GLOSSARY
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Absenteeism</td>
<td>Authorised and unauthorised loss of man-days except weekly off and holidays.</td>
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<td>Advance Development</td>
<td>The process of matching a less developed unit with that of more developed unit.</td>
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<tr>
<td>Applied Research</td>
<td>Investigation directed to the discovery of new scientific knowledge and which have Specific Commercial Objectives.</td>
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<tr>
<td>Automation</td>
<td>Substitution of mechanical, hydraulic, electronic and electric devices for human organs of decision and effort.</td>
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<td>Basic Research</td>
<td>Research for advancing basic knowledge.</td>
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<tr>
<td>Bonus</td>
<td>Statutory payment by the employers to the workers over and above their wages subject to the existence of available surplus and fulfilment of certain conditions.</td>
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Company
organisation : All organisations having permanent paid-up or nominal Share Capital of fixed amount employed for some common purpose and includes both private and public companies.

Co-partnership : Sharing of profits and management and decision making with employees.

Development : It is a process of translating the basic finding of research into practical applications.

Employee Directors : Representation of workers in the Board of directors.

Exploratory Development : Developing and evaluating Development practicality of Proposed Solution and Limitations.

Foreign Collaboration : One company in one Country makes agreement with another Company in some other country for specific purpose.
Grievance Procedure: Written or oral complaint submitted by an employee (for solution to the employer) against alleged injustice or unfair treatment given to him.

Induction: To give 'bird's eye-view' of the organisation to newly appointed person.

Interview: Face-to-face interaction between candidate and owner's representatives in the selection procedure.

Labour Safety: Providing safe work environment to the worker at the work place.

Labour Welfare Schemes: Schemes providing better life and happiness to the workers in addition to the regular wages.

Modernisation: Reformation of technical and managerial aspects with a view to bring about saving in cost and increase in productivity.

Morale: The capacity of a group of People to pull together persistently and consistently
Motivation: An inner state that energises, activates or moves and that directs one's behaviour towards its goal.

Objective: These are broad statements of values which an organisation aims to achieve and includes Short-term as well as long-term objectives.

On the job training: Training of a worker while he is engaged in the work at the actual work place.

Partnership: The relationship which exists between persons who have agreed to combine their property, labour, and skill in some business and share the profits thereof between them.

Promotion: Advancement of an employee to a better job in terms of greater responsibilities,
Rationalisation: Conscious movement to eliminate waste and inefficiency, scientifically and logically by some sort of joint action and collective efforts between all the firms operating within one industry.

Reference

Check: Method of obtaining confidential factual information about a prospective employee.

Refresher

Training: Re-teaching programmes designed to avoid personnel obsolescence.

Research: Efforts to discover new knowledge or to develop new process.


Sick unit: Uneconomical working of an unit.
Proprietorship: A form of business organisation, in which an individual invests only his capital, uses his own skill and intelligence in the management of its affairs and is entitled to earn all the profits and also is solely responsible for all the risks of ownership.

Strike: Body of persons employed in any industry stop their working, acting in combination.

Suggestion Scheme: Method of giving suggestions to the management on various administrative matters.

Technological Development: Efforts guided towards developing a new technology.
Trade and
Psychological Test: Test administered to judge the knowledge of the candidate and also to find out his intelligence, aptitude, capacity, interests and suitability for a specific job.

Trade Union: It is a voluntary association of workers established to protect and promote their interests through collective actions and activities.

Training: Systematic development of the knowledge, skills and attitudes required by an individual to perform adequately a given task or job.

Turnaround: The action plan of turning around an enterprise from its path to decline to the path of prosperity.

Wages: Remuneration paid to the workers for their services in terms of money.
Work

Environment: Physical, Mental and Social surroundings in which a worker performs his task.

Workers Committee: Committee with equal representation of employer and workers for discussion of common problems.