

Dear Students,

We are happy to introduce you to the first edition of “Pulse”; a quarterly management e-bulletin for the students of Department of Management Technology, Shri Ramdeobaba College of Engineering & Management, Nagpur. This idea is conceptualized by Shri Govindlal Agarwal, General Secretary, RCOEM. We dedicate the first issue of this e-bulletin to him.

The focus of e-bulletin will be providing additional inputs to students to enter the corporate world. In today’s competitive world, the management students need to be an all-rounder. They need to stay updated with the market and business news.

The real (corporate) world is a massive change, more than you can ever imagine when you are sitting in the classroom thinking about the outside world. Making a great kick start in your career is difficult if you do not go beyond. There remains no scope for mistakes and procrastination in the real world. So, here is the time to gear up and take charge of your life.

Pulse will provide you inputs about current trends, information about new concepts in marketing, finance, human resource, operations, business and general management. Take full advantage, keep your spirits high and continue learning.

Happy reading!!!

Dr. Ruchi N. Sao
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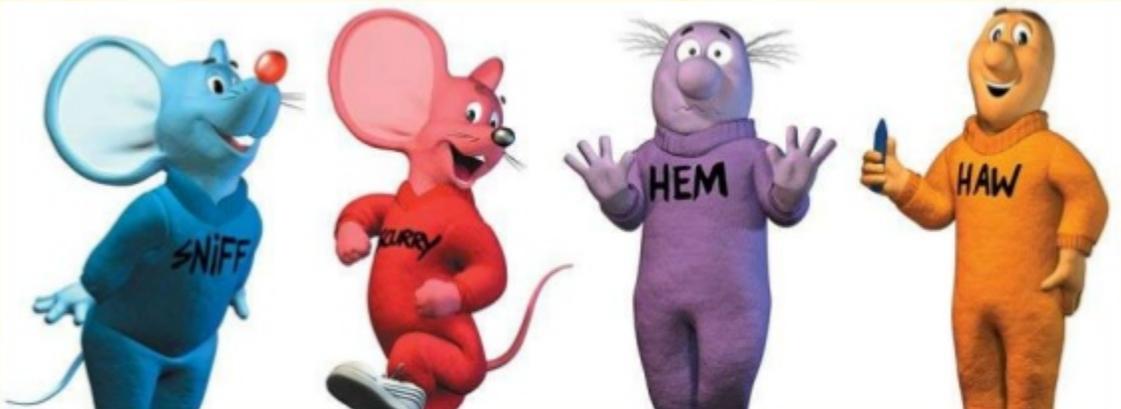
Department of Management Technology
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Lessons from “Who Moved My Cheese” by Spencer Johnson

Compiled by Dr. Ruchi N. Sao

This is a story about change where ‘cheese’ is whatever you want at work or in life. Maze is where we look for the cheese. The story has 4 characters which try to find cheese in the maze and wish to succeed in changing times. Sometimes, things change and they are never the same ever again.

**The 4 Protagonists
Which one are you???**



Sniff
- sniffs/looks ahead;
anticipates change

Scurry
- scurries ahead
and bumps into
change

Hem
“To discuss, deliberate, or contemplate
rather than taking action or making up
one’s mind. (e.g., *If you **hem and haw**
long enough, someone else will do it
first.*)” - Wiktionary

Haw

1. Life moves on and so should we

The only thing that is constant is change. Your surrounding environment will keep on changing. They keep moving the cheese. It is important for all of us to stay alert and observe the changes that happen around us. It is safer to search in the maze than to remain in a cheeseless situation.

2. What would you do, if you weren't afraid?

We want to achieve our goals and move forward in life with a purpose. We have many fears in our mind. We fear failure. We need to ask ourselves, as to what you would do if you were not afraid. What you are afraid of is never as bad as what you imagine. The fear you let build up in your mind is worse than the situation that actually exists.

3. Anticipate change

We need to smell the cheese often so that we know when the old systems and processes will become obsolete. Keeping eyes and mind open helps to understand and predict the change that can come over. See what you are doing wrong, laugh at it, change it and do better.

4. Adapt to change quickly

It is difficult to come out of our comfort zone. All of us are habituated to work in a way and it becomes difficult to change our habits. Thus, one needs to adapt to change quickly before you are out. The quicker we let go off the old cheese, the sooner we can enjoy new cheese.

5. When you move beyond you fear

When you move beyond your fear, you feel free. The mind of human beings is complex. We tend to have reservations in our mind due to which our activities are limited to boundaries. We sometimes fear rejection from the social groups resulting into underutilization of our potential.

6. Enjoy the new cheese

Movement in a new direction helps find new cheese. When there is a change, there is fear of unknown. But, our life also keeps on changing. Thus, it is necessary for us to prepare our mind for change. The technology becomes obsolete, processes change and so we need to change as well. When we start enjoying the work we do, our productivity also increases. Thus, enjoy the change and savour the adventure.

7. Change what you believe

When you change what you believe, you change what you do. Our thoughts motivate us towards our goals. Negative thoughts simply stop us from thinking in the right direction. Thoughts need to be positive and constructive. Our thoughts will drive our actions.

8. The more important cheese is to you...

It is indeed true. The more important cheese is to you, the more you want to hold onto it. It is basically living in our comfort zone as we have always done things like that only. So, just move ahead and try to search for a new start. That's life! Life moves on and so should we.

9. Be ready to change quickly

If you do not change, you can become extinct. Even after enjoying the new cheese, we need to be ready to change quickly again. After all, it all depends on what you choose to believe. Do not forget, "They keep moving the cheese"!



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Logo Story

By Dr. Rupesh Pais



Toyota's logo contains every letter of its name

In 1989 Toyota introduced this new logo, which consists of three ovals and has every letter of its name. In order to highlight typical Japanese calligraphy art and culture, these ovals are drawn with different stroke thicknesses. Outer oval symbolizes the world that is embraced by Toyota. At the same time inner ovals represent the heart of customer and company.



Apple logo was upside down initially

When Apple introduced its laptops, christened as Powerbooks, it placed its world famous half-eaten apple logo upside down. The logic was the user would see it before opening it, thus maximizing the exposure of logo to users. This was changed later.

Office 2016 vs. 2013: What’s new and improved?

Compiled by Dr. Rahul Mohare

If you’ve been an Office user for a long time, you’ve certainly noticed the tremendous changes that Microsoft has made over the years. Since the year 2000, you’ve worked with Office 2000, XP, 2003, 2007, 2010 and 2013. Each of these versions introduced new improvements to your work day.

You may have valid reasons for sticking with an older version of the Office Suite. But keep this in mind: your business data are a financial asset that has to be protected. Will Office 2016 help you do this? Yes and a lot more.

We’ve compared two previous versions of the Office suite with Office 2016 on the following elements:

- Office 2016 is built for teamwork
- Office 2016 works for you
- Office 2016 is perfect on Windows 10
- Office 2016 is the most secure Office
- Office 2016 offers flexible Click-to-Run options
- Office 2016 has improved Outlook performance

Office 2016 is built for teamwork

Teamwork Features	Office 2013	Office 2016
Co-author like never before in Word, PowerPoint and OneNote.		
Basic co-authoring (ability to edit in parallel)	✓	✓
Real-time typing in Word lets you see others’ edits as they make them.		✓
Improved version history		✓
Share button in ribbon in W/X/P		✓
Thanks to Skype in-app integration, you can IM, screen share, talk or video chat right in your docs.		✓
Skype Meetings offers HD video, desktop sharing, co-authoring, presentations, and more.		
Skype Meetings	✓	✓
HD Video and co-authoring		✓
Office 365 Groups now available as part of Outlook and on iOS, Android, and Windows		✓
With OneNote shared notebooks, you have one place to share and see notes	✓	✓
Take your Office anywhere with a set of Office mobile apps across Windows, Android, and iOS.		✓

Office 2016 works for you

Works for you Features	Office 2013	Office 2016
Outlook 2016 is built to give you lightning fast search, remove low priority mail, and make sure everyone has the right access with Modern Attachments		
Outlook Clutter in 2016		✓
Most recently used documents in Outlook		✓
Modern attachments		✓
Improved autosuggest search		✓
Your most recently used documents list travels with you across your devices.	✓	✓
Excel 2016 is the most powerful analysis tool in your arsenal		
Integrated PowerPivot (integration new in 2016)		✓
Integrated Get & Transform and 3D Maps (integration new in 2016)		✓
One-Click forecasting		✓
New chart types		✓
Publish to Power BI		✓
Just type the word and Tell Me takes you directly to the feature you need.		✓
Smart Lookup brings insights from the web right into your Office docs.		✓

Office 2016 is perfect on Windows 10.

Windows 10 Features	Office 2013	Office 2016
Windows Hello logs you into your PC and Office - all in one simple step.		✓
Let Cortana with Office 365 integration help with tasks like meeting prep		✓
Office Mobile apps on Windows 10 are touch-friendly, fast, and optimized for on-the-go.		✓
Continuum & Office Mobile apps on Windows 10 phones. Use your phone like a PC.		✓
OneDrive storage & Windows 10 is a built-in, secure way to store and share all your stuff.	✓	✓

Office 2016 is the most secure Office

Security Features	Office 2013	Office 2016
Data Loss Prevention helps significantly reduce the risk of leaking sensitive data, by giving IT admins tools to centrally create, manage and enforce policies for content authoring and document sharing. (Word, Excel, PowerPoint, Outlook)		✓
Multi-factor Authentication allows you to securely access content anywhere – even when you’re away from the corporate network. (Word, Excel, PowerPoint, Outlook)		✓
Information Rights Management helps you encrypt your data online and off.		
Word, Excel, PowerPoint, Outlook	✓	✓
Visio		✓

Office 2016 offers flexible Click-to-Run options

IT Admin Features	Office 2013	Office 2016
With deferred updates, you choose when you update—once a month or every three months and validate up to four months prior to deployment.		✓
Improved integration with System Center Configuration Manager for efficient distribution of updates.		✓
New Background Intelligence Transfer Service (BITS) provides better network traffic management.		✓
Simplified activation management, with new controls in Office 365 Admin Portal that allow admins to manage device activations across users.		✓

Office 2016 has improved Outlook performance

Outlook performance Features	Office 2013	Office 2016
New Internet-friendly MAPI-HTTP protocol enhances Exchange/Outlook connectivity.		✓
Outlook is more responsive on unreliable networks with the elimination of foreground network calls.		✓
Reduced time to download messages, display the message list, and show new email after hibernation.		✓
New settings let users better manage storage by only retaining 1, 3, 7, 14 or 30 days of mail on a device.		✓



HR TRIVIA:

Human Resources managers believe that **TUESDAY** is the most productive day of the week.

SOURCE: BUSINESS NEWS DAILY



#HRFACTS

MOST GOOD RECRUITERS IGNORE CANDIDATES WITH MORE THAN 1 JOB CHANGE IN PAST 2 YEARS

#HRFACTS

RESUME IS THE FIRST IMPRESSION WITH HR & THE MOST OVERLOOKED ASPECT BY CANDIDATES

#HRFACTS

NOTICE PERIOD HAS TO BE SAME FROM BOTH SIDES, i.e. EMPLOYER SIDE AS WELL AS EMPLOYEE SIDE

#HRFACTS

COMMUNICATION & PRESENTATION SKILLS WAS THE NO 1 SOUGHT AFTER SKILL IN 2015 BY EMPLOYERS.



Some Important HR Terms

Compiled by Dr. Kanak Wadhvani

1. Broad-banding:

A pay structure that consolidates a large number of narrower pay grades into fewer broad bands with wider salary ranges.

2. HR shared services:

It is a way of organizing HR activities within a wider HR operating model to support strategic HR business partners.

3. Onboarding

It links new employees with team members very early in the employment process and continues after the traditional orientation program ends. It is more far reaching than the historical orientation programs.

4. Replacement charts:

It is a summarization in visual form about the number of incumbents in each job / family of jobs, the number of current vacancies per job and the projected future vacancies.

5. Bumping:

It is a practice of allowing more senior level employees (whose positions has been slotted for elimination or downsizing), the option of accepting an alternative position within the organization for which they may be qualified to perform and which is currently occupied by another employee with less seniority.

6. Delayering:

It is a process of removing the hierarchical layers of employees in an organization in order to boost operational efficiency, decrease the wage bill and remove red tape. This results in creation of a flatter organization structure.

