

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

<b>Programme</b>	:	<b>Diploma in CE/EE / ET/ ME/MT/ CM / IT</b>
<b>Programme Code</b>	:	01/02/03/04/05/06/07/15/16/17/18/19/21/23/24/26
<b>Name of Course</b>	:	<b>Supervisory Management</b>
<b>Course Code</b>	:	<b>MA485</b>

**Teaching Scheme:**

	Hours /Week	Total Hours
Theory	03	48
Practical	---	---

**Evaluation Scheme:**

	Progressive Assessment	Semester End Examination			
		Theory	Practical	Oral	Term work
<b>Duration</b>	Two class tests, each of 60 Min. duration	03 Hrs	---	---	---
<b>Marks</b>	20	80	---	---	---

**Course Rationale:**

The diploma holders are intended to work as a supervisor in the industry. He has to perform a versatile role in the activities of an industry; he has to coordinate his subordinates and the higher personals. The students are required to understand function as a supervisor. He should be able to plan, organize, and direct the subordinates to achieve better results within time for a task assigned to him.

**Course Objectives:**

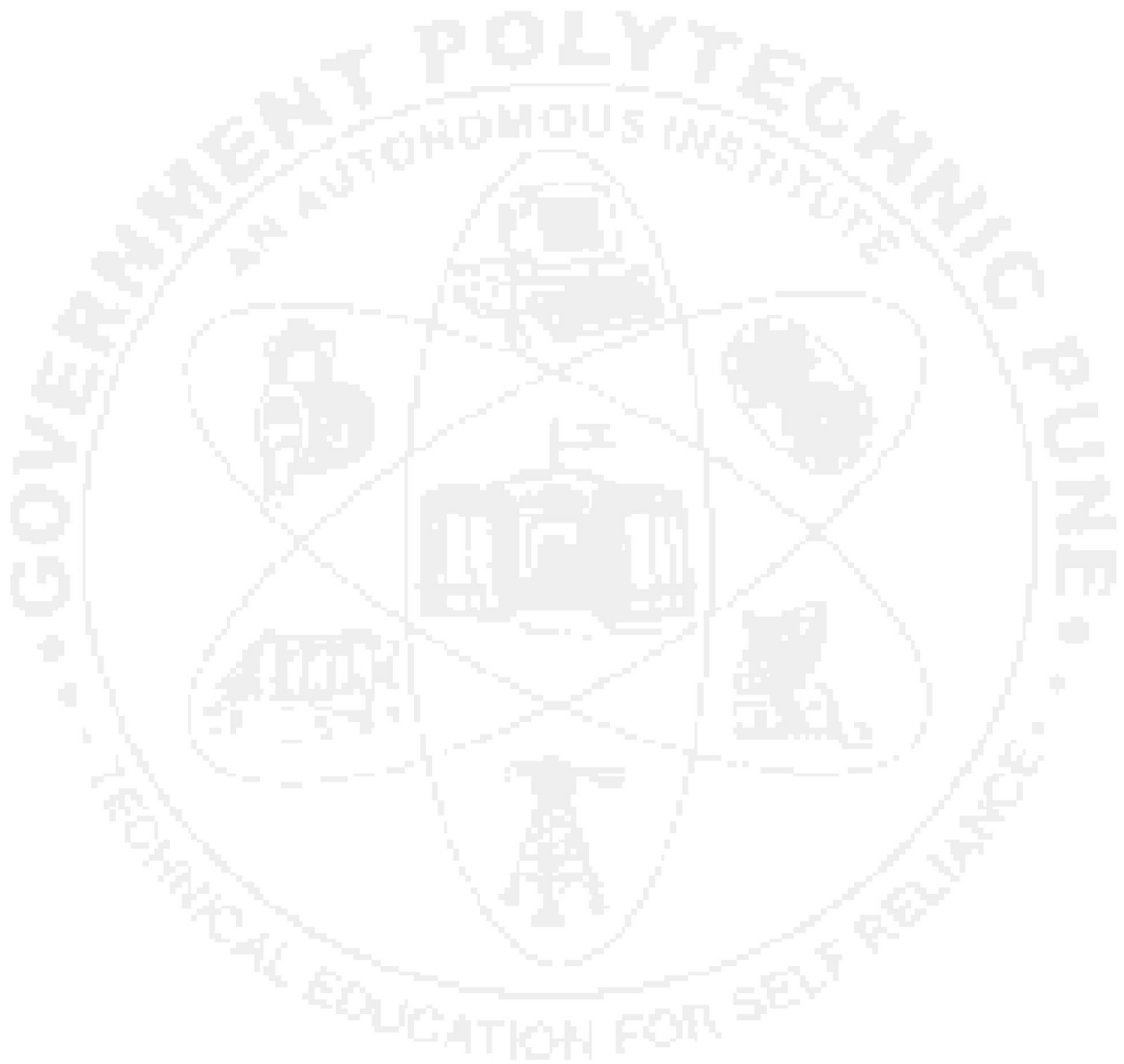
After studying this course, the student will be able to

- Know the basic duties of a supervisor.
- Plan a particular job by splitting the whole job into pieces and monitoring each step.
- Understand human behaviors, identify skills, utilize skills, and observe safety of workers.
- Achieve better overall efficiency and utilize maximum capacity of machineries.

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**Course Content:**

Chapter No.	Name of Topic/Sub topic	Hrs	Marks
<b>1.</b>	<b>Introduction</b>		
	<b>1.1</b> Management of a job. Necessity for Scientific Management for supervisor. Handling complexity and achieving optimization.	<b>02</b>	<b>04</b>
<b>2.</b>	<b>Planning by Supervisor</b>		
	<b>2.1</b> Objectives of planning. Planning activities. Planning by supervisor. Detailing and following of each step. Prescribing standard forms for various activities. Budgeting at supervisory level for materials and man power. Planning a programme and actions for a job.	<b>04</b>	<b>08</b>
<b>3</b>	<b>Organizing by supervisor</b>		
	<b>3.1</b> Organizing physical resources. Matching human needs with job needs. Allotment of tasks to individual and establishing relationship among persons working in a group.	<b>04</b>	<b>08</b>
<b>4.</b>	<b>Directions by supervisor</b>		
	<b>4.1</b> Need for such directions and instructions to subordinates. Need for clarity, completeness and feasibility of instructions. Reviving of effectiveness of communication. Personal counseling. Advance predictions of possible mistakes. Elaborating decisions. On the spot adjustments during execution of job. Laying disciplinary standards in over all working.	<b>06</b>	<b>10</b>
<b>5.</b>	<b>Motivation to subordinates</b>		
	<b>5.1</b> Workers participation in management of a job. Achievement motivation. Recognition for devotion. Delegating responsibilities to subordinates. Activities and intensions towards the growth of an individual. Identification of human needs and providing safety to the workers.	<b>06</b>	<b>10</b>
<b>6.</b>	<b>Coordination &amp; implementation</b>		
	<b>6.1</b> Understanding link between various departments in respect of process and quality standards. Synchronization of duties of subordinates. Control over the performance in respect of quality; quality of production; time and cost. Measuring performance, comparing with standard, correcting unfavorable deviations.	<b>10</b>	<b>14</b>
<b>7.</b>	<b>Check list by supervisor</b>		
	<b>7.1</b> Introduction to subordinates regarding the job undertaken. Planning the days work suitable for the job. Responsibility survey. Checking possibility for acceptance of assignment from new department.	<b>08</b>	<b>10</b>
<b>8.</b>	<b>Moving up in the organization</b>		
	<b>8.1</b> Demonstration of job competence. Exhibition of leadership and initiative. Looking for to accept challenging responsibilities and acceptance of the same. Attitude and actions to be followed and avoided. Stressing the value of own contribution. Achievement of trust of subordinates and the higher management.	<b>08</b>	<b>16</b>
	<b>Total</b>	<b>48</b>	<b>80</b>



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**Instructional Strategy:**

Sr. No.	Topic	Instructional Strategy
1.	Introduction	Lecture method
2.	Planning by supervisor	Lecture method
3.	Organizing by supervisor	Lecture method
4.	Directions by supervisor	Lecture method
5.	Motivation to subordinates	Lecture method
6.	Coordination & implementation	Lecture method
7.	Check list by supervisor	Lecture method
8.	Moving up in the organization	Lecture method

**Text Books:**

Sr. No	Author	Title	Publication
1	Industrial Management	Shrinivasan	Khanna publisher, New Delhi

**Reference Books:**

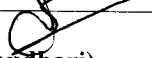

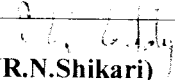
Sr. No	Author	Title	Publication
1.	Industrial organization and Engineering Economies	Banga and sharma.	Khanna publisher, New Delhi
2.	Industrial Engineering and Management	O.P. Khanna	Dhanpat Rai and Sons, New Delhi
3.	What every Supervisor Should Know	Lestec R. Bittel John W. Newstrom	McGraw Hill Publishing Company, ( GREGG Division )

**Learning Resources:** Books, Articles, C.D.'s, Visits, Video Cassettes No. 115 and 120

**Specification Table:**

Sr. No.	Topic	Cognitive Levels			Total
		Knowledge	Comprehension	Application	
1.	Introduction	02	02	-	04
2.	Planning by supervisor:	06	01	01	08
3.	Organizing by supervisor	04	02	02	08
4.	Directions by supervisor	05	03	02	10
5.	Motivation to subordinates	05	03	02	10
6.	Coordination & implementation	10	02	02	14
7.	Check list by supervisor	06	02	02	10
8.	Moving up in the organization	08	04	04	16
<b>Total</b>		<b>46</b>	<b>19</b>	<b>15</b>	<b>80</b>

**Prepared By:**

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