

| 4612 – PRODUCTIVITY & INDUSTRIAL MANAGEMENT | | | | | | | | | |
|---|-----------|---------|------------------------|------------------------------|------|---------------|----|-------|----------|
| Teaching Schedule Per Week | | | Progressive Assessment | Examination Schedule (Marks) | | | | | |
| Lectures | Practical | Credits | | Theory | | Practical Ex. | | Total | |
| 4 | - | 4 | 25 | 4Hrs. | 100 | | | 125 | |
| Pre-requisite | | Source | Semester | Theory | Test | Total | TW | PR | Gr Total |
| NIL | | MOP | | 75 | 25 | 100 | 25 | - | 125 |

RATIONALE: Students are expected to be aware of the different organisational structures, productivity, work Study, method study, concept of rationalisation and elementary personnel and industrial relations issues faced by a supervisor in an industrial set-up.

COURSE CONTENT

1. ORGANISATION

Principles, Structures, Meaning and classification, Mechanistic & Organic, Distinction, Types of organisational structure, Pure line, Departmental line, Merit & Demerits of line form, Functional structures (excluding Taylor's functional structure), Drawbacks of functional structures, line & staff structure, Merits and Demerits of line & staff, Production based structure, Project Vs. product- Structure, Matrix structure, its merits & Demerits.

2. INDUSTRIAL EFFICIENCY & PRODUCTIVITY

Concept of productivity, Definition, Productivity Vs. performance, Production and profitability, Measurement of Productivity, Total factor Productivity, Problem in Productivity measurement, How to improve productivity to reduce cost? How to reduce cost to increase productivity?

WORK STUDY: Meaning and Definition, Advantages of work study, Techniques Method study,

PROCEDURE: Selection, Recording, Brief idea about charts, diagrams, etc. Critical examination & Analysis, Development of Improved-methods, Submission of proposals. Maintaining New Method.

TECHNIQUES: Work study, Purpose of work measurement, Time study Equipment, Steps in conducting time study, including compilation stand and time.

RATIONALISATION : Meaning and aspects, technological aspects:- Simplification Standardisation, Mechanisation Intensification, Specialisation, Functionalisation Organisational aspects:, Financial aspects, social and human aspects, Advantages & dangers of rationalisation, Need for rationalisation in Indian Industries, Govt. policy for rationalisation,

JOB ENRICHMENT: Techniques, Problems.

3. WAGES PAYMENT

Time wage and piece rate, merits & demerits, Incentives system of wage payment, Characteristics of Good incentive plan, Individual incentive Plans- Halsey, Rowan 100% premium plan, Taylor's differential plan, task and Bonus plan, Emerson efficiency plan – Group Incentive plans: Profit sharing, Labour Co-partnership.

4. INDUSTRIAL RELATION, ETC

Industrial discipline, Positive and Negative discipline, Symptoms of poor discipline, Disciplinary Action (in brief), Code of disciplinary and standing orders, Grievances Redressal, Method of redressal-Open door policy, Step ladder policy, Grievance procedure in India, Industrial relations disputes and unrest, Forms of causes, Consequences, Prevention, Settlement machinery including V.V. Giri Approach (to be taught through case and lectures).

SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE GOA 35

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| 5. TRADE UNIONISM ETC. | 14 | 25 |
| What is Trade Union, Functions, Weakness, Collective Bargaining, Concept of Industrial Democracy, Workers Participation and method, (to be taught through case study and lectures) | 10 | 10 |
| 6. LABOUR TURN OVER | | |
| Labour turnover, Labour absenteeism, Labour welfare | 64 | 100 |
| Total | | |

NOTE: Question asked in examination should be applied through a situation or a brief case study.
At the end some brief replied can be sought. It is especially for unit 5 & 6.
For unit 1,2,3,4, &7 short answer type questions should be set with adequate internal choices.

REFERENCE BOOKS

1. Robbins Stefan, "Organisational Behaviour" (PHI), 2. Gasy John, "Organisational Behaviour (HARDER).
3. Gupta, C.B. "Principles & Practice of Management" (Mayur), 4. Saksena, S.C., Business Administration & Management (Sahitya), 5. Mali, Borkar & others, "Industrial Organisation & Management". (VIPUL).