MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu

MKC

MBA

2019-20

Subject			Essentials Of Management (I MBA-EVEN SEM)	
S.No	Term	Notation (Symbol)	Concept/Definition/Meaning/Units/Equation/ Expression	Units
1	Authority		The formal and legitimate right of a manager to make decisions, issue orders, and allocate resources to achieve organizational goals.	I
2	Accountability		The answering for one's actions and accepting the consequences.	I
3	Brainstorming		An idea-generating process that encourages the development of alternatives while withholding criticism of those alternatives.	I
4	Bureaucracy		A form of organization based on logic, order, and legitimate use of formal authority.	I
5	Communication		The exchange of ideas, messages, or information, by speech, signals, or writing.	I
6	Centralization		The concentration of control of an activity or organization under a single authority.	I
7	Decentralization		The transfer of authority from central to local government.	I
8	Functional structure		An organizational design that groups positions into departments on the basis of the specialized activities of the business.	I
9	Incentive pay		Links compensation and performance by paying employees for actual results, not for seniority or hours worked.	I
10	Job rotation		Temporarily assigning employees to different job, or tasks to different people, on a rotating basis.	I
11	Planning		Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results.	II
12	Types of plan		1. Strategic Plans,2.tactical plans and3.operational plan	II
13	Planning premises		Planning premises are the anticipated environment in which plans are expected to operate.	II
14	MBO		Management by objectives (mbo) is a strategic management model that aims to improve the performance of an organization by clearly defining objectives that are agreed to by both management and employees	II

15	MBE		Mbe is policy by which management devotes its time to investigate only those situation in which actual result differs significantly from planned results	II
16	Decision making		The action or process of making important decisions.	II
17	Decision making process		Identify the decision,Gather relevant information,Identify the alternatives,Weigh the evidence,Choose among alternatives,Take action,Review your decision & its consequences	II
18	Artificial intelligence		The simulation of human intelligence processes by computer systems and machines.	II
19	Emotional intelligence		Emotional intelligence is the ability to recognize, assess and manage one's own emotions, as well as others' emotions	II
20	Grievance		A grievance is a complaint brought forward by an employee about an alleged violation of law or dissatisfaction with work conditions.	II
21	Organization		An organized group of people with a particular purpose, such as a business or government department	III
22	Organization chart		A graphic representation of the structure of an organization showing the relationships of the positions or jobs within it	III
23	Formal organization		A formal organization is an organization with a fixed set of rules of intra-organization procedures and structures	III
24	Informal organization		The informal organization is the interlocking social structure that governs how people work together in practice	III
25	Organization levels		Organizations are divided into three levels, Organizational, Process, and Job or Performer.	III
26	Line organization		Line organization is the oldest and simplest method of administrative organization	III
27	Functional organizational structure		A functional organizational structure is a structure used to organize workers. They are grouped based on their specific skills and knowledge	III
28	Matrix organizational structure		A matrix organizational structure is a company structure in which the reporting relationships are set up as a grid, or matrix, rather than in the traditional hierarchy	III
29	Project organisation		A project organisation is one, in which a project structure is created as a separate unit or division within a permanent functional structure	III
30	Span of control		The area of activity and number of functions, people, or things for which an individual or organization is responsible	III

31	Directing		Directing is said to be a process in which the managers instruct, guide and oversee the performance of the workers to achieve predetermined goals.	IV
32	Staffing		Staffing is a managerial function which involves obtaining, utilising and retaining, qualified and competent personnel to fill all positions of an organisation, from top to operative echelon. In finer terms, staffing is placing the right person at the right job.	IV
33	Recruitment		Recruitment is a positive process of searching for prospective employees and stimulating them to apply for the jobs in the organisation.	IV
34	Recruitment process		1.Before you start looking, 2.Preparing a job description and person profile, 3.Finding candidates, 4.Managing the application process, 5.Selecting candidates, 6.Making the appointment, 7.Induction.	IV
35	Selection		The *selection* is the process of choosing the most suitable candidate for the vacant position in the organization.	IV
36	Selection process		1.Preliminary interview,2. Receiving applications, 3.Receiving applications, 4.Employment test, 5.Employment interview, 6.Checking references, 7.Physical examination, 8.Final selection	IV
37	Training		Training is teaching, or developing in oneself or others, any skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance.	IV
38	Training process		1.needs for training, 2.Determine type of training, 3.Identify training program goals and objectives, 4.implementing training program, 5.Evaluating training program	IV
39	Performance appraisal		A performance appraisal is a regular review of an employee's job performance and overall contribution to a company. Also known as an "annual review," "performance review or evaluation	IV
40	Process of performance appraisal		1.establishing performance standards,2.communicationg standards and expectations,3.measuring the actual performance,4.comparing with standards,5.discussing results/providing feedback,6.Decision making/taking corrective action	IV
41	Communication		Communication is simply the act of transferring information from one place, person or group to another.	V

42	Communication process		Sender, transmission, receiver, noise and feedback	V
43	Barriers to communication		Obstacles to the process of communication.	V
44	Effective communication		An effective communication is a communication between two or more persons wherein the intended message is successfully delivered, received and understood.	V
45	Controlling		Determine the behaviour or supervise the running of	V
46	Process of control		Establishing standards, Measurement of actual performance, Comparison of actual performance with the standard, Taking corrective actions	V
47	Types of control		Budgetry control, non-budgetry control	V
48	Feedback		The output of the system is passed through some sort of processing unit H, and that result is fed into the plant as an input	V
49	Hybrid systems		Systems which have both analog and digital components	V
50	Concurrent control		It is also called real-time control. It checks any problem and examines it to take action before any loss is incurred. Example: control chart.	V

Faculty Team Prepared	**V.Mohaneshwari**	Signatures

HoD