

प्रबंधन विभाग  
DEPARTMENT OF MANAGEMENT  
राजीव गांधी विश्वविद्यालय  
RAJIV GANDHI UNIVERSITY

No. RGU/MGT/RGUCET/PI/2022/01

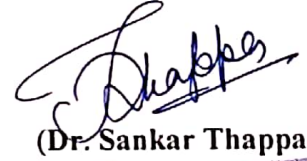
Dated 2 August, 2022

**NOTIFICATION**

This is to notify that the Department of Management is offering an Open Elective with Course code: MBAO-505 (Skills for managing Organisations) to the 3<sup>rd</sup> Semester students of other departments under CBCS system)

Those interested students are requested to submit their application (hard copy) to HoD, Management on or before 12<sup>th</sup> August, 2022.

*Note: Form without signed and forwarded by HoD of the concerned Department will not be accepted for admission in Open Elective course.*

  
(Dr. Sankar Thappa)

विभागाध्यक्ष / Head  
प्रबंधन विभाग  
Head  
Department of Management  
Rajiv Gandhi University  
Rono Hills, Doimukh (A.P)

Copy to:

1. PS to VC for kind information to HVC, RGU please
2. Joint Registrar (Academic) for information.
3. Heads of the various Departments for information.
4. System Analyst, RGU (Request for uploading in the University Website)
5. Office copy

(Dr. Sankar Thappa)  
विभागाध्यक्ष / Head

**Rajiv Gandhi University/राजीव गाँधीविश्वविद्यालय**  
**Rono Hills, Doimukh /रोनोहिल्स, दोईमुख(ईटानगर)**

Application form for Registration for Open Elective process

1. Name of Student.....
2. Name of Department/ Institute.....
3. Department's Roll No.....Semester.....
4. RGU Registration No.....
5. Department/ Institute offering Open Elective Course.....
6. Department Elective Course with Code.....

Signature of Student Advisor

Signature of Student

Contact No.

Email ID:

Signature of the HoD with Seal

Accepted / Not Accepted

Signature of the Hod/Institute (with seal)

Offering the Open Elective Course

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Copy 1 : to be submitted to Head, parents Department

Copy 2 : To Department where students is applying for Open Elective Course

**OPEN ELECTIVE**  
**MBAO - 505**  
**SKILLS FOR MANAGING ORGANISATIONS**

**Objective of the Course:** *This course shall introduce the learner to the basic skills for managing organisations. It aims to focus on variety of skills which will lead to develop individual as well as organizational behavior patterns particularly to the learners who do not possess any formal management education or exposure.*

**Module I: Soft Skills & Personality Development**

Meaning and Importance of Soft Skills, Communication- Process and Barriers of communication, Oral/ Verbal Communication, Non verbal communication, Importance of Attitude, Techniques of personality development.

**Module II: Understanding of Organizational Behaviour**

Meaning of OB, Perception, Attitude, Motivation, Group Behaviour, Leadership, Organizational Culture.

**Module III: Fundamentals of Management Concepts**

Concepts, Functions & Levels of Management, Management skills, Management: Arts or Science, Management vs. Administration, Managerial Roles; Social Responsibility of Management; Basic understanding of HRM, Finance & Marketing concepts.

**Module IV: Entrepreneurial Skills**

Overview of Entrepreneurship, Entrepreneur's Role and Personality, Issue of Entrepreneurial Opportunity, Drafting a Business Plan, Resource Management during the Entrepreneurial Process, Financing options for New Ventures, Role of Entrepreneurial Ecosystem.

**RECOMMENDED BOOKS:**

1. Harold Koontz, Heinz Wehrich & Mark Cannice : Management : A Global and Entrepreneurial Perspective, Tata McGraw - Hill Education
2. James A. F. Stoner, R. Edward Freeman, Daniel R. Gilbert : Management, Pearson Education
3. Koontz and O'Donnell : Essentials of Management
4. L.M. Prasad : Principles and Practice of Management, Sultan Chand & Sons
5. Meenakshi Raman, Prakash Singh : Business Communication, Oxford
6. Courtland L Boove, John Thill, Abha Chatterjee: Business Communication today, Pearson Education.