

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

ORGANIZATIONAL BEHAVIOR (9506)

SEMESTER: AUTUMN 2025

CHECKLIST

This packet comprises the following material:

1. Textbook
2. Course Outline
3. Assignment No. 1 and 2
4. Assignment Forms (2 sets)

In this packet, if you find anything missing from the above-mentioned material, please contact at the address given below:

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**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)**

WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN THE "AIOU PLAGIARISM POLICY".**

Please read the following instructions for writing your assignments.

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload your typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

Course: Organizational Behavior (9506)

Semester: Autumn 2025

Level: BBA

GUIDELINES FOR ASSIGNMENT No. 1 & 2:

You should look upon the assignments as a test of knowledge, management skills, and communication skills. When you write an assignment answer, you are indicating your knowledge to the teacher:

- Your level of understanding of the subject;
- How clearly do you think?
- How well you can reflect on your knowledge & experience?
- How well you can use your knowledge in solving problems, explaining situations, and describing organizations and management?
- How professional you are, and how much care and attention you give to what you do?

To answer a question effectively, address the question directly, bring important related issues into the discussion, refer to sources, and indicate how principles from the course materials apply. You must also be able to identify important problems and implications arising from the answer.

For citing references, writing bibliographies, and formatting the assignment, APA format should be followed.

Total Marks: 100

Pass Marks: 50

ASSIGNMENT No. 1
(Units: 1-5)

Note: Attempt all questions.

Q.1 Discuss the importance of understanding the organizational behavior and evaluate the role of total quality management and learning organizations in shaping emerging organizational practices. **(20)**

Q.2 Explain the concept of perception and impression management in organizational settings. How do these elements influence job satisfaction and organizational commitment? **(20)**

Q.3 Critically analyze the content and process theories of work motivation. How can job design and goal setting be effectively used to improve employee performance? **(20)**

Q.4 Define group dynamics and discuss the role of informal and formal work groups in modern organizations. How can the understanding of these dynamics improve team performance? **(20)**

Q.5 Evaluate the effects of occupational stress on employee performance and organizational outcomes. Discuss strategies for stress management in the context of organizational power and politics. **(20)**

ASSIGNMENT No. 2

Total Marks: 100

Pass Marks: 50

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the topic allotted to you to be submitted to your teacher for evaluation.

You are required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is P-3427180 then you will select topic # 0 (the last digit): -

Topics:

- 0) Socialization
- 1) Work Motivation
- 2) Occupational stress
- 3) Communication in an International Environment
- 4) Intergroup Conflicts
- 5) Decision Making
- 6) Role of Information Technology in the Organization
- 7) Managerial Leadership Across Culture
- 8) Challenges Faced by Management
- 9) Interactive Communication in Organizations

GUIDELINES FOR ASSIGNMENT # 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuation)
- Professionalism (readability and general appearance)
- Do more than repeat the text

- Express a point of view and defend it.

The report should follow the following format:

- 1) Title page
- 2) Acknowledgments
- 3) An abstract (one page summary of the paper)
- 4) Table of contents
- 5) Introduction to the topic (brief history & significance of topic assigned)
- 6) Practical study of the organization (with respect to the topic)
- 7) Data collection methods
- 8) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned
- 9) Conclusion (one page brief covering important aspects of your report)
- 10) Recommendations (specific recommendations relevant to the topic assigned)
- 11) References (as per APA format)
- 12) Annexes (if any)

ORGANIZATIONAL BEHAVIOR COURSE OUTLINE (5007)

Unit 1 Overview of Organizational Behavior

- 1.1 Organizational Behavior: Theoretical Framework
 - 1.1.1 Defining Organizational Behavior
 - 1.1.2 Historical Background for Modern Organizational Behavior
 - 1.1.3 Challenges Faced by Management
 - 1.1.4 Organizational Behavior Model
- 1.2 Emerging Organizations
 - 1.2.1 Role of Information Technology
 - 1.2.2 Total Quality Management
 - 1.2.3 Learning Organizations

Unit 2 Micro Perspective of OB-I

- 2.1 Meaning and Significance of Perception
- 2.2 Individual Perceptual Process
 - 2.2.1 Perceptual Selectivity
 - 2.2.2 Perceptual Organization
 - 2.2.3 Social Perception
- 2.3 Impression Management
- 2.4 Personality and Attitudes
 - 2.4.1 Meaning of Personality
 - 2.4.2 Development of Personality and Socialization
 - 2.4.3 Nature and Dimensions of Attitudes
 - 2.4.4 Job Satisfaction and Organizational Commitment

Unit 3 Micro Perspective of OB-II

- 3.1 Meaning of Motivation and Types of Motives
- 3.2 Content Theories of Work Motivation
- 3.3 Process Theories of Work Motivation
- 3.4 Contemporary Theories of Work Motivation
- 3.5 Motivating Performance through Job Design and Goal Setting
- 3.6 Theoretical Processes of Learning
- 3.7 Principles of Learning: Reinforcement and Punishment
- 3.8 Behavioral Management

Unit 4 The Dynamics of OB-I

- 4.1 Group Dynamics and Teams
 - 4.1.1 Nature of Groups
 - 4.1.2 Dynamics of Informal Groups
 - 4.1.3 Dynamics of Formal Work Groups
 - 4.1.4 Teams in the Modern Workplace

- 4.2 Types of Conflict
 - 4.2.1 Intra-Individual Conflict
 - 4.2.2 Interpersonal Conflict
 - 4.2.3 Intergroup Behavior and Conflict
 - 4.2.4 Organizational Conflict
- 4.3 Negotiation Skills

Unit 5 The Dynamics of OB-II

- 5.1 Occupational Stress
 - 5.1.1 Meaning of Stress
 - 5.1.2 Dynamics of Stress
 - 5.1.3 Effects of Occupational Stress
 - 5.1.4 Stress Management
- 5.2 Power and Politics
 - 5.2.1 Meaning and Types of Power
 - 5.2.2 Distinctions Between Power, Authority and Influence
 - 5.2.3 Meaning and Nature of Organizational Politics
 - 5.2.4 Political Implications of Power

Unit 6 Leadership

- 6.1 Defining Leadership and Its Styles
- 6.2 Background and Classic Studies on Leadership
- 6.3 Established Theories of Leadership
- 6.4 Emerging Theoretical Frameworks for Leadership
- 6.5 Roles and Activities of Leadership
- 6.6 Leadership Skills

Unit 7 A Macro Perspective of OB-I

- 7.1 Communication Technology and Interpersonal Processes
- 7.2 Interactive Communication in Organizations
 - 7.2.1 Decision Making
 - 7.2.2 Nature of Decision Making
 - 7.2.3 Behavioral Decision Making
 - 7.2.4 Behavioral Oriented Decision-Making Techniques
 - 7.2.5 Creativity and Group Decision Making

Unit 8 A Macro Perspective of OB-II

- 8.1 Organizational Theory and Design
 - 8.1.1 Classical Organization Theory and Design
 - 8.1.2 Modification of Bureaucratic Structuring
 - 8.1.3 Modern Organization Theory
 - 8.1.4 Modern Organization Design

- 8.2 Organizational Culture
 - 8.2.1 Nature of Organizational Culture
 - 8.2.2 Creating and Maintaining a Culture

Unit 9: Horizons for Organizational Behavior

- 9.1 International Organizational Behavior
 - 9.1.1 Impact of Culture on International Organizational Behavior
 - 9.1.2 Communication in an International Environment
 - 9.1.3 Motivation across Cultures
 - 9.1.4 Managerial Leadership across Culture
- 9.2 Organizational Change and Development
 - 9.2.1 Changes Facing Organizations
 - 9.2.2 Organizational Development Approaches and Techniques
 - 9.2.3 Future of Organizational Behavior

Recommended Books:

Robbins, S. P. (2009).Organizational Behaviour (10th ed.). Hoboken New Jersey: John Wiley & Sons Inc.

Luthen, F. (2006).Organizational Behaviour. Mc Graw- Hill

Griffin, R. W., & Moorhead, G. (2011). Organizational Behaviour (10th ed.). Canada: Nelson Education Ltd.

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