



**STANLEY**  
**COLLEGE OF ENGINEERING & TECHNOLOGY FOR WOMEN**  
( Approved by AICTE, New Delhi | Affiliated to Osmania University ,Hyderabad)  
Address : Chapel Road, Abids ,Hyderabad

**ME 472**

## **INDUSTRIAL ADMINISTRATION & FINANCIAL MANAGEMENT**

### **UNIT -I**

Industrial Organization: Types of various business organizations, Organization structures and their relative merits and demerits. Functions of management.

Plant Location and Layouts: Factors affecting the location of plant and layout. Types of layouts and their merits and demerits.

### **UNIT -II**

Work Study: Definitions, objectives of method study and time study. Steps in conducting method study. Symbols and charts used in method study. Principles of motion

economy. Calculation of standard time by time study and work sampling. Performance

rating factor. Types of ratings. Jobs evaluation and performance appraisal. Wages, incentives, bonus, wage payment plans.

### **UNIT -III**

Inspection and Quality Control: Types and objectives of inspection S.Q.C., its principles. Quality control by chart and sampling plans. Quality circles, introduction to ISO.

### **UNIT-IV**

Optimization: Introduction to linear programming and its graphical solutions. Assignment problems.

Project Management: Introduction to CPM and PERT .Determination of critical path.

Material Management: Classification of materials, Materials planning. Duties of purchase manager. Determination of economic ordering quantities. Types of materials purchase.

### **UNIT -V**

Cost Accounting: Elements of cost. Various costs. Types of overheads. Breakeven analysis and its applications. Depreciation. Methods of calculating depreciation fund.

Nature of financial management. Time value of money. Techniques of capital budgeting

and methods. Cost of Capital, Financial leverage.

### **Suggested Reading:**

1. Pandey I.M. "Elements of Financial Management ", Vikas Publ. House, New Delhi, 1994.
2. Khanna O.P., "Industrial Engineering and Management ", Dhanapat Rai & Sons.
3. Everrete E. Adama & Ronald J. Ebert, "Production & Operations Management ", Prentice Hall of India, 5th Edition, 2005.
4. S.N. Chary, "Production and Operations Management", Tata McGraw Hill, 3rd Edition, 2006.
5. Paneer Selvam, "Production and Operations Management ", Pearson Education, 2007.