



Glossary

Planning:- Planning (also called forethought) is the process of thinking about and organizing the activities required to achieve a desired goal.

Organizing: Arranging several elements into a purposeful sequential or spatial (or both) order

POIM:- It stands for planning, organizing, integrating and measuring.

Evaluating: Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards.

Directing:- Directing is a key managerial function to be performed by the manager along with planning, organising, staffing and controlling.