

Management and Entrepreneurship

Major Divisions:

1. Organisation and Factory Planning
2. Production and Financial Management
3. Personnel Management
4. Factory Act, Industrial safety and Entrepreneurship Development.
5. Export Marketing

Unit – I

Organisation and Factory Planning

Organisation – Definition – Different types of organization Structure – Line type, Line & staff type, Functional type. Relative merits and demerits, Organisation chart of a factory.

Factors considered in selection of site for an Industry. Different types of building structures --- Importance of Lighting, Ventilation, Humidification and Air Conditioning in the industries.

Layout of machineries in the industries.

Unit – II

Production and Financial Management

Objectives of work study, Method study and work measurement. Procedure for conducting snap study and its applications in the industries.

Objectives of production planning and control. Functions of PP & C Department – pre –planning, routing, scheduling, dispatching controlling, market research, product planning, product development and standardization.

Financial management – objectives and sources of finance, Brief idea about capital cost and working capital, Importance and objectives of costing. Elements of cost. Determination of selling price. Over heads and different methods of Allocation of over heads, Break even chart. Definition and objectives of Depreciation.

Inventory control – definition and objectives. Economic order quantity (E.O.Q), ABC Analysis.

Unit – III

Personnel Management

Importance and duties of personnel Management - Elementary idea about job analysis, job evaluation. Sources of recruitment. Selection procedure for employees,. Objectives of training – methods of training.

Wages and its components. Different methods, of wages payment. Incentives and its objectives.

Labour welfare activities and their objectives. Role of labour welfare officer.

Grievance and grievance procedure, causes and consequences of industrial dispute, Mechanism for settlement, Role of trade unions.

Unit - IV

Factory Act, Industrial safety and Entrepreneurship Development.

Factory act pertaining to Health, Cleanliness, Ventilation, Safety, Welfare, working hours, Accident compensation.

Importance, causes and consequences of Industrial accidents. Steps to bring down accidents. Guards and safety devices used in the industries. Fire prevention and control.

Definition of an Entrepreneur – characteristics and function of an entrepreneur. Entrepreneurship Development Program. Role of education and training in EDP. Ideas about project identification. Role of trade fairs and exhibitions. Criteria for selection a Project. Study of feasibility report.

Unit – V

Export Marketing

Importance of Export to National Economy. Globalization and it's importance to the industrial sector. GATT and WTO - Steps taken by the Government to meet Global market. Role of Industrial exports to Indian economy.

Concept of Quality Circle and it's usefulness, Brief Idea about KAIZEN & 5-S system.

Receipt of Overseas orders – various steps involved in it's execution. Export pricing – Different types – Free on Board (F.O.B) – Free Along side (F.A.S) – Cost Insurance Freight (C.I.F)

Reference Books:

1. Dinakar pagar – Principles of Management
2. Balasundaram.K – Industrial Engg. & Management Sri Ramalinga sowdeswari Publication, 329 Lingappachetty St, Coimbatore -1.
3. Tripathi – Personal Management & Industrial Relations
4. V.S.P.Rao & Narayana – Organisation theory and Behaviour.
5. Banga.T.R ETAL – Industrial Engineering & Management Science,1979
6. Singa.J.C & Mugali.V.N –Business Management : Theory and Practice, Edition 5, 1982.
7. ILO – Introduction to work study, Editions 5, 1977.