

COURSE NAME : DIPLOMA IN AUTOMOBILE ENGINEERING
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 : SIXTH 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 : 9133

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme						
TH	TU	PR	PAPER HR.	TH	TEST	PR	OR	TW	TOTAL
03	--	--	03	80	20	--	--	--	100

Rationale:

After completion of three years of technical training, Polytechnic students are expected to enter in to the World of Work. The business environment is altogether different and new to the students. A proper introduction and understanding of Business Processes is therefore essential for all Polytechnic students. Management is a subject which deals with basics of Managerial science required to understand the processes in Industrial & Commercial environment. This will enable the students of Polytechnics to become familiar and to understand various Business Organizational structures, their functioning and the Role these technicians will have to play in these setups with responsibilities.

Objective:

The students will able to:

1. Familiarize environment in the world of work
2. Explain the importance of management process in Business.
3. Identify various components of management.
4. Describe Role & Responsibilities of a Technician in an Organizational Structure.
5. Apply various rules and regulations concerned with Business & Social Responsibilities of the Technician.

Contents: Theory

Chapter No.	Name of the Topics	Hours	Marks
01	<p>Overview Of Business</p> <p>1.1. Types of Business</p> <ul style="list-style-type: none"> • Service • Manufacturing • Trade <p>1.2. Industrial sectors</p> <p>Introduction to</p> <ul style="list-style-type: none"> • Engineering industry • Process industry • Textile industry • Chemical industry • Agro industry <p>1.3 Globalization</p> <ul style="list-style-type: none"> • Introduction • Advantages & disadvantages w.r.t. India <p>1.4 Intellectual Property Rights (I.P.R.)</p>	02	---
02	<p>Management Process</p> <p>2.1 What is Management?</p> <ul style="list-style-type: none"> • Evolution • Various definitions • 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 	07	12
03	<p>Organizational Management</p> <p>3.1 Organization :-</p> <ul style="list-style-type: none"> • Definition • 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"> • Centralized & Decentralized • Authority & Responsibility • Span of Control <p>3.4 Forms of ownership</p> <ul style="list-style-type: none"> • Proprietorship • Partnership 	07	12

	<ul style="list-style-type: none"> • Joint stock • Co-operative Society • Govt. Sector 		
04	<p>Human Resource Management</p> <p>4.1 Personnel Management</p> <ul style="list-style-type: none"> • Introduction • Definition • Functions <p>4.2 Staffing</p> <ul style="list-style-type: none"> • Introduction to HR Planning • Recruitment Procedure <p>4.3 Personnel– Training & Development</p> <ul style="list-style-type: none"> • Types of training ➤ Induction ➤ Skill Enhancement <p>4.4 Leadership & Motivation</p> <ul style="list-style-type: none"> • Maslow’s Theory of Motivation <p>4.5 Safety Management</p> <ul style="list-style-type: none"> • Causes of accident • Safety precautions <p>4.6 Introduction to –</p> <ul style="list-style-type: none"> • Factory Act • ESI Act • Workmen Compensation Act • Industrial Dispute Act 	08	16
05	<p>Financial Management</p> <p>5.1. Financial Management- Objectives & Functions</p> <p>5.2. Capital Generation & Management</p> <ul style="list-style-type: none"> • Types of Capitals • Sources of raising Capital <p>5.3. Budgets and accounts</p> <ul style="list-style-type: none"> • Types of Budgets ➤ Production Budget (including Variance Report) ➤ Labour Budget • Introduction to Profit & Loss Account (only concepts) ; Balance Sheet <p>5.4 Introduction to –</p> <ul style="list-style-type: none"> • Excise Tax • Service Tax • Income Tax • VAT • Custom Duty 	08	16
06	<p>Materials Management</p> <p>6.1. Inventory Management (No Numericals)</p> <ul style="list-style-type: none"> • Meaning & Objectives <p>6.2 ABC Analysis</p> <p>6.3 Economic Order Quantity</p> <ul style="list-style-type: none"> • Introduction & Graphical Representation 	08	16

	6.4 Purchase Procedure <ul style="list-style-type: none"> • Objects of Purchasing • Functions of Purchase Dept. • Steps in Purchasing 6.5 Modern Techniques of Material Management <ul style="list-style-type: none"> • Introductory treatment to JIT / SAP / ERP 		
07	Project Management (No Numericals) 7.1 Project Management <ul style="list-style-type: none"> • Introduction & Meaning • Introduction to CPM & PERT Technique • Concept of Break Even Analysis 7.2 Quality Management <ul style="list-style-type: none"> • Definition of Quality , concept of Quality , Quality Circle, Quality Assurance • Introduction to TQM, Kaizen, 5 'S', & 6 Sigma 	08	08
TOTAL		48	80

Learning Resources:

Books:

Sr. No	Author	Name of Book	Publisher
01	Dr. O.P. Khanna	Industrial Engg & Management	Dhanpal Rai & sons New Delhi
02	Dr. S.C. Saksena	Business Administration & Management	Sahitya Bhavan Agra
03	W.H. Newman E. Kirby Warren Andrew R. McGill	The process of Management	Prentice- Hall
04	Rustom S. Davar	Industrial Management	Khanna Publication
05	Banga & Sharma	Industrial Organisation & Management	Khanna Publication
06	Jhamb & Bokil	Industrial Management	Everest Publication , Pune