

**GOVERNMENT POLYTECHNIC, PUNE**  
(An Autonomous Institute of Govt. of Maharashtra)

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|-----------------------|----------|---|
| <b>Programme</b>      | <b>:</b> | <b>Diploma in CE/EE/ET/ ME/MT/CM/IT</b>   |
| <b>Programme Code</b> | <b>:</b> | <b>01/02/03/04/05/06/07</b>               |
| <b>Name of Course</b> | <b>:</b> | <b>Industrial organization Management</b> |
| <b>Course Code</b>    | <b>:</b> | <b>MA482</b>                              |

**Teaching Scheme:**

|                  | <b>Hours /Week</b> | <b>Total Hours</b> |
|------------------|--------------------|--------------------|
| <b>Theory</b>    | <b>03</b>          | <b>48</b>          |
| <b>Practical</b> | <b>---</b>         | <b>---</b>         |

**Evaluation:**

|                 | <b>Progressive Assessment</b>          | <b>Semester End Examination</b> |                  |             |                  |
|-----------------|--|---------------------------------|------------------|-------------|------------------|
|                 |  | <b>Theory</b>                   | <b>Practical</b> | <b>Oral</b> | <b>Term work</b> |
| <b>Duration</b> | <b>Three class tests of 60 Minutes</b> | <b>03 Hrs.</b>                  | <b>---</b>       | <b>---</b>  | <b>---</b>       |
| <b>Marks</b>    | <b>20</b>                              | <b>80</b>                       | <b>---</b>       | <b>---</b>  | <b>---</b>       |

**Course Aims:**

At the end of course, student will be able to :

- Create necessary awareness and motivation of technical student for promoting self-employment and alternative to wage employment
- Develop skill for organizing market survey and managements.
- Appreciate importance of human relations in industry.

**Course Objectives:**

After going through this course the diploma technician will be able to know :

- The basic knowledge about entrepreneurship
- Fundamentals of accounting finance, marketing.
- Various aspects of management, Taylor's principle.
- Management techniques.
- Different acts used in factories.

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**Course Content:**

| Sr. No. | Topic/Subject  | Hrs. | Marks |
|---------|--|------|-------|
| 1.      | <b>Overview of Business and Entrepreneurship :</b><br>Type of Business: Service, Manufacturing, Trade.<br>Industrial sectors introduction to: Engineering Industry, IT Industry, Banking, insurance, Retail.<br>Globalisation: Introduction, Advantages and Disadvantages w.r.t. India.  | 05   | 08    |
| 2.      | <b>Organizational Management :</b><br>Organization: Definition, Steps in organization.<br>Types of Organization: Line, Functional, Line and Staff, Project.<br>Departmentation: By product, by process, by function.<br>Principles of Organization: Authority and responsibility, Span of control, Effective delegation, Communication.<br>Forms of Ownership: Proprietorship, Partnership, Joint stock, Co-operative society, Government sector.  | 08   | 14    |
| 3.      | <b>Management Process :</b><br>What is management : Evolution, Various definition of management, concept of management, Levels of management, administration of management, scientific management by F W Taylor.<br>Principle of management:<br>Function of management: Planning, organizing, directing, coordinating, controlling   | 08   | 14    |
| 4.      | <b>Financial Management and Accounting :</b><br>Financial management objective and function.<br>Capital generation and management: type of capital-fixed and working, sources of raising capital, feature of short term, medium term and long term sources.<br>Budget and account: types of budget, production budget-sample format, fixed and variable budget-concept, profit and loss account, important accounting terminology, types of account: rules for debit and credits, systems of book keeping, books of accounts,<br>Balance sheet: meaning, sample format, meaning of different terms involved. | 07   | 12    |
| 5.      | <b>Material Management :</b><br>Inventory concept, its classification, functions of inventory:<br>ABC analysis-necessity and steps:<br>Economic order quantity concept, graphical representation, determination of EOQ:<br>Standard steps in purchasing :<br>Modern technique of material management: material resources planning(MRP)-function of MRP, input to MRP, benefit of MRP.<br>Enterprise resource planning (ERP)-concepts, list of modules, advantages and disadvantages of ERP.  | 07   | 12    |
| 6.      | <b>Marketing :</b><br>Market survey, definition, modern concept of marketing orientation,  | 05   | 08    |

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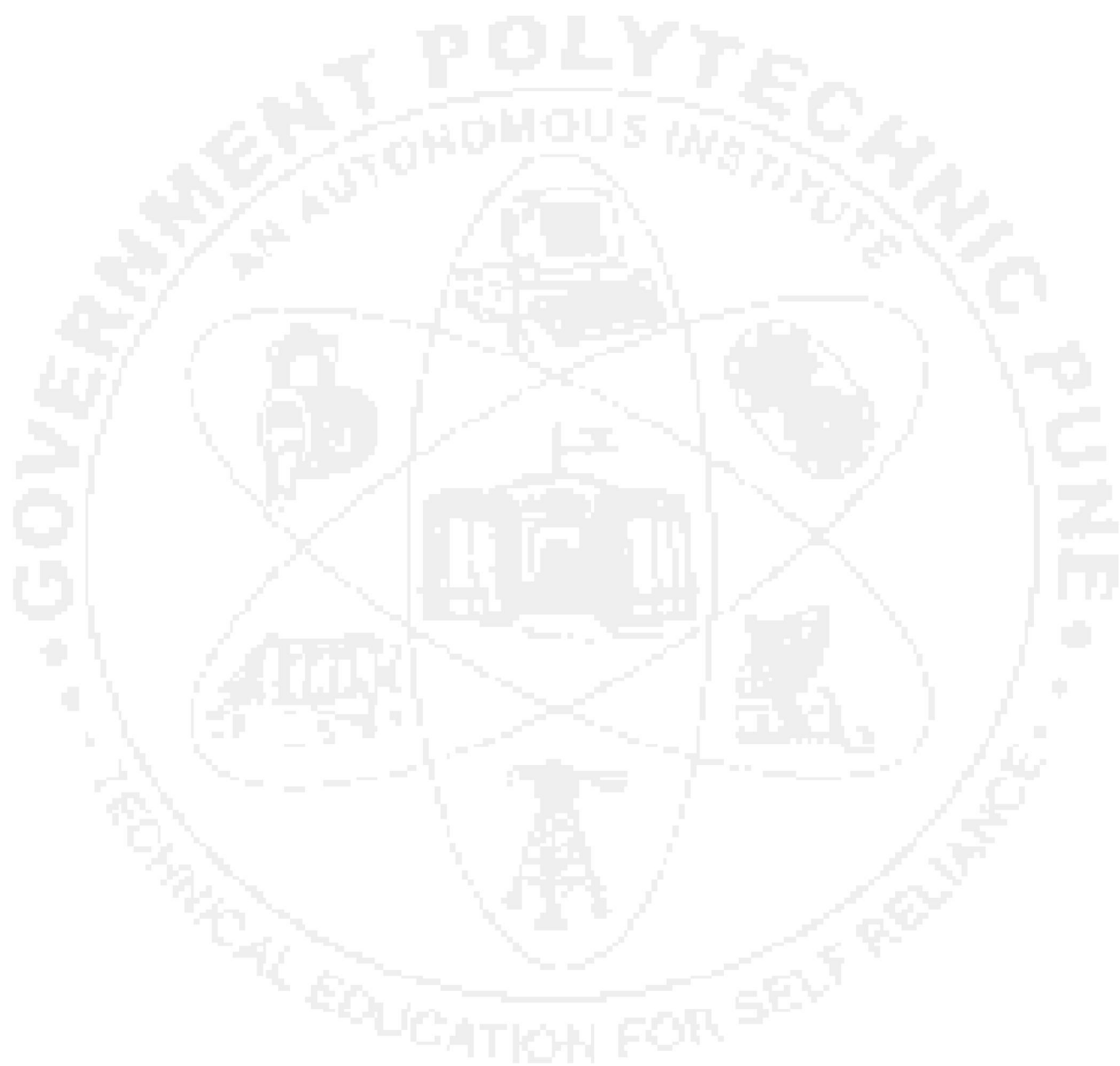
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|----|--|----|----|
|    | project report preparation, utility, project report preparation of utility for evaluation, market oriented report, product costing, project costing, format, evaluation of project report, costing and pricing classification of costs, calculation of break even point, packing and advertising.  |    |    |
| 7. | <b>Industrial Safety and legislative acts :</b><br>Safety management: cause of accident, types of industrial accident, preventive measure, safety procedure.<br>Industrial legislation – necessity of acts: important definition and main provision of following act – workman compensation act, minimum wages act, Indian factory act.  | 04 | 06 |
| 8. | <b>Quality management and ISO :</b><br>Meaning of quality: quality management system –activities, benefits, Quality control-objective, function, advantages, quality circle-concepts, characteristics and objectives, quality assurance-concepts, quality assurance system.<br>Meaning of total quality and TQM: components of TQM-concept, element of TQM, benefits.<br>Modern technique and system of quality management like-Kaizen, 5S, Six Sigma.<br>ISO 9001:2000: benefits, Main clauses. | 04 | 06 |

**Instructional Strategy:**

| Sr. No. | Topic  | Instructional Strategy |
|---------|--|------------------------|
| 1.      | <b>Overview of Business and Entrepreneurship</b> | Class room Teaching,   |
| 2.      | <b>Organizational Management</b>                 | Class room Teaching    |
| 3.      | <b>Management Process</b>                        | Class room Teaching    |
| 4.      | <b>Financial Management and Accounting</b>       | Class room Teaching    |
| 5.      | <b>Material Management</b>                       | Class room Teaching    |
| 6.      | <b>Marketing</b>                                 | Class room Teaching    |
| 7.      | <b>Industrial Safety and legislative acts</b>    | Class room Teaching    |
| 8.      | <b>Quality management and ISO</b>                | Class room Teaching    |

**Reference Books :**

| Author                       | Title   | Publisher                    |
|------------------------------|---|------------------------------|
| Sept. 1988, TTTI, Chandigarh | Entrepreneurship development training material  | Sept. 1988, TTTI, Chandigarh |
| March 1988, TTTI, Chandigarh | Report for institutional entrepreneurship development and management courses in selected institutions | March 1988, TTTI, Chandigarh |



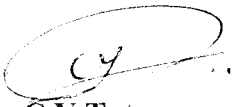
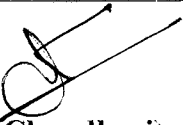

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|--|--|-----------------------|
| Uday Parikh, T.V. Rao and D.M. Pestonjee | Behavioural processes in organizations | Tata McGrawhill.      |
| O.P. Khanna                              | Industrial engineering and management  | Dhanpat Rai and sons. |
| Banga and Banga                          | Project Planning and entrepreneurship  | Khanna Publishers.    |
| David, Kroenke                           | Management Information Systems         | McGraw Hill Book Co.  |
| Lester R. Bittel, John W. Newstrom       | What every supervisor should know      | McGraw Hill Book Co.  |

**Specification Table :**

| Sr. No. | Topic                           | Cognitive Levels |               |             | Total |
|---------|---------------------------------|------------------|---------------|-------------|-------|
|         |                                 | Knowledge        | Comprehension | Application |       |
| 1.      | Entrepreneurship development    | 03               | 03            | --          | 06    |
| 2.      | Finance and accounting          | 06               | 02            | --          | 08    |
| 3.      | Marketing                       | --               | 04            | 04          | 08    |
| 4.      | Fundamentals of accounting      | 06               | 02            | --          | 08    |
| 5.      | Organization                    | 07               | 04            | 04          | 15    |
| 6.      | Management                      | 10               | 10            | 06          | 26    |
| 7.      | Acts                            | 04               | --            | --          | 04    |
| 8.      | Fields of industrial psychology | 05               | --            | --          | 05    |
|         | <b>Total</b>                    | 40               | 26            | 14          | 80    |

**Prepared By:**

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|---|---|--|
| <br><b>C.Y. Totewar</b><br>Lect. in Electrical | <br><b>(S. V. Chaudhari)</b><br>Member Secretary, PBOS | <br><b>(R.N. Shikari)</b><br>Chairman, PBOS |
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