Semester V

(100 Marks- 75 Lectures)

Objectives: To acquaint the students with knowledge about industrial management, industrial productivity and total quality management

Unit – I: INTRODUCTION TO INDUSTRIAL MANAGEMENT: (10 Marks-5 Lectures)

Concept of Industrial Management – Industrial Management Process – Importance of Industrial Management .

Meaning of Scientific Management- Principles of Scientific Management-Benefits and criticisms of Scientific Management.   
  
Unit – II: INDUSTRIAL PRODUCTIVITY: (35 Marks-27 Lectures)

a) Meaning of Productivity: Factors affecting Industrial Productivity – Significance of higher Industrial Productivity –– Suggestions for Productivity improvement-Role of National Productivity Council.

b) Work Study: Concept of Work Study – Advantages of Work Study.

Method study- Importance and steps in method study

Work Measurement – Importance and steps in work measurement. Work Measurement Techniques- (in brief) Predetermined Time Study, Work Sampling,Synthesis and Analytical Estimating

c) Rationalisation: Meaning of Rationalisation – Aspects of Rationalisation. (i) Technological aspect (ii) Financial aspect (iii) Human aspect (iv) Organizational aspect – Need for Rationalisation of Indian Industries – Steps initiated by Government of India to facilitate Rationalisation.

Unit – III: TOTAL QUALITY MANAGEMENT: (25 Marks-16 Lectures)

Concept of TQM – Principles of TQM – Benefits of TQM .

Methods of TQM – Management methods (i) Benchmarking - Meaning, Types of Benchmarking, Steps in Benchmarking Process(ii) Deming Wheel – Steps in Deming Wheel(iii) Just in time- Objectives and Characteristics of Just in Time (iv) Quality Circles-Concept and features of Quality Circles.  
Analytical methods – (i) Critical Path Method – Process and advantages of Critical Path Method(ii) Force Field Analysis – Driving and restraining forces, decision making(iii) Failure Mode and Effect Analysis –Meaning and steps in Failure Mode and effect Analysis

ISO-9000-Concept, Standards and guidelines. (in brief)

Unit – IV: INDUSTRIAL SAFETY: (30 Marks – 27 Lectures)

Definition of safety – Objectives of Safety Management .

Industrial Accidents – Causes of Accidents (a) Mechanical causes (b) Human Causes

Code of practices for accident prevention.

Effects of Industrial accidents on employers, workers and society.

Concept of Occupational Safety – (i) Occupational Health- Concept and legal provisions regarding health (ii) Occupational environment.

Factors affecting Work Environment - Lighting, air, ventilation, temperature, water, sanitation and noise.

Occupational Hazards - Biological Hazards, Chemical Hazards and Psychological Hazards.

Industrial Pollution - Causes, Effects and measures for pollution control.

ISO- 14000- Meaning, ISO 14000 certification, organizational evaluation and product evaluation. (in brief)

OHSAS 18000- (Occupational Health and Safety Standards) - (In brief)

Books for Study and Reference:

James Lundy, Effective Industrial Management-, Eurasia Publishing House(Pvt.) Ltd. New Delhi

Martand Telsang, Industrial and Business Management-, S Chand & Company Ltd. New Delhi

Dr. Neeru Vasishth, Students Guide to Business Organisation-, Taxmann Allied Services Pvt. Ltd.New Delhi

A.S. Deshpande, Industrial Organisation and Management –, Vora & Co Publishers Pvt. Ltd. Mumbai.

N.G.Kale, M.Ahmed, Industrial Management, Vipul Prakashan, Mumbai

Semester VI

Human Resource Management

(100 Marks- 75 Lectures)

Objectives: It makes an attempt to knead all aspects of HRM to enable the students comprehend the key and vital issues of HRM in a dynamic environment.

Unit – I (30 Marks-25 Lectures)

a- Human Resource Planning Human resource planning (HRP) defined, objectives and importance of HRP, human resource planning process, barriers to HRP, how to make HRP effective

b- Job Analysis and Design Process of Job analysis, methods of data collection, concept of job design, factors affecting job design, methods/ techniques of design.

c- Recruitment, Selection and Placement

Meanin, sources of recruitment and recruitment process in brief, business Process Outsourcing, need for outsourcing, HR Outsourcing Opportunities in India, benefits in outsourcing, meaning of selection , meaning of placement.

Unit - II (25 Marks-20 Lectures)

Employee Compensation: Concept of Wage - Factors determining Wage Rates- Essentials of a sound Wage system – System of wage payment- (i) Time wage system-advantages and limitations (ii) Piece wage system-advantages and limitation Individual wage incentive plans Meaning - (i) Halsey Premium Plan (ii) Rowan Plan (iii) Taylor’s Differential Piece rate Plan (iv) Emerson’s Efficiency plan Group incentive plans Meaning- (i) Profit sharing scheme-features advantages and disadvantages (ii) Co-partnership – features - advantages and limitations. Payment of bonus act 1965 – Meaning and features.

b- Employee Empowerment: Meaning, conditions necessary for empowerment, forms of empowerment, empowerment in India: An Overview, barriers to empowerment.

c- Workers Participation in Management: Definition and objectives, forms of workers participation in management, workers participation in management: An Overview

Unit –III (25 Marks-15 lectures)

Labour Welfare: Concepts and objectives- Labour welfare agencies – (1) Government (11) Employers and (111) Trade Unions. Labour Welfare Programmes in Industries –Statutory and Non Statutory measures.

Trade Unions: Definition of trade Union- Functions of Trade Unions- Trade Union Movement in India- Weaknesses and problems of Indian Trade Unions- suggestions for healthy growth of Trade Unions in India – Challenges faced by trade Union in the light of globalization.

Labour Turnover and Labour Absenteeism: Meaning of labour turnover and absenteesism, causes and effects of labour turnover and absenteeism, measures to minimize labour turnover and absenteeism.

Unit – IV (20 Marks-15 lectures)

a- HRM in a changing environment – Changing environment of HRM, changing role of HRM

b- Competencies and learning organizations: Employee branding, The need for innovation, creating an innovative organization, managerial roles, creating the innovation culture

c- Re - Engineering : Business Process Re-engineering.

Books for Study and Reference:

David Lepak/ Mary Gowan Human Resource Management, Dorling Kindersley (India) Pvt Ltd, licensees of Pearson Education

Dr. S.S Khanka. Human resource Management (Text and Cases), S. Chand and Co Ltd. New Delhi

Sadri.J, Sadri.S, Nayak.N, A Strtegic Approach to Human Resource Management, JAICO Publishing House

Kale, Ahmed, Industrial Management, Vipul Prakashan, Mumbai

Kale N.G Industrial Organisation and Management, Manisha Prakashan, Mumbai