# Savitribai Phule Pune University

Faculty of Science & Technology



Curriculum for B. E. (Industrial Engineering) (2019 Course)

(with effect from June 2022)

Savitribai Phule Pune University, Pune BE (Industrial Engineering) 2019 Course (With effect from Academic Year 2022-23)														
	Semester-VII													
Course Code	Course NameTeaching Scheme (Hours/Week)Examination Scheme and Marks Cree							Credi	t					
		Theory	Practical	Project	IN-Sem	End-Sem	ML	PR	OR	Total	ТН	PR	Project	Total
411101(A)	Financial Management and Costing	3			30	70				100	3			3
411102(A)	Project Management	3			30	70				100	3			3
411103(A)	Elective III	3			30	70				100	3			3
411104(A)	Elective IV	3			30	70				100	3			3
411101(B)	Financial Management and Costing Lab	C	2				25	25		50		1		1
411102(B)	Project Management Lab		2				25	25		50		1		1
411103(B)	Elective III Lab		2						25	25		1		1
411104(B)	Elective IV Lab		2						25	25		1		1
411105	MOOCs						50			50		2		
411106	Project stage 1			4			50		50	100			2	1
411107	Mandatory Audit Course 7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	12	8	4	120	280	150	50	100	700	12	6	2	20

#### **Elective III**

- 1 Simulation, Modeling and Digital Twin
- 2
- Total Quality management Artificial Intelligence in Manufacturing World Class Manufacturing 3
- 4

#### **Elective IV**

- Plant Maintenance and industrial 1 safety
- 2 Surface Engineering
- 3 Reverse Engineering
- Entrepreneurship and Innovations 4

	Savitribai Phule Pune University, Pune BE (Industrial Engineering) 2019 Course (With effect from Academic Year 2020-21)													
	Semester-VIII													
Course Code	Course Name	T S (Ho	eachin Scheme urs/We	g e eek)	I	Exami	nation Ma	Sche arks	eme a	nd		Cr	edit	
		Theory	Practical	Project	IN-Sem	End-Sem	ML	PR	OR	Total	ΗL	PR	Project	Total
411108(A)	Reliability Engineering	3	•	C	30	70				100	3			3
411109(A)	Energy Management	3			30	70				100	3			3
411110(A)	Elective V	3			30	70				100	3			3
411111(A)	Elective VI	3			30	70				100	3			3
411108(B)	Reliability Engineering Lab		2				25	50		75		1		1
411109(B)	Energy Management Lab		2				25		50	75		1		1
411112	Project stage 2			12			100	50		150			6	1
411113	Mandatory Audit Course 8	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	12	4	12	120	280	150	100	50	700	12	2	6	20
Abbreviatio	bbreviations: TH : Theory TW : Term Work PR : Practical OR : Oral TUT : Tutorial													

### **Elective V**

- 1 Advanced Ergonomics
- 2 Logistics warehousing & Management
- 3 Material Forming
- 4 Human Resource Management

#### **Elective VI**

- 1 Industrial Laws
- 2 World Class Manufacturing
- 3 Machine Tool Technology
- 4 Development of Professional Skills

# 411101(A): Financial Management and Costing

Teaching Scheme Lectures: 03 hours / week	Credit Scheme Theory: 03	Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks
<ol> <li>Course Outcomes: After learning the subje</li> <li>Demonstrate the applicability of the cond Corporate Capital Structure CO</li> <li>Apply the Leverage and EBIT EPS Analy</li> <li>Analyze the complexities associated with</li> <li>Demonstrate how the concepts of financ integrate while identification and resolution</li> <li>Demonstrate how risk is assessed</li> </ol>	ects students will be able to: cept of Financial Management to und ysis associate with Financial Data in h management of cost of funds in the cial management and investment, fina on of problems pertaining to LSCM S	lerstand the managerial Decisions and the corporate CO e capital Structure CO ancing and dividend policy decisions could Sector CO
Unit I - Financial Management: Financial Function, Scope, goals and tools. UNIT II - Ratio Analysis: Classification, Ratio Analysis and its limitation UNIT III - Working Capital Management: Concept and design of Working Capital, ty definition of cost and capital., Cash manager Unit IV - Costing: Methods of costing and elements of cost. Material Cost Different methods of pricing of issue of material	Sources of finance. Cost of Capital a ons. Index Statement & Common Siz rpes of working capital, sources of ment, creditors management, debtors	[7] & Means of Finance ze Statement working capital, Time value of money, s management [7]
Labour Cost Different methods, wages and incentive plar Depreciation Concept, importance and different methods Unit V - Overheads: Classification, collection of overheads, Prima Machine hour and labour hour rate. Under UNIT VI - Standard costing: Concept, development and use of standard Marginal Costing Use of Marginal Costing in decision-making. Capital Budgeting Control of Capital Expenditure, Evaluation P Text Books: 1. Bhattacharya A. K., <i>Principles and Pract</i> 2. B K Bhar, <i>Cost Accounting – Methods a</i>	ns. Principles of good remunerating a of depreciation ary and Secondary apportionment of and over absorption of overheads. costing, variance analysis. Process-Payback approach, IRR, pre tice of Cost Accounting Prentice Ha and Problems Academic Publishers	system, labour turnover. [7] overheads, absorption of overheads- [7] esent value method. all India.

# Reference Books:

1. Colin Drury, *Management and Cost Accounting*, English Language Book Society, Chapman and Hall London

# 411102 (A): Project Management

**Teaching Scheme** Credit Scheme Lectures: 03 hours / week Theory: 03 Course Outcomes: After learning the subjects students will be able to: 1) Demonstrate concepts of Project Management for planning to execution of projects. 2) Perform feasibility analysis in Project Management and network analysis tools for cost and time estimation. 3) Comprehend the fundamentals of Contract Administration, Costing and Budgeting. Apply contemporary project management tools and methodologies in Indian context.

#### **Unit 1: Introduction**

Definition of project, difference with respect to standard routine production. Parameters involved in Project identification. Difference in projects under private, public & joint sector.

#### Unit 2: Types of project

Projects under BMRED - Balancing, Modernization, Replacement, Expansion & Diversification; Consideration involved in decision-making in each of these.

#### **Unit 3: Project Formulation**

Preparation of feasibility Report & Specification; Budgeting; criteria for pre-investment decision; Incentives from state & central govt.; Import-substitution projects.

#### Unit 4: Project Finance

Sources of Finance for project: Local & Foreign investments, Project Appraisal-i)Techno-commercial, ii) Financial-Discounted cash flow, rate of return, iii)Non-financial benefit, iv) Socio-economic cost benefit analysis.

#### Unit 5 Project costing

Costs of Contracting; Labour & Equipment costs; Development & Codification of cost data; Accounting; Activity-Based costing.

#### Unit 6 Project Administration

Cash flow planning; Project scheduling; PERT, CPM & GANTT Charts; Crashing, resource leveling, resource smoothening, Time- Cost trade -off; Project overruns costs; Participation & Team work.

#### Text Books:

1. Narendra Singh; Project Management & Controll; Himalaya Publishing House, Mumbai.

2. Prasanna Chandra; Preparation, Appraisal, Budgeting, Implementation & Review, Tata McGraw Hill Publishing Company, New Delhi

**Examination Scheme** In-Sem: 30 Marks End-Sem: 70 Marks

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# 411103(A): Simulation, Modeling and Digital Twin

**Teaching Scheme** 

Lectures: 03 hours / week

**Credit Scheme** Theory: 03

**Examination Scheme** In-Sem: 30 Marks End-Sem: 70 Marks

Pre-requisites: Engineering Mathematics, Design of Machine Elements, Computer Aided design, CAD (Computer Aided Engineering for work), basic programming (e.g. Java, Python, Matlab)

**Course Outcomes:** After learning this subject, the student will be able to:

- 1. Explain the techniques of modeling and simulation.
- Students will learn different types of simulation techniques.
- 3. Simulate the models for the purpose of optimum control by using software.
- 4. Describe what digital twins are and their applications in industry
- 5. Identify the functions of a digital twin and its boundaries.
- 6. Develop a digital twin application.

#### Unit 1: Introduction to Simulation

System and System Environment, Components of System, Discrete and Continuous System, System Simulation, Model of a System, Types of Model, Use of Differential and Partial differential, equations in Modelling, Advantages, Disadvantages and Limitations of Simulation, Application, Areas, Phases in Simulation Study

#### Unit 2: Simulation of Continuous and Discrete System

Continuous System Models, Analog Computer, Analog Methods, Hybrid Simulation, Digital-Analog Simulators, Feedback Systems, Discrete Event Simulation, representation of time, Simulation Clock and Time Management, Models of Arrival Processes - Poisson Processes, Non-stationary Poisson Processes, Batch Arrivals; Gathering statistics, Probability and Monte Carlo Simulation, Markov Chain

#### Unit 3: Analysis, Verification and Validation of simulation systems

Design of Simulation Models, Verification of Simulation Models, Calibration and Validation of the models, Three-Step Approach for Validation of Simulation Models, Accreditation of Models Confidence Intervals and Hypothesis Testing, Estimation Methods, Simulation run statistics, Replication of runs, Elimination of initial bias

#### Unit 4: Digital twin

Definition, types of Industry and its key requirements, Importance, Application of Digital Twin in process, product, service industries, History of Digital Twin, DTT role in industry innovation, Technologies/tools enabling Digital Twin

#### Unit 5: Digital Twin in a Process Industry

Basics of Process Industry, Trends in the process industry, control system requirements in a process industry, Digital Twin of a plant, Digital Thread in process Industry, Data collection and analysis for process improvements, process safety, Automation simulation, Digital Enterprise

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### Unit 6: Applications of Digital Twin

Improvement in product quality, production process, process Safety, identify bottlenecks and improve efficiency, achieve flexibility in production, continuous prediction and tuning of production process through Simulation, reducing the time to market.

#### Text books:

- 1. Jerry Banks, John S Carson, II, Berry L Nelson, David M Nicol -Discrete Event System Simulation, III Edition, Pearson Education, Asia, (2001) ISBN 81- 7808 505 4.
- 2. Narsingh Deo -Systems Simulation with Digital Computer; PHI Publication (EEE),(2011) ISBN 0-87692-028-8
- 3. Andrew Yeh Chris Nee, Fei Tao, and Meng Zhang, "Digital Twin Driven Smart Manufacturing", Elsevier Science., United States, 2019, ISBN: 9780128176306

#### Reference:

- 1. Averill M Law, W David Kelton -Simulation Modeling & Analysis, McGraw Hill International Editions Industrial Engineering series, (1991) ISBN 0-07-100803-9.
- Shyam Varan Nath and Pieter van Schalkwyk, Building Industrial Digital Twin, Packt Publishing Limited, (2021) ISBN-13: 1839219078-978
- 3. Manisha Vohra, Digital Twin Technology, Wiley, 2022, ISBN: 9781119842200

# 411103(A): Total Quality Management (Elective-III)

Teaching Scheme Lectures: 03 hours / week Credit Scheme Theory: 03 Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks

#### Prerequisites: Industrial Engineering and Management, Production and Operations Management

**Course Outcomes:** After learning this subject, the student will be able to:

- 1. Demonstrate quality, quality dimensions, TQM principle and barriers
- 2. Implement principles of TQM
- 3. Apply seven quality tools
- 4. Evaluate reliability, maintainability, availability of machines
- 5. Perform quality audits and report writing'

#### Unit I: Introduction

Definition of Quality, Dimensions of Quality, Quality Planning, Quality costs steps in reporting on quality cost - Basic, concepts of Total Quality Management, Historical Review, Principles of TQM, and Quality in Business and commerce, Leadership Principles, Role of Senior Management, Economic Issues - Quality and Price - Quality and Market Share - Quality and Cost, Quality Council, Quality Statements, strategic quality planning, service quality and product quality, determinants of service quality, Barriers to TQM Implementation.

#### Unit II: Principles of Total Quality Management

Elements of TQM, Benefits of Total TQM, customer satisfaction, customers perception of quality, Customer Complaints, Service Quality Customer Retention Employee Involvement Teamwork, Training, Recognition and reward, performance Appraisal, Continual process Improvement, Supplier partnership, Performance measures Deming's 14 Point programme - PDCA Cycle, The Juran Philosophy - The Juran Quality Trilogy. The Crosby and 14 Point programme. The Taguchi Loss Function, 5S, Kaizen,

#### Unit III: TQM Tools

Ishikawa 's Seven Quality Tools, Ishikawa Fish bone diagram ,Quality Circles, Poka Yoke (Mistake

Proofing), Zero defect, JIT, Kanban, Benchmarking, Benchmarking process, code of conduct for Benchmarking, Types of Benchmarking, Steps in Benchmarking, Advantages and limitations in Benchmarking Quality, Function Deployment (QFD), House of Quality, QFD Process, Benefits,

Total Productive Maintenance (TPM) Concept, FMEA, Stages of FMEA

#### Unit IV: Reliability

Concept and Components, Types of failure, Reliability of system, Success and Failure models in series and parallel - Methods of achieving higher reliability - Concept of maintainability and availability, Weibull Distribution (Bath Tub curve), Comparison with reliability, MTBF, MTTF and FMEA

Unit V: Managing and organization for Quality

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Need for organizing for quality, evaluation of organization for quality, requirements for quality coordination of quality activities, organizing for creating change, organizing for quality implementation, Roles in organizational changes to TQM, Various teams for TQM, Control Charts for variables and attributes, Process capability, Concept of six sigma, Auditing Techniques - Planning for an audit -Developing a Check-list -Conducting an Audit - Writing an Audit Report - Auditor Ethics- Value -addition process during Internal Audit - Mock Audits.

#### Unit VI: Quality Management Standards:

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ISO-Introduction, Major elements of ISO 9001:2000, ISO 9001:2000 QMS Requirements, Implementation of ISO 9001, ISO documentation, quality system 9000,Environmental management systems, SO 14000 series standards, requirements of ISO14001,implementation and operation of EMS, Checking and corrective action, benefits of EMS, ISO 27001:2005 Information Security Management System, ISO / TS16949:2002 for Automobile Industry, CMMI Fundamentals and Concepts

#### Text Books

- 1. Dale H Bester, (2013) "Quality Control", Pearson Education, ISBN-13:9780135000953
- 2. Sundarrajan, (2011) "Total Quality Management", Pearson Education, ISBN-13: 9780130306517
- 3. Smith, (1998) "Quality Problem Solving", Quality Press, Wisconsin Avenue, USA, ISBN 9780873893947
- 4. James R.Evans and William M.Lidsay, (2002) "The Management and Control of Quality", 5<sup>th</sup> Ed., South-Western (Thomson Learning), ISBN-13:0324382358-978

#### **Reference Books**

- 1. Feigenbaum.A.V., (1991) "Total Quality Management", McGraw-Hill, ISBN-13: 978-0070220034
- 2. Oakland.J.S., (1989) "Total Quality Management", Butterworth Hcinemann Ltd., Oxford. ISBN-13 : 0128110355-978
- 3. Narayana V. and Sreenivasan, N.S., (1996) "Quality Management Concepts and Tasks", New Age International. ISBN-13 : 8122408324-978
- 4. Zeiri, (1991) "Total Quality Management for Engineers", Wood Head Publishers, , ISBN-13: 1855730243-978

# 411103(A): Artificial Intelligence in Manufacturing (Elective-III)

Teaching Scheme Lectures: 03 hours / week Credit Scheme Theory: 03

Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks

Pre-requisites: Engineering Mathematics-II, Engineering Mathematics-III

**Course Outcomes:** After learning this subject, the student will be able to:

- 1. Demonstrate basic concepts of Artificial Intelligence and Machine Learning
- 2. Classify appropriate of Artificial Intelligence method according to different manufacturing functions
- 3. Develop Artificial Intelligence model of given manufacturing system
- 4. Apply Artificial Intelligence and soft computing methods to manufacturing problems
- 5. Evaluate the performance of Artificial Intelligence methods

#### Unit I: Introduction to Artificial Intelligence and Machine Learning

Definitions - Foundation and History of AI, Evolution of AI - Applications of AI area, Classification of AI systems with respect to environment. Industry 4.0, Application of AI in Manufacturing

Introduction to Machine Learning, Examples of Machine Learning Applications, Supervised, Unsupervised, and Semi-Supervised Learning, Reinforcement Learning, Linear Regression, Machine Learning and Big Data, Deep Learning, Artificial Intelligence vs Machine learning.

#### Unit II: Fuzzy Logic

Basic Concepts of Fuzzy Logic, Fuzzy Set theory, Fuzzy set versus Crisp set, Membership function, Operations on Fuzzy set, Fuzzy Relation, Fuzzification and Defuzzification, Minmax Composition, Fuzzy Logic, Fuzzy Rule based systems, Predicate logic, Fuzzy Decision Making, Fuzzy Control Systems, Fuzzy Classification, Fuzzy controllers, Fuzzy expert Systems, Application of Fuzzy systems (Real life)

#### Unit III: Genetic Algorithm

Evolution of Genetic Algorithms (GA), Basic Concepts and working principle, Flow chart of GA, Genetic Representation, Basic GA framework and different GA architectures, GA operators: Crossover, Selection, Mutation, Fitness function, Convergence Working, Traditional Algorithm Vs Genetic Algorithm, Applications of Genetic Algorithm

#### nit IV: Neural Networks

Introduction, Learning rules and activation functions, Single layer and multilayer Perceptron's, Feed forward and Back propagation networks, Architecture of Back propagation (BP) Networks, Back propagation Learning mechanism, Boltzmann Machine, Types of Artificial Neural Network(ANN), Introduction to Associative Memory, Adaptive Resonance, Self Organizing Map, Recent applications (real life)

### Unit IV: AI based methods for Process Control and Monitoring

Al based Monitoring and control of discrete manufacturing process, Online process monitoring in additive manufacturing, Industrial Machine Vision.

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#### Unit VI: AI Applications and Case Studies

Applications of AI in Manufacturing: robot, Intelligent Vehicles, factory, Autonomous Aircrafts, design and manufacturing, warehouse management, predictive maintenance, inventory control, visual inspections and quality control, etc. optimization and control.

Case studies of typical applications in tool selection, process selection, part classification, inventory control, process planning, etc.

#### Text Books:

- 1. Pratihar D. K. (2018) Soft Computing, Narosa Publishing, ISBN: 978-81-8487-495-2
- 2. Rich E., Knight K., Nair S. B. (2014) Artificial Intelligence, TMH, ISBN-978-0-07 008770-5 (2014).
- 3. Groover Mikell P. (2015) Automation, Production System and Computer Integrated Manufacturing, Pearson, ISBN 978-0-13-349961-2
- 4. Tom Mitchell (1997) Machine Learning, McGraw- Hill, ISBN: 0070428077

#### Reference Books:

- 1. Stuart Russell and Peter Norvig (2003) Artificial Intelligence: A Modern Approach, Prentice Hall, ISBN: 978-0-13-604259-4
- 2. Goldberg David E. (2002) Genetic Algorithms In Search, Optimization And Machine Learning, Pearson Education, ISBN: 9788177568293
- 3. Simon Haykin (2011) Neural Networks and Learning Machines, PHI Learning, ISBN: 978-0131471399

# 411103 (A): World Class Manufacturing (Elective III)

Teaching Scheme Credit Scheme Examination Scheme Lectures:03hours/week In-Sem:30Marks Theory:03

Prerequisites: Production Management, Industrial Engineering and Quality Assurance.

#### Course Outcomes:

After successful completion of course student will able to,

- 1. Define challenges in world class manufacturing
- 2. Study various world class manufacturing strategies.
- 3. Understand total quality and employee involvement in manufacturing
- 4. Discuss different world class information system for change management.
- 5. Identify various methods and processes for WCM using brain storming.

#### **Unit I: Historical Perspective**

World class excellent organizations- Models of world class manufacturing: Hall's framework of value -added engineering. Schonberger's framework of world class manufacturing, Various models of world class manufacturing, JIPM TPM Award, EFQM Award, RBNQA Award

#### Unit II: Benchmark, Bottlenecks and Best Practices

Concepts of benchmarking, Bottleneck and best practices, Best performers- Gaining competitive edge through world class manufacturing - Value added manufacturing - Value Stream mapping - Eliminating waste - Toyota Production System-Example.

#### UNIT III: System for World Class Manufacturing

Improving Product & Process Design - Lean Production, procurement & stores practices, total Productive maintenance. Visual Control

#### Unit IV: Tools for World Class Manufacturing

SQC, FMS, Poka Yoke, 5-S, 3 M, JIT, Product Mix, MURA Analysis, MUDA Analysis, Spaghetti Chart, MURI, SOP, Poka-Yoke

#### Unit V: Human Resource Management in WCM

Adding value to the organization- Organizational learning - techniques of removing Root cause of problems-People as problem solvers-New organizational structures. Associates-Facilitators- Teams man ship -Motivation and reward in the age of continuous improvement.

#### Unit VI: Indian Scenario

Case studies on leading Indian companies towards world class manufacturing -Task Ahead. Green Manufacturing, Clean manufacturing, Agile manufacturing

#### Text Books

- 1. K. Shridhara Bhat, World Class Manufacturing, Himalaya Publication House, Mumbai. (2007 edition)
- 2. B. S. Sahay, K B C Saxena, Ashish kumar, World Class Manufacturing Strategic Perspective, Mac Milan Publication, New Delhi

#### Reference Books:

- 1. Panner selvam, Production and Operation Management, Prentice Hall of India.
- 2. Martand T.Telsang Industrial Engineering and Production Management, S.Chand& Co.
- 3. Jeffrey K. Liker, The Toyota Way, Tata McGrow Hill.

# End-Sem:70Marks

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# 411104 (A): Plant Maintenance and Industrial Safety (Elective IV)

**Teaching Scheme** Lectures:03hours/week **Credit Scheme** Theory:03

**Examination Scheme** In-Sem:30Marks End-Sem:70Marks

Pre-requisites: Manufacturing Processes, Heat and Fluid Engineering.

#### Course objectives:

- 1. To ensure the desired plant availability at an optimum cost within the safety prescription.
- 2. Student able to know about the objectives of maintenance.
- 3. To minimize the total cost of unavailability and resources.
- 4. Discuss various condition monitoring techniques.
- 5. To know Industrial safety measures and acts.

### **Course outcomes**

- Describe the various categories of maintenance.
- Assemble, dismantle and align mechanisms in sequential order.
- Carry out plant maintenance using tribology, corrosion and preventive maintenance.
- 4. Student gets the exposure of Maintenance Policies and Preventive Maintenance.
- 5. Explain the Industrial safety measures and acts.

# Unit I: Introduction, Principles and Practices of Maintenance Planning

Definition and aim of maintenance engineering. Primary and secondary functions and responsibility of maintenance department. Principles of maintenance planning - Objectives and principles of planned maintenance activity - Importance and benefits of sound Maintenance systems - Reliability and machine availability, Equipment Life cycle, Measures for Maintenance Performance: Equipment's breakdowns, Mean Time Between Failures, Mean Time To Repair, Factors of availability, Maintenance organization, Maintenance economics.

# Unit II: Periodic and Preventive Maintenance and Maintenance Policies

Periodic inspection-concept and need. Maintenance categories - Comparative merits of each category - Preventive maintenance, Maintenance schedules: Repair cycle, Principles and methods of lubrication, Fault Tree Analysis, Total Productive Maintenance: Methodology and Implementation.

# Unit III: Condition Monitoring

Condition Monitoring: Cost comparison with and without Condition Monitoring, On-load and off-load testing. Methods and instruments for Condition Monitoring, Temperature sensitive tapes, Pistol thermometers, wear-debris analysis, noise vibration and harshness analysis of machines.

# Unit IV: Introduction to the Development of Industrial Safety and Management

History and development of Industrial safety: Implementation of factories act, Formation of various councils, Safety and productivity, Safety organizations. Safety committees, safety committee structure, Roll of management and roll of Govt. in industrial safety, Safety analysis.

# Unit V: Accident Preventions, Protective Equipment and the Acts

Personal protective equipment, Survey the plant for locations and hazards, Part of body to be protected, Education and training in

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safety, Prevention causes and cost of accident, Housekeeping, First aid, Fire fighting equipment, Accident reporting, Investigations, Industrial psychology in accident prevention, Safety trials.

#### Unit VI: Safety Acts

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Features of Factory Act, Introduction of Explosive Act, Boiler Act, ESI Act, Workman's compensation Act, Industrial hygiene, Occupational safety, Diseases prevention, Ergonomics, Occupational diseases, stress, fatigue, health, safety and the physical environment, Engineering methods of controlling chemical hazards, safety and the physical environment, Control of industrial noise and protection against it, Code and regulations for worker safety and health.

#### Text Books:

- 1. Srivastava, S.K., "Industrial Maintenance Management", S. Chand and Co. ISBN-10: 8121916631, ISBN-13: 978-8121916639
- 2. Bhattacharya, S.N., "Installation, Servicing and Maintenance", S. Chand and Co., ISBN: 9788121908313
- 3. Willie Hammer, "Occupational Safety Management and Engineering", Prentice Hall ISBN: 9781551642956.

#### **Reference Books:**

- 1. Eugene N. White, "Maintenance Planning, Control and Documentation", Gower Press, ISBN: 978-0566021442
- 2. Garg H.P., "Industrial Maintenance", S. Chand and Co., ISBN: 978-8121901680
- 3. Keith Mobley, Lindley R. Higgins, Darrin J. Wikoff, "Maintenance Engineering Hand book", 5th Edition, McGraw Hill, ISBN:9780071641012, 0071641017
- 4. Davies, "Handbook of Condition Monitoring: Techniques and Methodology", Springer Netherlands, ISBN:9789401149242,
- 5. C. Ray Asfahl, David W. Rieske, "Industrial Safety and Health Management", 5th Edition, Prentice Hall ISBN:9780132368711
- 6. R.C.Mishra, "Reliability and Maintenance Engineering", New Age Publishing house, ISBN:9788122417418

# 411104 (A) : Surface Engineering (Elective IV)

Teaching Scheme	Credit Scheme	Examination Scheme
Lectures: 03 hours / week	Theory: 03	In-Sem: 30 Marks
	-	End-Sem: 70 Marks

**Pre-requisites:** Material Science and Metallurgy, Manufacturing Processes, Machining science and technology.

Course Outcomes: After learning this subject, the student will be able to:

- Demonstrate basic concepts of various surface treatments
- 7. Decide the surface treatment required for specific material and application.
- 8. Use various surface cleaning processes.
- 9. Select appropriate coating required for specific material and its application.
- 10. Test the surface of material for required properties.

#### Unit I: Introduction of Surface Dependent Properties

Introduction to various corrosion prevention methods. Classification and scope of surface modification techniques in metals. ceramics, polymers and composites, tailoring of surfaces of advanced materials. Surface dependent engineering properties, viz., wear, friction, corrosion, fatigue, reflectivity, emissivity, etc.; common surface initiated engineering failures; mechanism of surface degradation; importance and necessity of surface engineering

#### Unit II: Surface Cleaning Processes

Classification and Selection of Cleaning processes. Acid and Alkaline Salt bath, Ultrasonic, Mechanical cleaning, Pickling and descaling, etc. Process details, applications & Environmental concern of each method, Electrochemistry and electro-deposition; electro less deposition. Process details. Scope and application of conventionally deposited materials like Copper Nickel etc.

#### Unit III: Coatings

Various types like Cathodic & Anodic coatings, Hot dipping (Tinning, Galvanizing, Aluminizing), Metal cladding. Diffusion coatings like carburizing, nitriding, cyaniding, Sherardizing, Calorizing & Chromizing, Chemical conversion coatings like Phosphate; Chromate

Oxide, Anodized, Various Organic coatings like Paints, varnishes, Enamel & Lacguers Thermal spray coatings- Various types like Flame spray, Electric arc spray, Plasma spray, High velocity Oxy Fuel (HVOF). Scope, Process and application; advantages and limitations of the above mentioned processes.

#### Unit IV: Other Surface Engineering Processes

Influence of manufacturing processes on various surface properties of an engineering component; scope of surface engineering in augmentation of surface properties. Other processes used in surface engineering - Physical vapour deposition, Chemical vapour deposition.- Process, applications. Mass production; surface engineering problems related to substrate characteristics. Plasma enhanced Surface engineering, Ion Implantation. Diamond and Diamond like Carbon thin films and coatings for engineering surfaces.

#### Unit V: Testing & Characterization of Coatings

Control properties, response properties; surface geometry characterization Techniques (conventional and recent trends); coating thickness measurements - laboratory techniques and special techniques for accurate routine thickness measurements; adhesion measurement, conventional methods and recent developments; Quality assurance of coating process.

#### Unit VI: Recent Trends in Surface Engineering

Measurement of mechanical properties of engineered surface in nano scale; Evaluation of tribological characteristics of engineered surface in macro, micro and nano scale, simulation of actual application environment in tribometer. High temperature coatings,

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Wear resistant coatings Use of Laser in Surface Engineering, Environmental protection issues.

#### Text Books

- D. Sriniwasa Rao, Shrikant V. Joshi, "Surface Engineering", Daya Publishing House, ISBN: 9788170356288, 9788170356288
- M. Kamaraj, V. M. Radhakrishnan, "Basics of Surface Technology", New Age International (p) Ltd., ISBN: 9788122439601

#### **Reference Books**

- 1. Bharat Bhushan, "Introduction to Tribology" John Wiley & Sons, ISBN: 0471158933
- 2. B. N. J. Persson, "Sliding Friction: Physical Principles and Applications" Springer, ISBN: 978-3540671923
- 3. Gwidon Stachowiak, A W Batchelor, "Engineering Tribology", Butterworth-Heinemann, Hardcover ISBN: 9780750678360, eBook ISBN: 9780080531038
- 4. ASM Hand Book, Vol. 5, "Surface Engineering". ISBN: 9780871703842
- 5. Bhushan B. and Gupta B. K., "Handbook of Tribology: Material, Coatings and Surface Treatments", McGraw Hill Ltd.
- 6. Davis J., "Surface Engineering for Corrosion and Wear Resistance", Woodhead Publishing, 2001. ISBN 10: 0871707004ISBN 13: 9780871707000
- 7. Tadausz Burakowski, "Surface Engineering of Metals: Principles, Equipments and Technologies", Taylor and Francis.

# 411104(A): Reverse Engineering (Elective IV)

Teaching Scheme

Lectures: 03 hours/week

Credit Scheme Theory: 03

Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks

Pre-requisites: Computer Aided Design, Electrical & Electronics Engineering, Design of Machine Elements.

**Course Outcomes:** After learning this subject, the student will be able to:

- 1. Interpreting the terminologies related to re-engineering, forward engineering, and reverse engineering.
- 2. Disassemble products and specify the interactions between its subsystems and their functionality
- 3. Implement the Reverse Engineering methodologies.
- 4. Apply reverse engineering system to automotive, aerospace, medical device industries.

#### Unit I: Introduction to Reverse Engineering

What is Reverse Engineering, Use of Reverse Engineering, Reverse Engineering-The Generic Process, Scanning: Contact Scanners, Noncontact Scanners, Point Processing, Application Geometric Model Development.

#### Unit II: Methodologies and Techniques for Reverse Engineering

3-D Laser Scanners, Computer-aided Reverse Engineering, What Is Not Reverse Engineering, Computer-aided (Forward) Engineering, Computer-aided Reverse Engineering, Computer Vision and Reverse Engineering, Coordinate Measuring Machines, Active Illumination 3-D Stereo: Benefits and Drawbacks, Structured-light Range Imaging, Source Illumination Categories, sheet-oflight Range Imaging. Scanner Pipeline. Data Collection. Mesh Reconstruction. Surface Fitting.

#### Unit III: Reverse Engineering-Hardware and Software

Introduction, Reverse Engineering Hardware, Contact Methods, Noncontact Methods, Destructive Method, Reverse Engineering Software, Reverse Engineering Software Classification, Reverse Engineering Phases, Fundamental Reverse Engineering Operations.

### Unit IV: Selection of a Reverse Engineering System

The Selection Process: Identify the Business Opportunity and Technical requirements, Vendor and System Information Gathering, Benchmarking, Point Capture Devices, contact Devices-Hard or Manual Probe, Touch-trigger Probe, Continuous Analogue Scanning Probe, Noncontact Devices, Triangulation, "Time-of-flight" or Ranging Systems, Structured-light and Stereoscopic Imaging Systems, Issues with Light-based Approaches, Tracking Systems, Internal Measurement Systems, X-ray Tomography, Destructive Systems, Positioning the Probe, Postprocessing the Captured Data, Handling Data Points, Curve and Surface Creation, Inspection Applications, Manufacturing approaches

### Unit IV: Rapid prototyping for Reverse Engineering

Modeling Cloud Data in Reverse Engineering, Data Processing for Rapid Prototyping, Integration of RE and RP for Layer-based Model Generation, The Adaptive Slicing Approach for Cloud Data Modeling, Planar Polygon Curve Construction for a Laver, Correlation Coefficient, Initial Point Determination, Constructing the First Line Segment (S1), Constructing the Remaining Line Segments (Si, Determination of Adaptive Layer Thickness)

### Unit VI: Applications of Reverse Engineering

Applications of Reverse Engineering in Automotive Industries, Aerospace Industries, Medical Device Industries, Legal Aspects of Reverse Engineering, Barriers to Adopt Reverse Engineering

### Reference books:

1. K. Otto and K. Wood (2001) Product Design: Techniques in Reverse Engineering and New Product Development, Prentice Hall (ISBN 10: 0130212717 / ISBN 13: 9780130212719).

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- 2. Raja and Fernandes (2008) Reverse Engineering: An Industrial Perspective, Springer-Verlag (ISBN: 978-1-84628-855-5).
- 3. Sokovic and Kopac (2006) RE as necessary phase by rapid product development, Journal of Materials Processing Technology, Elsevier (doi:10.1016/j.jmatprotec.2005.04.047).
- 4. Eldad Eilam (2005) Reversing: Secrets of Reverse Engineering, Wiley (ISBN : 0-7645-7481-7).
- 5. Robert W. Messler (2014) Reverse Engineering: Mechanisms, Structures, Systems & Materials, McGraw-Hill Education (ISBN: 9780071825160).

# 411104 (A): Entrepreneurship and Innovations (Elective IV)

Teaching Scheme Lectures:03hours/week Credit Scheme Theory:03 Examination Scheme In-Sem:30Marks End-Sem:70Marks

**Pre-requisites:** Industrial Engineering and Management, Production Management

### Course objectives:

- 1. Students to learn the various aspects of innovation and methods of fostering Innovation
- 2. Understanding the dynamic role of entrepreneurship and small businesses
- 3. Organizing and Managing a Small Business
- 4. Financial Planning and Control
- 5. New Product or Service Development
- 6. Business Plan Creation

#### Course outcomes:

After Successful completion of this course students will able to:

- 1. learn the various aspects of innovation and methods of fostering Innovation
- 2. Appreciate the importance of embarking on self-employment and has developed the confidence and personal skills for the same.
- 3. Start a small business enterprise by liaising with different stake holders
- 4. Effectively manage small business enterprise.

### Unit I: Introduction to Innovation

Creativity, Invention and innovation, Types of Innovation, Relevance of Technology for Innovation, The Indian innovations and opportunities, Promoting and managing innovation, Innovators and Imitators, Patents, Trademarks, Intellectual Property, Exploring, Executing, Leveraging and renewing innovation, Enhancing Innovation Potential & Formulating strategies for Innovation

### Unit II: Strategy for Commercializing Innovation

Innovation Process, Risks and barriers for introducing products and services, selecting a Strategy, setting up the Investment and establishing 19rganization, Evaluating the Costs and impact of the Project

### **UNIT III: Entrepreneurship**

Definition. Growth of industries in developing countries; role of industries in the national economy; characteristics; demand based and resources based ancillaries and sub-control types. Government policies, stages in starting an industry, types (family business/start-ups etc.), Sources of finance.

### UNIT IV: Project identification and accountancy

Assessment of viability, formulation, evaluation, financing, field-study and collection of information, preparation of project report, demand analysis, material balance and output methods,

Accountancy: Preparation of balance sheets and assessment of economic viability, decision making, expected costs, planning and production control, preparation of financial reports, accounts and stores studies.

### **UNIT V: Project Planning and control**

The financial functions cost of capital approach in project planning and control. Economic evaluation, risk analysis, capital expenditures, policies and practices in public enterprises. Profit planning and programming, planning cash flow, capital expenditure

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and operations. Control of financial flows, control and communication.

#### UNIT VI: Laws

Laws concerning entrepreneur viz, partnership laws, business ownership, sales and income taxes and workman compensation act. Role of various national and state agencies which render assistance to small scale industries.

#### Text Books:

- 1. Robin Lowe and Sue Marriott, Enterprise: Entrepreneurship and Innovation Concepts, Contexts and Commercialization, ISBN: 978-0-7506-6920-7
- 2. Khanka. S.S., Entrepreneurial Developmen, S.Chand & Co. Ltd., Ram Nagar, New Delhi, 2013. ISBN: 978-81-219-1801-5

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3. Donald F Kuratko, Entreprenuership - Theory, Process and Practice∥, 9<sup>th</sup> Edition, Cengage Learning 2014. ISBN:9781305576247, 1305576241

#### **Reference Books**

- 1. Rabindra N. Kanungo "Entrepreneurship and innovation", Sage Publications, New Delhi, 1998. ISBN:9780761992844, 0761992847
- 2. Peter F. Drucker, Innovation and Entrepreneurship, ISBN:9780750685085, 0750685085
- 3. John Forbat, "Entrepreneurship: The Seeds of Success", Harriman House, 2007, ISBN: 1905641257; 9781905641253.
- 4. Veerbhadrappa Havinal, "Management and Entrepreneurship", 2009, New Age International, ISBN:9788122426021, 8122426026
- 5. Joseph, L. Massod, Essential of Management", Prentice Hall of India.

# 411101(B): Financial Management & Costing Lab

Teaching Scheme Lectures: 02 hours / week

Credit Scheme Pr/Or: 01

**Examination Scheme** Oral: 50 Marks

During the practical students should be asked to solve real life cases on

- 1. Financial Management theory assignment
- 2. Ratio Analysis
- 3. Working Capital Management
- 4. Costing
- 5. Depreciation
- 6. Overheads
- 7. Standard costing
- 8. Marginal Costing

# 411102 (B): Project Management Lab

**Teaching Scheme** Lectures: 02 hours / week Credit Scheme Pr/Or: 01 Examination Scheme Practical: 50 Marks

During the practical students should be asked to solve at least 8 real life cases on the following topics making sure that there is at least one case on each topic.

1. Project Management - General write up

2. Types of project

3. Project Formulation

4. Project Finance

5. Project costing

6. Project Administration

# 411103(B): Simulation, Modeling and Digital Twin (Elective-III) Lab

Teaching Scheme Lectures: 2 hours / week Credit Scheme Pr/Or: 1 Examination Scheme Term work: 25 Marks

Term work shall consist of Programming/Assignment/Case studies on Simulation, Modelling and Digital Twin, based on each unit.

# 411103(B): Total Quality Management (Elective-III) Lab

**Teaching Scheme** Lectures: 2 hours / week Credit Scheme Pr/Or: 1

**Examination Scheme** Term work: 25 Marks

Term work shall consist of Assignment/Case studies on Total Quality Management, based on each unit.

# 411103 (B): Artificial Intelligence in Manufacturing (Elective-III) Lab

Teaching Scheme	Credit Scheme	Examination Scheme	
Practical: 02 hours / week	Pr/Or: 01	Oral: 25 Marks	

Write computer programs in python/matlab to solve the real-world problems in manufacturing using the following artificial intelligence and machine learning methods:

- 1. Linear Regression,
- 2. Logistic Regression,
- 3. Multi-Class Classification,
- 4. Neural Networks,
- 5. Support Vector Machines,
- 6. K-Means Clustering
- 7. Genetic Algorithms
- 8. Fuzzy logic

# 411103(B): World Class Manufacturing (Elective-III) Lab

Teaching Scheme 02 hours/week Credit Scheme Pr/Or:02 Examination Scheme Oral: 25 Marks

The term work shall be based on the following Practical Sessions:

- 1. Assignment on overview of Historical Perspective world class manufacturing.
- 2. Assignment on Benchmark, Bottlenecks and Best Practices used in world class manufacturing
- 3. Assignment on Lean Production and Procurement System for World Class Manufacturing
- 4. Assignment on SQC, FMS, Poka Yoke, 5-S, 3 M, and JIT Tools for World Class Manufacturing
- 5. Assignment on Human Resource Management in WCM
- 6. Case studies on leading Indian companies towards world class manufacturing

# 411104 (B): Plant Maintenance and Industrial Safety (Elective-IV) Lab

**Teaching Scheme** Lectures: 02hours/week Credit Scheme Pr/Or:01 Examination Scheme Oral : 25 Marks

### Term work will be based on following six assignments:

- 1. Introduction, principles and practices of Maintenance planning
- 2. Periodic and preventive maintenance and Maintenance policies
- 3. Condition Monitoring
- 4. Introduction to the development of industrial safety and management
- 5. Accident preventions, protective equipment and the Acts
- 6. Industrial safety acts

# 411104 (B) : SURFACE ENGINEERING (Elective-IV) Lab

Teaching Scheme Lectures: 02 hours / week Credit Scheme Pr/Or: 01 Examination Scheme Oral: 25 Marks

Term work: Term work will consist of one exercise on each unit.

# 411104 (B): Reverse Engineering (Elective-IV) Lab

**Teaching Scheme** 

Lectures: 02 hours/week

Credit Scheme Theory: 01 Examination Scheme Oral: 25 Marks

### Term Work:

Students should write assignment on (with the help of research papers, case study, etc.)

- 1. Assignment 1. Introduction to Reverse Engineering
- 2. Assignment 2. Methodologies and Techniques for Reverse Engineering
- 3. Assignment 3. Reverse Engineering-Hardware and Software
- 4. Assignment 4. Selection of a Reverse Engineering System
- 5. Assignment 5. Rapid prototyping for Reverse Engineering
- 6. Assignment 6. Applications of Reverse Engineering

# 411104 (B): Entrepreneurship and Innovations (Elective-IV) Lab

Teaching Scheme

Lectures: 02 hours/week

Credit Scheme Pr/Or: 01 Examination Scheme Oral: 25Marks

### Term work will be based on six assignments from following:

- 1. Introduction to Innovation.
- 2. Strategy for commercializing Innovation.
- 3. Introduction to Entrepreneurship.
- 4. Project identification and Accountancy.
- 5. Project planning and control.
- 6. Laws concerning entrepreneur.

# 411105: MOOCs

Teaching Scheme NA

Credit Scheme Theory: 02 Examination Scheme TW: 50 Marks

Students should complete any one of the following MOOCs courses: The assessment will be either based on the online score obtained in that course or by giving the assignments on the course chosen by the student.

- 1. Developing Soft Skills and personality
- 2. Enhancing Soft Skills and personality
- 3. Spearing Effectively 8 Weeks
- 4. Introduction to Industry 4.0 and Industrial Internet of Things
- 5. Emotional Intelligence.
- 6. Patent Law for engineers and Scientist.

# 411106: Project Stage-I

Teaching Scheme Lectures: 02 hours / week Credit Scheme Pr/Or: 02(TW-1 & Oral-1) Examination Scheme Term-work: 50 Marks

### Pre-requisite:

- 1. Students are required to undergo 3 to 4 weeks industrial training / implant training /inhouse project based learning/project related skill development course/ industrial survey report before commencement of first semester of Final year
- 2. Submit detailed report of 10-15 pages of the same.
- 3. Project registration will be based on completion of above activities.

The student shall take up a suitable project, the scope of the project shall be such as to complete it within the time schedule, and the term work shall consist of:

1. Fabrication of models, machines, prototypes based on new ideas, robots and machine based on hi-tech systems

and automation, experimental set-up, fabrication of testing equipment, renovation of machines, etc. Students shall submit the project phase -II plan. Above work shall be taken up individually or in groups. *The group shall not be more than 4 students, (If project work is more then group members may be increased by permission of guide)* 

#### OR

Extensive analysis of some problems done with the help of a computer individually or in a group not exceeding two students.

- 2. A detailed report on the work done shall include project specification, design procedure, drawings, process sheets, assembly procedure and test results etc. Project may be of the following types:
  - i. Manufacturing / Fabrication of a prototype machine' including selection, concept, design, material, manufacturing the components, assembly of components, testing and performance evaluation
  - ii. Improvement of existing machine / equipment / process.
  - iii. Design and fabrication of Jigs and Fixtures, dies, tools, special purpose Equipment, inspection gauges, measuring instruments for machine tool,
  - iv. Computer aided design, analysis of components such as stress analysis.
  - v. Problems related to Productivity improvements/Value Engineering/Material Handling Systems
  - vi. Energy Audit of an organization, Industrial evaluation of machine devices.
  - vii. Design of a test rig for performance evaluation of machine devices.
  - viii. Product design and development.
  - ix. Analysis, evaluation and experimental verification of any engineering problem
  - x. Quality systems and management. Total Quality Management.
  - xi. Quality improvements, In-process Inspection, Online gauging.
  - xii. Low cost automation, Computer Aided Automation in Manufacturing.
  - xiii. Time and Motion study, Job evaluation and Merit rating
  - xiv. Ergonomics and safety aspects under industrial environment
  - xv. Management Information System.
  - xvi. Market Analysis in conjunction with Production Planning and Control.

Computer based design / analysis or modeling / simulation of product(s), mechanism(s) or system (s) and its validation or comparison with available benchmarks / results. When a group of students is doing a project, names of all the students shall be included on every certified report copy. Two copies of project Report shall be submitted to the college. The students shall present and submit their Project Phase-I report to the internal and external examiner from college/Industry.

# 411107: Audit Course 7: Human Rights

#### Course outcomes

After completing the course the students will be able to:

- 1. Understand the importance and different approaches to Human rights
- 2. Understand the different mechanisms of United Nations to ensure and protect the Human Rights
- 3. Understand the different Constitutional provisions and legislations to protect Human Rights in India
- 4. Analyse the functions of NHRC, Judiciary and PIL for protecting Human Rights in India
- 5. Examine the challenges to Human Rights of different vulnerable sections

#### Unit I: Human Rights

Meaning, Evolution and Importance, Approaches: Western, Marxian, Feminist and Third World

#### Unit II: Uno and Human Rights

Universal Declaration of Human Rights, International Covenants on Civil and Political Rights (ICCPR), International Covenant on Social Economic and Cultural Rights (ICSECR), The Office of the United Nations High Commissioners for Human Rights(UNHCHR)

#### Unit III: Human Rights in India

Constitutional Provisions- Fundamental Rights, Directive Principles of State Policy, Some important Legislations- 1) Protection of Civil Rights Act-1955, 2) Prevention of Atrocities (SC and ST) Act 1989, 3) Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013, 4) The Rights of Persons with Disabilities Act-2016, 5) Right to information Act 2005. Agencies Protecting Human Rights; Judiciary, Public Interest Litigation, National Human Rights Commission and Media

#### Unit IV: Challenges to Human Rights

Human Rights Violations against Women, Children, Other marginalised sections like Minorities, Dalits, Adivasis and Women, Refugees

#### Reference Books:

- 1 Andrew Clapham, Human Rights: A Very Short Introduction, Oxford University Press, New York, 2007
- 2 Darren J O Byrne, (ed), Human Rights: An Introduction, Pearson, New Delhi, 2004
- 3 Chiranjeevi Nirmal, Human Rights in India, Oxford University Press, New Delhi, 1997.
- 4 Pavithran K S,(ed), Human Rights in India: Discourse and Contentions, Gyan books, NewDelhi,2018
- 5 Ujwal Kumar Singh, (ed), Human Rights and peace: Ideas, Laws, Institutions and Movements, Sage, New Delhi,2009

# 411110 (A): Advanced Ergonomics (Elective V)

Teaching Scheme Lectures: 03 hours / week	Credit Scheme Theory: 03	Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks	
		S	
Unit 1- Introduction			[7]
Historical background. Modern ergonomics, F	uture direction. Human Mach	ine Systems - i <mark>nterface</mark> s.	
Unit 2 – Anatomy, Posture and Body Mecha	anics		[7]
Muscle Functioning, Spine, Musculoskeletal p	roblems in Sitting and Standi	ng.	
Unit 3 - Anthropometric Principles	J.		[7]
Anthropometric Data - sample, equipment, standing and seated posture.	analysis. Applications of A	nthropometry in Design. Workstation	n design for
Unit 4 – Upper Body at Work			[7]
Injuries due to upper body at work. Neck prob	lems, shoulder, elbow and w	rist. Design of manual handling tasks.	
Unit 5 – Physiology, Workload and Work C	apacity	,	[7]
Energy for action, cardiovascular system,	Physical work capacity, Fa	ctors affecting work capacity, fitne	ss for work.

Е rk. Vision - Measurement of light, Lighting design consideration, visual fatigue. Sound and Noise - Measurement, Industrial Noise control, Thermal conditions - Measurement, effect on human being. [7]

#### Unit 6 – Legal Aspects

Legal and Safety Aspects.

Practical: One assignment based on each of the topics mentioned above.

Text Books:

1. M. S. Sanders and Ernest J. McCormick, Human Factors Engineering and Design, McGraw-Hill Inc.

2. E. Grad jean, *Fitting Task to the Man*" Taylor and Francis.

3. The Factories Act, 1948.

#### **Reference Books:**

1. ILO, *Introduction to Work study*.

2. Curie R. M. & Faraday, Work study Pitman for the British Institute of Management

3. R. S. Bridger, *Introduction to Ergonomics*", Taylor and Francis

4. Nordin, Anderson, Pope, Musculoskeletal Disorders at Workplace: Principles and Practice - ISBN-13:978-0-323-02622-2, Mobsy Inc.

5. ILO, "Encyclopedia of Occupational Health and Safety".

6. Waldemar Karwowski, William Steven Marras, Occupational ergonomics: design and management of work systems, CRC Press,

# 411110 (A): Logistics and Warehousing Management (Elective V)

Teaching Scheme Lectures: 03 hours / week	Credit Scheme Theory: 03	Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks
UNIT 1 – Introduction		[7]
Logistics. Producer - Consumer system. Log management	gistics communication, costs & rol	e of modern technology in logistics
UNIT 2 - Marketing and product distribution		[7]
Inter dependence and interaction. Multilevel sy	stem and sensitivity analysis	
UNIT 3 - Logistic information system		[7]
Nature, purpose and scope of information s coding.	ystem, Customer order cycle and	order processing neutral networksbar-
UNIT 4 – Transportation		[7]
Time and place utility, transportation -logistic costs	-marketing interface different mode	es of transportation - merits demeritsand
UNIT 5 – Warehousing		[7]
Nature purpose and scope of warehousing. Inventory management; Material handling sto	Own warehouse, third party wareh prage and packaging issues	ouses. Economics of warehousing.
UNIT 6 – Logistics Support		[7]
Organizing for effective logistic support -strated	gies supply chain management in th	e context of globalization
Practical: One assignment based on each of t	he topics mentioned above.	
Text Books: 1) Douglas Lambart, James Stock Ellram; 2) Ronald H.,.Balfour, <i>Basic Business Lo</i> 3) Benjamin & Blamhord, <i>Logistics Engin</i>	<sup>−</sup> <i>Fundamentals of Logistics Manage</i> <i>gistics</i> ∥, Prentice Hall of India teering and Management∥; Prentice H	ement∥, Mc Graw Hill Publication Hall of India

# 411110 (A) : Material Forming (Elective V)

Teaching Scheme Lectures: 03 hours / week **Credit Scheme** Theory: 03

**Examination Scheme** In-Sem: 30 Marks End-Sem: 70 Marks

#### **UNIT I - Fundamentals of Material Forming**

Engineering stress-strain and true stress-strain, Strain hardening, work done in tensile test, temperature rise in plastic deformation compression test, Concept of flow stress determination, Effect of temperature, strain rate, Mohrs circle for three dimensional state of stress Theory of plasticity- Yield criteria of Von mises criteria and Tresca criteria. Classification of material forming process. Concept of workability, formability and forming diagram.

#### **UNIT II - Forging Processes**

Comparison of forging with other manufacturing processes. Classification of forging processes-open die and closed die forging Forging equipment- Hammers and presses, construction working capacities and selection of equipment. Basic forging operations such as drawing, fullering, edging, blocking etc. Determination of forging load considering friction, Other forging techniques- Liquid metal forging, Isothermal forging, Rotary swaging, Orbital forging Lubrications in forging. Forgability tests, Forging defects and remedies.

#### UNU III - Wire and Tube Drawing

Introduction rod and wire drawing machines - construction and working. Preparation of stock for wire drawing. Wire drawing dies, material and design. Variables in wire drawing, Maximum reduction in wire in one pass, forces required in drawing. Multiple drawing, work hardening, lubrication in wire drawing. Tube drawing: Methods, force calculation, stock preparation. lubrication in tube drawing

#### **UNIT IV - Rolling of Metals**

Scope and importance of rolling. Types of Rolling Mills- Construction and working. Roll bite, reduction, elongation and spread. Deformation in rolling and determination forces required. Process variables, redundant deformation. Roll flattening, Roll camber - its effect on rolling process, mill spring. Defects in rolling. Automatic gauge control- Lubrication in rolling

#### UNIT V – Extrusion

Direct, reverse, impact, hydrostatic extrusion. Dies for extrusion, stock penetration. Extrusion ratio Force equipment (with and without friction), metal flow in extrusion, defects. Role of friction and lubricants. Manufacture of seam-less tubes.

#### UNIT VI - Miscellaneous Forming processes

High velocity forming- principles, comparison of high velocity and conventional Forming processes. Explosive forming, Magnetic pulse forming, Electro hydraulic forming, Stretch forming, coining embossing, curling, spinning, flow forming advantages, limitations and application of the process.

**Practical:** To be based upon each of the units above.

#### **TEXT BOOKS:**

- 1. Rao P. N., Manufacturing Technology, Tata McGrawHill Publishing Company Ltd.
- 2. Groover Micel P., *Fundamentals of Manufacturing*, John Wiley & Sons.
- 3. Banabick Dorel, Advanced Methods in Material Forming", Springer, Verlag, Berlin, Heidenberg
- 4. Date P. P., Introduction to Manufacturing Technology, Principles and Practices, Jayco Publishers, Mumbai

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#### **Reference Books:**

 George Ellwood Dieter, Mechanical Metallergy, McGraw-Hill
 William F. Hosford, Robert M. Caddell - Metal forming: mechanics and metallurgy, Cambridge University Press (2007) - Hardback - 312 pages - ISBN 0521881218
 ASM Metal handbook Volume IV Forming.

4. G. W. Rowe, Principles of Industrial Metal Working Process, Edward Arnold

# 411110 (A) : Human Resource Management (Elective V)

Teaching Scheme	Credit Scheme	Examination Scheme

Lectures: 03 hours / week

Theory: 03

In-Sem: 30 Marks End-Sem: 70 Marks

#### **UNIT I - Fundamentals of HR Management**

Importance of HRM to an organization. Changes in technology, work-force diversity, and skill requirements affect human resource management. Identify the four external influences affecting human resource management. Characterize how government legislation, Labor unions, and management practices affect HRM. Describe the goals. components and major activities within HRM.

#### UNIT II – Job Design and HR Planning

Job design: definition, approaches, job design options; Job analysis: definition, process, benefits of job analysis

HR planning: introduction, objectives of HRP, linkage of HRP to other plans, definition and need for HRP, benefits of HRP, factors affecting HRP, process, problems and limitations of HRP

#### **UNIT III - Recruiting & Selection**

Define what is meant by the term recruiting. Identify the principal sources involved in recruiting employees. Describe the selection process. Discuss the problems associated with job interviews and means of correcting them. Discuss the use of various types of interview questions

#### **UNIT IV - Benefits & Rewards**

Explain various classifications for rewards. Define goal of compensation administration. Discuss job evaluation and approaches. Describe competency and team-based compensation programs. Discuss why employers offer benefits to their employees. Contrast Social Security unemployment compensation and worker's compensation benefits. Identify and describe insurance options

#### **UNIT V - Evaluating Performance**

Identify purposes of performance management systems and who is served by them. Describe the two categories of difficulties in Performance Management Systems. Explain the steps in the appraisal process. Describe the absolute and relative methods of appraising employees. Discuss how management by objectives (MBO) can be used as an appraisal method. Identify ways to make performance management systems more effective

#### UNIT VI - Ethics in HRM & Labor Relations

Define ethics and code of ethics. Describe what determines whether or not a code of ethics will be effective in an organization. Discuss HRM's role in ensuring that ethics exist in an organization and are adhered to. Describe the guidelines for making ethical choices. Define what is meant by the term unions. Discuss the effect of Wagner and Taft-Hartley Acts on labor management relations. Describe the components of the collective-bargaining process

Practical: To be based upon each of the units above

#### **TEXT BOOKS:**

1. DeCenzo, David A. and Robbins, Stephen P., Fundamentals of Human Resource Management, John Wiley and Sons, Inc. New York (ISBN 978-0-470-00794-5)

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2. Raymond Noe, Raymond Andrew Noe, John Hollenbeck, Barry Gerhart, Patrick M. Wright, "Humna Resource Management", McGraw-Hill Irwin

#### **REFERENCE BOOKS:**

- 1. K. Ashwathappa, Human Resource & Personnel Management, Tata McGraw Hill
- 2. Fisher Cynthia, Schoenfeldt Lyle F., Shaw James B., Human Resource Management", Houghton Mifflin Co.
- 3. Dessler Gary, *Human Resource Management*, Person Publications

# 411111 (A) : Industrial Laws (Elective VI)

Teaching Scheme Lectures: 03 hours / week	Credit Scheme Theory: 03	Examination Scheme In-Sem: 30 Marks End-Sem: 70 Marks
UNIT I - The Industrial Disputes Act, 1	947	[7]
Extent. Works Committee, Conciliatio National Tribunal. Procedure, power a closure. Unfair labour practices, Pena	n Officers, Board of Conciliation, and duties of the authorities. Stri alties.	Court of Inquiry, Labour Courts, Tribunals, kes and lockouts, layoffs and retrenchment,
UNIT II - The Trade Union Act 1926		[7]
Formation of Trade Unions, Collective ba	irgaining capacity.	
UNIT III - The Industrial Employment [	Standing Orders] Act, 1946 (20 of	1946): [7]
Draft Standing Orders, conditions for Temporary application of model stand	or certification of Standing Orde ling orders.	rs, Appeals, Register of Standing Orders.
UNIT IV - The Factories Act, 1948		[7]
Health, Safety, Provisions relating to Ha Annual Leave with wages.	zardous Processes, Welfare, Workin	ng Hours of Adults, Employment of young persons
The Employees' Provident Fund & Misce	llaneous Provisions Act, 1952 (10 of	1952).
Employee's Provident Fund Schemes,	Central Board, Employee's Pensi	on Scheme, Employee's Deposit Linked

#### UNIT V - The Sale of Goods Act, 1930 (3 of 1930)

Insurance Scheme, Contributions.

Contract of Sale, Formalities of Contract, Subject Matter of Contract, the Price, Conditions and Warranties. Transfer of Property as between seller and buyer, Transfer of title.

#### UNIT VI - The Monopolies and Restrictive Trade Practices Act, 1969 (54 of 1969) & The Competition Act, 2002 [7]

Monopolies and Restrictive Trade Practices Commission, Unfair and Restrictive trade practices. The Competition Commission,

#### Text Books:

- 1. Pramod Verma, *Management of Industrial Relations*, Oxford and IBH Publishing Co., Mumbai.
- 2. C. Jagamohandas and Co., Mumbai publications of Acts with short notes.
- 3. Taxman, Commercial Laws.
- 4. Taxman, Labour Laws.

Reference Books: Bare Acts and Bare Acts with Cases for each of these.

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# 411111 (A) : World Class Manufacturing (Elective VI)

Teaching Scheme	Credit Scheme	Examination Scheme	
Lectures: 03 hours / week	Theory: 03	In-Sem: 30 Marks	
		End-Sem: 70 Marks	
			_
Unit 1 - Industrial Decline and Ascendance	у		[7]
Manufacturing excellence - US Manufacture	ers - French Manufacturers	- Japan decade - American decade - Glo	bal
decade			
Unit 2 - Building strength through custom	er - Focused principles		[7]
Customer - Focused principles - General p	rinciples - Design - Operation	ons - Human res <mark>ources</mark> - Quality and Proc	ess
improvement - Promotion and Marketing			
Unit 3 - Value and Valuation			[7]
Product Costing - Motivation to improve - Val	ue of the enterprises		
Quality			
The Organization : Bulwark of stability and	effectiveness - Employee s	tability - Quality Individuals Vs. Teams - T	eam
stability and cohesiveness - Project cohesiv	veness and stability		
Unit 4 - Strategic Linkages			[7]
Product decisions and customer service - Mu	Ilti-company planning - Interr	al manufacturing planning - Soothing the de	emand
turbulence			
Unit 5 – Impediments			[7]
Bad plant design - Mismanagement of capac	ity - Production Lines - Asser	nbly Lines - Whole Plant	
Unit 6 - Remaking Human Resource Mana	gement		[7]
Associates - Facilitators - Teamsmanship - M	lotivation and reward in the a	ge of continuous improvement	
		-	
Text Books			

1. By Richard B. Chase, Nicholas J. Aquilano, F. Robert Jacobs - Operations Management for Competitive Advantage , McGraw-Hill Irwin, ISBN 0072323159

2. Moore Ran, Making Common Sense Common Practice: Models for Manufacturing Excellence, Elsevior Multiworth

3. Narayanan V. K., Managing Technology & Innovation for Competitive Advantage, Pearson Education Inc.

4. Korgaonkar M. G., Just In Time Manufacturing, MacMillan Publishers India Ltd.,

5. Sahay B. S., Saxena K. B. C., Ashish Kumar, World Class Manufacturing, MacMillan Publishers

# Unit I – Drives ign considerations for drives based on continuous and intermittent requirement of power, Types and

Design considerations for drives based on continuous and intermittent requirement of power, Types and selection of motor for the drive, Regulation and range of speed based on preferred number series, geometric progression. Design of speed gear box for spindle drive and feed gear box. Stepless drives, Design considerations of Stepless drives, electromechanical system of regulation, friction, and ball variators, PIV drive, Epicyclic drive, principle of self locking,

### Unit II - Design of Machine Tool Structures

**Teaching Scheme** 

Lectures: 03 hours / week

Analysis of forces on machine tool structure, static and dynamic stiffness. Design of beds, columns, housings, basesand tables.

#### Unit III - Design of Guide-ways and Power Screws

Functions and types of guideways, design criteria and calculation for slideways, design of hydrodynamic, hydrostatic and aerostatic slideways, Stick-Slip motion in slideways. Design of power screws: Distribution of load and rigidity analysis.

#### Unit IV - Design of Spindles and Spindle Supports

Design of spindle and spindle support using deflection and rigidity analysis, analysis of anti-friction bearings, preloading of antifriction bearing.

#### Unit V - Dynamics of machine tools

Dynamic characteristic of the cutting process, Stability analysis, vibrations of machine tools. Control Systems: Mechanical and Electrical, Adaptive Control System, relays, push button control, electrical brakes, drum control.

#### Unit VI - Advances in Machine Tool Design

Design considerations for SPM, NC/CNC, and micro machining, Retrofitting, Recent trends in machine tools, DesignLayout of machine tool using matrices.

### Text Books:

1. N. K. Mehta, *Machine Tool Design*, Tata McGraw Hill, ISBN 0-07-451775-9.

2. Bhattacharya A., Sen S. G., *Principles of Machine Tool*, New Central Book Agency, Kolkata, ISBN 81-7381-1555.

3. D. K Pal, S. K. Basu, *Design of Machine Tool*, Oxford & IBH Publishing Company, New Delhi, ISBN 81-204- 0968.

4. N. S. Acherkan, *Machine Tool*, Vol. I, II, III and IV, MIR Publications.

5. F. Koenigsberger, *Design Principles of Metal Cutting Machine Tools*∥, The Macmillan Company New York 1964. **Reference Books:** 

1. Joshi P. H., *Machine Tools Handbook – Design & Operation*, Tata McGraw Hill Publishing Company Ltd., New Delhi

2. Date P. P., Introduction to Manufacturing Technology, Principles and Practices, Jayco Publishers, Mumba

# 411111 (A) : Machine Tool Technology (Elective VI)

**Credit Scheme** 

Theory: 03

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**Examination Scheme** 

In-Sem: 30 Marks

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# 411111 (A) : Development of Professional Skills (Elective VI)

Teaching Scheme Lectures: 03 hours / week Credit Scheme Theory: 03 Examination Scheme In-Sem: 30 Marks End-Sem:70 Marks

#### Unit I – Introduction

Status of youth employment - Global, Asian and Indian scenario, employment by organized and unorganized sectors in India, challenges and opportunities in turning job seekers into job creators, An entrepreneurship as an alternative.

#### Unit II - Types of Organizations and Current issues

The Government policy environment, problems in current youth environment, problems in India, Education gaps, role of stakeholders in entrepreneurship - Government, NGOs, financial institutions, corporate sector, industrial parks, educational and training institutes, Overview on rules and regulations for different types of business units.

#### Unit III –Entrepreneur

Meaning of Entrepreneur; Evolution of the Concept; Functions of an Entrepreneur, Types of entrepreneur, Entrepreneur - an emerging class, Concept of Entrepreneurship-Evolution of Entrepreneurship; Development of Entrepreneurship; The entrepreneurial Culture; Stages in entrepreneurial process.

#### UNIT IV – Creativity and Innovation

Creativity and Innovation: Creativity, Exercises on Creativity, Source of New Idea, Ideas into Opportunities. Creative problem solving: Heuristics, Brainstorming, Synectics, Value Analysis, Innovation and Entrepreneurship: Profits and Innovation, Globalization, Modules of Innovation, Sources and Transfer of Innovation, Why Innovate, What Innovation, How to Innovate, Who Innovates.

#### UNIT V – Intellectual Property Rights

Origins of Intellectual Property Law, Trade Secrets Trademark, Rights of Publicity & Moral Rights Copyright, Patent International Protection and the Future of Intellectual Property Law. The competing rationales for protection of rights in Copyright Trademarks Patents designs Introduction to the leading international instruments concerning intellectual property rights: the Berne convention, Universal Copyright Convention, the Paris Union, the World Intellectual Property Rights Organization (WIPO) and the UNESCO; TRIPS; WIPO.

#### UNIT VI – Copyrights and Trademarks

Meaning of Copyright Copyright in literacy, dramatic and musical works ,Copyright in Musical and Works and cinematograph films, Ownership of Copyright, Assignment of Copyright, Author's special rights, Infringement of copyright, Fair use Provisions, Remedies.

Intellectual Property in Trademarks: The rationale of protection of trade marks as (a) an aspect of commercial and (b) of consumer rights, definition, conception of Trade Marks, Registration; Distinction Between Trade Mark and Property Mark, Geographical Indicators.

#### **TEXT BOOKS:**

1. Phansalkar S. J., *Making Growth Happen – Learning from First Generation Entrepreneurs*, Response Books, division of Sage Publications India Private Limited, New Delhi

2. Kanungo Rabindra N, *Entrepreneurship & Innovation Models for Development*, Sage Publications India Private Limited, New Delhi

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3. Dr. Mathew J. Manimala, Entrepreneurship theory at crossroads, Biztantra,

4. Vasant Desai, Entrepreneurial Development and Management, Himalaya Publishing House,

5. Maddhurima Lall, Shikha Sahai, Entrepreneurship, Excel Books

6. Kurakto, Entrepreneurship-Principles and practices, Thomson publication

7. P. Narayanan: Patent Law, Eastern Law House.2. Roy Chowdhary, S.K. & Other, Law of Trademark, Copyrights, Patents and Designs.

8. Dr. G.B. Reddy, Intellectual Property Rights and the Law, Gogia Law Agency.

9. John Holyoak and Paul Torremans, Intellectual Property Law.

10. B.L. Wadhera, Intellectual Property Law, Universal Publishers.

#### **REFERENCE BOOKS:**

- 1. Juneja J. S., Small and Medium Enterprise: Challenges and Opportunities, Vanity Books International, New Delhi
- 2. Harvard Business Review on The Innovative Enterprise, Harvard Business School Publishing Corporation

# 411108 (B) : Reliability Engineering Lab

**Teaching Scheme** Lectures: 02 hours / week Credit Scheme Pr/Or: 01 Examination Scheme Practical: 50 Marks TW: 25 Marks

During the practical students should be asked to solve real life 8 cases on the topics. On each of the following topics at least one assignment should be there.

- 1. Introduction to Reliability
- 2. System safety analysis
- 3. Reliability in design and Life Cycle costing
- 4. System reliability and redundancy
- 5. Loads, capacity, maintainability and availability
- 6. Reliability testing and Failure Interactions

# 411109 (B): Energy Management Lab

**Teaching Scheme** 

Lectures: 02 hours / week

Credit Scheme Pr/Or: 01 Examination Scheme Oral: 50 Marks TW: 25 Marks

During the practical students should be asked to solve real life 8 cases on the topics. On each of the following topics at least one assignment should be there.

- 1. Basics of Energy Management
- 2. Physical Aspects of Energy
- 3. Legal Provisions
- 4. Demand Side Management
- 5. Energy Audit and Energy Saving
- 6. Energy Audit
- 7. Legal Provisions relating to Conservation of Energy

# 411112: Project Stage 2

Teaching Scheme Lectures: 06 hours / week Credit Scheme Pr/Or: 06 Examination Scheme Term work: 100 Marks PR: 50 Marks

As per submitted project phase II plan to complete it within the time schedule, the term work shall consist of:

1. Fabrication of models, machines, prototypes based on new ideas, robots and machine based on hi-tech systems and automation, experimental set-up, fabrication of testing equipment, renovation of machines, etc. Above work shall be taken up individually or in groups.

OR

Extensive analysis of some problems done with the help of a computer individually or in a group not exceeding two students.

- 2. A detailed report on the work done shall include project specification, design procedure, drawings, process sheets, assembly procedure and test results etc. Project may be of the following types:
- i. Manufacturing / Fabrication of a prototype machine' including selection, concept, design, material, manufacturing the components, assembly of components, testing and performance evaluation.
- ii. Improvement of existing machine / equipment / process.
- iii. Design and fabrication of Jigs and Fixtures, dies, tools, special purpose equipment, inspection gauges, measuring instruments for machine tools.
- iv. Computer aided design, analysis of components such as stress analysis.
- v. Problems related to Productivity improvements/Value Engineering/Material Handling Systems
- vi. Energy Audit of an organization, Industrial evaluation of machine devices.
- vii. Design of a test rig for performance evaluation of machine devices.
- viii. **Product design and development.**
- ix. Analysis, evaluation and experimental verification of any engineering problem encountered.
- x. Quality systems and management. Total Quality Management.
- xi. Quality improvements, In-process Inspection, Online gauging.
- xii. Low cost automation, Computer Aided Automation in Manufacturing.
- xiii. Time and Motion study, Job evaluation and Merit rating
- xiv. Ergonomics and safety aspects under industrial environment
- xv. Management Information System.
- xvi. Market Analysis in conjunction with Production Planning and Control.

#### OR

Computer based design / analysis or modeling / simulation of product(s), mechanism(s) or system (s) and its validation or comparison with available benchmarks / results. When a group of students is doing a project, names of all the students shall be included on every certified report copy.

Two copies of Final Project Report shall be submitted to the college. The students shall present their Final Project Phase-II report. Before the examiners. The oral examination, shall be based on the term work submitted and jointly conducted by an internal and external examiner from industry, at the end of second semester.

Format of the project report should be as follows:

1 Paper: The Project report should be typed/printed on white paper of A-4 size.

- 2 Typing: The typing shall be with one and half spacing and on one side of the paper.
- 3 Binding: The Industrial Implant Report should be submitted with front and back cover in black Hard bound, with golden embossing.
- 4 Margins: Left -1.25", Right -1". Top and Bottom 1"
- 5 Sequence of Pages:
- 5.1 Title page
- 5.2 Certificate form Institute
- 5.3 Completion Certificate form Industry, if sponsored.
- 5.4 Acknowledgement
- 5.5 Abstract
- 5.6 Index
- 5.7 Nomenclature and Symbols
- 5.8 Actual Content
- 5.9 Conclusion
- 5.10 References.

6. Front cover: The front cover shall have the following details in block capitals

- i. Title at the top.
- ii. Name of the candidate in the center, and
- iii. Name of the Institute, Name of Industry, if sponsored and the year of submission on separate lines, at the bottom.
- 7. Blank sheets: No blank sheets be left anywhere in the report.
- 8. Project Completion Certificate:

# 411113 : Audit Course 8: Leadership Excellence

#### Unit I: Team working and collaborations:

Understanding team and team dynamics, leading teams, analysing teams and team performance, collaborative team. Characteristics of Successful Team, Stages in team Development, Team Structure, Team leadership, Assessing effective team, Cross functional Collaboration: Introduction, definition cross functional team work, Why use cross functional teams, Desired outcomes and team types, Towards a model of cross functional team type

#### Unit II: Meeting and Email Etiquettes:

*Managing a Meeting:* Meeting agenda, Meeting logistics, Minute taking, protocols during the meeting; Duties of the chairperson, Ground rules for conducting meeting; *Effective Meeting Strategies:* Preparing for the meeting, Conducting the meeting, Evaluating the meeting, Rules for meetings, Codes of Conduct while attending Meetings, Tips for good meeting etiquette;

*Business Card Etiquette:* Carrying business cards, exchanging business cards, Receiving and storing business cards;

*E-Mail Etiquette:* Significance of Netiquette, Enforcement of email etiquettes in the organization, E-mail: Way of professional communication, Basic Email Etiquettes: Proper Grammar, Spelling, Punctuation, Styling and Formatting, Body of Email, Response, Privacy; Contents of email, Best practices of writing emails, Controlling contents of email

#### Unit III: Time Management

*Time Management strategies:* Daily planning, Prioritization of Tasks, Use of Time Management Tools, Determination of productive Times, Remove Distractions, Use of a Timer, Splitting Large Projects into Pieces, Delegation of Work;

*Time management tools:* Time tracking software, To-Do-list, project management software, communication tools (skype, slack, zoom), Apps helpful in creating good habits, Managing interruptions, managing procrastination;

*Time management skills:* Prioritizing, Delegation, Decision-making, Goal setting, Multitasking, Problem solving, Strategic thinking, Scheduling.

#### **Reference Books:**

- 1. Michael Egan (2004) Email Etiquette, New Line Publishing, ISBN: 9781844811182
- 2. Marc Mancini (2003) Time Management, McGraw Hill, ISBN: 978-0071406109
- 3. Alison Hardingham (1998) Working in Teams, CIPD Publishing, ISBN: 9780852927670