

Course Name : All Branches of Diploma in Engineering / Technology

**Course Code : EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/CS/CR/CO/CM/IF/
CW/EE/EP/EU/CH/CT/PS/CD/ED/EI/CV/FE/IU/MH/MI/TX/TC/FG**

**Semester : Sixth for EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/CS/CR/
CO/CM/IF/CW/EE/EP/EU/CH/CT/PS/TX/TC/FG and Seventh for
MH/MI/CD/ED/EI/ CV/FE/IU**

Subject Title : Management

Subject Code : 17601

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	--	1&½	50#*	--	--	--	50

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work (SW).**

Rationale:

Management concepts are universal and it is a multidisciplinary subject. They are equally applicable to different types industries like Manufacturing, Service and Trade as well as different kind of business activities like industry, army, school, hospital, retail shops etc. Also, at the end of diploma course polytechnic students are expected to enter in to the Industrial Environment. This environment is altogether different and new to the students. A proper introduction and understanding of management fundamentals is therefore essential for all these students.

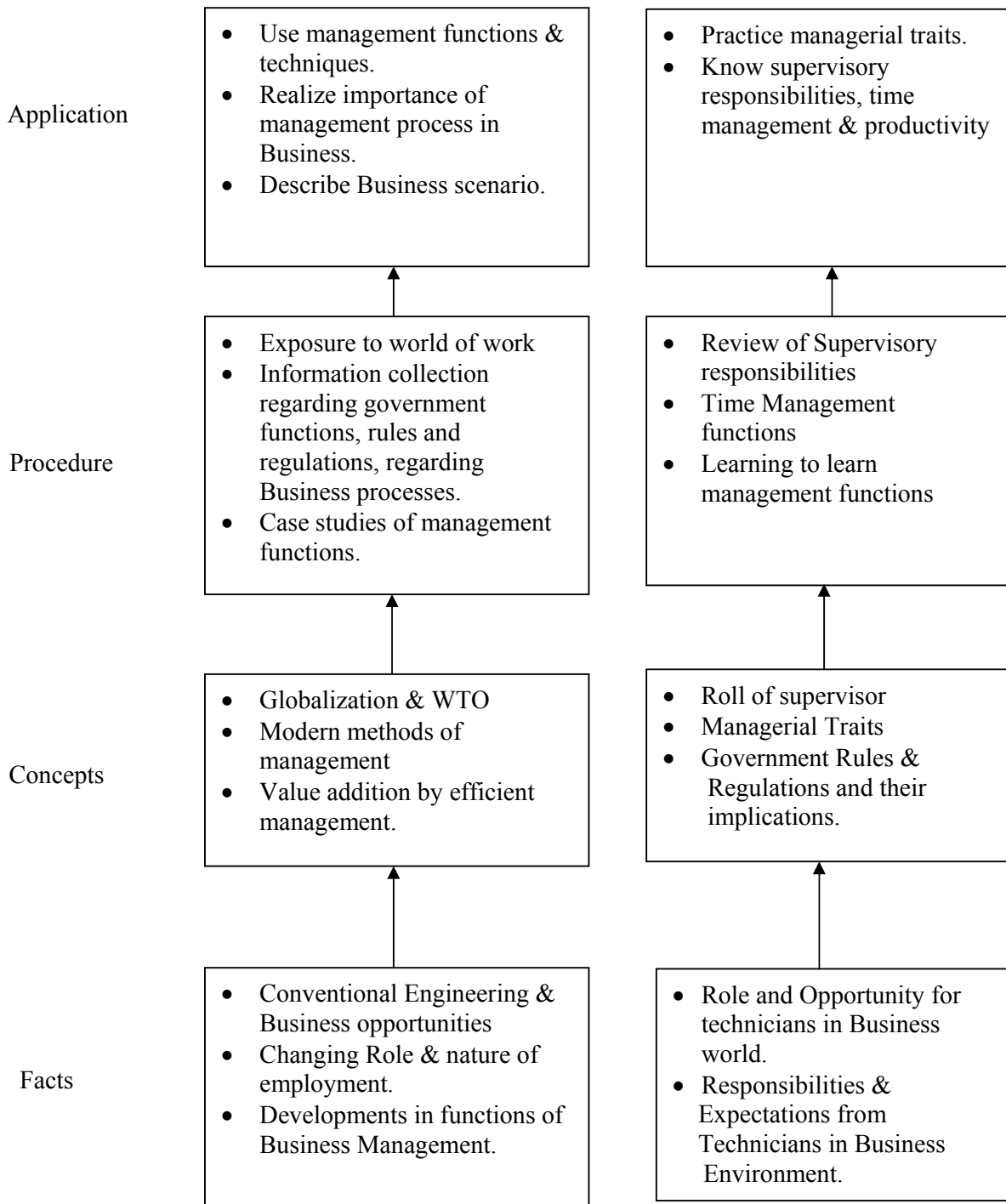
Contents of the this subject will enable the students to address various issues related to human resource, finance, materials, legislations etc. by use of basic principles of management. This will ensure that students will play their role effectively to enhance the quality of business output in total.

Objective:

The students will able to:

1. Get familiarized with environment related to business processes.
2. Know the management aspects of the organisations.
3. Understand Role & Responsibilities of a Diploma engineer.
4. Understand importance of quality improvement techniques.
5. Appreciate need and importance of safety in industries.
6. Understand process of Industrial finance and its management.
7. Know the latest trends in industrial management.

Learning Structure:



Contents: Theory

Topic and contents	Hours	Marks
<p>Topic 1: Overview of Business</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ State various business types and sectors ➤ Describe importance of globalisation <p>1.1. Types of Business</p> <ul style="list-style-type: none"> • Service • Manufacturing • Trade <p>1.2. Industrial sectors Introduction to</p> <ul style="list-style-type: none"> • Engineering industry • Process industry • Textile industry • Chemical industry • Agro industry • IT industry • Banking, Insurance, Retail, Hospitality, Health Care <p>1.3 Globalization</p> <ul style="list-style-type: none"> • Introduction • Advantages & disadvantages with respect to India 	02	04
<p>Topic 2: Management Process</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ State various management principles ➤ Describe different management functions <p>2.1 What is Management?</p> <ul style="list-style-type: none"> • Evolution • Various definitions of management • Concept of management • Levels of management • Administration & management • Scientific management by F.W.Taylor <p>2.2 Principles of Management (14 principles of Henry Fayol)</p> <p>2.3 Functions of Management</p> <ul style="list-style-type: none"> • Planning • Organizing • Directing • Controlling • Decision Making 	08	08
<p>Topic 3: Organisational Management</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ Compare different forms of organisation , ownership for a specific business ➤ Describe types of departmentation <p>3.1 Organization:</p> <ul style="list-style-type: none"> • Definition 	08	08

<ul style="list-style-type: none"> • Steps in organization <p>3.2 Types of organization</p> <ul style="list-style-type: none"> • Line • Line & staff • Functional • Project <p>3.3 Departmentation</p> <ul style="list-style-type: none"> • By product • By process • By function <p>3.4 Principles of Organisation</p> <ul style="list-style-type: none"> • Authority & Responsibility • Span of Control • Effective Delegation • Balance, stability and flexibility • Communication <p>3.5 Forms of ownership</p> <ul style="list-style-type: none"> • Proprietorship • Partnership • Joint stock • Co-operative Society • Govt. Sector 		
<p>Topic 4: Industrial Safety and Legislative Acts</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ Describe types of accidents & safety measures ➤ State provisions of industrial acts. <p>4.1 Safety Management</p> <ul style="list-style-type: none"> • Causes of accidents • Types of Industrial Accidents • Preventive measures • Safety procedures <p>4.2 Industrial Legislation - Necessity of Acts</p> <p>Important Definitions & Main Provisions of following acts:</p> <ul style="list-style-type: none"> • Indian Factory Act • Workman Compensation Act • Minimum Wages Act 	08	06
<p>Topic 5: Financial Management (No Numerical)</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ Explain functions of financial management ➤ State the sources of finance & types of budgets. ➤ Describe concepts of direct & indirect taxes. <p>5.1 Financial Management- Objectives & Functions</p> <p>5.2 Capital Generation & Management</p> <ul style="list-style-type: none"> • Types of Capitals - Fixed & Working • Sources of raising Capital - Features of Short term, Medium Term & Long Term Sources 	08	08

5.3 Budgets and accounts <ul style="list-style-type: none"> • Types of Budgets • Fixed & Variable Budget - Concept • Production Budget - Sample format • Labour Budget - Sample format • Profit & Loss Account & Balance Sheet - Meaning, sample format, meaning of different terms involved. 5.4 Meaning & Examples of – <ul style="list-style-type: none"> • Excise Tax • Service Tax • Income Tax • Value Added Tax • Custom Duty 		
Topic 6: Materials Management (No Numerical) Specific Objectives <ul style="list-style-type: none"> ➤ Describe concept of inventory, ABC analysis & EOQ. ➤ Describe purchase functions & procedures ➤ State features of ERP & MRP 6.1 Inventory Concept, its classification, functions of inventory 6.2 ABC Analysis - Necessity & Steps 6.3 Economic Order Quantity Concept, graphical representation, determination of EOQ 6.4 Standard steps in Purchasing 6.5 Modern Techniques of Material Management <ul style="list-style-type: none"> • Material Resource Planning (MRP) - Functions of MRP, Input to MRP, Benefits of MRP • Enterprise Resource Planning (ERP) - Concept, list of modules, advantages & disadvantages of ERP 	08	08
Topic 7: Quality Management Specific Objectives <ul style="list-style-type: none"> ➤ State Principles of Quality Management ➤ Describe Modern Technique & Systems of Quality Management 7.1 Meaning of Quality Quality Management System - Activities, Benefits Quality Control - Objectives, Functions, Advantages Quality Circle - Concept, Characteristics & Objectives Quality Assurance - Concept, Quality Assurance System 7.2 Meaning of Total Quality and TQM Components of TQM - Concept, Elements of TQM, Benefits 7.3 Modern Technique & Systems of Quality Management like Kaizen, 5'S', 6 Sigma 7.4 ISO 9001:2000 - Benefits, Main clauses	06	08
Total	48	50

Learning Resources:**Books:**

Sr. No	Author	Name of Book	Publisher
01	Dr. O.P. Khanna	Industrial Engineering & Management	Dhanpat Rai & Sons New Delhi
02	Banga & Sharma	Industrial Engineering & Management	Khanna Publication
03	Dr. S.C. Saksena	Business Administration & Management	Sahitya Bhavan Agra
04	W.H. Newman E. Kirby Warren Andrew R. McGill	The process of Management	Prentice- Hall

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<http://iete-elan.ac.in/subjects/amIndustrialMgmt.htm>