

3005 - INDUSTRIAL ORGANISATION & MANAGEMENT									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory			Practical Ex.		Total
4	-	4	25	3Hrs.	100	-	-	-	125
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
Nil		MCL		75	25	100	-	-	100

**RATIONALE:** -Most diploma pass-outs are engaged in the industry at supervisory level. It is necessary to introduce him/her to certain principles and procedures of management techniques so that he/she can be an effective supervisor. In this course, coverage has been given to business organisation, basic management principles, financial analysis, personal management, hygiene and safety aspects and the relevant Acts applicable to industry in India. A brief introduction to network analysis has also been included in the contents.

COURSE CONTENTS		Hrs	Mks
<b>1. BUSINESS ORGANISATION</b>		6	8
Types of business organisations: -Individual proprietorship organisation, partner-ship organisation, company – private & public Ltd., co-operative societies, public sector and private sector.			
Structure of business organisation: - Line organisation, functional organisation, line and staff organisation, project organisation.			
<b>2. BUSINESS MANAGEMENT</b>		12	20
Functions of management: -Concept of management and administration, management as an art and science, evolution and growth of scientific management – contribution of F.W. Taylor, management functions such as forecasting, planning, organising, directing, communicating, controlling, co-ordinating, motivating, guiding, counselling and decision making.			
Functions in an industry: -Procuring, store-keeping-inventory control, material handling, manufacturing or production, supervision, quality assurance (including basics of ISO's), packing and forwarding, marketing – sales promotion, research and development, supervisory skills (including relevant case studies).			
Plant-Layout: -Importance, work place improvement, house-keeping, types – process, product & mixed layout, advantages of good layout, symptoms of bad layout, factors to be considered in planning layouts.			
<b>3. FINANCIAL ANALYSIS</b>		18	28
Finance: - Introduction, sources of finance, important financial statement such as profit and loss, balance sheet and cash flow.			
Cost concepts: - Introduction, necessity of costing, elements of cost – direct and indirect, variable and fixed, prime cost, overhead cost, total cost, marginal costing, break- even chart analysis, angle of incidence.			
Materials management: -Economic order quantity, reordering cycle system, base stock and lead-time, inventory valuation, ABC analysis.			
Budgetary-control: - Necessity of budgeting, budget as a control tool.			
Depreciation, methods of calculating depreciation charges, obsolescence – definitions and reasons			
Replacement economy: -Reasons for replacement, installation and removal costs			
<b>4. PERSONNEL MANAGEMENT</b>		12	20
Functions of personnel department: -Human resource planning, selection and recruitment, training and placement, promotion and transfer, motivation and morale of workers, welfare of employees.			
Industrial relations: -Relations with individual worker, relations with unions, relations			

with government, settlement of disputes of employees, collective bargaining, conciliation, arbitration, grievance handling mechanisms, domestic inquiry.  
Wages and Incentives: -Types of wage plans – time, rate & piece rate, characters of good wage plan, incentive – objectives and advantages, characters of good incentive plan, individual and group, incentive plan, difference between incentive & wage.

#### 5. INDUSTRIAL HYGIENE AND SAFETY

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Methods of achieving industrial hygiene.

Industrial safety: - Safety awareness of employees, use of various safety devices, responsibilities of employees and employer towards safety.

Industrial waste control: -Types of industrial waste, problems of waste disposal, waste-control programme, recycling and power of waste.

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#### 6. INDUSTRIAL ACTS

Industrial Disputes Act 1947/1956.; The Factories Act 1946.

The Workmen's Compensation Act 1923/1956.; The Employees State Insurance Act 1948/1975.; The Trade Union Act 1926.

Preliminary introduction to sales tax, provident fund, excise duty & income tax.

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#### 7. NETWORK ANALYSIS

(Introduction to basic concepts with simple problems).

PERT – Programme Evaluation and Review Technique: - Definition, network diagrams, advantages. CPM – Critical Path Method: -Definition, finding critical path, advantages. Comparison of PERT & CPM.

Total

64 100

#### REFERENCE BOOKS

1. Industrial Engineering & Management System – by Dr. Suresh Dalela & Dr. Mansoor Ali.
2. Modern Business – its Organisation & Management - by Satya Saran Chatterjee.
3. An Introduction to Management - its Principles & Techniques - by Satya Saran Chatterjee.
4. Business Organisation & Management - by M. C. Shukla
5. Industrial Organisation & Management - by Awate, Chunawala, Bhandarkar and Shrinivasan.
6. Industrial Organisation & Engineering Economics - by T. R. Banga, S.C. Sharma.

