

Hum-241 □

Lectures: 4 hours/week

Industrial Management and Accountancy □

Credits: 4

Industrial Management:

Administration, Management and organization, Authority and responsibility, Management theories, Organization structure, organization chart, Span of control, Selection and recruitment of employees, wage system and incentive, Job evaluation and merit ratings, Plant layout of physical facilities, Transportation and storage, Material handling, Maintenance, maintenance policy, Production control in intermittent and continuous manufacturing industry, functions of production control, Purchasing procedures, Factory act-1965: Various laws working hours, health, safety and other conditions, Laws governing labor relation: CBA, Trade Union, Lay off, Lockout, Strike, Labor court, Marketing management, Inventory-need and methods of control, Factors affecting inventory building-up, Economic lot size and reorder point.

Accountancy:

Basic accounting principles, Cash book, Trial Balance, Balance Sheet, Bank Reconciliation statement, Cost Accounts and objective, Elements of costs, Direct cost, Overhead allocation, Preparation of a cost sheet, Computation of break even point, Standard costing, job order costing, Process costing, Cost Variance.