

Module-1

15/9/2020

Management: Introduction, meaning - nature and characteristics of Management, Management and Administration roles of Management, levels of the Management, Functions of Management. Roles of Management in improving work quality.

Planning: Nature importance and purpose of planning, process of types of plans, steps in planning decision making, steps in decision making, planning in textile and garment industry.

Management

8/9/2020

Management is a life giving element to every organization.

Management should co-ordinate all activities of the organization to achieve the desired objective and also to make further plans effectively.

Management depends on .

- Size and structure of organization
- Nature of work and Nature of people.

Management always leads to.

TEAM WORK

TEAM - Together. Everyone. Achieve More.

T - Trust

E - Empathy

A - Attitude

M - Maturity.

Management as an art, profession and science.

Management as an Art

This means managing the show by understanding the nature of people at different levels.

This type of Management will exercise power systematically, without hurting the feelings of employees.

Way of convincing, way of delegating responsibility, way of speaking, way of acting in this type of management.

Art means: Global Thinking.
Local Acting.

Getting the work done using local language and speaking in global language to move the end products

"Henry Winslow Taylor" was identified as Father of Management by the whole world from 1865 to 1915 (50 years):

He was responsible to make the lady community educated by adopting the principle "No Gender Inequality"

Management as profession

Means application of expert knowledge in an organization to get objective results within the stipulated time. Professionals always aim for integrity.

Professional management always gives valuable and new ideas to utilize the available resources effectively. Professional Management results in the following,

- Company live long
- Employees grow Individually.
- Health Environmental.

- TEAM WORK. is effective
- New ideas will be generated.
- High Market Value.

Management as a Science.

Science management is always systematic and results of this management is objective. The results can be substantiated with the help of results. documented.

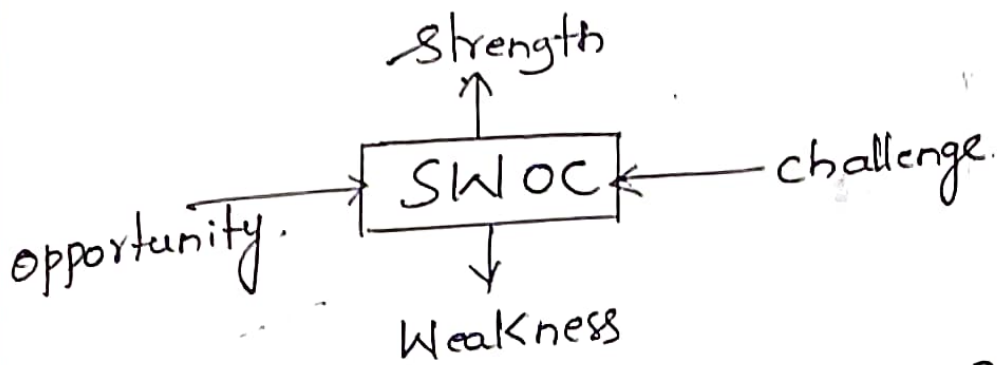
Results can be communicated easily. Executives can understand their limitations, and overcome these shortcomings.

In this type of management, the approach is always scientific.

Advantages of Science Management

- Methods are systematic and results are objective.
- New Ideas are generated and New opportunity can be availed.
- Easily understandable.

In Science Management. Individual employees in particular and company in general can go for "SWOC" analysis,



S - Strength - Increase your strength.

W - Weakness - Identify your weakness, and overcome the same.

O - opportunity - Available opportunity when it knows 'at your door'.

C - Face the challenge as it comes.

This analysis will the company and employ more strong physically and mentally.

Nature of Management

Management in a dynamic life giving element in every organisation.

Management always integrate all the activities together to achieve the desired objective of an organization.

Nature of people in any organization differ and all should be combined for the growth of organisation.

Ex: Institution - Nature in different.
Students - teacher - principal.
police dept - Different
Industry - Different.

Nature of work and people and also hierarchy differs from company to company.

Note:- Nature of Management includes Art profession and Science Management.

Characteristics of Management.

- ① Good Relation between Management & employees.
- ② Management should be dynamic.
- ③ Management should always find solution of the problem.
- ④ Management should have the attitude of getting the work done using local language.
- ⑤ Management should always think globally.

⑥ The main aim of management is to make the industry strong and also make the company to live long.

⑦ Management: Should always create healthy working environment in organization.

⑧ Management should always be interested to change to suit to the global market.

Management and Administration

Management and Administration are the two faces of the same coin.

Both should work together effectively to run the system smoothly.

Administration always higher than the Management.

Difference between Management and Administration is as follows

- Administration
- ① Sanctioning Authority.
 - ② proposal sanctioning
 - ③ Function is legislative
 - ④ policy maker
 - ⑤ Approval authority

- Management
- ① Execution
 - ② personal making
 - ③ Function is Executive
 - ④ policy implementation
 - ⑤ Doing authority.

Functions of Management

15/09/2020

- Integrating all the activities together
- Delegating responsibility to the concerned people who are interested in doing the work
- Effective utilization of the available resources.
- To achieve the desired objective of the organization.
- To have vision to increase the profit margin
- Global thinking and local acting.
- Resolve the conflicts between the employees
- proper Decision should be taken during strike and lockout.
- Negotiation of 'selling prices of products with clients.
- Directing and motivating people.

Roles of Management to improve the work quality.

The main Roles of Management to get the work done effectively and to improve the quality of end products and to gain good position in the market values.

Major Roles of Management

- ① Submission of proposals for approval and sanction.
- ② Implementation of new schemes.
- ③ To execute the work effectively.
- ④ Better understanding and co-ordination at all levels.
- ⑤ Follow up and correction
- ⑥ Inspection for quality.

ultimate. Role of Management is.

Selling price - Total cost = profit - all way ↑ ↑ ↑
a ascending order.

Levels of Management

Levels of Management are classified with the intension of delegating responsibility, and also for smooth working at all levels. Depending on the designation and qualification and also responsibility, the levels of Management are classified as.

- Top Management - Conceptual skill

- Middle Management - Human Relation skill

- Lower Management - Technical skill

Conceptual Skill: Ability of Manager to take the broad view of organization and to analyze the working situation. Creativity and innovation.

Human Relation Skill: Ability to interact with the people at all levels. Good human relation develops better co-ordination and TEAM WORK.

Technical Skill: Refer to understand the nature of job and to perform the same effectively.

Hierarchy of Management

Top Management

Managing Director

↓
Executive Director

↓
Chief Engineer / Deputy General Manager

↓
Chief Superintendent
enr / Asst-General Manager.

Middle Management

Head of all the Sections

↓
Superintendents.

↓
Chief Stores officer etc.

Lower Management

Foreman

↓
Supervisors

↓
Inspectors etc.

Designations vary from company to company and accordingly hierarchy changes.

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Planning

Planning is the process of deciding in advance the work to be done. It is the determination of course of action to achieve the desired object.

Planning is a mental process require imagination, foresight, innovate ability and sound judgement.

- Planning involves
- Identification of problem.
 - Finding solution.
 - Keeping the alternatives ready
 - Decision making.

Ex: An order placed to supply 50,000 ready-made shirts in 90 days.

This requires proper planning

- Sourcing of cloth.
- Type of cloth.
- Labour requirement
- Number of stitching machines a valuable.
- Initial investment.
- Date of Delivery. etc.

Depending on the situation and time planning has to be done with quick decision.

Nature and Importance of planning

① planning is an Intellectual process.

This refers to think before Ink., Before the decision is given, Manager should forecast all the eventualities such as availability of Resources, power, machines and alternatives.

② planning is goal oriented.

Every planning is linked to goals.
Every plan should aim at investigation leading to creativity.

(iii) Planning is a planning function of Management because the whole success depends on proper and effective planning.

(iv) Planning is always directed towards customer satisfaction.

i.e. Maximum output with minimum investment.

Importance of planning or purpose of planning.

- ① To achieve the required objective successfully
- ② To utilise the resources effectively.
- ③ To keep the alternatives ready.
- ④ To produce required quality and quantity.
- ⑤ To deliver the end products before the time scheduled.
- ⑥ To get good identity in the market.
- ⑦ To make employees more active both physically and mentally.
- ⑧ ultimately for the growth of industry.

24/09/2020

Types of plans

① Divisional plans -

Separated divisions must be planned to keep respective items.

Cloth. Shop - Saree division

- Shirt division.

- Children. garment.

② Functional plans

These plans must be prepared. to carry out with the work according to the plan.

Functional. plans refer to marketing plan. financial plan etc.

③ Regional plans or Geographical plans

Depending on the quantity of work and potential of Business.

④ Corporate plans

Refer to the location. of head office.

Requirement. ① connectivity through Air, Railway and Roadway

② Market potential etc.

⑤ Short Range plans

Plans for one year.

⑥ Medium Range plans

Plans for 3 years.

② Long Range plans

plans for more than 3 years.

Above plans have to set the following objectives

- potential of Market
- productivity.
- Innovation.
- Physical and Financial resource.
- profitability.
- Manager performance
- Worker performance
- public responsibility

29/01/2020

Planning in textile and garment industry.

Planning in textile and garment industry depends on the following:

- ① Availability of Buyers
- ② Market place
- ③ Availability of Resource.
(5m's - men, machine, material
method, money)
- ④ profit margin
- ⑤ Financial commitment.

Ex: In textile industry.

Supply of 50,000 kgs of 40^S Ne. yarn of 100% cotton in 90 yards.

Date of placement of order: 01/10/2020

Date of delivery - 29/12/2020

To full fill the above requirement
proper planning has to be done
Planning is as follows.

Planning

Requirement - fibre requirement

Dead line: 50,000 kgs. of yarn to be ready
on 21/12/2020 (plan)

- Availability of cotton fibre
(sourcing)
- Availability of spinning m/c's
from B/R to R/F
- Availability of labour and power
- Alternatives in case of failure
- Quality to be maintained.

Decision Making

01/10/2020

Decision making is an Important aspect in any organization.

Decision making depends on the Situations.

Decision depends on the following.

- feel it now, deal it later

- feel it now, deal it now

- feel it now, deal it immediately.

Everything depends on Situations.

Situation - 1

- Customer has placed order for 30,000 shirts

- All process. Connected to this is going on in Garment industry.

- General Manager on leave for 10 days.

- During his leave period. few Sewing machine comes for repair. if it is not immediately repaired. production stops. and customer's requirement cannot be fulfilled.

Sanctioning authority to buy items to repair Sewing machine is out of station.

Now: Situation is,

All Sewing machines has to run. Few have come for repair. Single day product cannot be stopped.

General Manager. not available to sanction money

Decision to be taken

Deputy general Manager. Should immediately arrange for money to bring the items to make Sewing machines to run. System should run. After General manager is back. These can be explained and things comes to Normal.

Case is:

Feel it Now and deal it immediately.

Situation-2

General Manager is going to company in his car. meeting is scheduled at 11 Am. while going one person has met with an accident and struggling between life and death.

General Manager. is running short of time
to attend meeting [Emergency meeting]

What General Manager should do,

Decision lies here.

question is life and death.

Life has to be saved - First priority

Meeting can wait - for some time but patient
cannot wait

Hence, patient should be hospitalised and after
the treatment is given he can attend meeting.

Depending on situation. Decision should be taken.

Steps in decision Making.

① Situation oriented.

② Think before taking decision.

③ Pros and consequences. Should be
thought before taking any decision.

④ If the situation is do or die. 'do' decision
should be taken

⑤ Any decision should be justified.

⑥ During decision, percentage of plus.

points to be considered.

At any stage Blind decision ^{Should} not be taken.

Note:

please don't do what others do. Follow your own principle and live accordingly.

5/10/2020

Module-2

Organising and Staffing: Nature and purpose of organisation - Types of organization. Departmentalization span of control. - MBO and MBE. Nature and importance of staffing. process of Selection and recruitment procedure. concept of team work, Smart work and SWOC Analysis in textile industry.

Directing and controlling: Meaning and nature of Directing. Leadership types, Motivation theories. communication and its importance, Co-ordination. Meaning and importance and techniques of co-ordination. Steps in controlling.

organisation. and Staffing

Organisation.

Organisation. means co-ordinating all the related activities to accomplish the desired objective of an organization. Successfully Organisation. follows effective

TEAM WORK

TEAM - Together Everyone achieve more
Trust, Empathy. Attitude, & Maturity.

Every employee should understand his responsibility and discharge them sincerely. In any organization, people who are working should have three things in their mind.

- Cost conscious
- Quality conscious
- Reduction of waste

The above three will definitely help for the growth of individuals, and growth of companies and also company live long.

Ultimate objects lies on.

Maximum profit with minimum investment

Effective organization follows.

LPP - Linear programming problem.

main object of LPP.

- Minimize Investment
- Maintain quality
- Reduction of waste
- Maximum profit.

Purpose of organization

- ① To increase the stability of TEAM WORK.
- ② To Integrate everybody.
- ③ To involve everybody in work and to make them active.
- ④ To achieve the desired object & Effectively.
- ⑤ To utilize the resource properly,
- ⑥ Finally to make the company and Employee proud!

Organisation means POSDCORB

P - Planning

O - Organisation.

S - Staffing

D - Directing

CO - Co-ordinating.

R - Reporting

B - Budgeting

Success
depends on
this

Example: Organisation of National Seminars
in our Department.

Works to be attended.

- Date and Venue of Seminar should be fixed.
- Identification of speakers.
- Inviting papers and fixing last date to receive papers.
- Short listing of papers.
- Intimation to selected papers presents.
- Boarding and lodging arrangement.
- printing of Invitation after fixing the guests.
- programme - schedule etc.

Each committee should work heartily and effectively to make the Seminar a Grand.

Success
Integrated team work lead to Success.

Principles of organisation.

Success of organisation depends on good and ideal principles adopted in the system. These principles will make the organization and employee to grow higher and higher.

If these principles are followed, company or Industry will definitely live long and increase employment potential to the next generation.

Following are the principles of organization.

① Unity of objective : Every activity of an organisation will be geared to the basic objective (objective).

② Span-of Management : proper number of Executives with defined power must be formulated.

③ Functional definition

Authority and Responsibility must be properly defined.

④ Exception-principle

only complicated problems should be referred to higher level and routine problems should be solved at department level only.

⑤ unity of command

There must be one leader for each TEAM to avoid conflicts.

⑥ Flexibility - Complicated problems should be simplified and simple problems should be further simplified.

⑦ Scalar principle

Line of authority should be properly defined to build sound organisation.

⑧ Division of work - Division of department is essential to delegate the work properly and also to carry out effectively.

⑨ Unity of command: Each subordinate should have one superior and he has to obey his order.

⑩ Balance principle: organisation should be balanced with regard to centralisation and decentralisation.

⑪ Continuity: continuous development and training are essentially required.

⑫ Facilitation of leadership

Depending on the service, work, pattern, responsibility an opportunity should be provided for leadership.

Note: All employees of organisation should follow the above mentioned principles and work with an intention of Individual growth in particular and company growth in general.

Three things should be remembered by each employee.

- Be loyal to the organisation which is feeding you food.
- Be loyal to your profession to maintain professional ethics.
- Be loyal to conscious to do justification to your job.

If these are properly followed, the company will grow and live long.

Types of organization

- ① Line organisation
- ② Line and Staff organisation
- ③ Functional organisation.

All the above organisation can be easily understood with the help of chart.

The main object of the above type of organisation is to maintain.

Healthy working environment and also to achieve the desired objective successfully.

The above type of 'organisation will define the powers of individual officers systematically and hence the work can be carried out successfully in a sequential order.

Officers of staff organisation will not work at floor level.

They give new ideas and identify shortfalls and give the solution etc

Both line and staff organisation should work with an integrated mind.

There should not be professional jealousy practicability should be understood by both employee and work should be carried out

Both employees should come to common understanding for the better growth of company.

Staff organisation is always towards high quality and new innovation line organisation should follow their advice and implement those depending on the possibility to achieve the desired objective.

Authority and Responsibility are the two faces of same coin.

Authority refers to the extent of exercising power in an "assertive way" and Responsibility refers to the discharging of responsibility sincerely.

In this type of organisation.

- There is clear cut authority and Responsibility.
- Quick decision can be taken depending on situation.
- Direction in flow from top to bottom and Execution in flow from bottom to top.

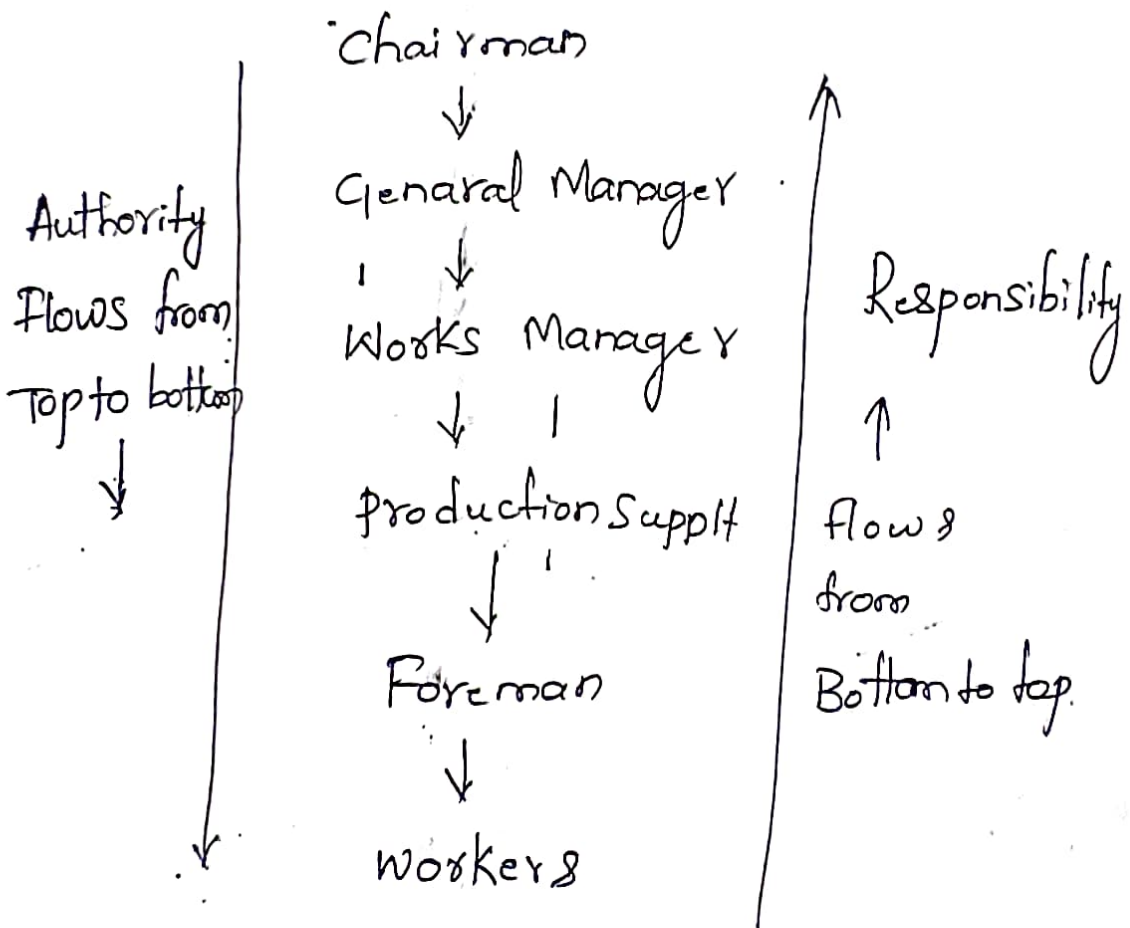
In order to execute the work successfully, employee of all levels should work with integrity and understanding.

Line organisation: employees know the intensity of work from floor levels to execution of work is by line organisation people only. These people aware of all type of problems hence there is a saying.

Shoe wearer knows where it pinches

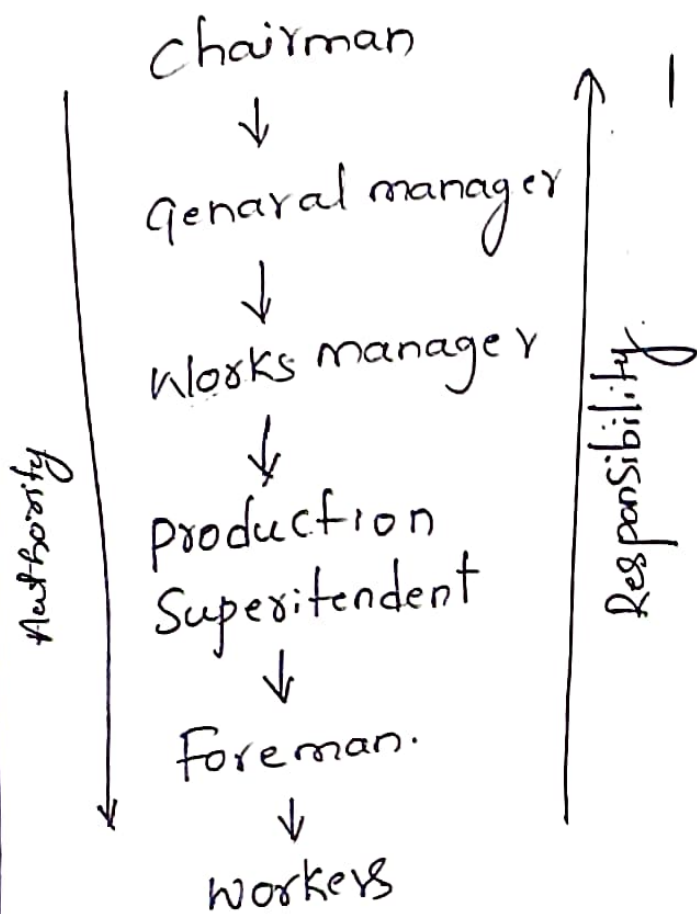
person who works from floor level always know the difficulty at all stages hence all should work from floor level and reach the top position. these type people will always administrate the company effectively and smoothly.

LINE ORGANISATION CHART

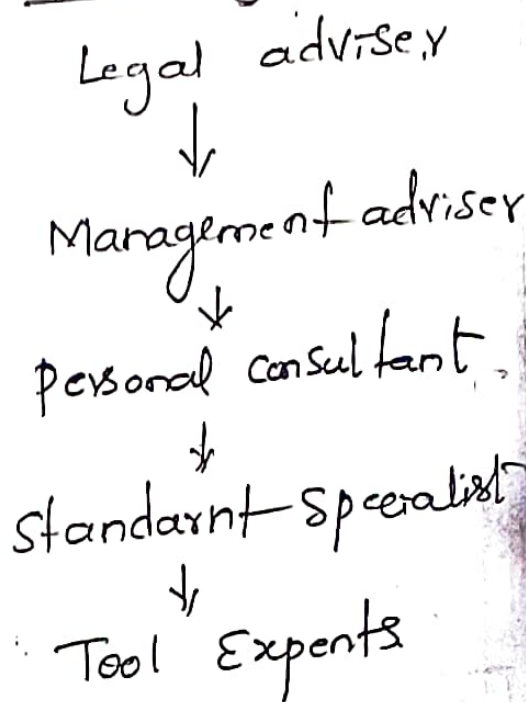


Line and Staff organisation

Line organisation



Staff organisation

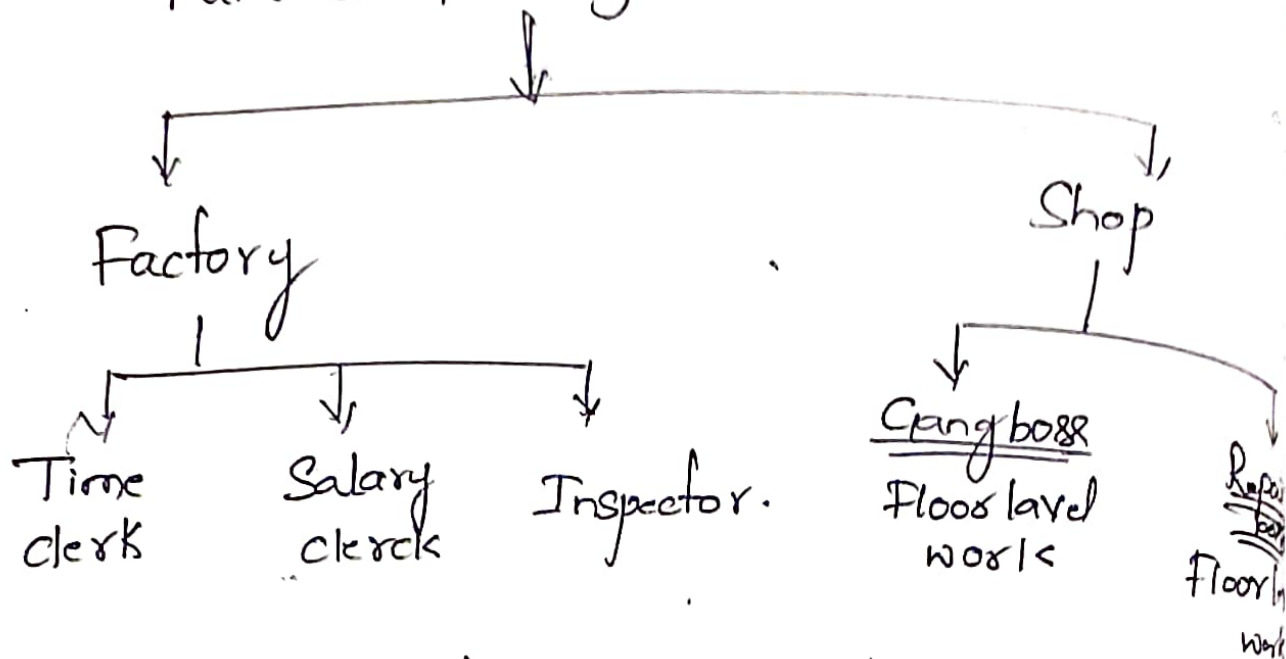


The main purpose of staff organisation is to give advice.

Functional organisation

This is the combination of administration & Execution

Functional organisation



Time clerk - Entry time and leaving time is recorded (In and out time)

Salary work: payment to employee

Inspector: supervision of work:

Departmentation, Span. of control, MBO & MBE

Departmentation.

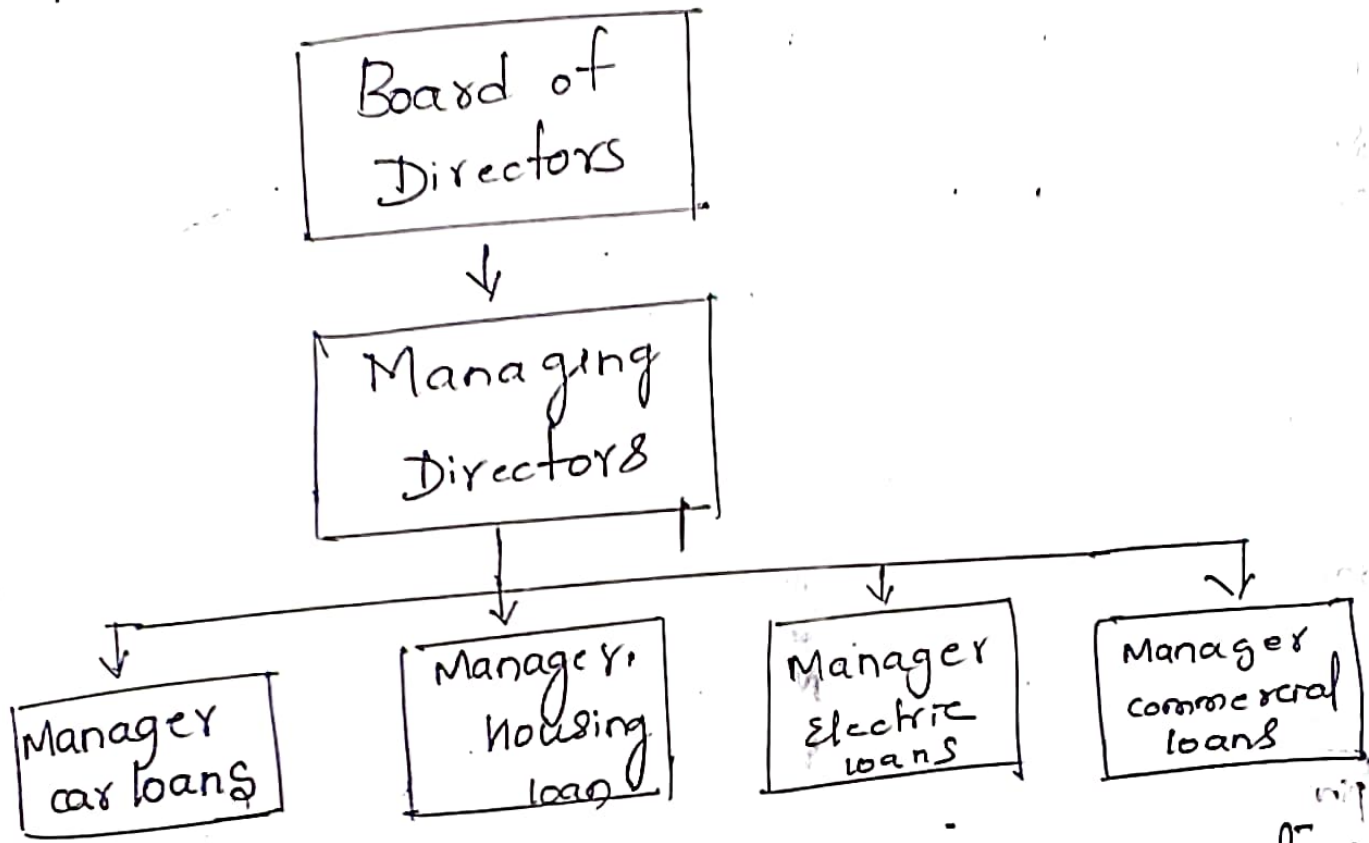
Departmentation means division of work into smaller units and their grouping into bigger units (Departments).

on the basis of features.

As the organisation grows in size work is divided into units and subunits.

Departments are created depending on the activities

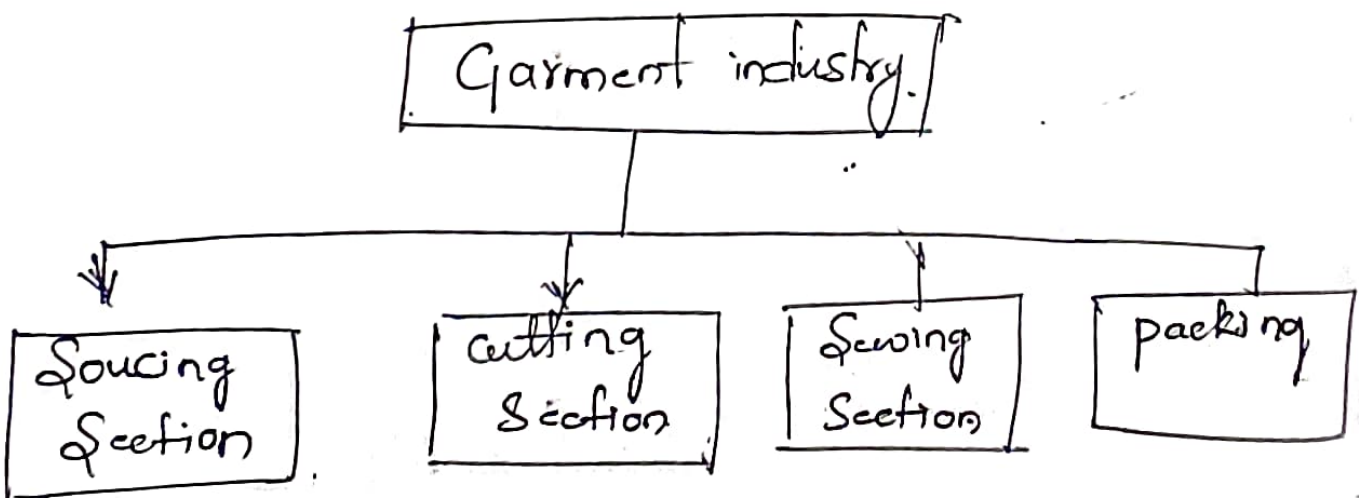
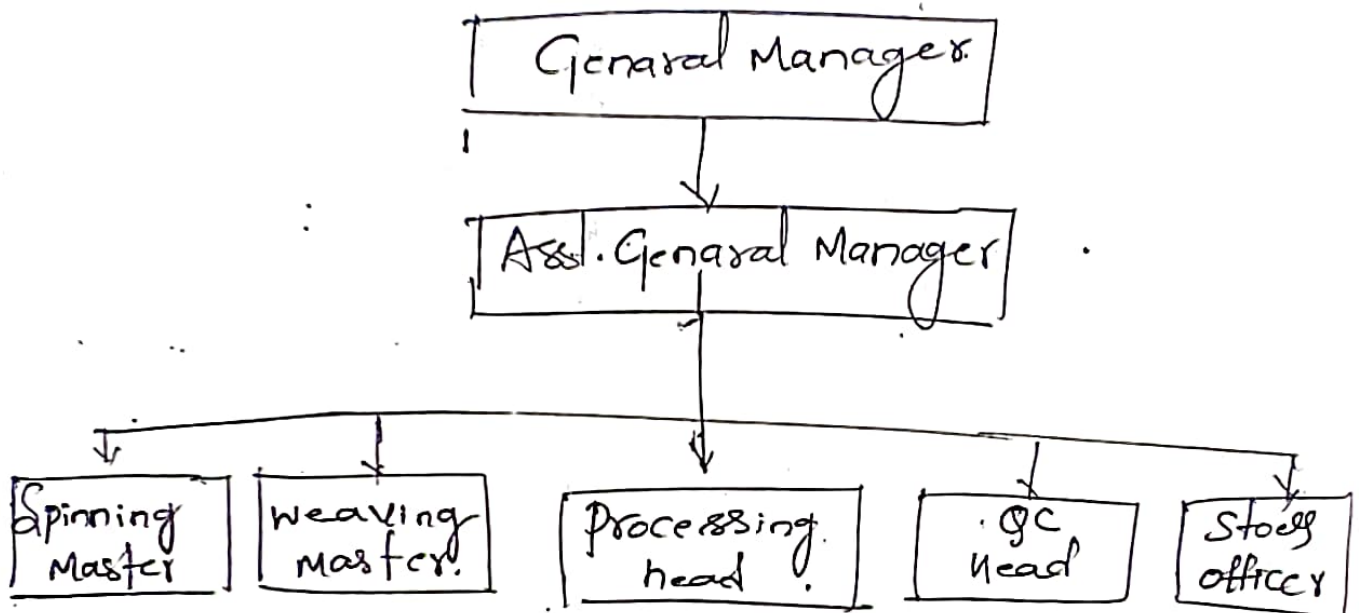
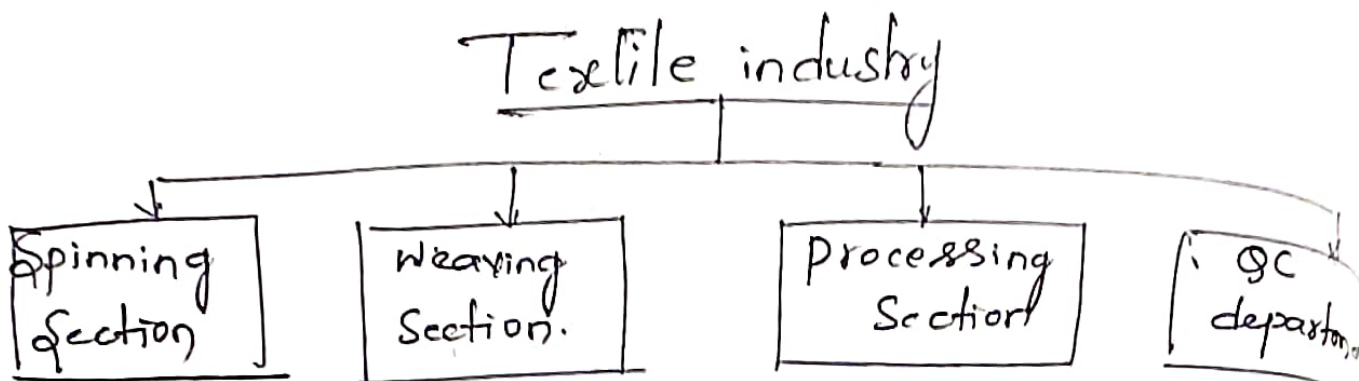
Organisation chart showing:
customer Departmentalisation.



Departmentation is a part of the organisation process. It involves the grouping of common activities under single person control. Activities are grouped on the basis of the function of an organisation. This is done by chief executive.

Departmentation in textile and garment industry

Here, the activities, and employees are grouped depending on their skill and field of specialisation.



Grouping of sections are done mainly to delegate work and also to involve all the employees in work

Advantages of Departmentation.

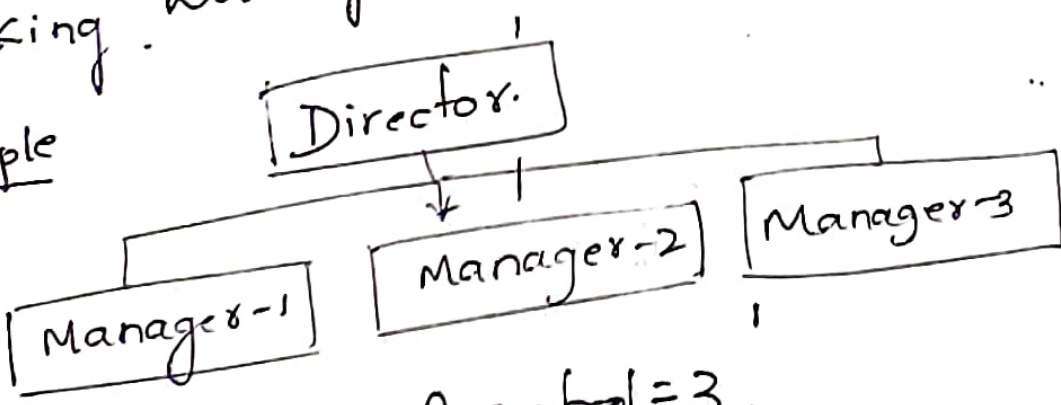
- ① Better control and effective management.
- ② All employees get involved in work
- ③ Follow up is easy.
- ④ Smooth flow of working.
- ⑤ Effective team work will be developed.

Span of control.

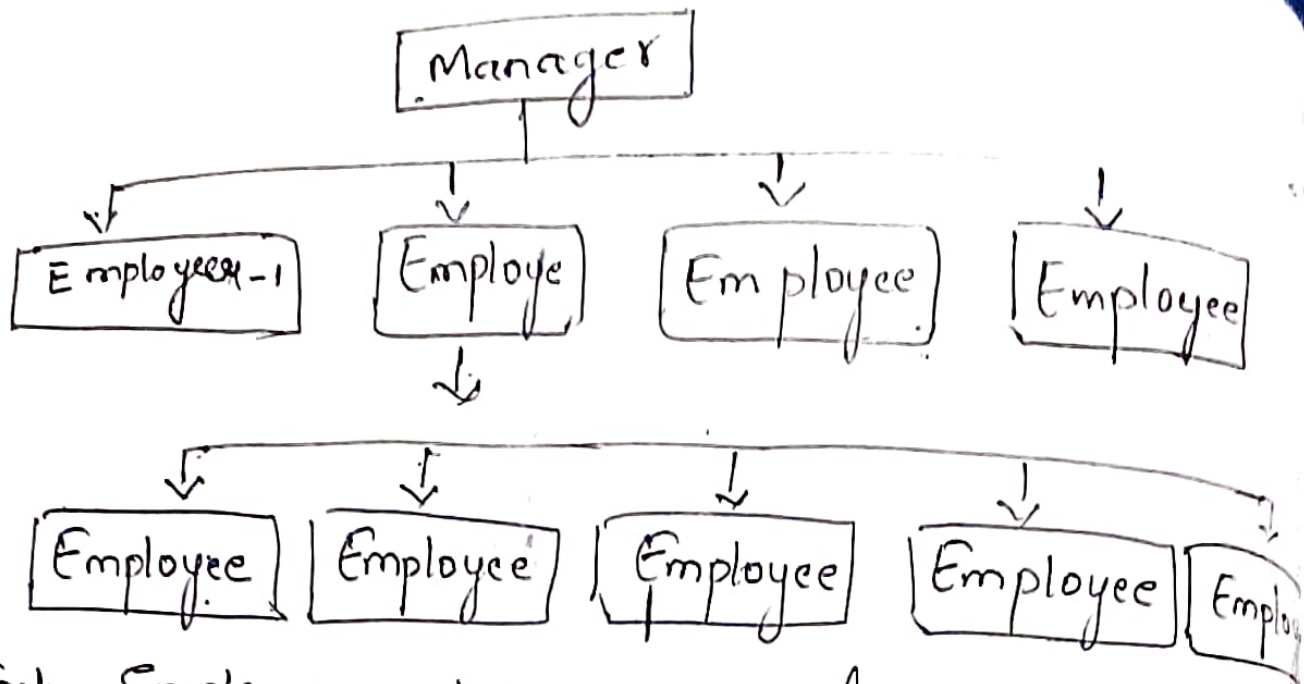
Span of control is also called as span of management.

Span of control refer to the number of people working under one supervisor.

Example

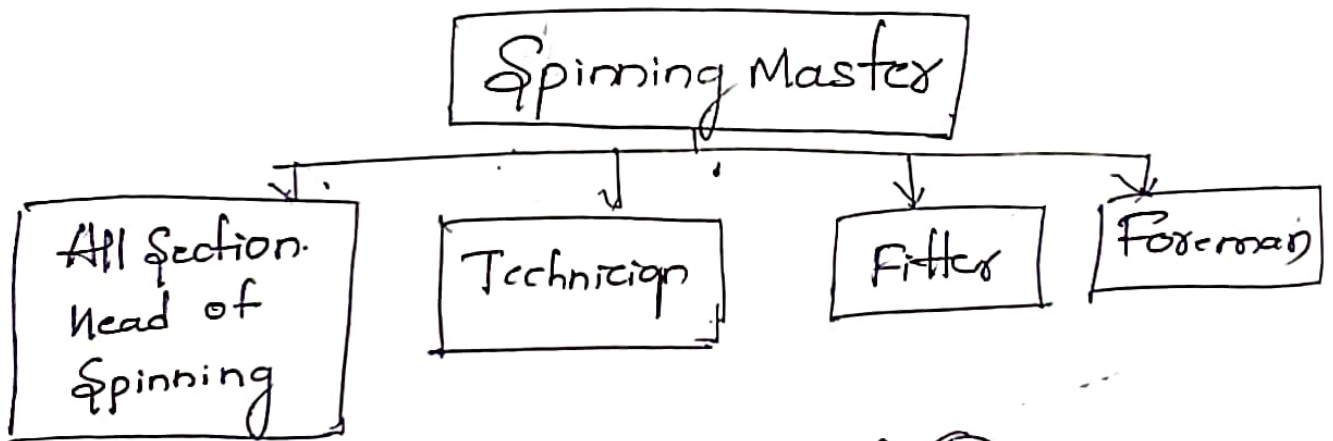


Span of control = 3.



Each Employee under manager has 5 Employees under them Span of controls 5

Textile industry Example



Span of control = 4

Under Spinning master, all section heads technician, fitter and foreman.

quantity of work is clearly defined.

Spanning master has the authority to delegate specific works to people working under them.

Advantages of Span of control

- ① Only one Superior to few employees. and hence. no. confusion. in the work.
- ② Follow up is easy and immediately mistakes can be corrected.
- ③ Specific works are clearly defined.
- ④ Individual contribution. can be easily measured.
- ⑤ Depending on the nature of people, power can be exercised and people can be refined also.

Refining people from 'bad to good' is always healthy. if people are 'defined' from 'bad to good' credit will definitely go to the Superior or advisor.

MBO & MBE

MBO - Management by objectives

MBE - Management by Exception.

MBO always aim. at

- ① objective results
- ② Effective work from all.
- ③ Quality and quantity
- ④ Respecting all.
- ⑤ Growth of company.

MBO always integrate all the resources to achieve the desired object successfully. During the achievement of objects, quality and reduction of waste are given prime importance.

MBE - Management by Exception

This is also named as Exception principle of organisation.

Meaning of MBE is,

only unsolvable problems and the decisions which are not in the preview, should be referred to higher officers, solvable problems should be cleared at lower level only.

ex: labour problem, power problem, machinery problem. Should be solved at the department level only.

Machine comes for repairs, cost is high. here money is involved. hence. this type of problem should be referred to higher officer. for sanction. of money.

Importance of MBE

- ① It saves effort, time and energy of Manager.
- ② Complex problems should be referred to management.
- ③ It reduces the deviation of work of Manager.
- ④ No. frequent disturbance of higher officers.

Selection and Recruitment

Selection & Recruitment is a separate wing in an organisation.

Selection and Recruitment are the two face of same coin!

Selection procedure

7 Stages of Selection.

- ① After job opening, Applications are
- ② Screening and pre Selection.
- ③ Interview
- ④ Assessment
- ⑤ References and back ground check.
- ⑥ Decision.
- ⑦ job offer and contract

A good Selection process is. Key in finding merit is aimed at finding merit and talented candidates. A selection process is aimed at finding and hiring. This process is like a filter. So candidates may apply and may be invited for interview and only one may be selected.

Selection process always starts with job openings, Job nature: should be clearly defined and depending on the skill and nature of work person

Details of 7 stages

① Application: candidates can apply against advertisement number of applicants can range between zero to thousand.

Candidates should see the candidates such as SSC %age, PUC %age and Aggregate etc and then apply if conditions are satisfied.

② Screening and preselection

Resume Screening @ CV. Screening Curriculum Vitae) shortlisting.

Depending on the requirement and quantity of applications. Screening will be done according to merit.

③ Pre-Selection - This will be done based on service, potential of work, and personality. usually carried out for higher posts.

④ Interview - Face to face. Interview candidates are interviewed by their managers. Manager will check the fluency.

and behaviour and other related aspects of candidates. In addition, candidate can also ask the manager about the nature of and policy of company.

④ Assessment

This is next to pre-selection. Assessment is done on scientific basis.

Assessment refer, GMA (General Mental Ability) and this is know as IQ test (Intelligent Quotient) and confidence level and dynamism and Ethical value etc.

⑤ References and Background check

Short listing of one to three candidates. Reference from college professors, or Managers of previous company, they should not have criminal background and involved in any police cases etc.

⑥ Decision - choosing the right candidates for the right growth of organisation.

⑦ job offer and contract

offer letter should be accepted by candidate and contract should be

Signed. To this point we can say, selection process is completed.

Recruitment

Recruitment is a core of function of Human Resource department. It is the process that involves from Identification, Screening, Shortlisting, Interviewing Selecting of candidates.

The recruitment teams can be large or small depending on the size of organisation. However in small organisation the recruitment responsibility lies on manager only.

Many organisations outsource their recruiting needs this means recruiting responsibility will be handed over to one popular agency. This agency does everything systematically and send employee to the organisations.

In few organisations, they go through advertisement. Social media channels to recruit the talented candidate.

Following factors influences the recruitment.

- ① Size of organisation
- ② Salary structure.
- ③ Work culture & work conditions
- ④ Growth rate of organisation
- ⑤ Stability of employee
(floating of employee should be minimum).

Recruitment process

This is a process of Identifying the job vacancy, analysing the job requirements, reviewing applications, screening, shortlisting.

and selecting the right candidate.

5 Step involved in Recruitment process.

- ① Recruitment planning
- ② Strategy Development
- ③ Searching
- ④ Screening
- ⑤ Evaluation and control.

① Recruitment planning.

First step in the recruitment is planning. Here planning involves the clarity of job specification to vacant position, job responsibilities should clearly indicate the skills, experience, qualification needed. Grade and salary package should also be defined. Probationary period performance assessment should clearly specified other conditions such as bond period notice to be given, if anybody wants to leave the organisation etc.

② Strategy Development

This Means,

- No. of persons. required with definite qualifications.
- Required Academic dimensions
- If the suitable candidates. not available what next to be planned
- Recruitment method to be planned
- Availability of right candidates should be searched.
- Activities. to be followed. to complete recruitment process

③ Searching

This step involves attracting job seekers to the organisation.

There are two sources used to attract candidates.

① Internal Sources - Advertisement or through social

② External Sources - Hiring of recruitment agency

④ Screening

This is an Integral part of recruitment here applications received are screened against qualification, knowledge, skills, abilities and experience. If the qualification is not satisfied. Such applications are rejected. Selection tests, Technical tests and HR interview will be conducted for screening the candidates.

⑤ Evaluation and control

This is the most important step of recruitment wing.

Cost incurred in recruitment process can be classified as follows.

- ① Salary to the recruited candidates.
- ② cost and time spent for preparing Job analysis
- ③ Administrative Expenses
- ④ cost of outsourcing.

Hence effective Evaluation and control is required to extract the work and also to create healthy working environment in an organisation.

Module-2 - Continuation part

Concept of TEAM Work, Smart work and SWOC analysis in textile industry

Concept of TEAM work

TEAM means.

Together Everyone achieve More
or

T - Trust E - Empathy
A - Attitude. M - Maturity.

TEAM work is the collaborate effort of a group to achieve a common goal. All Individuals work together towards a common goal.

The main concept of Team work is to establish boundaries and to ensure link between other TEAMS.

Typically TEAM WORK is defined as,

"Co-operation . between those who are working on a TASK"

TEAM work suggests people to work in an atmosphere of mutual support and trust. Working together with good inter group relation.

Here the strength of each person is valued.

In any organisation; TEAM. Should be very strong and cordial and also aim at the growth of company, if company grows, all individual employees grow.

Hence, TEAM work. Should have integrated mind.

"TEAM WORK" appear in all offices every where.

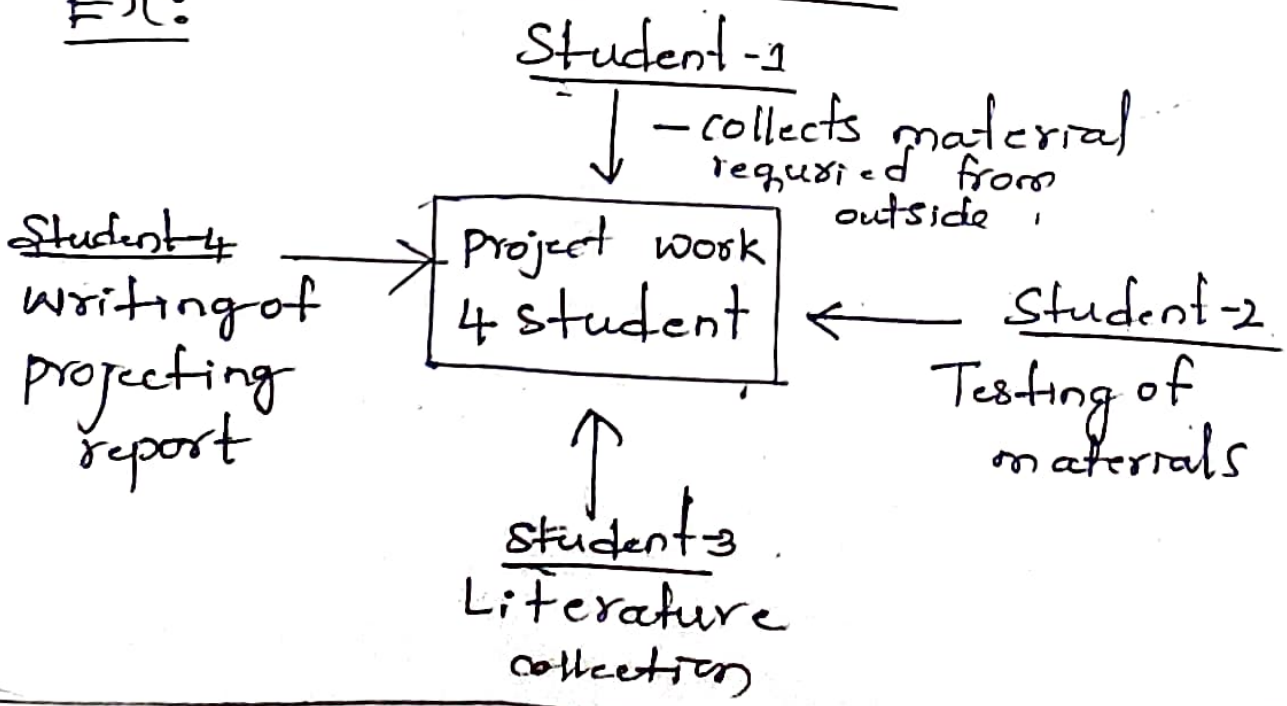
Advantages of TEAM WORK

- ① Employees can learn more from TEAM Experience.

- ② Each person in a TEAM can exhibit
- ③ Team work improves communications
- ④ Short falls are identified and people can overcome them.
- ⑤ Individual growth is possible.
- ⑥ Jealousy feeling will go out.
- ⑦ opportunity to learn many new things.
- ⑧ Everyone will be respected.
- ⑨ Company will grow higher & higher
- ⑩ objective results can be achieved.

TEAM WORK

EX:



All Integrated to complete the project work Successfully.

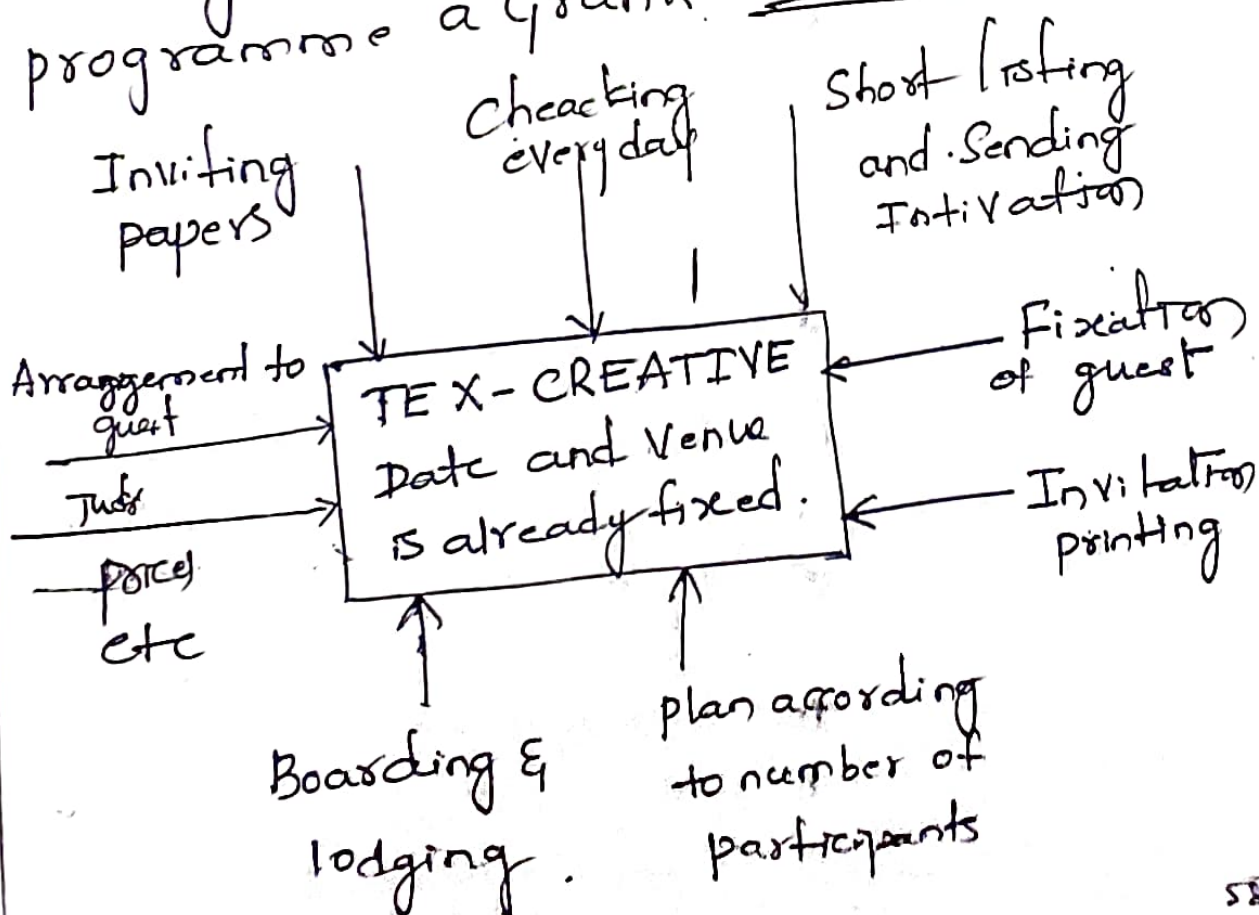
Effective TEAM work. All are involved in the work

Ex:

Conduction of National level students Symposium in BIET Textile department

called TEX-CREATIVE

All members of TEAM should work heartily and effectively to make the programme a grand Success



All activities which are mentioned above should be attended well in advance.

All members of individual TEAM should work effectively.

Finally TEX-CREATIVE
Grand Success.

Excellent TEAM WORK.

Excellent TEAM WORK

of Students & Faculty
of BIET, Davengere.

One more feat on the cap of
Textile Department. Of Bapuji
Institute of Engineering and
Technology, Davengere

Concept of SMART work

Any employee in an organisation should be sincere and SMART for his growth and growth of company.

SMART means New ways of working in advanced technology.

Sincerity and SMARTness are the two faces of same coin.

SMART means, one should react depending on the situation.

Situation is not same at all times. During communication, people should be smart, way of speaking should not hurt the feeling of other.

Smart means, one should be assertive and diplomatic in conveying the message to other.

SMART Means

- S - Specific
- M - Measurable
- A - Achievable
- R - Realistic
- T - Time bound.

Any work should be specific, measurable and Achievable and should have reality within the time scheduled.

SMART working means, everything is smart. telephones, clocks, vehicles are having smart look and attractive look.

Salient feature of a new pant

- Additional pockets with fancy colours
- Secret pocket
- Deviation from the normal is SMART

Advantages of SMART WORK

- It increases the freedom of workers to exhibit their talent
- It saves money and work space.
- Saving of time on journey.
- It improves personal life.
- productivity can be increased.

Ex:- If one person is sent to invite one guest for the function.

He goes to the house where the house door of the guest house is locked due to some reason. looking at the locked door person came back.

He is very sincere
To be smart

He should ask neighbours about the house which is locked. He should give his contact number and request them to call soon after they back home.
this is SMARTness.

Hence one should be sincere and

SMART

Difference between hard work and smart work

Hard work means attending to the job sincerely and doing justification to the job. SMART means, one step ahead of hard work. Exhibit your talent on the platform and show yourself that you are absolutely required to complete the tasks.

SMART means

Brain and platform is yours

Hard work means

Brain in yours platform other.

SMART work will make person to be done.

- From physical to creatively.

- To improve skill
- To get identity
- To think before acting
- more innovative
- To think for bright future.
- To be on the forefront
- To maintain self respect.

Hence WORK HARD AND SMART

HARD WORKING and SMART WORKING is like stairs. Luck is like lift.

LIFT may fail. but stairs will take you to the top position. Hence we should have confidence in our hard and smart work and we cannot depend on luck. Luck may favour your as mayout.

SWOC Analysis in Textile industry

SWOC Means

S - Strength

W - Weakness

O - opportunity

C - Challenge

SWOC analysis is done to assess the current position of organisation before going for "New Strategy"

SWOC Analysis Matrix

Strengths

- ① what do you have
- ② what is the unique resource
- ③ what others are doing looking at your strength
- ④ organisation is able to respond is not ready.
- ⑤ our product has strong reputation in market

Weakness

- what could you improve
- Where is Resource limitation
- how others identify your weakness.
- skilled people shortage

opportunities

- what opportunities are open for you?
- how do you utilise opportunity
- how can you turn your opportunity in to strength

challenge

- Face the challenge before you
- What you competition doing
- what problems are ahead to face.

SWOC Means

- S - Increase your strength
- W - Identify and overcome your weakness
- O - Available on opportunity when it knocks at your door.
- C - Face the challenge it comes.

Strengths

Strength means

- Things that organisation doing well
- Advantages of organisation

- Effective Resource utilisation and Reduction of labour and waste etc.
- Quality products and market value.

Weakness

Weakness is also inherent features of organisation.

Company has to identify shortfalls looking at the strengths of other organisations.

Examples:

Quantity and quality ~~are~~ should match. otherwise it has to be matched.

- Resource utilization should be made effective.

opportunities

Always one should utilize opportunities. When it comes, one should not grab opportunity from others, one should.

Smart to utilise opportunity effectively
challenge

Think about the obstacles and fears
in getting the products to move in
market.

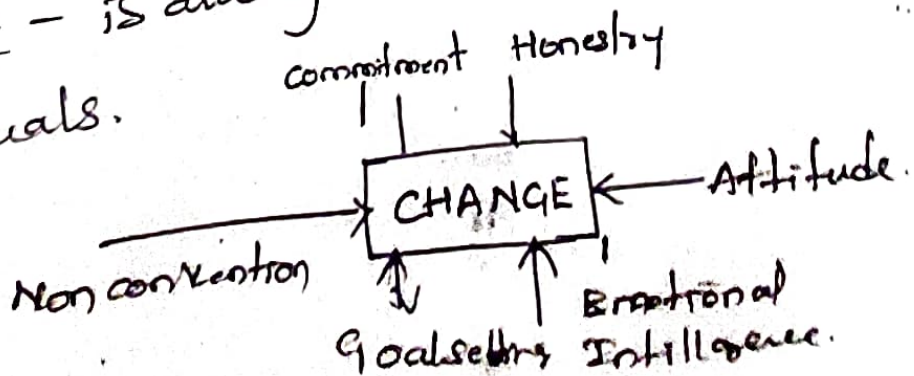
Nature and Importance of Staffing

Staffing means recruiting people with
suitable, qualification, people with suitable
qualification, knowledge and skill, as per the
current requirements of the organisation.

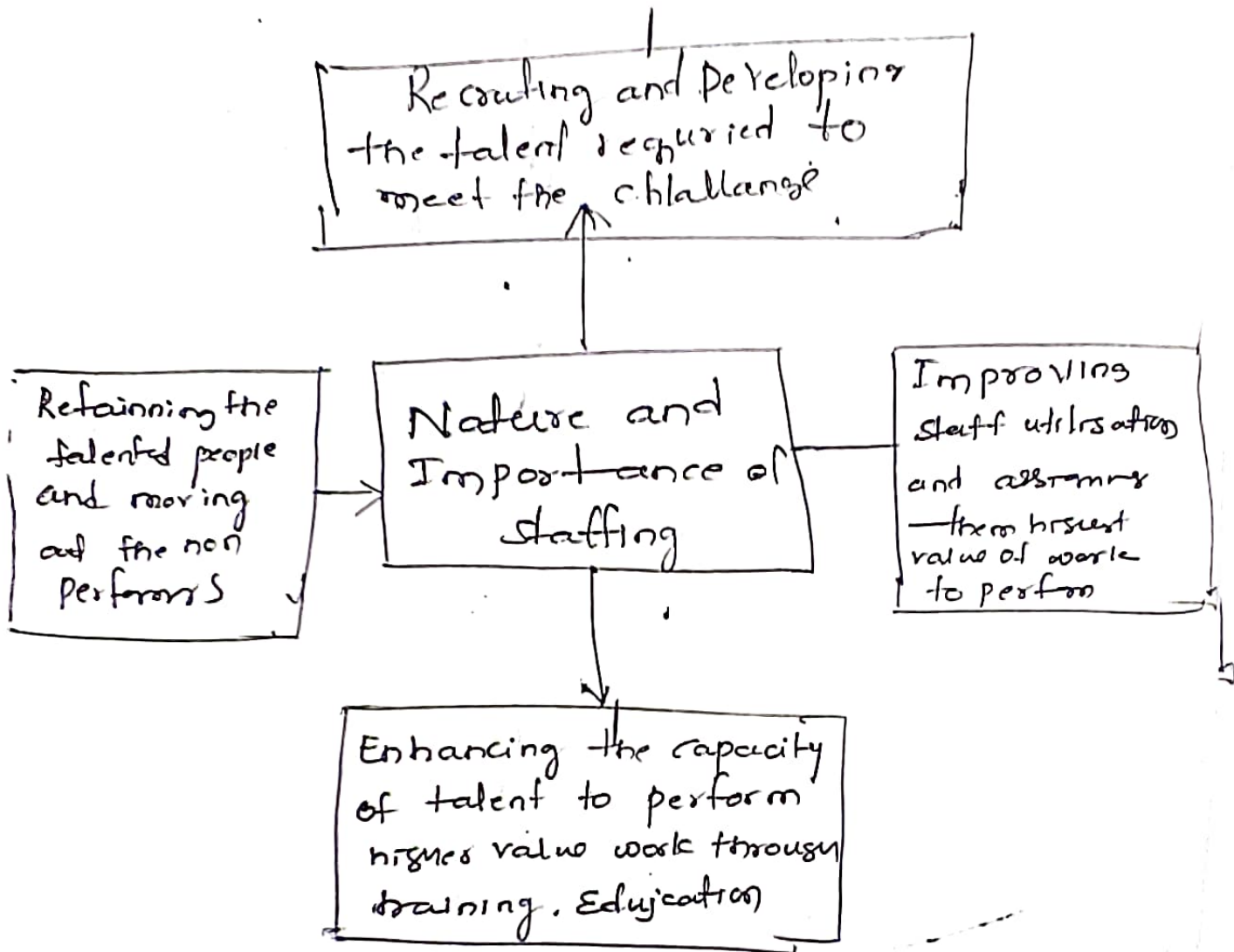
In the present day the recruitment will be
done keeping in view the development, market
and other related aspects for another 5 years

The newly recruited faculty should change
themselves, as per the change in the market
and project.

CHANGE - is always for better growth of
Individuals.



Presently all graduates should change themselves to suit to the industry atmosphere and also to get involved in the work to understand and the progress.



Here, particularly newly recruited persons need upgradation. Training this will improve their skill and they become talented. Those who are not up to the mark, they may be shifted to the other department where they can exhibit their talents effectively.

Importance of Staffing

- Selection are recruitment processes. Should be on merit basis.
- Communication skills and subject know-ledge. Should be checked during Selection.
- Physical and mental ability to be checked.

- Newly recruited persons should not be too much submissive and they should be Diplomatic and Assertive in nature.

Difference between Recruitment and Selection

Recruitment

- ① Recruitment precedes Selection
- ② Basic purpose is to create a pool of qualified resources
- ③ No contract b/w applicants and the organisation

Selection

- ① Selection succeeds recruitment
- ② Basic purpose is to choose the best persons from the pool to fill vacant positions
- ③ Contract b/w applicant and organisation

Directing and controlling

Directing

Directing is the process in which managers give instruction to the workers & perform the work effectively, and also to achieve the predetermined goal.

Direction activities are designed to encourage the people to work efficiently.

Direction means initiation of action to start the actual work.

Direction is the process by which the instructions can be issued and operation can be carried out as per the original planning.

Nature of Direction:

or

Function of Management

- Direction is required to all levels of organisation. Every manager provides

- guidance to their colleagues
- Direction is a continuous activity in any organisation
 - Direction is related to human factor
 - Direction converts plans into performance
 - Direction delegates responsibility.

Proper direction means

From untruth to truth

From Darkness to light

From death to immortality Capability to

Meaning of Direction

Direction initiates action at top level of organisation, and flows down hierarchy of organisation, and flows down hierarchy of organisation, and flows down hierarchy of organisation. Success of any organisation depends on the proper direction.

Direction should, be in such way that organisation standard should be maintained and quality end products should be manufactured.

Ex: Quality of Serials in TV depends on
director only.

Quality of picture (cinema), Depends on
Director only.

Quality of company depends on Director
of CEO or MD

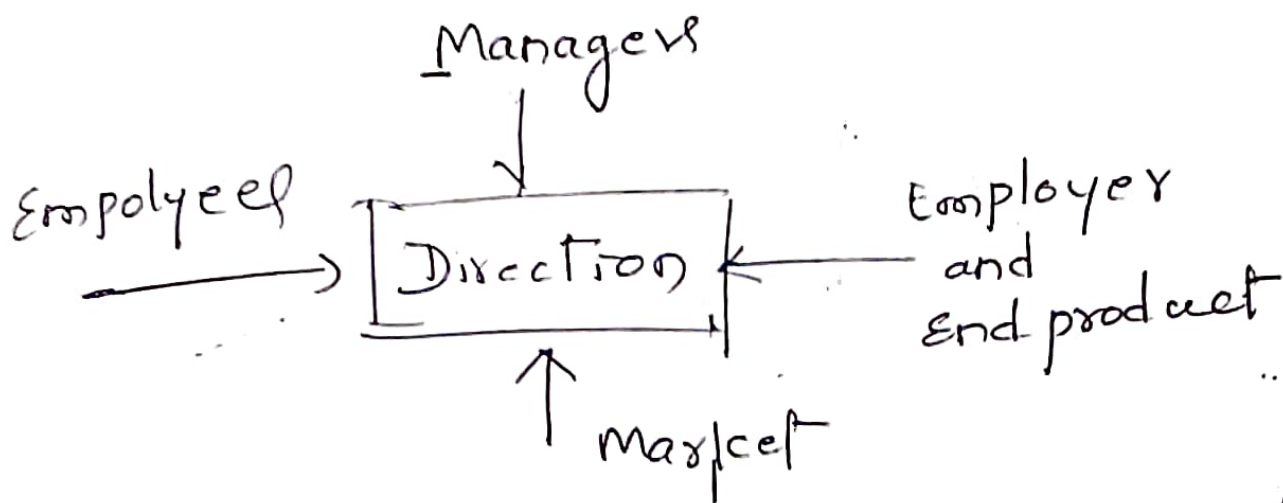
Hence, Direction α Quality
Identity
Ethics
Prosperity

Direction deals with

- Functions of Management
- Continuous function
- Function of all managers.
- Connecting a function
- Issuing of orders and
Instruction.

Hence, proper direction is like a pivot
around which the 'Success of organisation'
rotates.

Chart showing the Importance of Direction



Direction should integrate all of to achieve the goal effectively and also to maintain the ethical value of company.

principles of Direction

- contribution of individuals
- harmony of objectives
- Managerial communication between employer and employees
- use of Informal organisation
- Leadership - leader should issue order to employees assertively.

- Orientation
- Scalar chain
- motivation

Henry Winslow Taylor was a very effective management expert. He was identified as Father of management from 1865 to 1915. (50 years). He solved all the managerial problems and restarted many organisations which were closed earlier. He is the best example for management & Director. Taylor was one of the main persons involved in educating ladies community in our country.

Types of Leadership

- ① Autocratic Leader
- ② Democratic Leader
- ③ Laissez-fair Leader

① Autocratic leader

"One Man Show"

The principle of this leadership says

"Do what I say"

No opportunity for others to give any ideas. here the talents are kept hidden

2) Democratic leader

This type of leadership refers to de-centralization of power" and Delegation of work - principle of this leadership is effective "TEAM WORK"

here opportunities are given to all to give their ideas. Here almost all the results are objective. because of Integrity and understanding. this type of leadership is prevailing in Indira government Administration.

③ Laissez faire leader

Refer to the leadership of established company where the office delegate work from his chair and he starts attending to this work.

This type may fit into few company. But most of the organisations are democratic in nature today.

Motivation

Motivation means. creation of desire to work for achievement of goals.

motivation means: making the people to understand the reality about the organisation.

Motivation is derived from the word "MOTIVE" which is defined as a need that require satisfaction.

Morning motivation

Start your day positively

and hence day will end happily.

Motivation is the force that initiates, guides and maintains goal oriented behaviors.

Instinct theory motivation

According to latest theories people are motivated to behave in certain way bcz they are evolutionarily programmed to do so.

Animals do not learn anything. It comes from the day of birth. This type of motivation remove fear and to gain courage.

Incentive theory motivation

People are motivated through external rewards. Some are motivated to do work for monetary benefit. They are paid for extra work.

Ex: Rowan Incentive plan

Halsey Incentive plan

Taylor's w/s (wage Incentive system)

This type includes

- Incentive
- Bonus
- promotion
- Rewards etc.

Drive theory motivation

people are motivated to take certain actions to reduce external tension. If a person is thirsty, he will be motivated to drink one glass of water.

Motivation by positive Incentives

positive Incentives enhance the pleasure and satisfaction

Ex: Increase of pay, promotion, awards etc.

Motivation by Negative Incentives

- Results in pain Displeasure and punishment
- these are due to low performance
- this type with help to come up by overcoming short falls.

Affiliation motivation

This is related to the motivation on social basis.

Persons with affiliation motivations perform work better because it does not involve no

Here kind words of recognition win motivate people

Motivation Involve the following

- ① Making people to understand about their objectives
- ② Making them to involve and to show interest in their work.
- ③ Appreciate their progress with kind word of recognition or any other type of rewards
- ④ Good relation with TEAM members

⑤ Satisfying the needs of individuals within the preview of rules and policy.

Difference b/w Rules and policy

Rules and policies are totally different. We need to understand the difference between these two correctly.

Rules are common to all.

Ex: Vehicles standing in Signal (Car and Two wheelers etc).

After the green signal glows, All should move. They should stop if red signal is there. Here there is no difference between two wheelers, car or Bus. All are same and Rule (Traffic rules) has to be followed.

Here NO qualification or Designation is considered.

But in policy Both qualification and Designation is considered.

Difference.

Rules

① Rule has to be followed by every one

② Rule is common to all

③ Rule is formed by GOVT

④ Individual qualification or Designation not required All should follow rules

⑤ Constant

Policy

① Policy to be implemented and it differs from person to person depend on qualification and Designation.

② Policy is different

③ Policy differs from company to company.

④ Basic DA, NRA, CCA, differs from person to person depending on their designation

⑤ Variable.

Communication and its importance

Communication is one of the important part in the world.

Without communication. No system will work. In order to make the system active and ideal. communication has to be there.

Communication is said to be completed if there is common understanding between "Speaker and Receiver".

If both are clear about the communication system will run effectively and smoothly.

Speaker and Receiver are the two faces of the same coin during communication.

Hence it is started as

A good listener is good learner

A good learner is a good speaker

In the total communication, the sharing of different activities are as follows.

Body language - 55%

Pitch of tone - 38%

Words = 07%

During face to face communication, above activities should be exhibited properly to make the communication clear and also to make the receivers to understand the things clearly.

Types of communication

① Face to face communication.

- ② oral communication
- ③ communication through electronic media. Such as E-mail, fax, phone etc.
- ④ upward, downward and horizontal communication.

① Face to Face Communication:

Example

1) class room (offline)

Teacher - Speaker.
Students - Receiver.

2) Functions

Guest - speaker
Audience - Receiver.

Here Both speaker and Receiver are seeing the faces each other.

Receiver will observe the body language tone and words of speaker. He will clarify his doubts immediately.

During this type of communication, body language contributes more than 50% and tone to extent of 40% and words is less than 10%. Hence body language and pitch of tone must be effective in making the receivers to understand.

Hence this type of communication is most effective in inevitable situations.

In all the situations face to face communication is not possible communication media also depends on the situations.

② oral communication

This refers to transmission of order messages through spoken words. This may be face to face or through other media.

Ex: officer will call his colleague to his chamber either through attende;

or phone and ask them to do the work. In any function, person will be informed to bring items which are required urgently.

③ Communication through Electronic media

E-mail, phone, whatsapp, Fax etc.

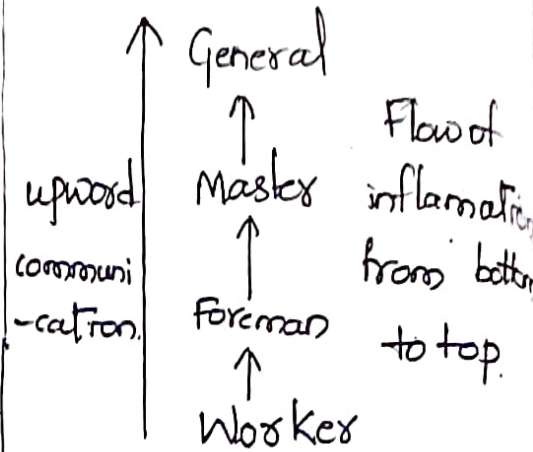
This is a fastest media of communication particularly E-mail is the most fastest media of communication.

These medias to be used for the urgent and effective communications

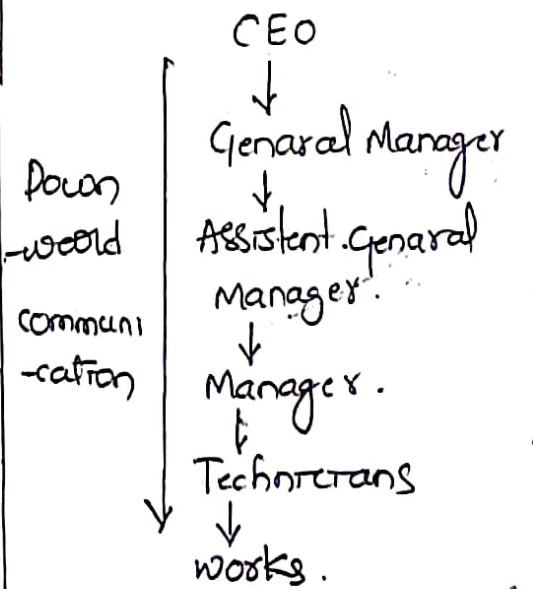
E-mail - Communication should be simple and effective.

④ upward communication

Flow of information from lower officers to higher officers.



⑤ Downward communication



Flow of information from Top to bottom.

Co-ordination

Co-ordination is the function of management which ensures different departments to work together to achieve the common-goal of an organisation.

Therefore there is unity of action among employees and departments. Co-ordination is an important aspect of any group effort.

Co-ordination means synchronization of various efforts of different departments to reduce conflict.

Ex: Customer will place an order to supply 10000 kgs of yarn in 15 days. He will specify yarn quality parameter. No compromise in the

quality and also cost. After the order is accepted. Co-ordination and synchronization of all the sections of spinning departments starts.

Co-ordination of Synchronisation pattern

Sourcing - To buy required quantity of cotton before the time

Blow room - production laps to supply to card.

Carding - production of sliver to supply sliver to DIF.

DIF - To supply sliver to speed frame.

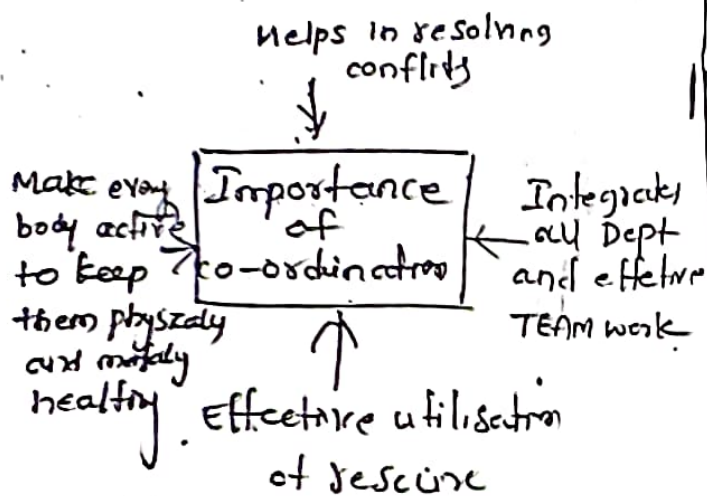
SIF - To supply Roving to ring frame

RIF - To spin yarn of required count

Co-ordination of labor sections will fulfil the requirements because the time is only 15 days.

There should not be conflict or unassisted standing - the sequence - incent.

Importance of co-ordination.



co-ordination will make the TEAM WORK - faster and optimizes the utilization of resources and reduces the wastage of time and save material.

6 Features of Co-ordination

① co-ordination.

integrates group efforts
Integration arises when more individuals come from different backgrounds and.

② Ensure unity of efforts.

unity effort → common goals
→ growth of Organisation

③ Continuous process

- co-ordination in non-ending function

④ Co-ordination is pervasive function

- Co-ordination is the responsibility of all the man - universal function

⑤ Co-ordination is the responsibility of all the managers

Responsibility of Top middle and low level managers.

Co-ordination is a deliberate function.
Co-ordination of activities to avoid confusion and hence co-ordination is a deliberate function.

Controlling

Controlling is defined as measurement of activities performed as per plan made earlier in planning process: will be achieved.

Controlling will verify the actual work to that of standard work. Actual performance with standard performance.

Example:

YR Percentage of yarn in Ring frame: yarn Realisation percentage. If YR is 90% as per the plan made work starts from blowroom to Ring frame and required quantity of yarn produced.

Yarn is checked for YR.

If YR is 89.5% or 90.5% Controlling division says it is acceptable and continue process.

Evitable situation - continue because it is within the acceptable limit. If not identify fault and causes and find remedie.

Controlling means, planned YR it is 90%

Actual YR% is 89.5% or

90.5%

Hence accepted

Beyond these values, required corrections to be incorporated to bring the value towards 90%.

Steps in controlling

Planning steps.

Set the objectives

Set Standards or Bench mark

Measure the actual performance

continue the work as it is

controlling
compare Actual with Standard performance

If the actual performance is not acceptable

Steps in controlling

Identify causes, find remedie and then continue bring acceptable level.

Steps in controlling

ex: An order is placed to supply 2000 shirts of size within 30 days for the placement of order.

In order to full fill this requirement, planning and controlling should work together, hence planning and controlling are the functions of the same coin.

Planning - Set objective

- 2000 Shirts to be ready 4 days earlier to the date
- Number of Shirts to be prepared per day
- check the no: of shirts produced in a day

controlling: compare the actual shirts produced that standard no: of Shirts produced per day. If gap is less - continue. If gap is max - identify cause of stretching m/c, avail labour, set accordingly - fill the gap to produce shirt required.

Meaning of controlling

controlling is one of the important functional activities of a manager. A manager needs to exercise control over the activities...

-controlling is a goal oriented function.

-It is a primary function of every manager.

-controlling is deliberate function of a manager.

Managers at all levels

such as Top, middle and low levels need to

perform controlling function to keep control over the activities. Hence

controlling is very much important in educational institutions.

Importance of controlling

① To achieve the objective of an organization

② Judging accuracy of standards

③ Effective utilization of resources

④ Improving the motivation of employees

⑤ Ensure order and discipline //

Module-3 3/12/2020

Entrepreneurship: In Text and Garment Industry.

Meaning of entrepreneur

Evolution of the concept

Functions of an Entrepreneur

Types of Entrepreneur. In

Entrepreneur - an emerging class

concepts of Entrepreneurship

Evolution of Entrepreneurship

Stage in entrepreneurship process

different sources of finance

for an entrepreneur. - central and state level - financial institutions.

Micro, small & medium. enterpr
-prices (MSME)

Definition. characteristics, objectives, scope, role of MSME in economic development. Advantages of MSME Steps to start an MSME Different schemes - TECSOK, KIADB, KSE, IDC, DIC, single window agency. : SISI, NSIC, SIDBI, KSE, concept of GST and its importance.

Entrepreneurship in textile and garment industry

Meaning of Entrepreneur and Evolution of the Concept

Meaning of Entrepreneur

An Entrepreneur is defined

as a person who organizes, operates and assumes the risk of new business ventures

Person who has the ability of innovation organization and ready to take risk of new business in an entrepreneur. He must be mentally courageous and has positive attitude and optimistic in nature and ready to face problems.

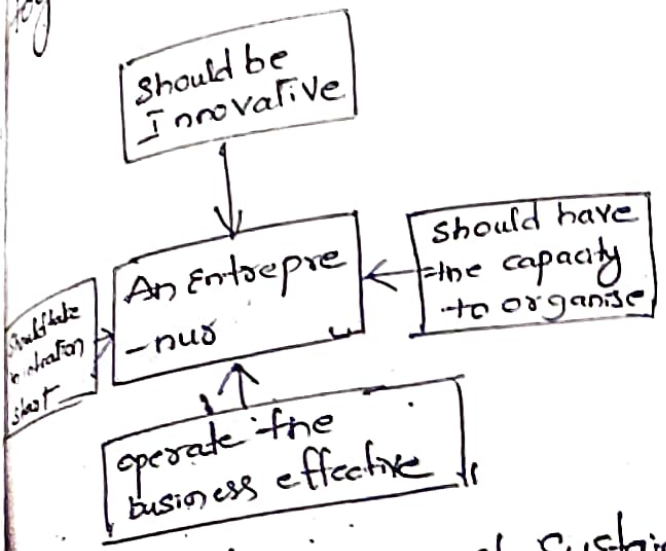
Innovation comes from a new concept new product.

Organization means new business venture

Initiation means - starting the business

Operation means - run the business.

Innovation, Organisation, and operation together - Entrepreneur



In addition he must sustain all pressures to come out with flying colours.

An entrepreneur can be described as "rational decision maker" who can take risk and having innovative mind and also to uplift society by providing employment.

An entrepreneur should be

- Able to predict future market
- Able to take lead

- Able to find solution
- Able to take right decision in right time
- Should be physically and mentally courageous.
- His self confidence should not shrink at any stage
- He should have very good vision and constructive mind

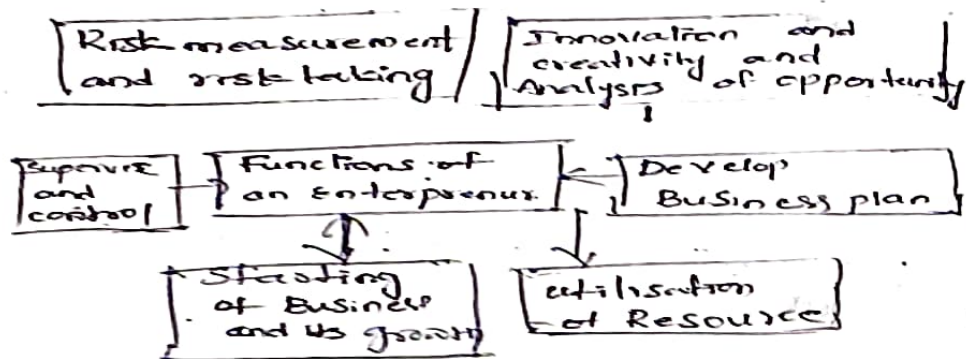
Evolution of the concept

In the early sixteenth century entrepreneurs were taking the lead in military work, this was extended in 17th century to include contractors as entrepreneurs to build roads, and bridges. As the year passes entrepreneurship extended to the science field, engineering field and medical field.

- Ex: 1) private college leaders are entrepreneurs
- 2) Road developments - Entrepreneurs
 - 3) Bridge constructors - Entrepreneurs
 - 4) Industry owners - Entrepreneurs

⑤ Leading Agriculture- Entrepreneurs

Functions of Entrepreneurs



Risk Measurement and Risk taking

The main function of entrepreneur involves risk making and risk measurement. Risk is connected to the uncertainty to the success of new business and also personal and professional issues such as career opportunities, family relation and psychological stability etc.

Innovations and Creativity and analysis

These are the heart of entrepreneur. Main principle function of entrepreneur is to carry out new combination for the development of products.

Entrepreneur should have local acting, Global thinking attitude he should study the following

- Attitude of local people
- Their Interest in work
- Salary part
- policy issues
- Market Strategy
- Buyers etc.
- Analysts of different issues effectively.
- Forecast of future.

Entrepreneur should be form all directions and see from all directions and he should be dynamic.

... feasible and Short. Adm
... institution

Develop business plan.

A business plan is a written document containing the details about every aspect of the proposed venture.

This plan provides to informations.

- ① Road map to the organization.
- ② Financial institutions for investment

Thus an entrepreneur can develop business plan based on the size of organization and quality of investment from financial institutions.

Utilisation of Resources

Resources are mainly 5M's

- Men, Machine, Material,
- Method & Money

In addition to the above, an Entrepreneur has to acquire the other resources like, Land buildings etc... To avail the resources, an entrepreneur should have suitable skill to lineup resources effectively.

Starting of Business

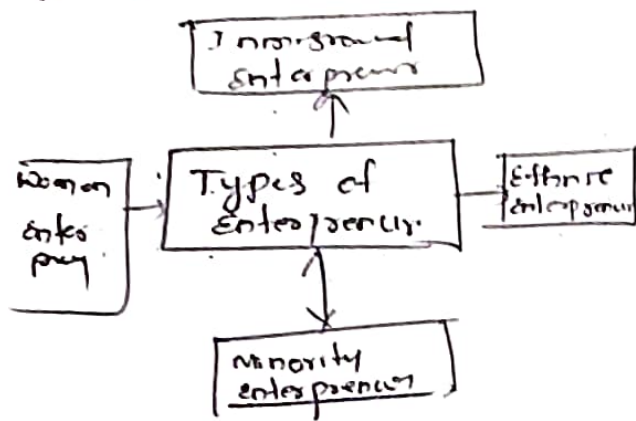
An Entrepreneur should be a good organizer because he should deploy suitable resource for ~~start~~ ^{smooth} action in order to prevent wastage of time and money.

Supervise and control

Authority and responsibility are the two valuable matters to make the system to run effectively....

PTB →

Types of Entrepreneurs.



Immigrant Entrepreneurs

Any person who has arrived from other country and start business in this country is known as Immigrant Entrepreneur. This type of Entrepreneur involves people from their country and this country to make the business very strong.

Ethnic Entrepreneur

This means people set their business by migrating from other state depending on the

Potential of business and most of people become Entrepreneurs by investing huge money. They give employment to local people and also to the people for better understanding and Survival.

Minority Entrepreneurs

This type may be defined as an Entrepreneur from minority popularity. Many Entrepreneurs in India fall to this category.

Women Entrepreneurs

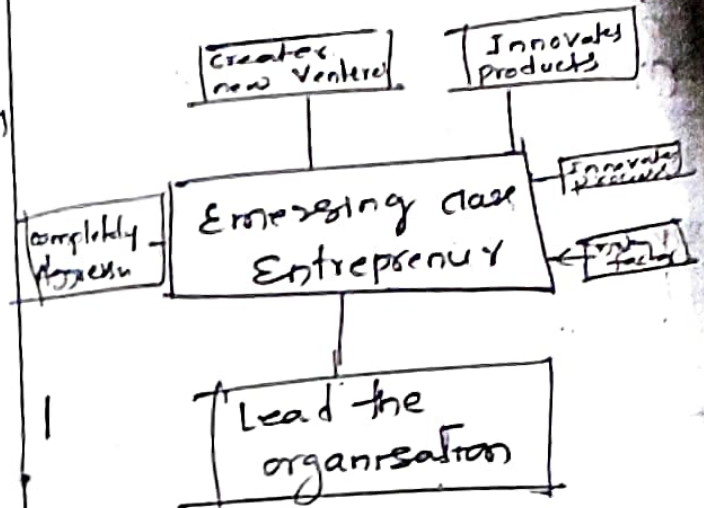
As name itself says that it involves women at the forefront as an Entrepreneur. The major requirement here is the women

has been identified as an entrepreneur should have multiple qualities such as communication, leadership, organisation, policy rules etc.

Entrepreneur - An emerging class

An entrepreneurship with an already existing organisation is known as an emerging class entrepreneur. This person is also referred as co-operative entrepreneurship. Following chart indicates the characteristics of an emerging class entrepreneur.

characteristics



Creates 'New Ventures'

This is towards technological development by coal.

This means giving birth to new businesses within the existing organisation.

Innovates products

This is towards technological development by continuous process and change is always required.

"CHANGE" is always required to live happily and also to improve creative ability, and also to produce new products, which are required for market.

- C - Commitment
- H - Honesty
- A - Attitude
- N - Non-contraversal
- G - Goal setting
- E - Emotional Intelligence.

Innovates process

Business process need to be revised! for time to time for better efficiency, productivity and quality.

Risk factor - obviously this is there in every new venture.

person who is taking the lead should be more Intelligent, calculate and he should forecast future also. In addition he must be physically and mentally courageous to sustain the pressure.

Lead the organization
person should possess the leadership quality and he should know the pattern of exercising power to get the work done qualitatively and quantitatively.
Competitively Aggressive

He should be Aggressive towards quality and quantity of work. But he should be

assessive towards employees

Concept of Entrepreneurship

Main concept of Entrepreneurship is to create new products with added values by devoting necessary time and effort

In the mean time, the financial aspects of the company and social risks should be kept in mind.

New products should bring monetary benefit to the company and personal satisfaction.

Evolution of Entrepreneurship

Evolution started in 2003 with an initiation of

Jean Baptiste and getting extended and developing also,

Few names who have initiated the Entrepreneurship are,

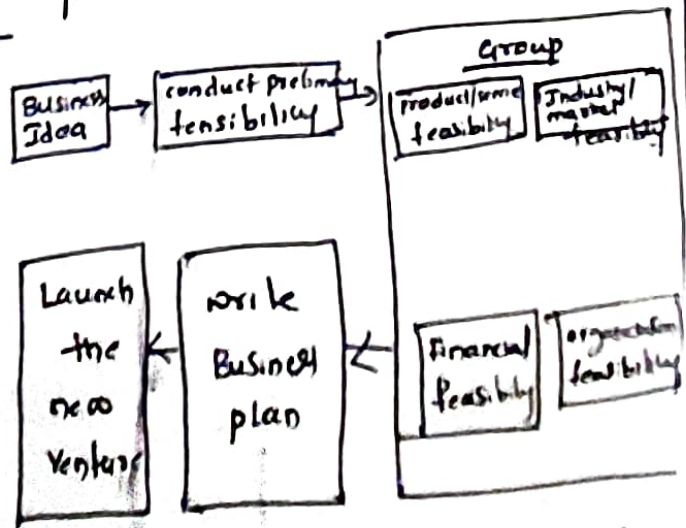
Joseph Schumpeter - 1893 to 1950

David - 1917 to 1998.

Peter Ferdinand - 1909 - 2005 etc.

These people have taken risk and provided opportunity to many people to earn their food.

Stages of Entrepreneurial process



Business Ideas: Critical thinking on part of

Entrepreneurs to select the business critical analysts involves merits and demerits of the new product.

In addition, other related aspects of the organisation should be critically studied.

Conduct of preliminary feasibility.

Preliminary feasibility involve quick assessment about the potential of business.

This step is necessary to ensure the detailed analysts while conducting the feasibility following factors need to be considered.

- Market and Market related issues

- Competitive advantage

- Value Creation

- Overall potential.

Product / Service Feasibility

Here a sample unit product should be produced and sent to market to assess its potential and liking of people. If this workout one can put this step ahead.

Industry / Market Feasibility

This involves three considerations.

① Attraction of Market towards new business

② Identification of segment for the new product.

③ Overall market potential

organisational feasibility

capacity of Management toward new business should be considered.

passion of new business.

professional managerial qualifications; prior

experience and understanding the market

required

financial feasibility

Total investment

to be made for the new venture.

financial proposal

should contain the following

① Financial commitment

② payback period

③ Benefit to employees

④ Savings

All the above should be answered.

Write Business plan

This is a proposed business venture. It provides a road map for people

working in organisation and also to convince

Investor and financial institutions about the

viability of new venture.

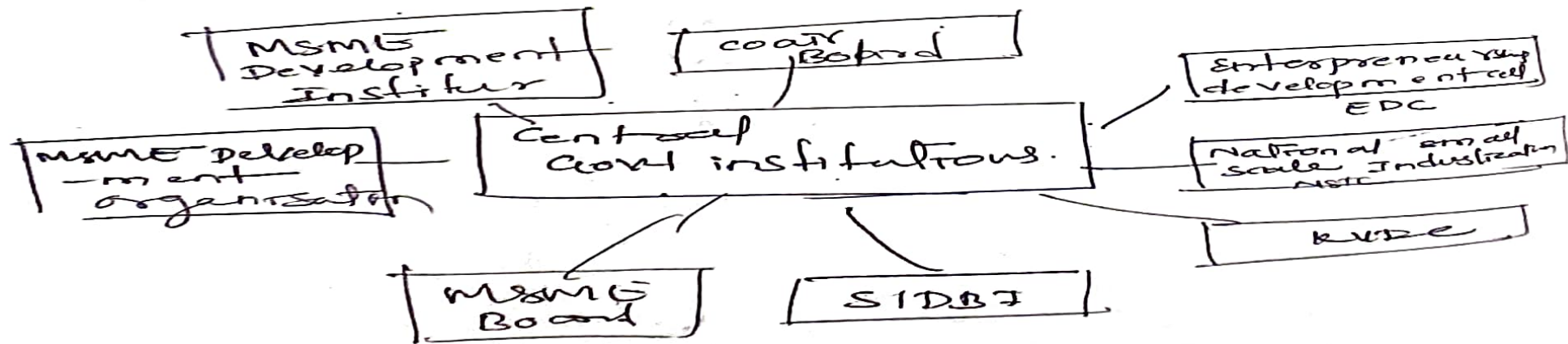
Launch the venture

This is the final step to launch the new venture as per plan.

In addition entrepreneurs should be prepared to face hurdles and challenges during launching of, new venture.

Central and state level financial Institutions for entrepreneurs.

Central Government financial Institutions



MSME - Micro, Small and Medium Enterprise. (5400)

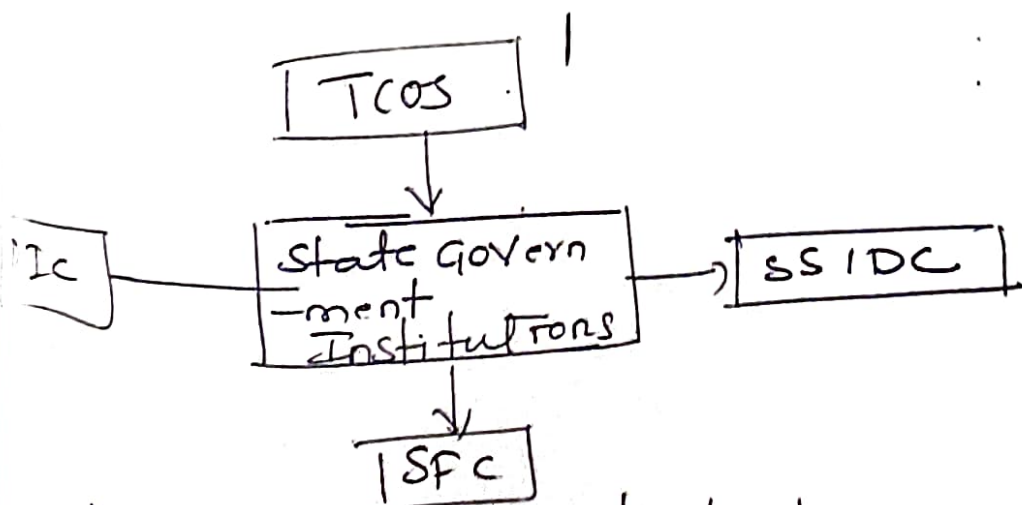
EDC - Entrepreneurship development cell

NSIC - National Small Scale Industries Corporation.

KVIC - Khadi and Village Industries Commission.

SIDBI - Small Industries Development Bank of India.

State Government Financial Institutions



DIc - District industries centres

TCOS - Technical consultancy organisations

SSIDC - state small scale industries.

Development corporation.

SFC - state financial corporations

MSME

Micro, Small, medium Enterprise

This was earlier named as SSI
Board, Small scale industry Board

MSME will be reconstituted in every two years headed by minister in-charge.

This board consist of industry ministers of state governments, Secretaries and representatives of financial Institutions and public Sector undertaking.

object of this board

To facilitate Inter-Institutions linkages among various ministers state government.

Functions

- To provide Techno-economic and

- managerial consultancy and extension service to small enterprise.
- to provide facility for technology: upgrade, modernization, quality improvement.
 - Develop human resource through training and skill upgradation of small entrepreneurs.

Coir Board

Coir is the fibre obtained from the husk of coconut which is used for making rope and matting.

Major functions of Coir Board

- To promote for the export for coir yarn and coir products.
- To assist for research
- To fix grade standards for the product quality.
- To improve the marketing of coir husk etc.

EDC - Entrepreneurship Development
cell

Entrepreneurship Development cell



Functions are,

- Technology support
- Marketing support
- Credit support
- Financial support

KVIC - Khadi and Village Industries
Commission

objectives

- Social objective - providing employment
- Economic objective - producing saleable products
- To build strong rural community spirit

Main functions of KVIC

KVIC - Major functions of KVICS.

- Planning, promotion, organisation and implementation. programs for the development khadi and Village Industries in Rural areas.

- creation of service facilities for processing raw materials

- Marketing of KVIC products.

- Financial Support to rural part to uplift self employment schemes.

State Government Institute

DIC - District Industries centres.

Functions -

- Dissemination of Information.

- supply of machinery and equipment

- Quality Inputs

- Credit facilities.

- Marketing and consultancy

SFC - State Financial Corporates.

SFC. play an important role in developing small and medium Industries.

Function of SFC

- to provide financial assistance in the way of loan.
- Diversification of products to meet the market demand.
- provide financial support for small road transport operations, hotels, hospital etc.

Module-4

Business planning process

Business planning process is concerned with defining company's goal and determining the resources which are

required to achieve those goals

Managers develop business plans to achieve the following -

- > TO reach targets
- > TO strengthen the brand of company
- > TO change the public perception about the company.

Following are the Six steps of Business Planning.

Step 1 - Identifying problems and opportunities.

Step 2 - Inventory and forecasting the conditions.

Step 3 - Formulating alternative plans

Step 4 - Evaluating alternative plans

Step 5 - Comparing alternative plans.

Step 6 - Selecting a plan.

Meaning of Business plan

Business plan is a written document describing the nature of business, the scales and marketing strategy and financial background.

A business plan is road map that provides directions and helps to avoid humps in the road.

Business plan should have accepted guidelines.

Business plan should have the following

Components

- ① Title page and contents A business plan should be presented in book format containing all the details. Such as Name, phone, Address, mail etc...
- ② Executive Summary.

This should contain the reason for business plan and loan amount required see summary should contain the following.

- Business concept
- Financial features
- Financial requirements
- Current Business position
- Major achievements

③ Description of the Business.

- Short explanation
- outlook for future:
- Reference of New products
- Hospitability and food service
- Any partnership.

④ Description: product or Service

- Service facility
- utilization of product by public
- How to gain competitive edge.

Develop business plan

A business plan is a written document containing the details about every aspect of the proposed venture.

This plan provide two informations.

① Road map to the organisations.

② Financial Institutions for Investment

This an Entrepreneur can develop business plan base'd on the size of organisation and quantity of Investment from financial Institutions.

Utilisation of Resources

Resources are Mainly SMS

Men, Machine, Material Method &

Money |

In addition to the above, an Entrepreneur has to acquire the other resources like land buildings etc. To avail these resources, an Entrepreneur should have suitable skill to line up resources effectively.

Starting of Business.

A Entrepreneur should be good organizer because he should deploy suitable resources for right activities in order to prevent wastage of time and money.

Supervise and control

Authority and responsibility are the two valuable matters. to make the system to run effectively.

Write Business plan.

This is a proposed business Venture. It provides road map for people working in organisation and also to convince

Investors and -financial Institutions
about the variability of new venture

Launch the Venture

This is the final step to launch the new venture, as per plan. In addition, entrepreneurs should be prepared to face hurdles and challenges during launching of new venture.

Product / Service Feasibility

Here, a sample unit of product should be produced and sent to market to assess its potential and liking of people. If this works out, one can put his step ahead.

Industry / market feasibility

This involves three considerations

- ① Attraction of market towards new business.

② Identification of Segment for the new product.

③ over all market potential.

Organisational feasibility

Capability of Management towards new business should be considered. Passion of new business, professional managerial qualifications, prior experience and understanding the market is required.

Business plan in Garment industry

Business plan in Garment industry off a few ways.

one is first Identify customers, and make products according to their requirement.

Second, is make products first and then Identify customers to sell your product.

Garment Manufacturing Business plan

Garment manufacturing Business is one of the weather Industries to effective Business and to get profit.

steps of Garment manufacturing

1. Garment Business potential (market opportunity)

→ people prefer ready made garments because of higher cost for tailoring Demand in local and global market to be studied.

2. Garment Manufacturing Business Registration and Licenses

Registration of firm - proprietorship or partnership.

GST - Registration

Pollution Certificate

SSI - Small Scale Industry Registration to get government subsidy.

Trademark.

IEC - Import - Export code certificate.

3. Textile Manufacturing Business

- Area required.

space required

m/c ^ material

4. Garment Manufacturing Business

- Raw material required
 - Identify the support of quality raw material
- Garment manufacturing, require the other materials also such as,
- zipper, Button, Sewing thread, washing detergent, printing and packing material.

5. Garment manufacturing machinery:

- Select Fully Automatic machines

6. List of machinery required

- Sewing m/c
- Needle bar m/c
- stitch m/c
- cutting m/c
- Button hol making m/c etc..

7. Garment manufacturing process

- Selection of material
- Inspection
- cutting and stretching
- washing
- Extracting and drying
- pressing and packing

8. - Selling of (Selling) of Garments

- Retail or whole sale.

or to customers if already identified.

Market Analysis

This should define the market interest of market size, structure, growth prospects and scales potential.

Competitive Analysis

This analysis is done to determine

- Strength and weakness.
- Strategies
- barriers to prevent competition from entering your market.
- To avail an opportunity
- To face the challenge.

SWOT Analysis.

Module-4 continue

7 Waste concept in a company textile / Garment industry.

① Over production.

This means manufacture of an item before it is actually required. This will degrade the quality and productivity. Early production results in storage cost.

Over production has to be avoided

Soon after the items which are manufactured should be sold or shipped.

② Waiting

Whenever the products are not moving, wait time occurs. Obviously, if value comes down, if the waiting time is more, hence items should not be stored for long time.

③ Transporting

Transportation from origin to destination material handling should be proper. Transportation cost should be as minimum as possible.

④ In appropriate processing

In many Industries, people used high precision equipment where simple tools are required. This results in poor plant layout. Hence, required tools must be used for specific work.

⑤ Unnecessary Inventory

WIP - Work in progress is direct result of over production and waiting unnecessary inventory lead to hiding of problems and hence, the required quality and productivity cannot be achieved.

⑥ Unnecessary movements

unnecessary movements make the people fatigue and also reduce their efficiency. Hence, machines have to be redesigned to minimize unnecessary movements.

⑦ Defects

Defects results in many problems. Company will loose customers market etc. Hence

CPI should be implemented.

CPI - continuous process. Improvement.

Advantages of Business plan

① See the whole business.

Business planning done will give the overall picture of the business such as product movement and potential of market.

② Strategic focus plan need to focus on their special identities their market targets.

③ set priorities - Business planning helps to keep track of the right things and important things.

Time and effort can be properly allocated.

④ Manage change - Track process and cloth New developments.

Plan vs Actual analysis is a dash board.

⑤ Develop Accountability - Regular review of work good progress should be appreciated and short falls should be identified and corrected.

- ⑥ Manage cash - cash should be managed to run the business
- ⑦ Mile stones - set milestones and move accordingly
- ⑧ Metrics - put your performance Indications and numbers to track into a business.

Lean Manufacturing

History

The push towards lean manufacturing originate from the toyota production system which is often referred to as just in time (JIT)

The manufacturing techniques of Henry Ford and Statistical quality control ideas of Edwards Deming, become the foundation of toyota's production process

Definition: Lean manufacturing or lean production is a production method derived from toyota's 1930 operating model.

Objectives

1. Continuous Improvement
2. Cost reduction
3. production Agility
4. Improvement in the work Environment
5. Elimination of waste.

Principle of lean manufacturing

Lean manufacturing, Explained by 5 principle

these are.

1. Define Value
2. Map Value Stream
3. Create flow
4. Establish pull
5. Pursuit perfection

Benefits

1. Eliminate waste
2. worker satisfaction
3. Just in time
4. competitive advantage

Module-5

International Entrepreneurship

When an Entrepreneur goes to other countries to run and operate their business is known as International Entrepreneurship.

These are the industries that cross the national boundaries of their nation.

These type of Entrepreneurship include exporting of goods, licensing as well as commencing a sales office in other countries under this an Entrepreneur operates all the business activities out of the boundaries of Nation and it indicates the development of business internationally.

Most of these type of business will establish value and grow the business.

These activities enhance the opportunity to create some creative products.

International Entrepreneurship
defined as the development of a new venture on a global basis and their operation. It is considered international

Examples of International Entrepreneurs
Cocacola, Philip and Tata, MacDonald, Puma etc...

International Entrepreneurship Opportunities

This means the situation where cost of production is less than the selling price of products.

There are 5 International Entrepreneur opportunities which are explained below.

- Cultural opportunity
- Food taste opportunity
- Environmental opportunity
- Filling a need
- Buying a franchise.

Cultural opportunity

Every country has its own culture and people from other country should live with their culture. Here other country people have the advantages of finding opportunity to sell their products.

Food taste opportunity

Pizza originated in Italy

Ham burger - USA

Noodles - China

people should adjust for this and continue their business.

Environmental opportunity

New Zealand and England are too cold, South Africa is warm, Columbia is rainy depending on season. products can be manufactured to make profit.

Filling a Need

Local person need should be fulfilled.

u
p
t
understand the need and liking of local people and accordingly the products. Should be manufactured to sell their products.

Stages of Economic development

First stage of Economic development is making all the younger generation to become Educated.

As it is pointed out by the leading scientist of India. Dr. C.N. Rao.

"No Economic growth is possible unless we become Intellectually strong"

Hence the first priority to make everybody educated particularly youths

Important stages of Economic development

- Education to all
- providing employment on merit basis
- Involving & understanding the work
- producing quality products
- Availing good position in market.
- Delivery before the time scheduled.

- Agriculture should become mechanised.
- Manufacturing Industries should be increased and create employment potential
- Diversified products should be manufactured
- Creativity and Innovative ability

Entrepreneurship Entry into International Business

Entry of Entrepreneurship into International business based on the following

- Size of Business
- Expansion strategy
- Demand of products in the International market.

Following are the modes of Entry into International Business,

- Direct Exporting
- Licensing
- joint venture
- Strategic Acquisitions
- Foreign direct investment

How to enter a foreign market

- Have list of countries in your mind
- consider your product carefully.
- culture, Religion, and law of each country should be thoroughly understand
- Before entering wait and see how successful your competitors.
- Estimate your financial position and slowly enter and continue your business

Barriers to International Trade

- Trade and Economic Sanctions
- Export and Import controls
- customs tariff and taxes

- Govt Subsidies
- political Instability.

Trade and Economic Sanctions

- choose different market which is not affected by economic Sanctions
- Export different line of products.

Export and Import Controls

- Select, different market
- Develop alternative goods.

Tariff and taxes

Develop Value added activities in the target market.

Govt - Subsidy

Value added products, should attract.

Political Instability

- Enter the market for a short term venture
- limit exposure of your products.
- Request cash or Reliable credit cards

Model Answer of Subject MGT Module-1

- ① Define Management with list and Explain the functions of Management. -10 marks
- ② "Manager play a vital role of organisation" Justify this statement to intrapersonal Decision & informational roles. -10 marks
- ③ State and the importance of planning process. -10 marks
- ④ Elucidate on steps in decision making with probable difficulties. faced by Manager. -10 marks
- ⑤ Explain the level of Managements
- ⑥ State the diff between Management & Administration.
- ⑦ Explain the types of plans.
- ⑧ Explain major steps involved in planning process.
- ⑨ Explain roles of Manager
- ⑩ Discuss the importance of planning. Difference between strategic planning & tactical planning

① with the flowchart. Explain the steps involved in decision making.

Module-2

- ① what are the principles of organisation?
Explain
- ② Explain briefly the steps involved in staff selection process
- ③ Explain briefly Herzberg's theory of motivation.
- ④ what are essential sound ^{control} systems? Explain.
- ⑤ State the objectives of organisation & Explain any two types of organisation with help of chart
- ⑥ Explain the selection and recruitment in industry
- ⑦ Explain the concept of TEAM, SWOC, SWOT in industry
- ⑧ Explain the types of leadership in textile industry / Garment industry

- ① What are committees? Explain the principles
- ⑩ Explain techniques in staff selection
- ⑪ Define motivation, mention characteristics and anticipated rules by Manager
- ⑫ Describe essential sound control system.

Module - 3

- ① Briefly describe Entrepreneurship and list out types of Entrepreneur.
- ② Enumerate on barriers faced by Women Entrepreneur.
- ③ Explain the meaning of Entrepreneur & state Evolution concept of entrepreneur
- ④ Explain the functions of Entrepreneur
- ⑤ Explain the source of finance for entrepreneur

- ⑥ Explain different financial schemes
- ⑦ Define the term Entrepreneur & Difference between Entrepreneur & Intreprenour
- ⑧ Explain the stages of Entrepreneur.

Module-4 & Module-5:

- ① What are the steps involved in setting up of small scale industry (SSI)? Explain
- ② What are the objectives and functions of world trade organisation (WTO) & Explain
- ③ Explain the objectives and functions of NSIC & KSFE
- ④ Write a short note on SSSI DC and SSI
- ⑤ Explain the detailed guidelines for preparation of project report
- ⑥ What are various network analysis techniques? Different between PERT & CPM

7. Explain the role of MSME in the Economic development
8. Explain different Central & State financial institutions.
9. Explain the terms MBO, MBI, centralisation, Decentralisation
10. Explain the lean manufacturing process briefly
11. Explain the nature of international Entrepreneurship
12. State the difference between Domestic & International Entrepreneurship
13. Explain the stages of Economic development
14. Explain the barriers to International trade.
15. Describe small scale industry, Ancillary industry and tiny industry

- 16
- Describe single window concept
 - Enumerate functions of S1ST
 - Explain the role of KAFAC in setting up
Indyams
 - Write the objectives of ALSTC
- 17
- Explain the process of product identifica-
-tion and project selection
- 18
- Discuss the essential of project appraisal