

FINAL TERM CURRENT SUBJECTIVE (EDU602)

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1. WHY WE MAKE ACTION?

We take action to make things happen and achieve our goals. Actions are like steps that move us from ideas to results. They turn plans into reality and help us change, improve, or accomplish things in our personal and professional lives. Simply put, actions are how we make things happen and bring our intentions to life.

2. PHYSIOLOGY NEEDS?

Physiological needs are the basic requirements our body needs to survive and function properly. These include things like food, water, air to breathe, shelter, and sleep. These needs are essential for our body to maintain its health and carry out everyday activities. In simple terms, physiological needs are the fundamental things our body must have to stay alive and well.

3. VISUAL INFORMATION?

Visual information refers to the things we see with our eyes. It includes images, colors, shapes, and everything we perceive through sight. Our brain processes this information to understand the world around us and make sense of our surroundings. In short, visual information is what we see and use to understand our environment.

4. WHAT IS JOB ENRICHMENT ?

Job enrichment means making a job more interesting and satisfying by giving employees more responsibilities, challenges, and control over their work.

5. WHY DO WE MAKE DECISIONS?

We make decisions to choose what to do or how to act. Decisions help us solve problems, reach goals, and navigate life. They're like the choices we make to move forward or deal with situations. In essence, decisions guide our actions and shape our path.

6. WHAT IS THE MEANING OF QUALITY?

Quality means how good something is. It's about how well things are made, how they work, and how they meet our expectations. High quality means something is really good, while low quality means it might not be so good.

7. TOTAL QUALITY MANAGEMENT?

Total Quality Management (TQM) is an approach that focuses on improving the quality of products, services, and processes in an organization. It involves everyone in the company working together to achieve high levels of quality in all aspects of the business. TQM emphasizes continuous improvement, customer satisfaction, and the involvement of employees at all levels. The goal is to create a culture of quality where every person is committed to delivering the best possible results.

8. HOW TOTAL QUALITY MANAGEMENT IS RELATED TO CONTINUOUS IMPROVEMENT ?

- ❖ Total Quality Management (TQM) and continuous improvement are closely related because TQM is all about making things better in a consistent way.
- ❖ TQM focuses on ensuring high quality across all aspects of an organization, from products to processes to customer service. Continuous improvement is a key part of TQM, where everyone works together to find ways to make things even better over time.

9. CHANGE IS A PROCESS?

Change is a process because it doesn't happen instantly. It involves a series of steps or stages that lead to a desired outcome. Whether it's in personal life or in a business setting, change requires planning, execution, and time to adapt, making it a gradual and continuous progression rather than an immediate shift.

10. CHANGE IS A PROCESS? HOW TO MANAGE CHANGE?

Change is a step-by-step process. To manage it, prepare, talk about it,

- ❖ Involve everyone
- ❖ Plan it out
- ❖ Offer support
- ❖ Watch how it's going
- ❖ Celebrate successes

Just like guiding a ship through new waters, these steps help navigate change smoothly.

11. KOTTER'S MODEL OF CHANGE?

John Kotter (1996) has outlined an eight-step model for effective change efforts

- ❖ Steps 1–4 help unfreeze the status quo
- ❖ Steps 5–6 introduce new practices, and
- ❖ Steps 7–8 ground the changes in a new culture to ensure sustainability



- ❖ Steps 1–4 help unfreeze the status quo
 - create conditions for change
- ❖ Steps 5–6 introduce new practices
 - introduce new practices
- ❖ Steps 7–8 ground the changes in a new culture for sustainability
 - maintain momentum.

12. STORMING STAGE OF TEAM DEVELOPMENT?

The storming stage of team development is like a period of conflict and disagreement. Team members start expressing their opinions and ideas, which can lead to clashes. It's like a storm of different viewpoints as people figure out their roles and how they fit in the team. This stage is important for sorting out issues and finding common ground.

13. HANS SELYE'S MODEL?

Hans Selye's model, called the General Adaptation Syndrome (GAS), explains how the body responds to stress. It has three stages:

1. **Alarm Stage:** The body reacts to stress by releasing hormones for a “fight or flight” response, preparing to deal with the stressor.
 2. **Resistance Stage:** If stress continues, the body tries to adapt and cope. It’s like finding a new balance while still under stress.
 3. **Exhaustion Stage:** Prolonged stress can deplete the body’s resources, leading to fatigue, illness, and decreased ability to cope.
- Selye’s model shows how our body responds to stress over time: first reacting, then adjusting, and finally wearing down if stress persists.

14. DOMAINS OF SUPER VISION?

Domains of supervision refer to the different areas or aspects that supervisors oversee. There are typically three main domains:

1. **Administrative Supervision:** This involves tasks like managing schedules, resources, and policies to ensure smooth operations.
2. **Educational Supervision:** Here, supervisors focus on improving teaching methods, curriculum, and student learning experiences.
3. **Supportive Supervision:** This domain involves providing guidance, feedback, and support to help employees or team members perform better.

15. LEGITIMATE POWER OF LEADER?

Legitimate power of a leader is like the authority they have because of their position or title. It’s the power that comes with being a boss or manager, and it’s used to make decisions and guide the team. In short, it’s the power that comes from the leader’s official role in the organization.

16. STATE THREE KEY REASONS FOR BUDGETF?

Three key reasons for budgeting are:

1. **Planning:** Budgeting helps organizations plan their financial activities, set goals, and allocate resources effectively.
2. **Control:** Budgets provide a benchmark to compare actual performance against. This helps control spending and ensure financial goals are met.
3. **Communication:** Budgets facilitate communication within an organization by outlining financial priorities and guiding decision-making.

17. OUR LEVELS OF BUDGETING?

Here are the four levels of budgeting in simple terms:

1. **Master Budget:** The big picture plan for the entire organization’s finances, including all departments and operations.

2. **Operational Budgets:** Detailed plans for specific departments or areas, like sales, production, or marketing. They break down the master budget into smaller parts.
 3. **Financial Budgets:** These focus on financial aspects, like cash flow, capital expenditures, and debt repayment. They help manage the organization's financial resources.
 4. **Static Budgets:** A fixed plan that doesn't change, often used for expenses that don't vary much. It's compared to actual results to analyze performance.
- These levels help organizations plan and manage their finances effectively.

18. WHAT ARE THE BENEFITS OF BUDGET CONTROL?

Budget control is like a financial roadmap that helps us spend wisely, meet goals, and make smart decisions. It keeps our finances on track, ensures resources go where they're needed, and helps us measure how well we're doing.

19. HOW BUDGET IS IMPORTANT?

A budget is important because it's like a financial plan that helps us control and manage our money. It guides us in making smart decisions about spending and saving. Just like a map helps us reach our destination, a budget helps us reach our financial goals and avoid problems along the way.

20. IMPORTANCE OF ORGANIZATIONAL CULTURE??

Organizational culture is important because it shapes how things are done within a company. It's like the personality of the organization. A positive culture promotes teamwork, employee satisfaction, and innovation. It sets the tone for how people interact, make decisions, and work toward goals. In essence, a strong organizational culture helps create a healthy and productive work environment.

21. WHAT ARE THE FUNCTION OF ORGANIZATIONAL CULTURE?

ORGANIZATIONAL CULTURE FUNCTIONS

- ❖ **To guide behavior:** Culture provides guidelines for how employees should behave and make decisions
- ❖ **Unite employees:** It creates a sense of belonging and common identity among employees
- ❖ **Enhance communication:** Culture helps in effective communication by establishing shared meanings and symbols.
- ❖ **Motivate, provide stability:** A positive culture can motivate employees by aligning values and goals.
- ❖ **Impact innovation :** Culture can encourage or hinder innovation, affecting how new ideas are accepted.

- ❖ **Adaptation:** Culture can help organizations adapt to changes by influencing responses to challenges.
- ❖ **Influence overall performance:** It impacts performance by influencing how well employees work together and engage in their tasks.

22. WHAT IS THE FORMING STAGE IN TEAM DEVELOPMENT?

STAGE ONE – FORMING

- ❖ period in which members are guarded in their interactions as they're not sure what to expect from other Team members
- ❖ also the period in which members form opinions of their teammates
- ❖ productivity is low during this stage

Forming – to enhance team development:

- share responsibility
- encourage open dialogue
- provide structure
- direct team issues
- develop a climate of trust and respect

23. THREE RESPONSE ABOUT CHANGE?

Here are three different perspectives on change:

- ❖ **Positive View:** Change brings growth and improvement. It's an opportunity for us to learn new things, adapt to new situations, and achieve better outcomes.
- ❖ **Challenging View:** Change can be tough because it disrupts our routines and comfort zones. It requires us to adjust and can sometimes create uncertainty.
- ❖ **Necessary View:** Change is essential for progress. Without change, things become stagnant. Embracing change helps us stay relevant and responsive to evolving circumstances.

24. NORMS OF GROUPS?

- ❖ Informal standards of behavior that govern members' actions
- ❖ Roles are behaviors that differentiate, norms are behaviors common to all
- ❖ Members pressurize each other and new members to conform
- ❖ Perspectives for work

25. STAGES OF GROUP DEVELOPMENT?

- Bruce Tuckman (1965) identified five stages a group goes through before they are able to function as a Team
- maintains that these stages are inevitable for the team to grow, to face up to challenges, to tackle Problems, to find solutions, to plan work and deliver result
- ❖ **Forming**

Team acquaints and establishes ground rules Formalities are preserved and members are treated as strangers.

❖ **Storming**

Members start to communicate their feelings but still view themselves as individuals rather than the part of the Team.

They resist control by group leaders and show hostility

26. WHAT ARE ORGANIZATIONAL LEVEL OF STRESSOR?

Organizational levels of stressors are things that can cause stress at different parts of a company. They include:

- ❖ **Individual Level:** Stressors that affect individual employees, like heavy workloads or personal conflicts.
- ❖ **Group Level:** Stressors related to interactions within teams, such as conflicts or communication problems.
- ❖ **Organizational Level:** Stressors that come from the overall structure or culture, like unclear goals or lack of support.

In short, these stressors can impact people individually, within groups, and throughout the entire organization.

27. WHY COORDINATION IS NECESSARY IN ORGANIZATION?

Coordination is important in organizations because it helps different parts work smoothly together. It's like making sure everyone plays their role at the right time. Coordination prevents confusion, reduces mistakes, and makes the organization more efficient. Think of it as the way different instruments in a band work together to create harmonious music.

28. BARRIERS TO SYSTEMATIC AND ATTITUDINAL COMMUNICATION??

SYSTEMATIC BARRIERS

- ❖ may exist where there are inefficient or inappropriate information systems and communication channels
- ❖ or where there is a lack of understanding of the roles and responsibilities for communication.

ATTITUDINAL BARRIERS

- ❖ behaviors or perceptions that prevent people from communicating effectively

- ❖ may result from personality conflicts, poor management, resistance to change or a lack of motivation

29. DESCRIBE THE UNFREEZE STAGE OF CHANGE MODEL?

The unfreeze stage of the change model is the beginning step where you prepare for change. It involves recognizing that a change is needed and getting ready to move away from the current way of doing things. This stage often requires breaking down old beliefs and behaviors, creating awareness, and building a desire to support the change, making it easier to accept and engage with the new way.

30. TWO MAIN FORM CONFLICT?

The two main forms of conflict are “Intrapersonal Conflict” and “Interpersonal Conflict.”

1. **Intrapersonal Conflict:** This is an internal conflict within a person’s mind. It involves struggling with thoughts, feelings, or decisions. For example, deciding between two job offers can create an intrapersonal conflict.
2. **Interpersonal Conflict:** This type of conflict happens between individuals or groups. It’s a clash of opinions, interests, or goals. An example is a disagreement between team members about how to complete a project.

In simple terms, intrapersonal conflict is about inner struggles, while interpersonal conflict involves clashes between people.

31. WHAT IS FUNCTIONAL CONFLICT?

Functional conflict is a disagreement or difference of opinion that actually benefits a group or organization. Instead of causing problems, it encourages people to think more creatively and find better solutions. It promotes healthy discussion and can lead to improved decision-making and growth. It's a positive form of conflict that helps, rather than hurts, progress.

32. DIFFERENTIATE BETWEEN INTRAPERSONAL AND INTERPERSONAL CONFLICT?

- ❖ Intrapersonal conflict occurs within an individual, like a struggle with self-doubt or a decision-making dilemma. It’s a personal, internal battle.
- ❖ Interpersonal conflict happens between two or more people and involves disagreements, misunderstandings, or differing opinions.

In short, intrapersonal conflict is a struggle within oneself, while interpersonal conflict is a struggle between people.

33. BRIEFLY DESCRIBE TYPES OF ORGANIZATIONAL CONTROL.

Organizational control helps guide a company's operations and ensure goals are met. Here's a brief description of the main types:

- ❖ **Strategic Control:** Ensuring that the company is on the right path to meet its long-term goals.
- ❖ **Tactical Control:** Focuses on the short-term actions that align with the company's strategy.
- ❖ **Operational Control:** Managing daily activities to ensure efficiency and quality in the work.
- ❖ **Administrative Control:** Involves rules, policies, and procedures to guide employees' actions.

Together, these controls help a company stay on track, manage resources efficiently, and achieve its objectives.

34. EDUCATIONAL ADMINISTRATION?

Educational administration refers to the management and organization of an educational system or institution. It involves planning, coordinating, directing, and overseeing all the activities, resources, and staff to ensure that educational goals are met. This includes tasks like setting policies, managing budgets, hiring teachers, and maintaining a positive learning environment for students.

35. WRITE A NOTE CONTROL PROCESS?

Control is a process that helps organizations stay on track and achieve their goals. It involves setting standards, measuring performance, comparing it to the standards, and then making adjustments if needed. This ensures that the work being done aligns with the company's objectives and allows for improvements to be made when necessary. Control is like a compass that helps organizations navigate towards success.

36. PERSONAL POWER OF LEADER?

- ❖ Personal power of a leader refers to the influence and respect a leader gains not from their job title or position,
- ❖ but from their own qualities and actions. This can include their expertise, integrity, communication skills, or ability to inspire others.
- ❖ People follow these leaders because they believe in them and what they stand for, not just because they have to.

37. TRANSACTIONAL MODEL OF COMMUNICATION?

The transactional model of communication shows that communication is a two-way process. It means that both people in a conversation are sending and receiving messages at the same time, and both are equally responsible for understanding and being understood. It considers

factors like context, timing, and the relationship between the communicators, recognizing that these can all affect how messages are sent and received.

38. RELATIONSHIP BETWEEN POWER AND ADMINISTRATION OF LEADER?

The relationship between power and the administration of a leader is like the authority a leader has to make decisions and guide the organization. Power gives the leader the ability to influence others and enforce their decisions. Administration involves using that power to manage tasks, people, and resources effectively. In short, power gives the leader the capacity to administer and lead the organization towards its goals.

39. RELATIONSHIP BETWEEN RESISTANCE AND CHANGE?

Resistance and change often have a challenging relationship. When change is introduced, some people might resist it because it disrupts their comfort zone or routines. Resistance can stem from fear of the unknown or concerns about how the change will affect them. Change efforts must address and manage this resistance to help people adapt and support the new direction. In simple terms, resistance is like a natural reaction to change, but addressing it is essential for successful change implementation.

40. DIFFERENTIATE BETWEEN WORK GROUP AND TEAM?

- ❖ **A work group** is a collection of individuals who work independently on tasks and may have different goals. They share information but often function separately.
- ❖ **A team**, on the other hand, is a group of people working together toward a common goal. They collaborate, share responsibilities, and rely on each other to achieve success.

In short, work groups focus on individual efforts, while teams emphasize collective collaboration and shared objectives.

41. HOW LEADER INTRODUCE CHANGE IN ORGANIZATION?

A leader introduces change in an organization by identifying what needs to change, creating a plan, and then guiding and supporting the team through the transition. This involves clear communication of the new direction, providing necessary resources, and fostering a supportive environment that encourages adaptation to the change.

42. MASLOW HIERARCHY OF NEEDS?

Maslow's hierarchy of needs is a theory that describes what people need in order to be happy and fulfilled. It's arranged like a pyramid:

- ❖ **Basic Needs:** Food, water, shelter.
- ❖ **Safety:** Feeling safe and secure.
- ❖ **Belonging:** Having friends, family, and relationships.

- ❖ **Esteem**: Feeling good about oneself, gaining recognition.
- ❖ **Self-Actualization**: Reaching one's full potential, pursuing passions and creativity.

The idea is that the lower needs must be met before moving up to the next level, aiming for self-actualization at the top.

43. DIFFERENTIATE BETWEEN SUPERVISOR AND MANAGER?

- ❖ The **supervisor** is that member of the management team who has expert knowledge of the specific Methods and techniques by which mission workers should be doing their work
- ❖ As such, supervisors do not do the same kind of work as managers do
- ❖ Supervisor is concerned with getting the work done today
- ❖ **Manager** should be involved with resource management, anticipating the needs for tomorrow's work, And planning for tomorrow
- ❖ Org. does not perform as a team when these two positions get confused
- ❖ Supervisor plays very significant role, and fulfills three major responsibilities, as:
 - 1) Head of workgroup
 - 2) Coordinator with other supervisors
 - 3) Management member

44. ISSUES INVOLVED IN DECISION-MAKING?

Making decisions can be tricky because choices can be complicated, unclear, and involve giving up something. Feelings

- ❖ Risk
- ❖ time pressure
- ❖ and personal beliefs can all make decisions challenging.

45. ENLIST THE FIVE STAGES OF TEAM?

The five stages of team development are:

1. **Forming**: The team comes together, members get to know each other, and roles are defined.
2. **Storming**: Conflicts and disagreements arise as team members express their opinions and establish their positions.
3. **Norming**: The team starts to work more harmoniously, finding common ground and developing shared norms and values.
4. **Performing**: Team members collaborate effectively, working together to achieve goals and deliver results.
5. **Adjourning**: Also known as the "mourning" stage, this phase involves disbanding the team once its goals are accomplished or the project is completed.

These stages describe the natural progression of a team's development over time.

46. COMMON BARRIER IN COMMUNICATION?

A common barrier in communication is like an obstacle that makes it hard for people to understand each other. It can be something like

- ❖ Noise
- ❖ language differences
- ❖ or even misunderstandings.

These barriers can get in the way of clear and effective communication.

LEVEL OF STRESS?

The level of stress refers to how much pressure or tension a person is experiencing. It's like the amount of strain someone feels due to challenges, demands, or difficult situations. High stress levels can impact both physical and mental well-being.

47. STRESS CONTROL?

Stress control is about managing and reducing the pressure you feel. It involves using techniques like relaxation, exercise, and time management to handle stress in a healthier way. Just like adjusting the volume on a noisy radio, stress control helps you find a balance and keep things under control.

48. WHAT IS ESTEEM?

Esteem means feeling good about yourself and having confidence in your abilities. It's like believing in your own worth and having a positive view of who you are. Esteem is important for a healthy self-image and a strong sense of self-confidence.

49. WHAT IS CHANGE FRAMEWORK?

A change framework is like a structured plan that helps guide an organization through a process of change. It's a step-by-step approach to make sure that changes are introduced smoothly and effectively. Just like a map helps you find your way, a change framework helps organizations navigate the process of change by providing a clear path and strategies to follow.

50. ROLE OF SUPERVISOR?

- ❖ A supervisor's role is to oversee and guide the work of employees.
- ❖ They provide direction, ensure tasks are completed on time,
- ❖ Offer support and feedback
- ❖ Resolve problems
- ❖ And make sure that the team follows company rules and standards.

51. ROLE OF ADMINISTRATIVE?

The role of administration is like managing the behind-the-scenes tasks that keep things running smoothly. It involves tasks such as organizing schedules, handling paperwork, coordinating resources, and making sure everyone follows the rules. Think of it as the backbone of an organization, ensuring everything is in place and working well.

52. LINEAR MODE OF COMMUNICATION?

The linear mode of communication is like a one-way street where information flows from one sender to one receiver. It's a simple and direct way of sharing a message without expecting an immediate response. Imagine sending a letter – you write, send it, and the recipient reads it, but there's no real-time interaction.

53. IMPLEMENTING CONTROL SYSTEM ?

Implementing a control system is like setting up rules to make sure things go smoothly. It involves creating a plan, measuring how things are going, and making adjustments if needed. It's a bit like driving a car where you watch the road, adjust the steering, and use the brakes to stay on track. In simple terms, implementing a control system helps keep things in order and on course.

54. WHY MOTIVATION NECESSARY IN WORK PLACE?

- ❖ Motivation is necessary in the workplace because it drives people to do their best.
- ❖ When employees are motivated, they are more engaged, productive, and committed to their work.
- ❖ This leads to better performance, higher job satisfaction, and often results in a more successful organization.

BEST OF LUCK