



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)



(Approved by AICTE, New Delhi, Accredited by NBA & NAAC
& Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist

MKC

DEPARTMENT OF MANAGEMENT STUDIES

2019-20

I Year/ II Semester

Subject		19MB04 Human Resource Management (I MBA EVEN SEM)		
S.No	Term	Notation (Symbol)	Concept/Definition/Meaning/Units/Equation/ Expression	Units
1	Management		Efficiently achieving the objectives of the organization	I
2	HRM		Bringing people and organization together so that the goal of each one is met.	I
3	Personnel management		Administrative specialization that focuses on hiring and developing employees to become more valuable to the company	I
4	Objective of HRM		Organizational structure which drives productivity. Developing effective coordination and communication within the organization. Dedicate time to finding the right staff and developing their skills base.	I
5	Qualities OF HR Manager		Sympathetic Attitude, Quick Decisions, Integrity, Patience, Formal Authority, Leadership, Social Responsibility, Good Communication Skills	I
6	Significance of HRM		Related to compensation, performance management, organization development, safety, wellness, benefits, employee motivation, training	I
7	Managerial functions of HRM		Organizing.Directing.Controlling, Recruitment, Job Analysis&Design.PerformanceAppraisal. Training & Development.	I
8	Operational function of HRM.		Employment, development, compensation, integration, and maintenance of personnel of the organization.	I
9	organizational environmental		Organization that affect performance, operations, and resources	I
10	Human resource policies		Generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employment.	I

11	Characteristics of a sound human resource policy		Definite, positive, clear and easily understood by everyone. 2) It should be in writing in order to preserve loss. 3) Reasonably stable but not rigid i.e. periodically revised.	I
12	HR Audit		Comprehensive method (or means) to review current human resources policies, procedures, documentation and systems to identify needs for improvement	I
13	Scope of HR Audit.		Examination and evaluation of policies, practices, procedures to determine the effectiveness and efficiency	I
14	HRIS		Intersection of human resources and information technology through HR software	I
15	Advantages of HRIS		Integration of data, Accuracy, Self service. Automated reminders, Hosting of company-related documents, Benefits administration.	I
16	Personnel inventory		Basic information on all the employees, like their education, experience, skills, age, gender, salary related data, job preference and special achievements.	I
17	System		Two or more parts working together as an organized whole with clear boundaries	I
18	Empowerment		Allowing employees more control over what they do on the job	I
19	Job group		Job or group of jobs having similar content, wage rates, and opportunities.	I
20	Regular position		Any position other than a temporary position.	I
21	Resignation		The voluntary termination of employment by an employee.	
22	Skill		A present, observable competence to perform a learned act.	
23	Temporary position		A position limited to a certain stated time period.	
24	Resignation		The voluntary termination of employment by an employee.	
25	Test		Any performance measure used as a basis for any employment decision.	
26	Human Resource Planning		Identifies current and future human resources needs for an organization to achieve its goals	II
27	Demand forecasting		Estimate of the amount of goods and services that its customers will purchase in the foreseeable future.	II
28	Delphi technique		Forecasting process framework based on the results of multiple rounds of questionnaires sent to a panel of experts.	II
29	Productivity ratios		Fraction of output over input. ... Input is what is put into a process, system, or business, usually to produce a profit	II

30	replacement charts		Used in succession planning to help companies visualize key job roles, current employees and existing and future vacancies.	II
31	Job Analysis		Gathering and analyzing information about the content and the human requirements of jobs	II
32	Job design.		It is related to the specification of contents, methods and relationship of jobs in order to satisfy technological and organizational requirements	II
33	Job evaluation.		Systematic way of determining the value/worth of a job in relation to other jobs in an organization	II
34	Employee counseling		Understanding and helping individuals who have technical, personal and emotional adjustment problems	II
35	job description		JD is a written narrative that describes the general tasks, or other related duties, and responsibilities of a position	II
36	Job specification.		Written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical	II
37	Job enrichment.		Common motivational technique used by organizations to give an employee greater satisfaction in his work	II
38	recruitment		process of attracting, short listing, selecting and appointing suitable candidates for jobs	II
39	Transfers.		Move from one place to another.	II
40	Gate hiring		External recruitment that offers jobs to unskilled, semi-skilled and skilled workers.	II
41	Selection.		Process of selection and short listing of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organization.	II
42	placement		temporary posting of a worker at a workplace that is not typically their own	II
43	induction		Form of introduction for new employees in order to enable them to do their work in a new profession	II
44	Screening		The process of conducting first pass reviews of applications, resumes	II
45	Seniority		Employment status determined through length of service with an employer, in a specific job or in a department.	II
46	Sensitivity Training		A type of training intended to create an awareness of one's actions and words as they impact others.	II
47	Service Award		A recognition program that rewards employees based on length of service.	II
48	Skills Inventory		A list of skills or competencies possessed by an individual.	II
49	Spot Rewards		Cash or nonmonetary awards given to employees at the time of accomplishment.	II
50	Structured Interview		See Standardized Interview.	II

51	Training.		Teaching, or developing in oneself or others, any skills and knowledge or fitness that relate to specific useful competencies	III
52	Development		That creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	III
53	manpower analysis		Estimating the optimum number of people required for completing a project, task or a goal within time	III
54	on- the- job training		Hands-on method of teaching the skills, knowledge, and competencies	III
55	Apprenticeship training.		Combination of on-the-job training and the classroom training,	III
56	Apprenticeship		is a kind of job training that involves following and studying a master of the trade on the job instead of in school.	III
57	Vestibule Training		term for near-the-job training, as it offers access to something new	III
58	Retraining.		practice employers may require for their workers to make them learn new skills	III
59	internship training		temporary position with an emphasis on on-the-job training rather than merely employment,	III
60	Job instruction training		systematic, fast, and effective method for teaching your workers to do a job correctly and safely	III
61	off-the- job training		Occurs when employees are taken away from their place of work to be trained.	III
62	role playing		the acting out of the part of a particular person or character, for example as a technique in training	III
63	Simulation exercise		form of practice, training, monitoring or evaluation of capabilities involving the description or simulation of an emergency,	III
64	coaching		The job or activity of providing training for people or helping to prepare them for something.	III
65	behavior modeling training		observational learning or imitation, is a behaviorally based procedure	III
66	Organization Development		Objectives based approach to systems change within an organization.	III
67	In-basket training.		acquaint employees about their job where a number of problems are kept in the "in basket "	III
68	Multiple Management.		Multiple involvements of different managers in the investment strategy of a fund.	III
69	Job Evaluation		The process of analyzing, through a prescribed method, the duties and responsibilities of a position for purposes of establishing rank and value	III
70	Job Enlarging		The process of adding duties of a similar nature or complexity to a job.	III
71	Orientation		Educating a new employee by explaining benefits, policies, work rules, culture.	III

72	Collaborative Learning		Instructional approach in which learners and instructors share the responsibility for learning, a	III
73	Electronic Learning		Web-based learning, computer-based learning, virtual classrooms, and digital collaboration.	III
74	Feedback		Feedback is advice or information given from one person to another about how useful or successful an event, process.	III
75	Transfer of Learning		Process of learning delivery and retention, and implementation back on the job. It also includes transfer of training.	III
76	Performance appraisal		Regular review of an employee's job performance and overall contribution to a company.	IV
77	construct BARS		both qualitative and quantitative data to the employee appraisal process	IV
78	key result area		strategic factor either internal to the organization or external,	IV
79	Job evaluation		systematic way of determining the value/worth of a job in relation to other jobs in an organization	IV
80	Wage and salary.		Salaried person is paid a fixed amount per pay period and a wage earner is paid by the hour.	IV
81	Performance Plan		how the results tie back to the preferred results, weighting of results	IV
82	Performance Gap		represents the difference in actual performance shown as compared to the desired standard of performance	IV
83	Performance Development Plan		What actions are to be taken and by whom and when, when performance will be reviewed again and how.	IV
84	Standards		specify how well a preferred result should be achieved by the domain	IV
85	360 Degree Feedback		Feedback process where an employee receives feedback from External & Internal stakeholders	IV
86	Goals		Work objectives as per job role.	IV
87	KPI		A measurable value related to the Key result area for the employee.	IV
88	Rating Scales		Used to rate performance measure of an employee	IV
89	Coverage		Employee set to be reviewed; can be chosen by departments/bands too.	IV
90	Reviewee		An employee who undergoes review	IV
91	Self Review		Self-evaluation process by an employee	IV
92	360 Degree Feedback		Feedback process where an employee receives feedback from External & Internal stakeholders	IV
93	Designation		Job profiles of employees as per bands & departments	IV
94	Rating Scales		Scales that transform qualitative results into something that can be counted	IV
95	Results		Changes that happen because of what a project or program does. Includes outcomes and outputs.	IV

96	Target		Specific, planned level of achievement of the result to be achieved within a given timeframe	IV
97	Output		Tangible, immediate, and intended products or consequences of project activities	IV
98	Outcome		Results that occur due to a program's activities and outputs. Can be short, intermediate.	IV
99	Fringe benefits.		extra benefit supplementing an employee's money wage or salary	IV
100	wage curve		represents a relationship between the rate of unemployment	IV
101	Competency mapping.		process of identifying key competencies for an organization	V
102	competency model		Framework for defining the skill and knowledge requirements of a job.	V
103	quality of work life		where and how individuals work, leading to their being able to enjoy an optimal quality of life	V
104	Balanced score card		Strategy performance management tool – a semi-standard structured report.	V
105	HR Accounting		Process of reporting, recording, interpreting and summarizing economic data.	V
106	Basic salary		the amount paid to an employee before any extras are added or taken off,	V
107	HRIS		human resource information system	V
108	Skills require for an international manager		Excellent networking abilities. Collaboration. Interpersonal influence. Adaptive thinking. Emotional intelligence.	V
109	Competency assessment		measure of the performance of an individual employee based on criteria that meets the requirements	V
110	Succession planning		HR management can help employees determine their strengths and weaknesses	V
111	competency assessment		measure of the performance of an individual employee based on criteria that meets the requirements	V
112	Retention		Process of keeping skilled, successful employees at a specific company.	V
113	Employment		Law is a set of laws that affect workplace conduct and fair practices.	V
114	Forecasting		Historical data as inputs to make informed estimates that are predictive in determining the direction of future trends.	V
115	Historical cost		value used in accounting in which the value of an asset on the balance sheet is recorded at its original cost when acquired by the company	V
116	Replacement cost		the amount of money required to replace an existing asset with an equally valued or similar asset at the current market price	V
117	Value		the monetary worth of something : market price	V
118	Security audit		Systematic evaluation of the security of a company's information system.	V

119	Personnel audit		Used for a case study of human resources in the organization.	V
120	Security		as well as the measures taken to be safe or protected	V
121	Personnel records		records pertaining to employees of an organization	V
122	Punishment		imposition of an undesirable or unpleasant outcome upon a group or individual, meted out by an authority	V
123	Culture shock		feeling of uncertainty, confusion, or anxiety that people experience when visiting, doing business in,	V
124	Balance sheet approach		Used to set expatriate compensation. There the goal is to protect or equalize an expatriate's purchasing power while on assignment abroad.	V
125	Globalization		interaction and integration among the people, companies, and governments of different nations	V

GENERAL QUESTIONS

1	Attrition		The outflow of employees due to terminations, deaths and retirements.	
2	Base Pay		Compensation that serves as the foundation, upon which other variable pay elements, such as overtime, post differentials or hazardous duty pay, may be added.	
3	Benchmarks		Standards used as a basis for comparison or measurement.	
4	Bonus		reward granted for exceptional performance of an individual or team, customarily one-time and monetary in nature	
5	Coaching		The process of providing advice, assessment and guidance to an individual facing various personal and professional challenges.	
6	Conflict Of Interest		Any fact or circumstance unique to an individual that results in a potentially unethical, compromising, competitive, biased, conflicting	
7	Cross Training		The process of training individuals to perform various jobs.	
8	Disciplinary Suspension		A punitive measure in which employees are banned from the workplace,	
9	Diversity		A term broadly defined but customarily referring to a mix of individuals with a multiplicity of characteristics as to race, age, ethnicity, gender, religion, socioeconomics and education.	
10	E-Learning		The process of utilizing electronic media to receive education and training.	
11	Employee Engagement		The situation in which an employee is involved in and committed to the work and the organization.	
12	Empowerment		The result of enabling an individual to have responsibility, control and decision-making authority over the work he or she performs.	

13	Grievance		A complaint or allegation by an employee or group of employees alleging unfair treatment or violation of policies/procedures.	
14	Harassment		In the context of federal law, conduct or situations emanating from bias as to race, religion, gender, national origin, age, disability, military membership	
15	Incentive Pay		Compensation used to motivate or reward employees for exceeding performance or productivity goals.	
16	Intellectual Property		Property, either real or inanimate, created by intellectual endeavors that is protected under federal law.	
17	Job Enrichment		The process of enhancing a job's content, customarily by adding more complex tasks or more responsibility.	
18	Job Grade		A numerical or alphabetic designation that establishes rank or category for purposes of compensation.	
19	Job Rotation		The process of transferring employees from job to job or to positions between functional areas of an organization	
20	Job Satisfaction		The feeling of accomplishment, fulfillment, self worth and happiness that emanates from one's work.	
21	Layoff		The temporary or permanent termination of employees	
22	Multitasking		The act of performing more than one activity simultaneously.	
23	Orientation		Educating a new employee by explaining benefits, policies, work rules, culture, organizational structure,	
24	Paternity Leave		Paid or unpaid time off from work for fathers of newborn or newly adopted children.	
25	Soft Skills		Skills suggested for the performance of job when successful performance is defined in terms of expected outcomes	
Faculty Team Prepared		Dr.P.GANAPATHI	Signatures	

HoD