

Abbreviation

♦ Basic Management

MGT → Management

EFF → Efficiency

EFT → Effectiveness

♦ Functions of Management

P → Planning

O → Organizing

L → Leading

C → Controlling

A → Assurance

♦ Levels of Management

TM → Top Management

MM → Middle Management

FLM → First-Line Management

- ◆ **Management Skills**

TS → Technical Skills

HS → Human Skills

CS → Conceptual Skills

- ◆ **Decision Making**

DM → Decision Making

PD → Programmed Decision

NPD → Non-Programmed Decision

- ◆ **Decision-Making Conditions**

C → Certainty

R → Risk

U → Uncertainty

- ◆ **Decision-Making Models**

RDM → Rational Decision Making

BR → Bounded Rationality

SAT → Satisficing

PDM → Political Decision Model

IDM → Intuitive Decision Model

♦ **Quantitative Management**

QM → Quantitative Management

LP → Linear Programming

EV → Expected Value

OR → Operations Research

♦ **Classical Management Theories**

SMT → Scientific Management Theory

AMT → Administrative Management Theory

BT → Bureaucratic Theory

- ♦ **Behavioural / Human Relations**

HR → Human Relations

HS → Hawthorne Studies

- ♦ **Motivation Theories**

HNM → Hierarchy of Needs Model

TX → Theory X

TY → Theory Y

- ♦ **Modern Approaches**

ST → Systems Theory

CT → Contingency Theory

- ♦ **Organization Structure**

UOC → Unity of Command

SOC → Span of Control

CS → Centralization

DCS → Decentralization

♦ **Environment & Ethics**

CSR → Corporate Social Responsibility

ETH → Ethics

♦ **Key Management Thinkers (Often Shortened in MCQs)**

FWT → Frederick W. Taylor

HF → Henri Fayol

MW → Max Weber

EM → Elton Mayo

MPF → Mary Parker Follett

AM → Abraham Maslow

DMG → Douglas McGregor

HS → Herbert Simon

PD → Peter Drucker