

BANGLADESH INSTITUTE OF MANAGEMENT

4 Sobhanbag, Mirpur Road, Dhaka-1207

POST-GRADUATE DIPLOMA -2016 SYLLABUS PART-I

INDUSTRIAL MANAGEMENT

Evaluation Criteria:

Class Attendance	: 10%
Class Test	: 20%
Mid Term	: 30%
Final Examination	: 40%

INDUSTRIAL MANAGEMENT

Name of Subject:

1. Introduction to Industrial Management
2. Basic Accounting
3. Production & Operation Management
4. Managerial Economics
5. Management of Human Resources

1. Introduction to Industrial Management

Full Marks: 100

Chapter	Topic
01.	Introduction to Industrial Management: <ul style="list-style-type: none">• Fundamentals of Industrial Management. Roles of Industrial Manager. Basics of Management. Relationship with other fields of study. Nature of Management Functions of Management. Managerial Skill and roles needed to perform effectively, Line and staff organization.
02.	Productivity Management: <ul style="list-style-type: none">• Concept of Productivity, its importance & nature. Factors affecting industrial productivity. Barriers of Productivity. Management of Productivity Misunderstanding about productivity. Productivity improvement techniques. Efficiency and effectiveness .
03.	Store & Inventory Management: <ul style="list-style-type: none">• Fundamentals of Store and Inventory Management. Basic functions of Store & Inventory Management. Qualification of store manager/ executives. Cost associated with inventory. Basic Inventory Control module & EOQ.
04.	Innovation & Creativity Management: <ul style="list-style-type: none">• Basic concepts, convergent & divergent thinking. Intelligent Quotient & Emotional Quotient, Blocks of creativity, Techniques of idea generation.
05.	Maintenance Management: <ul style="list-style-type: none">• Fundamentals of maintenance management. Cost associated with maintenance, Type of maintenance. Maintenance cycle. Preventive & Corrective Maintenance.
06.	Material Requirement planning: <ul style="list-style-type: none">• Objective of MRP, Developing MRP. Product Breakdown Structure. Bill of quantities. Problems on MRP.
07.	Case Study

Reference Book:

2. Basic Accounting

Full Marks: 100

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none"> • Concept of Accounting • Users & uses of Accounting Data • Need and importance of accounting • General accepted accounting principles
02.	Accounting Process: <ul style="list-style-type: none"> • Basic accounting equation • The account • Debits & Credits • Recording of transactions through double entry system • The journal • Journalizing of transactions • Ledger • Posting to ledger • Preparation of ledger • Trial balance.
03.	Specialized Ledger and Journal: <ul style="list-style-type: none"> • Subsidiary ledgers • Cash book • Bank reconciliation statements • Adjusting Rectifying Entries, Opening and closing entries.
04.	Financial Statements of Profit Making Organization: <ul style="list-style-type: none"> • Manufacturing account • Profit & loss account • Profit & loss appropriation account • Balance sheet
05.	Financial Statement for not for Profit Making Organization: <ul style="list-style-type: none"> • Receipts and payment accounts • Income & expenditure accounts • Balance sheet.
06.	Case Study

Reference Book:

- 1) Advance Accounting – M.M. Khan
- 2) Accounting Principles – Weygandt, Kieso & Kell.

3. Production & Operation Management

Full Marks: 100

Chapter	Topic
01.	Introduction to Production and Operations Management: <ul style="list-style-type: none"> • Introduction to production / operations Management, Core functions and responsibilities of the organization, transformation model, types of transformation process, Characteristics of goods & services, Spectrum of products, Trends in production/ operations management, Role of operations management in the society.
02.	Production & Operations Strategy: <ul style="list-style-type: none"> • Concept of system & environment, transformation process, corporate and business strategies & goal, different level of production and operational planning, level of management decision making, developing a winning strategy, strategic view point of production / operations management & their objectives, Big six key competencies & their characteristics, Concept of Productivity.
03.	Product Design and Process Selection: <ul style="list-style-type: none"> • Product & service design- their characteristics, trends & differences, Regions & objectives of product & service design, elements of design, design as a transformation process, reverse engineering, research and development, regulation & legal consideration, product life cycle standardization, modular design, reliability, robust design, concurrent engineering, concept generation for new product.
04.	Capacity planning: <ul style="list-style-type: none"> • Fundamentals of capacity planning, determinants of effective capacity, developing capacity alternative, strategies for timing capacity, production strategies to meet demand.
05.	Forecasting: <ul style="list-style-type: none"> • Types of forecasting method • Qualitative & Quantitative forecasting method • Independent & dependent demand • Capacity Management
06.	Quality Management & ISO 9000 <ul style="list-style-type: none"> • The importance of quality • Dimensions of quality • The business benefits of higher quality • The evolution of quality • The quality gurus • The cost of quality • Total quality management (TQM) • The QM wheel • Continuous improvement (kaizen) • P-D-C-A Cycle • The continuous improvement pyramid • Quality circles • Benchmarking • Business process re-engineering • The tools of QC/ statistical process control (SPC) • Process capability • Sampling • Quality management system: ISO 9000 • Quality awards • Six sigma^R quality.

Chapter	Topic
07.	Supply Chain Management: <ul style="list-style-type: none"> • Fundamentals • The four interrelated flows in SCM • Strategic SCM • Time-based competition • Other important factors in SCM • Supply chain profit leverage • Greening the supply chain: <ul style="list-style-type: none"> - The reprocessing flow • Greening the supply chain: The 5 R's of reprocessing • The sustainable supply chain.
08.	Case Study

Reference Book:

- 1) Operations Management for Competitive Advantages – (By Chase, Aquilino, Jacob. 8th/ 9th/ 10th Edition)
- 2) Production & Operations Management – (By William J. Stevenson, 6th/ 7th/ 8th Edition.)

4. Managerial Economics

Full Marks: 100

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none"> • Nature and scope of Managerial Economics; • Relationship of Economic Theory, Decision Sciences, Functional Areas of Business; • Reasons for the Existence for Firms and Their Functions and Objectives • The Nature and Function of Profits: Business versus Economic Profit • The International Framework of Managerial Economics.
02.	Demand Analysis and Forecasting: <ul style="list-style-type: none"> • Meaning of Demand, Types of Demand and Determinant of Demand • Individual Demand Curve and Consumer Behavior • Market Demand and Elasticity • Forecasting Methods • Uses of Forecasting Application.
03.	Production and Cost Analysis: <ul style="list-style-type: none"> • Production Function: Statistical Production Function, Managerial Use of Production Function • Least Cost Combination • Factor Productivity and return to scale • Cost Concept, Determinant of Cost • Accounting Cost and Economic Cost • Cost-Output Relationship • Estimation of Cost-Output Relationship
04.	Pricing: <ul style="list-style-type: none"> • Determinants of Price • Pricing under Different Objectives • Pricing under Different Market Structures • Implementation of Profit Making Decision under Different Market Power • Price Discrimination • Pricing Methods in Practice.
05	Optimization Techniques and New Management Tools <ul style="list-style-type: none"> • Methods of Expressing Economic Relationships • Optimization by marginal Analysis • Linear Programming Approach • New Management Tools for Optimization: Benchmarking, Total Quality Management; Reengineering; The Learning Organization; Other Management Tools.
06.	Understanding the External Factors: <ul style="list-style-type: none"> • Concept of National Income, Gross Domestic Products, Gross National Product; • Growth, Saving Investment and Balance of Payment • Macroeconomic stability and business cycle • Overview of Bangladesh Economy: Sectoral Analysis, Industrialization Process and Business Environment.
07.	Case Study

Reference Book:

- 1) Managerial Economics in a Global Economy, Dominic Salvatore
Sixth Edition, Oxford University Press.

5. Management of Human Resources

Full Marks: 100

Chapter	Topic
01.	Introduction to Human Resource Management: <ul style="list-style-type: none"> • Nature • Objectives • Importance • Historical development of Human Resources of Bangladesh • Current terminology • Functions of HR Manager
02.	Human Resource Planning <ul style="list-style-type: none"> • The Importance of HR Planning • The HR Planning Model • Techniques to forecast HR demand and supply • Factors affecting the supply of and demand for human resources
03.	Job Analysis <ul style="list-style-type: none"> • Uses of Job Analysis Information • Methods of Collecting Job Analysis Information • Writing Job Descriptions and Job Specifications
04.	Recruitment and Selection <ul style="list-style-type: none"> • The Recruitment and Selection Process • Internal vs. External Recruiting Sources • Steps in Recruitment and Selection Process • Employment Test & Interview
05.	Performance Appraisal <ul style="list-style-type: none"> • Performance Appraisal Roles • Steps in Appraising Performance • Performance Appraisal methods • The Appraisal Interview
06.	Wage & Salary Administration <ul style="list-style-type: none"> • Difference between Wage and Salary • Types of Wages • Objectives of Wage & Salary Administration • Factors that influence wage rate • Methods of wage Payment
07.	Handling Employee Grievance: <ul style="list-style-type: none"> • Nature • Objective • Procedure • Role of a supervisor in handling grievance.
08.	Employee Discipline <ul style="list-style-type: none"> • Approaches to discipline • Steps in disciplinary procedure • Conducting domestic enquiry • Separation
09.	Employee Counseling <ul style="list-style-type: none"> • Boundaries of Counseling • Types of Counseling
10.	<ul style="list-style-type: none"> • Case Study

Reference Book:

“Human Resource Management”, Gary Dessler, , 12th Edition

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SYLLABUS PART-II

INDUSTRIAL MANAGEMENT

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Class Attendance	: 10%
Class Test	: 20%
Mid Term	: 30%
Final Examination	: 40%

INDUSTRIAL MANAGEMENT

Name of Subject :

1. Industrial Health & Safety
2. Quantitative Management
3. Labour Laws
4. Cost Accounting
5. Marketing Management
6. Term Paper & Syndicate Presentation
7. Viva-Voce

1. Industrial Health and Safety

Full Marks: 100

Chapter	Topic
01.	Fundamentals of Safety Management <ul style="list-style-type: none"> • Definition of accident, causes of accidents, means of preventing accident, definitions of different terms & issues related to hazard, accident & safety management, functions of safety management, role of safety manager, safety planning, safety audit.
02.	Causes of Major Accidents <ul style="list-style-type: none"> • Component failure, deviation from normal operating conditions, human and Organizational error, outside accidental interference, natural forces, acts of mischief and sabotage.
03.	Different Methods of Accident Prevention <ul style="list-style-type: none"> • Causes of industrial accident and their prevention, unsafe working condition, unsafe acts, accident proneness, direct and indirect losses from accident, measurement of accidents & injury statistics (Frequency Rate, Severity Rate), functions of safety managers/officers, measures against occupational hazards, measures for protection against accidents to be taken by management.
04.	Ergonomics and Personnel Protective Equipment <ul style="list-style-type: none"> • Concept of personnel protective equipment (PPE), ergonomics and their uses in industries, issues like light, sound, fire, posture, work space, physical work and manual materials handlings, study & design of different types of hand tools
05.	Emergency Planning <ul style="list-style-type: none"> • Emergency management cell, identification and analysis of hazard, formulation of the plan, alarm & communication, resource requirement for emergency center, appointment of personnel and definition of duties, job responsibilities of site incident controller & site main controller.
06.	Environmental Safety affected by Industries <ul style="list-style-type: none"> • Polluted vs. pure environment, air pollution, water pollution, sound pollution, global warming, carbon emission, energy vs. environment, industrial ecology, industrial practices triggering pollution, environmental responsibilities & planning of industries to prevent pollution, effluent treatment plant (ETP)
07.	Fundamentals of Occupational Disease <ul style="list-style-type: none"> • Fundamentals of occupational disease, its sources, causes, prevention, cure & remedies, sound health policies in industry.
08.	Case Study

2. Quantitative Management

Full Marks: 100

Chapter	Topic
01.	Course Description: <ul style="list-style-type: none"> • This course provides “exposure to and practice in the use mathematical tools for aiding managerial decision-making in the corporate and public sectors. Topics covered include mathematical modeling, linear and non-linear programming, network analysis, simulation and other topics at the instructor’s discretions”
02.	Objective: <ul style="list-style-type: none"> • Gained an appreciation for the role quantitative methods play business decision-making. • Achieved a degree of facility modeling and solving management problems using Microsoft Excel. • Learned how to employ quantities decision techniques to analyze managerial problems • Increased critical thinking and quantitative reasoning skills.
03.	Brief Course Outline: <ul style="list-style-type: none"> • Introduction • Becoming a more effective and efficient problem solver • Spreadsheet modeling and Microsoft Excel • Probability and statistics • Decision analysis • Linear regression modeling • Forecasting • Linear programming • Optimization models • Project scheduling PERT/CPM time cost tradeoffs • Wailing line • Simulation & simulation project • Review and final exam.
04.	Case Study

3. Labour Laws

Full Marks: 100

Chapter	Topic
01.	Introduction to Bangladesh Labour Code, 2006: <ul style="list-style-type: none"> • Application of Bangladesh Labour Code, 2006 • Definition of worker • Employer • Industry • Industrial Establishment • Shop and factory
02.	Employment & Conditions of Service: <ul style="list-style-type: none"> • Classification of workers and period of problem • Letter of Appointment & identity card • Form of the service book • Stoppage of work • Retrenchment & re-employment of retrenched workers • Discharge from service • Punishment for conviction and misconduct • Procedure for Punishment • Special provisions relating to fine • Termination of employment by the employer • Termination of employment by the employer • Retirement of worker • Grievance procedure
03.	Maternity Benefit: <ul style="list-style-type: none"> • Employment of women worker prohibited during certain period • Right to and liability for payment of maternity benefit • Procedure regarding payment of maternity benefit • Amount of maternity benefit • Payment of maternity benefit in case of a woman's death • Restriction on termination of employment of a woman in certain.
04.	Provisions Relating to Health: <ul style="list-style-type: none"> • Cleanliness • Ventilation and temperature • Dust and fume • Disposal of wastes and effluents • Artificial humidification • Overcrowding • Lighting • Drinking water • Latrines and urinals • Dustbin and spittoon
05.	Welfare Measure: <ul style="list-style-type: none"> • First aid appliances • Maintenance of safety record book • Washing facilities • Canteens • shelters, etc. • Rooms for children • Recreational and educational facilities in tea plantation • Housing facilities in tea plantation • Facilities for daily necessities, etc. in tea plantation • Medical care for newspaper workers • Compulsory group insurance

Chapter	Topic
06.	Working Hours and Leave: <ul style="list-style-type: none"> • Daily hours • Interval for rest or meal • Weekly hours • Weekly holiday • Compensatory weekly holiday • Spread over • Night shift • Restriction on cumulative hours of work on a vehicle • Extra allowance for overtime • Limitation of hours of work for women • Restriction on double employment • Notice of periods of work for adults and preparation thereof • Special age limit for road transport service worker • Hours of work to correspond with notice and register • Closure of shops, etc.
07.	Wages and Payment: <ul style="list-style-type: none"> • Special definition of wages • Responsibility for payment of wages • Fixation of wages periods • Time of payment of wages • Matters deduction from the wages • Deduction for absence from duty • Deduction for damage or lose
08.	Provident Fund : <ul style="list-style-type: none"> • Provident funds for workers private sector establishment • Provident fund not liable to attachment • Priority of payment of contribution over other debts
09.	Workers Participation in Company Profit
10.	Case Study

Book Reference:

1. Labour Laws 2006 – (By S.A Huq)
2. Labour Laws 2006 – (By Nirmalendu Dhar)
3. Labour Laws 2006, Govt. Gazette.

4. Cost Accounting

Full Marks: 100

Chapter	Topic
01.	Introduction to Cost Accounting : <ul style="list-style-type: none"> • The scope and Important of Cost Accounting. • The recording of the cost flow in manufacturing and service organization. • Cost concept and Principles. • The use of cost information in management decision.
02.	Cost Accumulation and Computation : <p>(a) Material Cost Computation and Control.</p> <ul style="list-style-type: none"> • Valuation of Material Receipts. • Valuation of Material Issue. • Accounting for Materials. <p>(b) Labour Cost Computation and Control.</p> <ul style="list-style-type: none"> • Direct and Indirect Labour. • Methods of Remuneration. • Accounting for Labour Cost. <p>(c) Overhead Cost Computation and Control.</p> <ul style="list-style-type: none"> • Types and nature of Overheads Cost. • Overheads cost accumulation, allocation and apportionment. • Accounting for Overhead Cost.
03.	Preparation of Cost Statement.
04.	Job and Contract Costing : <ul style="list-style-type: none"> • Characteristics of Job and Contract Costing. • Estimating and preparation of schedule, Tender and Quotation. • Job Cost Sheet. • Contract Costing – Valuation of work in progress in long and short term contract.
05.	Process Costing : <ul style="list-style-type: none"> • Nature of Process Costing. • Treatment of Abnormal loss and Abnormal Gains. • Concepts of Equivalent Production in valuation of work-in-progress. • Joint and by product costing.
06.	Standard Costing : <ul style="list-style-type: none"> • Concept of Standard Costing. • Types of Standard. • Application of “Management by exception” concept through variance analysis.
07.	Cost Volume Profit Analysis
08.	Case Study

Reference Book :

- 1) Cost Accounting – Bhabatosh Banerjee
- 2) Advanced Cost Accounting – Md. Yousuf Ali
- 3) Theory and Practice Costing – Bashu & Das

5. Marketing Management

Full Marks: 100

<i>Chapter</i>	<i>Topic</i>
01.	Define marketing for the 21st century. <ul style="list-style-type: none"> • The importance of marketing • The scope of marketing • Company orientations toward the market place • Fundamental marketing concepts, trends and tasks.
02.	Gathering information and scanning the environment. <ul style="list-style-type: none"> • Internal records and marketing intelligence • Analyzing the macro environment • Demographic environment and other major macro environments.
03.	Conducting marketing research and forecasting demand. <ul style="list-style-type: none"> • The marketing research system • The marketing research process • Forecasting and demand measurement • A vocabulary for demand measurement
04.	Creating customer value, satisfaction and loyalty. <ul style="list-style-type: none"> • Building customer value, satisfaction and loyalty. • Maximizing customer lifetime value • Cultivating customer relationships.
05.	Identifying market segments and targets. <ul style="list-style-type: none"> • Level of market segmentation • Segmenting consumer market • Market targeting.
06.	Developing pricing strategies and programs. <ul style="list-style-type: none"> • Understanding pricing • Setting the price • Initiating and responding to price changes.
07.	Designing and managing value network and channels. <ul style="list-style-type: none"> • Marketing channels and value networks. • Role of marketing channels • Channel- design decisions
08.	Designing and managing integrated marketing communications. <ul style="list-style-type: none"> • The role of marketing communications • Developing effective communication • Deciding on marketing communications mix.
09.	Case Study

Book Reference:

Marketing Management - Twelfth Edition
Philip KOTLER & Keven Lane KELLER

Marks Distribution of Term Paper, Syndicate Presentation & Viva-Voce for all Diploma Courses

Part-II

Subject	Approved Marks	Remarks
Term Paper	75	
Syndicate Presentation	25	
Viva-Voce	100	