

 <b>Daffodil Polytechnic Institute</b>					
Mark	Grad Point	Letter Grade	Mark	Grad Point	Letter Grade
80>	4.00	A+	55-59	2.75	B-
75-79	3.75	A	50-54	2.50	C+
70-74	3.50	A-	45-49	2.25	C
65-69	3.25	B+	40-44	2.00	D
60-64	3.00	B	0-39	0.00	F

**Daffodil Polytechnic Institute, Institute Code: 50238**

**Lesson Plan – Academic session: January 2024 to June 2024**

Subject Teacher : Md. Jakir Hossen, Instructor.

<b>Mark Distribution (for 100Marks)</b>	
<b>Theory Marks</b>	
Midterm	20
Class test	05
Assignment	05
Presentation	05
Attendance	05
Final	60
<b>Total</b>	<b>100</b>

Subject Name : INDUSTRIAL MANAGEMENT

Subject Code : 2012

Technology : 7th Tex +7th GDPM

Semester : 7th Tex +7th GDPM

Book Name : Entrepreneurship. (Publisher: Houqe Prokashani)

Reference Book Name : Entrepreneurship and Report Writing-Professor Murtaza Ali

### **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; Laboure laws and industrial laws

# Subject Outcome

After completion of this course, students will be able to

- 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.

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
01 – 04	<b>1.0 Understand the basic concepts &amp; principles of management.</b>	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.	To know about the basic concepts of Understand the basic concepts & principles of management.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=r3TRZyrkYmY">https://www.youtube.com/ watch?v=r3TRZyrkYmY</a>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		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.		
05 - 07	<b>2.0 Understand the concept of scientific Management.</b>	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.	To know about the basic concepts Communication model and feedback.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=O-O-fV5qT-0">https://www.youtube.com/watch?v=O-O-fV5qT-0</a>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		<b>2.6 Describe the following four periods of management thought</b>  (i) Pre-scientific management. (ii) Scientific management. (iii) Human relations (iv) Refinement extension and synthesis of management theories and practices.		
08	CT/QT	<b>Chapter 1 &amp; 2</b>	To collect the feedback of student and take next step for betterment.	<b>Exam Papers</b>
08 - 13	<b>3.0 Understand the concept of Planning</b>	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	To know about the basic concept of Types of communication	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=dhSiaj4PGWw">https://www.youtube.com/watch?v=dhSiaj4PGWw</a>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		3.5 Describe the factors considered for planning.		
14 - 15	<b>4.0 Understand the concepts of organization and organization structure.</b>	4.1 Define management organization. 4.2 State the elements of management organization. <b>4.3 Discuss the types of organization structure</b> 4.4 Describe different forms of organization structure. 4.5 Define organizational chart. 4.6 Describe the different types of organizational chart.	To know about the basic concept of Formal and informal communication.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=73mncbAr5QE">https://www.youtube.com/watch?v=73mncbAr5QE</a>
16	<b>CT/Quiz Test</b>	Chapter 3 & 4	To collect the feedback of student and take next step for betterment	<b>Exam Papers</b>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
16 - 18	<b>5.0 Understand the concept of motivation.</b>	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.	To know about the concept of Understand the Methods of communication.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=ZISilRwcfK4">https://www.youtube.com/watch?v=ZISilRwcfK4</a>
19	<b>Assignment class</b>	On the Subject basis	To know about business management related task.	<b>Basic Class Materials :</b> White board, Marker, duster.
19	<b>Review class</b>	Chapter 1 to 5	To memorize the entire chapter.	<b>Basic Class Materials :</b> White board, Marker, duster.
	<b>Midterm exam</b>	Chapter 1-5	To collect the feedback of student and take next step for betterment.	<b>Exam paper, Exam question</b>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
20 - 21	<b>6.0 Understand the basic concept of span of supervision.</b>	<p>6.1 Define span of supervision and optimum span of supervision.</p> <p>6.2 Discuss the considering factors of optimum span of supervision.</p> <p>6.3 Discuss advantages and disadvantages of optimum span of supervision.</p> <p>6.4 Define delegation of authority.</p> <p>6.5 Explain the principles of delegation of authority.</p> <p>6.6 Explain the terms: authority. Responsibility and duties.</p>	To know about the concept of Understand the concept of Effective listening	<p><b>Basic Class Materials :</b> White board, Marker, duster.</p> <p><b>PowerPoint Slide:</b> Projector</p> <p><b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=PNZnbMkISA4">https://www.youtube.com/watch?v=PNZnbMkISA4</a></p>
22 -23	<b>7.0 Appreciate decision-making and techniques of decision-making.</b>	<p>7.1 Define decision-making.</p> <p>7.2 State the necessity and importance of decision –making.</p>	To know about the concept of Understand the concept of Essentials of communication	<p><b>Basic Class Materials :</b> White board, Marker, duster.</p> <p><b>PowerPoint Slide:</b> Projector</p> <p><b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=pzMv2NjW-zM">https://www.youtube.com/watch?v=pzMv2NjW-zM</a></p>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		<p>7.3 Discuss the types/classification of decision-making.</p> <p>7.4 Explain the techniques/steps in decision making</p> <p>7.5 Enumerate the aids to decision-making.</p> <p>Advantages of good decision.</p>		
23	CT/Quiz Test	Chapter 6 & Chapter 7	To collect the feedback of student and take next step for betterment.	Exam paper
23 - 26	8.0 Understand the concept of leadership.	<p>8.1 Define leadership.</p> <p><b>8.2 Discuss the importance and necessity of leadership</b></p> <p>8.3 Discuss the functions of leadership.</p> <p>8.4 Identify of types of leadership.</p>	To know about the basic concept of Understand the Report writing	<p><b>Basic Class Materials :</b> White board, Marker, duster.</p> <p><b>PowerPoint Slide:</b> Projector</p> <p><b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=860LtRxP3rw">https://www.youtube.com/watch?v=860LtRxP3rw</a></p>



Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		<p>8.5 Describe the qualities of a leader.</p> <p>8.6 Distinguish between autocratic leader and democratic leader.</p>		
27 - 29	9.0 Understand the concept of personnel management and human relation.	<p>9.1 Define personnel management.</p> <p>9.2 Describe the scope of personnel management.</p> <p>9.3 discuss the importance of personnel management.</p> <p>9.4 Discuss of functions of personnel management.</p> <p>9.5 Discuss the disadvantages of personnel management in Bangladesh.</p>	To know about the basic concept of Understand the concept of Office management	<p><b>Basic Class Materials :</b> White board, Marker, duster.</p> <p><b>PowerPoint Slide:</b> Projector</p> <p><b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=8iwOCXkImml">https://www.youtube.com/watch?v=8iwOCXkImml</a></p>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		9.6 Describe the way solving problems of personnel management in Bangladesh.		
30	<b>10.0 Understand the staffing and manpower development.</b>	<p>10.1 Define staffing.</p> <p>10.2 Discuss the importance and necessity of staffing.</p> <p>10.3 Define recruitment and selection of employees.</p> <p>10.4 Describe various sources of recruitment of employees.</p> <p>10.5 Describe the various methods of selection of employees.</p> <p>10.6 Discuss the advantages and disadvantages of internal sources of recruitment.</p> <p>10.7 Discuss the disadvantages of external sources of recruitment.</p>	To know about the basic concept of Understand the Business letter, official and semiofficial letters.	<p><b>Basic Class Materials :</b> White board, Marker, duster.</p> <p><b>PowerPoint Slide:</b> Projector</p> <p><b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=V0Lj5eRharg">https://www.youtube.com/watch?v=V0Lj5eRharg</a></p>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		<p>10.8 Discuss manpower planning.</p> <p>10.9 Describe advantages and limitations of manpower planning.</p>		
	11.0 Understand the concept of industrial dispute.	<p>11.1 Define industrial dispute.</p> <p>11.2 Discuss the elements of industrial dispute.</p> <p>11.3 Describe the causes of industrial dispute.</p> <p>11.4 Discuss the modes of dispute settlement in Bangladesh.</p> <p>11.5 Explain the terms.</p> <ul style="list-style-type: none"> <li>- Strike.</li> <li>- Lock-out</li> <li>- picketing</li> <li>- Gherao</li> <li>- Go slow.</li> </ul>	To know about the basic concept of Understand the concept of industrial dispute.	

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
	<b>12.0 Understand the different aspects of trade union.</b>	<p>12.1 State the objectives of trade union.</p> <p>12.2 Discuss the functions of trade union.</p> <p>12.3 State major trade unions in Bangladesh.</p> <p>12.4 Explain the rules of application for registration of trade union in Bangladesh.</p> <p>12.5 Explain the causes of weakness of trade unions in Bangladesh.</p>	To know about the basic concept of Understand the different aspects of trade union.	
	<b>13.0 Understand the various labor and industrial laws/acts.</b>	<p>13.1 Explain the importance of labor and industrial acts/laws.</p> <p>13.2 Explain the following acts and laws.</p> <p>Factories act</p>	To know about the basic concept of Understand the various labor and industrial laws/acts.	

<b>Lecture</b>	<b>Chapter/ Exam / Industrial Visit</b>	<b>Learning Area</b>	<b>Learning Outcome</b>	<b>Class/Lab Supporting Equipment's</b>
		Minimum wages act Industrial disputes act Workmen compensation act Trade union act		
31	<b>CT/Quiz Test</b>	<b>Chapter 8 &amp; Chapter 10</b>	To collect the feedback of student and take next step for betterment.	<b>Exam Papers</b>
32	<b>Review Class</b>	<b>All Chapter:</b> (Regarding students' problems)	To review full chapter	<b>Basic Class Materials:</b> White board, Marker, duster.