

# **AMLT25 INDUSTRIAL MANAGEMENT AND ACCREDITATION PLANNING**

## **UNIT-1 NATURE AND SCOPE OF BUSINESS ADMINISTRATION**

- 1.1 Definition- Nature- Management is science & art or both .
- 1.2 The common aim of all management- Management ethics
- 1.3 Social responsibility of management .

## **UNIT-2 PLANNING**

- 2.1 Nature of Planning- characteristics
- 2.2 Advantage and limitations of Planning

## **UNIT-3 ORGANISATION**

- 3.1 Nature and purpose
- 3.2 Principles of Organisation
- 3.3 Types of Organisation

## **UNIT-4 THE LINE AND STAFF RELATIONSHIP**

- 4.1 Concepts - Responsibilities - Line and staff authority relationship Motivation and Direction
- 4.2 Human relation & industrial psychology
- 4.3 Process of motivation- the average man, some theories and concepts of man and his nature.
- 4.4 Motivation analysis - theories models - Money as a motivator.

## **UNIT-5 CONTROL**

- 5.1 Meaning- Steps in control
- 5.2 The human element in control and the control steps.

## **UNIT-6 COST CONTROL**

- 6.1 Costing- Classification of costs- Advantages of costing- break even chart.
- 6.2 Budgetary control- Areas of budgeting- Certain innovations of budgetary control- Program budgeting- Performance budgeting- Milestone budgeting.
- 6.3 Industrial administration- Nature manufacturing-
- 6.4 Principal functions- Research and product development- Building Plants and Equipment
- 6.5 Methods of Analysis and control
- 6.6 Material control- Inventory control Quality control- Production control.

## **UNIT-7 TOTAL QUALITY MANAGEMENT**

- 7.1 Historical background- Importance of Quality- TQC and TQM- The Kaizen philosophy
- 7.2 Components of TQM- The PDCA cycle-
- 7.3 Tools Techniques required for TQM implementation-
- 7.4 Rating factory profits through waste elimination.

## **UNIT-8 THE 5S CAMPAIGN**

- 8.1 The 4M check list- Housekeeping- Work sheets.
- 8.2 Planning for continuous improvement- Team concept
- 8.3 Organisational structure for continuous improvement.
- 8.4 Quality and Costs system concept- Quality cost definition- Quality cost matrix
- 8.5 Zero defect level Process management- Requirements necessary for process stability
- 8.6 Guidelines and forms for performing process analysis
- 8.7 Project management- Project planning system Developing the team
- 8.8 Problem identification- Prioritization and solution
- 8.9 Material flow analysis Flow process chart- Computer application to Quality system
- 8.10 Benchmarking- Software development- Quality standard in developing countries
- 8.11 Western Europe- United States- Japan- Peoples Republic Of China- Latin America.

## **UNIT-9 PARETO ANALYSIS**

- 9.1 Steps for performing Pareto analysis- CE Diagram & force Field Diagram.
- 9.2 Brainstorming- Random brainstorming- Structured Brainstorming
- 9.3 Recommended rules and techniques for a brainstorming session.

## **UNIT-10 QUALITY CIRCLES**

- 10.1 History of QC - Structuring and operating a Quality Circle
- 10.2 Several new QC tools - Quality function Deployment.
- 10.3 Just- In- Time Philosophy or JIT Philosophy - JIT implementation
- 10.4 Kanban inventory system.
- 10.5 ISO 9000 - The Origin and Development of standards
- 10.6 Terminologies used in context of ISO 9001 - ISO 9000 certification procedure
- 10.7 Proposed modifications.

### **Reference Books:**

1. Ghosh, S.K. A Guide to ISO 9000 Implementation - Oxford Publishing House.
2. Juran, J. M and Gryna, F. M (Jr). Tata Mcgraw - Hill Publication.
3. A Guide to Total Quality Management - K. Maitra & S. K. Ghosh.