

GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)**VI- SEMESTER****Course Title: Industrial Management**

(Course Code: 1363402)

Diploma Programme in which this course is offered	Semester in which offered
Mechanical (Manufacturing Technology)	Sixth Semester

Module.	Topics	Hours
Module 1	Organisation Policy 1.1 Introduction to Standards followed by the Organisation 1.2 Legislative guidelines 1.3 Organisational Policies / Culture 1.4 Reporting structure 1.5 Inter-dependant functions 1.6 General Employment Principles 1.7 Importance of Ethics 1.8 Ethics followed in the Organization	4 h
Module 2	Behaviour at Workplace 2.1 Importance of Behaviour at Workplace 2.2 Importance of Discipline at Workplace 2.2.1 Types of Disciplined Behaviors 2.2.2 Disciplinary elements 2.3 Helpful Behaviour 2.4 Conflict 2.4.1 Introduction to Conflict 2.4.2 Interpersonal Conflict 2.4.2.1 Reasons for Interpersonal Conflict 2.4.2.2 Effect of Interpersonal Conflict 2.4.2.3 Managing Interpersonal Conflict	4 h
Module 3	Communication 3.1 Introduction to Communication 3.2 Basic Communication Protocols 3.3 Assertive Communication 3.4 Listening to Superiors / Colleagues 3.4.1 Key elements of Active listening 3.4.2 Listening skills to be followed at Workplace 3.5 Receipt and Conveying of Information 3.5.1 Importance of Tone, Pitch and Language 3.6 Receiving Clarification from Superiors / Colleagues 3.7 Barriers to effective communication	4 h
Module 4	Types of Organization 4.1 Line, Staff and Line and Staff organization 4.2 Advantages and Disadvantages of Line, Staff and Line and Staff organization	4 h

Module 5	Leadership 5.1 Leadership Styles Advantages and Disadvantages of the following Leadership styles 5.1.1 Laissez-faire 5.1.2 Autocratic 5.1.3 Democratic 5.2 Qualities of a good leadership	4 h
Module 6	Motivation 6.1 Positive and Negative Motivation 6.2 Motivation Theory 6.2.1 Maslow's Theory 6.2.2 Theory X and Y 6.2.3 Herzberg's theory	4 h