

2012

## INDUSTRIAL MANAGEMENT

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### AIMS

**To provide opportunity to develop skill knowledge and understanding.**

- To be able to develop the working condition in the field of industrial or other organization.
- To be able to understand develop the labour management relation in the industrial sector.
- Use of management tools and techniques in the process of decision-making.
- Handling union problems.
- Making case-studies on decision-making.

### SHORT DESCRIPTION

Basic concepts of management; Principles of management; Scientific Mgt; Planning; organization; Motivation; Span of supervision; Decision making; Leader ship; Budget and budgetary control; Inventory control; Economic-lot size; Break-even-analysis Personnel management and human relation; Staffing and man power development; Training of staff; Job evaluation and merit rating; Industrial dispute; Concept of leadership; Trade union; Labour laws and industrial laws

### DETAIL DESCRIPTION

## **Theory :**

### **1.0 Understand the basic concepts & principles of management.**

- 1.1 Define management and industrial management.
- 1.2 State the objectives of modern management.
- 1.3 Describe the scope and functions of management.
- 1.4 State the principles of management.
- 1.5 Discuss the terms: administration, organization, and management.
- 1.6 State the activity level of industrial management from top personnel to workmen.
- 1.7 Describe the reaction among administration, organization & Management.
- 1.8 Explain the social responsibilities of management.

### **2.0 Understand the concept of scientific Management.**

- 2.1 Define scientific management.
- 2.2 Discuss the basic principles of scientific management.
- 2.3 Explain the different aspects of scientific Management.
- 2.4 Discuss the advantages and disadvantages of scientific management.
- 2.5 Describe the difference between scientific management and traditional management.

#### **2.6 Describe the following four periods of management thought**

- (i) Pre-scientific management.
- (ii) Scientific management.
- (iii) Human relations
- (iv) Refinement extension and synthesis of management theories and practices.

### **3.0 Understand the concept of Planning**

- 3.1 Define planning.
- 3.2 State the types of planning.
- 3.3 Discuss the steps of planning.
- 3.4 State the importance of planning

3.5 Describe the factors considered for planning.

**4.0 Understand the concepts of organization and organization structure.**

4.1 Define management organization.

4.2 State the elements of management organization.

**4.3 Discuss the types of organization structure**

4.4 Describe different forms of organization structure.

4.5 Define organizational chart.

4.6 Describe the different types of organizational chart.

**5.0 Understand the concept of motivation.**

5.1 Define motivation.

5.2 Discuss the importance of motivation.

5.3 Describe financial and non-financial factors of motivation.

5.4 State the motivation process or cycle.

5.5 Discuss the relation between motivation and morale.

**6.0 Understand the basic concept of span of supervision.**

6.1 Define span of supervision and optimum span of supervision.

6.2 Discuss the considering factors of optimum span of supervision.

6.3 Discuss advantages and disadvantages of optimum span of supervision.

6.4 Define delegation of authority.

6.5 Explain the principles of delegation of authority.

6.6 Explain the terms: authority. Responsibility and duties.

**7.0 Appreciate decision-making and techniques of decision-making.**

7.1 Define decision-making.

7.2 State the necessity and importance of decision –making.

7.3 Discuss the types/classification of decision-making.

- 7.4 Explain the techniques/steps in decision making
- 7.5 Enumerate the aids to decision-making.
- 7.6 Advantages of good decision.

**8.0 Understand the concept of leadership.**

- 8.1 Define leadership.

**8.2 Discuss the importance and necessity of leadership**

- 8.3 Discuss the functions of leadership.
- 8.4 Identify of types of leadership.
- 8.5 Describe the qualities of a leader.
- 8.6 Distinguish between autocratic leader and democratic leader.

**9.0 Understand the concept of personnel management and human relation.**

- 9.1 Define personnel management.
- 9.2 Describe the scope of personnel management.
- 9.3 discuss the importance of personnel management.
- 9.4 Discuss of functions of personnel management.
- 9.5 Discuss the disadvantages of personnel management in Bangladesh.
- 9.6 Describe the way solving problems of personnel management in Bangladesh.

**10.0 Understand the staffing and manpower development.**

- 10.1 Define staffing.
- 10.2 Discuss the importance and necessity of staffing.
- 10.3 Define recruitment and selection of employees.
- 10.4 Describe various sources of recruitment of employees.
- 10.5 Describe the various methods of selection of employees.
- 10.6 Discuss the advantages and disadvantages of internal sources of recruitment.

- 10.7 Discuss the disadvantages of external sources of recruitment.
- 10.8 Discuss manpower planning.
- 10.9 Describe advantages and limitations of manpower planning.

#### **11.0 Understand the concept of industrial dispute.**

- 11.1 Define industrial dispute.
- 11.2 Discuss the elements of industrial dispute.
- 11.3 Describe the causes of industrial dispute.
- 11.4 Discuss the modes of dispute settlement in Bangladesh.
- 11.5 Explain the terms.
  - Strike.
  - Lock-out
  - picketing
  - Gherao
  - Go slow.

#### **12.0 Understand the different aspects of trade union.**

- 12.1 State the objectives of trade union.
- 12.2 Discuss the functions of trade union.
- 12.3 State major trade unions in Bangladesh.
- 12.4 Explain the rules of application for registration of trade union in Bangladesh.
- 12.5 Explain the causes of weakness of trade unions in Bangladesh.

#### **13.0 Understand the various labor and industrial laws/acts.**

- 13.1 Explain the importance of labor and industrial acts/laws.
- 13.2 Explain the following acts and laws.
  - Factories act
  - Minimum wages act

Industrial disputes act

Workmen compensation act

Trade union act