

**COURSE NAME : DIPLOMA IN ENGINEERING (All Branches)**  
**COURSE CODE : EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/CS/CR/CO/**  
**CM/IF/EE/EP/CH/CT/PS/CD/EDEI/CV/FE/IU/MH/MI**  
**SEMESTER : FIFTH FOR EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/**  
**CS/CR/ CO/CM/IF/EE/EP/CH/CT/PS/CD/ED/EI/CV AND SEVENTH**  
**FOR MH/MI/FE/IU**  
**SUBJECT TITLE : MANAGEMENT**  
**SUBJECT CODE :**

**Teaching and Examination Scheme:**

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	--	03	100	--	--	--	100

**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.

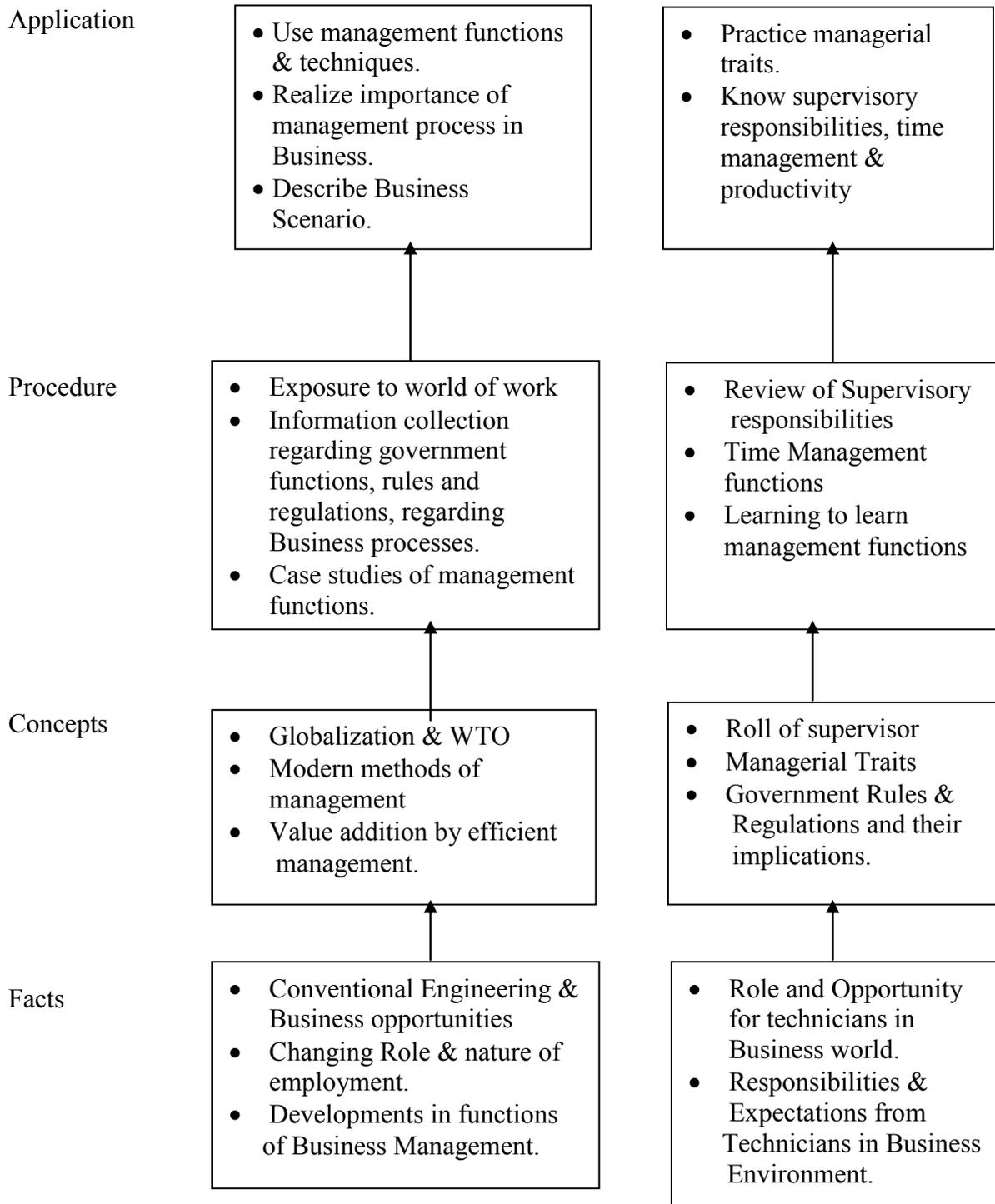
**General Objective:**

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

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Learning Structure:



## Contents: Theory

Topic and contents	Hours	Marks
<p><b>Topic 1 Overview Of Business</b></p> <p><b>Specific Objectives</b></p> <ul style="list-style-type: none"> <li>➤ State various business types and sectors</li> <li>➤ Describe importance of globalisation</li> </ul> <p>1.1. Types of Business</p> <ul style="list-style-type: none"> <li>· Service</li> <li>· Manufacturing</li> <li>· Trade</li> </ul> <p>1.2. Industrial sectors Introduction to</p> <ul style="list-style-type: none"> <li>· Engineering industry</li> <li>· Process industry</li> <li>· Textile industry</li> <li>· Chemical industry</li> <li>· Agro industry</li> <li>· IT industry</li> <li>-Banking, Insurance, Retail, Hospitality, Health Care</li> </ul> <p>1.3 Globalization</p> <ul style="list-style-type: none"> <li>· Introduction</li> <li>· Advantages &amp; disadvantages w.r.t. India</li> </ul>	02	06
<p><b>Topic 2 Management Process</b></p> <p><b>Specific Objectives</b></p> <ul style="list-style-type: none"> <li>➤ State various management principles</li> <li>➤ Describe different management functions</li> </ul> <p>2.1 What is Management?</p> <ul style="list-style-type: none"> <li>· Evolution</li> <li>· Various definitions of management</li> <li>· Concept of management</li> <li>· Levels of management</li> <li>· Administration &amp; management</li> <li>· Scientific management by F.W.Taylor Marks 04</li> </ul> <p>2.2 Principles of Management (14 principles of Henry Fayol) Marks 04</p> <p>2.3 Functions of Management</p> <ul style="list-style-type: none"> <li>· Planning</li> <li>· Organizing</li> <li>· Directing</li> <li>· Controlling</li> <li>· Decision Making Marks 08</li> </ul>	08	16
<p><b>Topic 3 Organisational management</b></p> <p><b>Specific Objectives</b></p> <ul style="list-style-type: none"> <li>➤ Compare different forms of organisation , ownership for a specific business</li> <li>➤ Describe types of departmentation</li> </ul>	08	16

<p>3.1 Organization :-  · Definition  · Steps in organization  02  Marks</p> <p>3.2 Types of organization  · Line  · Line &amp; staff  · Functional  · Project  Marks 04</p> <p>3.3 Departmentation  · By product  · By process  · By function</p> <p>3.4 Principles of Organisation  · Authority &amp; Responsibility  · Span of Control  · Effective Delegation  · Balance ,stability and flexibility  · Communication  Marks 04</p> <p>3.5 Forms of ownership  · Proprietorship  · Partnership  · Joint stock  · Co-operative Society  · Govt. Sector  Marks 06</p>		
<p><b>Topic 4 Industrial Safety and Legislative acts</b></p> <p><b>Specific Objectives</b>  ➤ Describe types of accidents &amp; safety measures  ➤ State provisions of industrial acts.</p> <p>4.1 Safety Management  · Causes of accidents  · Types of Industrial Accidents  · Preventive measures  · Safety procedures  Marks 08</p> <p>4.2 Industrial Legislation – Necessity of Acts  Important Definitions &amp; Main Provisions of following acts:  · Indian Factory Act  · Workman Compensation Act  · Minimum Wages Act  Marks  06</p>	08	14
<p><b>Topic 5 Financial Management (No numerical)</b></p> <p><b>Specific Objectives</b>  ➤ Explain functions of financial management  ➤ State the sources of finance &amp; types of budgets.  ➤ Describe concepts of direct &amp; indirect taxes.</p> <p>5.1. Financial Management- Objectives &amp; Functions  Marks 02</p> <p>5.2. Capital Generation &amp; Management  · Types of Capitals – Fixed &amp; Working</p>	08	16

<ul style="list-style-type: none"> <li>· Sources of raising Capital – Features of Short term, Medium Term &amp; Long Term Sources Marks 04</li> </ul> <p>5.3. Budgets and accounts</p> <ul style="list-style-type: none"> <li>· Types of Budgets</li> <li>· Fixed &amp; Variable Budget - Concept</li> <li>· Production Budget – Sample format</li> <li>· Labour Budget – Sample format</li> <li>· Profit &amp; Loss Account &amp; Balance Sheet – Meaning, sample format, meaning of different terms involved. Marks 06</li> </ul> <p>5.4 Meaning &amp; Examples of –</p> <ul style="list-style-type: none"> <li>· Excise Tax</li> <li>· Service Tax</li> <li>· Income Tax</li> <li>· Value Added Tax</li> <li>· Custom Duty Marks 04</li> </ul>		
<p><b>Topic 6 Materials Management (No Numerical)</b></p> <p><b>Specific Objectives</b></p> <ul style="list-style-type: none"> <li>➤ Describe concept of inventory, ABC analysis &amp; EOQ.</li> <li>➤ Describe purchase functions &amp; procedures</li> <li>➤ State features of ERP &amp; MRP</li> </ul> <p>6.1. Inventory Concept, its classification, functions of inventory Marks 02</p> <p>6.2 ABC Analysis – Necessity &amp; Steps Marks 04</p> <p>6.3 Economic Order Quantity Concept, graphical representation, determination of EOQ Marks 04</p> <p>6.4 Standard steps in Purchasing Marks 02</p> <p>6.5 Modern Techniques of Material Management</p> <ul style="list-style-type: none"> <li>· Material Resource Planning (MRP) – Functions of MRP, Input to MRP, Benefits of MRP</li> <li>· Enterprise Resource Planning (ERP) – Concept, list of modules, advantages &amp; disadvantages of ERP Marks 04</li> </ul>	08	16
<p><b>Topic 7 Quality Management</b></p> <p><b>Specific Objectives</b></p> <ul style="list-style-type: none"> <li>➤ State Principles of Quality Management</li> <li>➤ Describe Modern Technique &amp; Systems of Quality Management</li> </ul> <p>7.1 Meaning of Quality</p> <p>Quality Management System – Activities, Benefits</p> <p>Quality Control – Objectives, Functions, Advantages</p> <p>Quality Circle – Concept, Characteristics &amp; Objectives</p> <p>Quality Assurance – Concept, Quality Assurance System Marks 04</p> <p>7.2 Meaning of Total Quality and TQM</p> <p>Components of TQM – Concept, Elements of TQM, Benefits Marks 04</p> <p>7.3 Modern Technique &amp; Systems of Quality Management like Kaizen, 5'S, 6 Sigma Marks 04</p> <p>7.4 ISO 9001:2000 – Benefits, Main clauses. Marks 04</p>	06	16
<b>TOTAL</b>	<b>48</b>	<b>100</b>

**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>