

Industrial Management and Road Transport Organization

UNIT I Principles of Management: Definition of management Administration – Organisation – theories of management – F.W. Taylor's and Henry Fayol's principles – functions of manager – Planning – organizing – types of organization – line, staff, Taylor's pure functional types – line and staff and committee type-directing – leadership – types of leadership-qualities of a good leader – communication – formal and informal communication – motivation – positive and negative motivation – controlling – Just in time – Total Quality Management – Quality circle and Zero defect concept – Management Information Systems.

Personnel Management: Responsibility of human resource management-policies and functions – selection procedure – training of workers – apprentice training, on the job training and vestibule school training – job evaluation and merit rating – objectives and importance – wages and salary administration-components of wages – wage fixation – types of wage payment- time rate systems – Halsey's 50% plan, rowan's System and Emerson's efficiency plan – problems.

UNITII Financial Management: Fixed and working capital – resources of capital shares – types-preference and equity shares – debentures – types of debentures – public deposits, factory costing –direct cost – indirect cost-factory over head –fixation of selling price of a product – profit – problems-depreciation-causes methods-straight line, sinking fund and percentage on diminishing value method – problems.

Material Management: Objectives of a good stock control system- ABC analysis of inventory – procurement and consumption cycle safety stock-re-order level – lead time – Economic order quantity – problems – purchasing procedure – store keeping – Bin card.

UNITIII Goods Transport Operation: Simple layout of garages and depot for goods transport vehicle-materials Handling equipments in the goods vehicle depot-Receipt of goods, delivery of goods, insurance of goods and vehicles-settlement of claims-drivers duty schedules vehicles schedule, log sheet-way bills and other documents – connected with goods vehicle operation-transhipments and sub contracting.

UNITIV Passenger Transport: administrative set up of a passenger transport organization, traffic investigation to improve services – peak hour demands – Application of C.P.M in evaluation of shortest operating distance of vehicle – classification of vehicles – express, limited stop, relief services, etc. – Fare table calculation – vehicle schedule in city service – drivers and conductors duty schedules – ticket system, trip sheet – incentive schemes for improving the service – operating cost.

UNITV Motor Vehicles Act, Road Signals: Motor vehicles Act and road signals – Definition of various vehicles – permit – insurance, road tax, etc. – procedure for registering a vehicle – fitness certificate – issue of non – road worthy certificate – inspection of accidents and recording – issue of driving license and conductor license – enforcement of emission norms – stage carriage – contract carriage – Mini bus definitions.

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For Questions, Notes, Syllabus & Results

Marketing Management: Consumer survey – salesmanship – Advertisement – channels of distribution – printing – wholesale and retail agencies – promotion – legal aspects – psychological and behavioral aspects – customer relationship – buying motive – closing the sale – market research – costing in road transport – Total cost – fixed cost – variable cost – running cost – overheads – control of costs – different methods.

Text Book

1 O. P. Khanna, Industrial Engineering and Management, Revised Edition – 2004, Dhanpat Rai, Publications (P) Ltd., 67/4 Madras House, Daryaganj, New Delhi 110 002.

2 T. R. Banga & S. C. Sharma, Engineering Economics and Management, Edn. 2 - 2001, published by McGraw Hill, New Delhi.

Reference Book

1 Heinz Wehrich, Harold Koontz, Management, A global perspective, 10th edition, McGraw Hill international edition 1994.

2 Joseph L. Massie, Essentials of Management, 4th Edition, Prentice-Hall of India, New Delhi 2004.

3 Goods vehicle Operation – Dunbar.

4 Bus Operation – Dunbar.

5 Tamilnadu Motor Vehicle Act 1989