

DETAILED CONTENTS

Productivity

(10 Periods)

Introduction to productivity, factors affecting productivity, practical measurement of productivity, difference between production and productivity, causes of low productivity and methods to improve productivity, contribution of standardization in improving productivity.

Work Study

(10 Periods)

Definition and scope of work study; factors for selection of work study job, uses and limitations of work study, Inter-relation between method study and work measurement; Human aspects of work study; Role of work study in improving productivity.

Method Study

(10 Periods)

Definition, Objectives and procedure for Method study analysis; Information collection and recording techniques through various diagrams.

Motion Analysis

(10 Periods)

Principles of Motion analysis; Therbligs and SIMO charts; Normal work area (Principle of motion economy), design and arrangement of work place. Ergonomics, design of tools and equipments.

5. Work Measurement (14 Periods)
Objectives; work measurement techniques, stop watch time study; principle, equipment used and procedure; systems of performance rating; standard elements of time, calculation of basic times; various allowances; guide for rest allowance in Indian conditions, calculation of standard time, work sampling, standard data and its usage. Work sampling.
6. Wages and Incentive Schemes (08 Periods)
Introduction to wages, Wage payment for direct and indirect labour, wage payment plans and incentives, various incentive plans, incentives for indirect labour.
7. Stores Management: (10 Periods)
Different Layout and structures of stores, Inventory control, calculation of EOQ, Bin cards and various forms required in stores for documentation. Purchase procedures.
8. Industrial Safety (10 Periods)
 - 8.1 Accident- causes, types, results and control.
 - 8.2 Mechanical and electrical hazards- types, causes and preventive steps/procedure.
 - 8.3 Describe salient points of Factories Act 1948 for health and safety- wash rooms, drinking water layouts, light, cleanliness, fire, guarding, pressure vessels etc.
 - 8.4 Safety colour codes.
 - 8.5 Fire prevention and fire fighting, equipment and methods.