

**GOVT. OF KARNATAKA**  
DEPARTMENT OF TECHNICAL EDUCATION  
**Subject Title : Basic Management Skills & Indian constitution**  
  
**Q P Code :**  
**Hours Per Week : 04**  
**Hours Per Semester : 64**

## **BASIC MANAGEMENT SKILLS & INDIAN CONSTITUTION**

### **TOPIC ANALYSIS**

<b>SL.No</b>	<b>Major Topics</b>	<b>Hours Allotted</b>	<b>Weightage of Marks</b>
<b>SECTION-I</b>			
1	Management Skills	09	15
2	Operations Management	12	35
<b>SECTION-II</b>			
3	Total Preventive Maintenance	04	10
4	Total Quality Management	06	20
5	Safety and Environmental issues	06	20
<b>SECTION-III</b>			
6	Indian Constitution	08	20
7	Parliamentary System and procedures	05	10
8	Empowerment of Women	08	15
9	Environmental Awareness and Industry Innovations	03	-
	Tests	03	-
	<b>Total</b>	<b>64</b>	<b>145</b>

### **CONTENTS**

#### **1. MANAGEMENT SKILLS**

##### **1.1 INTERPERSONAL SKILLS.**

- 1.11 Know Thyself/ self –Discovery.
- 1.12 Know others and understand the perspective of others.
- 1.13 Intergroup communications.
- 1.14 Art Of Communications

## **1.2 TEAM BUILDING and TEAMWORK SKILLS.**

- 1.21 Aspects of team building.
- 1.22 Team v/s Group.
- 1.23 Inter group collaboration.

## **2. OPERATIONS MANAGEMENT**

- 2.1 Production & Productivity
  - 2.1.1 Stages involved in Product Design
  - 2.1.2 Factors considered while designing a Product
  - 2.1.3 Types of Production
  - 2.1.4 Factors to improve Productivity
- 2.2 Production, Planning & Control
- 2.3 Make or Buy Decision
  - 2.3.1 Criteria considered for make or buy decision
  - 2.3.2 Analysis for make or buy decision
- 2.4 Purchasing
  - 2.4.1 Methods of Purchasing Material or Component
  - 2.4.2 Steps involved in purchasing of material or component
- 2.5 Stores Management
  - 2.5.1 Methods of Storing
  - 2.5.2 Tools required for Stores Management
  - 2.5.3 Codification System
- 2.6 Logistics Management
  - 2.6.1 Different means of Transportation
  - 2.6.2 Routing & Delays, Tracing, Packaging & Material Handling, Damage Claims, Demurrage Charges and Insurance Buying
- 2.7 Inventory & Inventory Control
  - 2.7.1 Functions of Inventory Control
  - 2.7.2 Inventory Control Techniques
  - 2.7.3 Inventory Management Software
- 2.8 Introduction to MRP and ERP

## **3. TOTAL PREVENTIVE MAINTENANCE**

- 3.1 Maintenance and concept of TPM
- 3.2 Economics involved in preventive maintenance
- 3.3 Techniques of TPM
- 3.4 Benefits of TPM
- 3.5 Planned Maintenance and Predictive Maintenance

#### **4. TOTAL QUALITY MANAGEMENT**

##### 4.1 Quality and Inspection

- 4.1.1 Factors affecting Quality
- 4.1.2 Relation between Quality & Cost
- 4.1.3 Quality Control

##### 4.2 Concept of TQM

- 4.2.1 Tools and Techniques of TQM

##### 4.3 Quality Management System

- 4.3.1 I.S.O 9000:2000 Quality Standards
- 4.3.2 Procedures and Documentation of ISO 9000 certification

#### **5. SAFETY AND ENVIRONMENTAL ISSUES**

- 5.1 Accident and Safety
- 5.2 Accident Prevention, Accident Reporting and Crisis Management
- 5.3 Safety provisions under Indian Factories Act
- 5.4 Safety Management System-OSHAS 18001
- 5.5 Environmental issues addressed by organization

#### **6. INDIAN CONSTITUTION**

- 6.1 Indian Constitution-Formation of Constituent Assembly-Framing of the Constitution-Drafting Committee-Contributions of Dr. B R Ambedkar, Chairman of Drafting Committee and the members in drafting a constitution for India.
- 6.2 Preamble-objectives-Directive principles
- 6.3 Features of Constitution
- 6.4 Fundamental Rights
- 6.5 Fundamental duties
- 6.6 Amendments for Indian Constitution
- 6.7 Human Rights

#### **7. PARLIAMENTARY SYSTEMS AND PROCEDURES.**

- 7.1 Government-Meaning-organs-functions.
- 7.2 Parliament-meaning-Two houses-Lok Sabha-Composition-election-Presiding officer-term-Rajya Sabha- Composition-election-Presiding officer-term
- 7.3 Powers of parliament
- 7.4 Executive Role - President-Vice President-Prime Minister-Council of Ministers
- 7.5 Indian Judiciary system-Supreme Court-High Court-subordinate courts
- 7.6 Constitutional bodies-Election Commission-Public Service Commission-Finance Commission
- 7.7 Structure of State government- State Legislature-Governor-Chief Minister-Council of Ministers

- 7.8 Local self government-meaning-Three tier system-Village panchayath-taluk panchayath-Zilla panchayath
- 7.9 Local bodies-Municipalities and Corporations

## **8.0 EMPOWERMENT OF WOMEN.**

- 8.1 Concept, Definition and need for Women's Empowerment
- 8.2 Strategies, approaches, process, levels, principles and indicators for women's empowerment.
- 8.3 Gender statistics in India – Glaring inequalities
- 8.4 Women and Development:
  - 8.4.1 Goals and Objectives of National Policy for Women's Empowerment
  - 8.4.2 Advancement of Women through Five-Year Plans
  - 8.4.3 Special Programs for Women's Development.
- 8.5 Constitutional Provisions towards Women's Rights and Special Legislations for Women.
- 8.6 Case Studies.

## **SPECIFIC INSTRUCTIONAL OBJECTIVES**

### **1. MANAGEMENT SKILLS**

#### **1.1 INTERPERSONAL SKILLS.**

- 1.11.1 Importance of knowing yourself-Process of knowing yourself.
- 1.11.2 SWOT analysis-Benefits of SWOT analysis
- 1.11.3 SWOT analysis grid and questions to complete the grid.
- 1.12.1 Importance of knowing others-Process of knowing others.
- 1.13.1 Resolving Win/Lose Situations into win/win through inter group communications.
- 1.14.1 Defining communication- Special features of communication.
- 1.14.2 Communication process- Channels of communication.
- 1.14.3 Formal and informal communication network.
- 1.14.4 Barriers to communication- Tips of effective communication.
- 1.14.5 Tips of powerful presentation- Art of public speaking- Importance of public speaking- Benefits of public speaking- Public speaking tips.

#### **1.2 TEAM WORK AND TEAMWORK**

- 1.21.1 Meaning and aspects of team building- Skills needed for teamwork- A model of team building.
- 1.22.1 Team v/s Group- Characteristics of a effective team- Role of a team leader- Role of a team members- A successful team of nine persons.
- 1.23.1 Inter group collaboration- Advantages of inter group collaboration.

1.23.2 Difficulties faced in inter-group collaboration.

1.23.3 Factors shaping inter group collaboration.

## **2. OPERATIONS MANAGEMENT**

### **2.1 Define Production & Productivity**

2.1.1 Explain various stages involved in product design

2.1.2 List factors considered while designing a product

2.1.3 Explain Job, Batch & Mass production with their advantages and disadvantages

2.1.4 List factors to improve/increase productivity

### **2.2 State the functions of PPC- planning, routing, scheduling, dispatching and inspection**

### **2.3 State the importance of make or buy decision**

2.3.1 List the criteria considered for make or buy decision

2.3.2 Briefly explain methods of analysis for make or buy decision- Simple cost analysis, Break even analysis & Economic analysis

### **2.4 Define purchasing**

2.4.1 Explain briefly different methods of purchasing the material or component.

2.4.2 Explain the steps involved in purchasing of Material or Component

### **2.5 Explain Stores Management**

2.5.1 Explain different methods of storing

2.5.2 Explain briefly Bin Card, Material Issue Requisition, Material Returned Note and Store Ledger

2.5.3 Explain advantages and systems of Codification

### **2.6 Explain Logistics Management**

2.6.1 Explain different means of transportation

2.6.2 Explain Routing & Delays, Tracing, Packaging & Material Handling, Damage Claims, Demurrage Charges and Insurance Buying

### **2.7 Define Inventory and Inventory Control**

2.7.1 List important functions of Inventory Control

2.7.2 Explain briefly Inventory Control Techniques – ABC, VED, SDE, MNG Analysis

2.7.3 List few Inventory Management Softwares

### **2.8 Describe about MRP & ERP. List the software's used**

## **3. TOTAL PREVENTIVE MAINTENANCE**

3.1 Explain Maintenance and explain the concept of TPM

3.2 Explain the economics involved in preventive maintenance

3.3 Describe the techniques of TPM

3.4 List the benefits of TPM

3.5 Explain planned maintenance and predictive maintenance

## **4. TOTAL QUALITY MANAGEMENT**

- 4.1 Define Quality, Inspection & explain its importance
  - 4.1.1 List factors affecting quality
  - 4.1.2 Explain the relation between cost & quality
  - 4.1.3 Define and Explain quality control
- 4.2 Explain concept of TQM
  - 4.2.1 Explain briefly tools & techniques of TQM – Flow charts, Control charts, Histograms, Pareto charts, Check sheets, Scatter diagram, Cause and effect diagram, 5-S, Poka-yoke, Kaizen, Re-engineering and Six-sigma
- 4.3 Define QMS
  - 4.3.1 Explain briefly I.S.O 9000:2000 Quality Standards – ISO 9000, ISO 9001 & ISO 9004
  - 4.3.2 Explain procedures and documentation involved in ISO 9000 series certification

## **5. SAFETY AND ENVIRONMENTAL ISSUES**

- 5.1 Define accident and safety
- 5.2 Explain accident prevention, accident reporting and crisis management
- 5.3 List the safety provisions under Indian Factories Act
- 5.4 Explain Safety Management System-OSHAS 18001
- 5.5 Give a brief summary of ISO 14000 series and IS16949 & IS16959 certifications

## **6. INDIAN COSTITUTION**

- 6.1 Introduction to Indian Constitution
- 6.2 Discuss the Formation of Constituent Assembly
- 6.3 Discuss the Contributions of Dr. B R Ambedkar as a Chairman of Drafting Committee and the members in drafting a constitution for India.
- 6.4 Discuss Preamble and its main objectives
- 6.5 State the Directive principles
- 6.6 Discuss the Features of Constitution
- 6.7 Mention the number of parts, articles, schedules and discuss the article -1
- 6.8 Discuss Fundamental Rights
- 6.9 Discuss Fundamental duties
- 6.10 Explain the Amendment and its procedure
- 6.11 Discuss Human Rights and its significance

## **7. PARLIAMENTARY SYSTEM**

- 7.1 Discuss the Parliamentary system of Government.
- 7.2 Discuss the about:
  - 7.2.1 Loka Sabha: Composition, election, Presiding officer and term
  - 7.2.2 Rajya Sabha: Composition, election, Presiding officer and term
- 7.3 Powers of parliament
  - 7.3.1 How law is made, three readings

- 7.3.2 Difference between Bill and act
- 7.3.3 Administrative control- Explain importance of questioning- concept of Question hour- concept of zero hour
- 7.3.4 Briefly explain about Confidence motion and Censure motion
- 7.4 Explain the meaning of the budget
- 7.5 President-Vice President-Prime Minister-Council of Ministers their appointments and functions
- 7.6 Discuss the formation and functions of supreme court-High court-Subordinate court.
- 7.7 Discuss the importance of Constitutional bodies-Election Commission-Public Service Commission-Finance Commission
- 7.8 Discuss the about state legislature:
  - 7.8.1 Legislative assembly: Composition, election, Presiding officer and term
  - 7.8.2 Legislative council: Composition, election, Presiding officer and term
- 7.9 Governor-Chief Minister-Council of Ministers their appointments and functions
- 7.10 Local self government-meaning-Three tier system
- 7.11 Discuss the formation and functions of Village panchayath-taluk panchayath-Zilla panchayath and urban local bodies such as Municipalities and Corporations

## **8. Empowerment of Women**

- 8.1 Explain the Concept and Definition of Women's Empowerment.
- 8.2 Discuss the different strategies, approaches, process, levels, principles and indicators for women's empowerment.
- 8.3 Discuss the Gender statistics in India – Glaring inequalities.
- 8.4 Explain Women and Development
  - 8.4.1 List the Goals and Objectives of National Policy-2001 for Women's Empowerment.
  - 8.4.2 Discuss the emphasis given on the Advancement of Women through Five-Year Plans.
  - 8.4.3 List the Various Special Programs for Women's Development from government.
- 8.5 State Constitutional Provisions towards Women's Rights -Fundamental Rights Article 14, 15, 15(3), 16-Directive of State Policy Article 39,42-Fundamental Duties 51(A)(e) and Reservation of seats Article 243(D)(3), Article 243(T)(3) - explain the following Special Legislation for Women-Dowry Prohibition Act 1961, Domestic Violence Act 2005, Sexual Harassment at Workplace Bill 2006, Equal Remuneration Act 1976, Hindu succession Act, 1956, Prenatal diagnostic techniques (regulation and prevention of misuse) act, 1994.
- 8.6 Case Studies.

Reference Books:

1. Soft Skills- by Dr. K. Alex, S Chand & Company Ltd.
- 1 Total Quality Management- Prof. Dr. H D Ramachandra
- 2 Industrial Organization and Engineering Economics- T.R.Banga & S C Sharma
- 2 Total Quality Management- S Raja Ram, M Shivashankar.
- 3 Industrial management and organizational behavior- K.K.Ahuja
- 4 Industrial management and engineering economics- O.P.khanna
- 5 Production and operations management-Dr .K.Aswathappa and Dr.Sreedhar Bhatt- Himalaya publishers
- 6 Introduction to the Constitution of India- Dr. Durga Das Basu
- 7 The constitution of India - P.M.Bhakshi- Universal law publishers
- 8 Our constitution-National Book Trust of India
- 9 Our Parliament-National Book Trust of India
- 10 Our Judiciary-National Book Trust of India
- 11 Empowerment of rural women in India-Hemalatha H.M and Rameshwari Varma,Hema Prakashana.
- 12 The right to development-centre for development and human rights-Sage Publications.
- 13 Industrial Engg. &Mgmt Science By- T R Banga & SC Sharma.

**MODEL QUESTION PAPER**

**FIFTH SEMESTER**

**BASIC MANAGEMENT SKILLS & INDIAN CONSTITUTION**

**Time: 3Hrs**

**Max marks: 100**

**Part-I** is compulsory and Answer any **two full** questions from **Part-II, Part-III, and Part-IV**

**PART- I**

1. A) Fill in the blanks with appropriate words:- **5X1=5**
- I) The Constitution of India came into effect on \_\_\_\_\_.
  - ii) The term of the chairperson of Rajyasabha is \_\_\_\_\_ years
  - iii) \_\_\_\_\_ is an unforeseen event

- iv) The ISO \_\_\_\_\_ is related with Environmental management systems
- v) Increased \_\_\_\_\_ leads to the benefits for both employer and employee
- B) State the qualities of a good leader **5**

### **PART-II**

- 2 a) Explain SWOT analysis-Mention benefits of SWOT analysis **5**
- b) Explain special features of communication. **5**
- c) Explain Formal and informal communication network. **5**
- 3 a) Explain the motivating factors **5**
- b) State the qualities of a good leader **5**
- c) Explain the process of team building **5**
- 4 a) State the characteristics of entrepreneur **5**
- b) Lists the steps involved for setting up small scale/Medium scale industries
- c) Define outsourcing and mention its features **5**

### **PART-III**

- 5 a) State the functions of Production planning and Production control **5**
- b) Define inventory and inventory control **5**
- c) State the importance of material management **5**
- 6 a) Explain the total productive maintenance **5**
- b) List the various types of preventive measures to avoid an accident **5**
- c) List the factors affecting quality **5**
- 7 a) Explain the concept of Total quality management **5**
- b) List the various types SQC tools **5**
- c) State the importance of material management **5**

### **PART-IV**

- 8 a) What is a constitution? **5**
- b) Why Dr. B R Ambedkar is known as architect of Indian Constitution? **5**
- c) What is sovereignty? **5**
- 9 a) Why is there a need to Economic, social and political justice in India? **5**
- b) Explain three tier panchayath system **5**

- c) Mention the salient features of Indian constitution. 5
- 10 a) what are the approaches to empowerment of women? 5
- b) List the goals and objectives of national policy for women's empowerment.5
- c) Write a note on dowry prohibition act. 5

### **Question Bank on Indian Constitution**

1. What is a government?
  2. What is a constitution?
  3. Why constitution is called the rule of the State?
  4. Write the importance of the constitution.
  5. To draft a constitution to India was the most challenging task. Why?
  6. What are the contributions of Dr. B R Ambedkar in drafting a constitution for India?
  7. What is the importance of republic day?
  8. What is the importance of preamble?
  9. Why is preamble said to be the soul of the constitution?
  10. What is sovereignty?
  11. What is the objective of Socialism?
  12. The principle of Secularism is suitable to India. How?
  13. Why is India called republic?
  14. Why is there a need to Economic, social and political justice in India?
  15. Mention the aspects which strengthen the bond of fraternity in India?
  16. In the present context unity and integrity are most essential in India. Why?
  17. Though Directive principles are not enforceable by law they are important in the constitution. How?
18. Mention the salient features of Indian constitution.
19. How is written constitution, advantageous than unwritten constitution?
20. Indian constitution is one of the lengthiest constitution. Mention the factors to substantiate the statement.
21. State the notable features borrowed from the following constitutions: a) U. S. A.  
b) England c) Ireland d) Canada.
22. Why is Indian constitution termed as flexible constitution?
23. What is universal Adult Franchise?
24. Write the advantages of single citizenship.
25. Why is Indian judiciary said to be an independent judiciary?
25. What is the importance of Fundamental rights?
27. How can it be said that Fundamental rights are not absolute?
28. Mention the Fundamental rights.
29. Give reasons as to why certain sections of the society are provided concessions and privileges in spite of right to equality.
30. How does cultural and educational right protect the interests of the minorities?

31. Mention the right introduced in 2010 under right to equality what is the importance of it?
32. Name the right that bans child labour and provides protection to women against exploitation.
33. The right to Constitutional remedies is said to be the heart and soul of our constitution. Why is it said so?
  
34. Rights and Duties are like the two sides of the same coin - Substantiate the statement.
35. Mention a few fundamental duties that you have to follow as a citizen of this country.
36. When and in which the fundamental duties part of the constitution was incorporated?
  
37. Name the body that has powers to amend the provisions of the constitution in India.
38. What is the procedure followed in parliament to amend the provisions of Fundamental rights and Directive principles?
  
39. Write the procedures to be followed to amend the constitutional provisions.