 15% For Contingencies		12172
Working Capital required.		93322

Seen
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"Education of Knowledge, Science and Culture"

Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sabstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

DEPARTMENT OF BBA

NOTICE

21/03/2024

All the students of BBA-I Sem-II are hereby informed that, there will be Oral/Unit Test for each subject on 22nd March 2024 to 26th March 2024 (Friday to Tuesday at 8.30am to 10.30 am) as a part of CIE.

Student who fails to attend the exam, will be responsible for his/her academic loss.

Sr. No	Subject	Date and Time
1	Marketing Management II & Organizational Behaviour	Friday 22/03/2024 (8.30 am to 10.30am)
2	Financial Accounting-II & Fundamentals of Law-I	Saturday 23/03/2024 (8.30 am to 10.30am)
3	Business Economics-II & IT Business Management	Tuesday 26/03/2024 (8.30 am to 10.30am)

Note – Attend Without fail .



Devanand
21/3/2024
Dr. R. R. Patil

BBA Co-ordinator
HEAD
DEPARTMENT OF B. B. A.
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)