



**Al- Mustaqbal University Chem. Eng. Petr. Ind. Dept.
4th stage**

Industrial Management and Ethics

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Lecture 1

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Industrial management and ethics

1. Managements
Principles, Types and classification of management, managements and organization responsibilities, management's levels.
2. Industrial organization
Layout planning, feasibility study with marketing and distribution, project cash flow diagram, project management.
3. Maintenance
Maintenance managements, classification, cost, machine replacement.
4. Network analysis
Principles and applications, Critical path method, Gant Chat, Pert techniques.
5. Quality control and ISO.
Standardization, specifications, sampling techniques, costs, quality control chart, Reliability, ISO series, quality management system(QMS) and Total quality management (TQM).
6. Engineer's Ethics

(1) Charles Hill and Steven McShane, "Principles of Managements" McGraw -Hill, 2006.

**(2) Managements Concepts and Business Ethics,2011
UNIVERSITY OF CALICUT, SCHOOL OF DISTANCE
EDUCATION.**

Management:

Managing is essential in all organized co-operation, as well as at all levels of organization in an enterprise. It is the function performed not only by corporation President and the army general but also of the shop supervisors and the company commander. Managing is equally important in business as well as in non-business organizations. During the last few decades, Management as a discipline has attracted the attention of academicians and practitioners to a very great extent. The basic reason behind this phenomenon is the growing importance of management in day to day life of the people.

Management is invariably defined as the process of —getting things done through the effort of others, getting from where we are to where we want to be with the least expenditure of time, money and efforts, or co-ordinating individual and group efforts, or co-ordinating individual and group efforts towards super-ordinate goals.

Harold Koontz defines management in a very simple form where he states that —Management is the art of getting things done through and with the people in formally organized groups.

Dalton E. McFarland defines Management as —Management is defined for conceptual, theoretical and analytical purposes as that process by which Managers create direct, maintain and operate purposive organization through systematic co-ordinated co-operative human effort.

To sum up, we can say that management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently to accomplish selected aims.

General Principles of Management

Henry Fayol strongly felt that managers should be guided by certain principles while giving the management principles.

Fayol evolved 14 general principles of management which are still considered important in management. These are:

1. Division of work:

This principle suggests that work should be assigned to a person for which he is best suited. Work should be divided up to that stage where it is optimum and just. This division of work can be applied at all levels of the organization. Fayol has recommended division of work to take the advantages of specialization.

2. Authority and responsibility: السلطة والمسؤولية

Responsibility means the work assigned to any person, and authority means rights that are given to him to perform that work. It is necessary that adequate authority should be given to discharge the responsibility. In order to discharge the responsibility properly, there should be parity of authority and responsibility.

3. Discipline: انضباط

This principle emphasizes يؤكد that subordinates (المرووسين) should respect their superiors and obeys their orders. On the other hand, superiors' behavior should be such that they make subordinates obedient مطيع. If such discipline is observed, there will be no problem of industrial disputes. Discipline is obedience, application, energy, behavior and outward mark of respect shown by employees.

4. Unity of command:

Subordinates should receive orders from one superior only. If he receives orders from more than one person, he can satisfy none.

5. Unity of Direction:

Each group of activities having the same objective must have one head and one plan. In the absence of this principle, there may be wastage, over expenditure and useless rivalry in the same organisation. Unity of direction is different from Unity of command in the sense that former is concerned with functioning of the organization in respect of its grouping its activities or planning while later is concerned with personnel at all levels in the organization in terms of reporting relationship.

6. Subordination of individual to general interest:

While taking any decision, the general interest, i.e., the interest of the organization as a whole should be preferred to individual interests. Individual interest must be subordinate to general interest when there is a conflict between the two. Superiors should set an example in fairness and goodness.

7. Remuneration:

Management should try to give fair wages to the employees and employees should have the satisfaction of being rightly paid. Remuneration must give satisfaction to both the employers and employees.

8. Centralization:

Everything which goes to increase the importance of subordinate's role is decentralization and everything which goes to reduce it is centralization. When a single person controls the affairs of an organization, it is said to be complete centralization. In small concerns, a single manager can supervise the work of the subordinates easily, while in a big organization, control is divided among a number of persons. Thus centralization is more in small concerns and it is less in big concerns. Fayol's opinion was that the degree of centralization should be fixed on the basis of capabilities of the persons.

9. Scalar Chain:

This is the chain of superiors from the highest to the lowest ranks. The order of this chain should be maintained when some instructions are to be passed on or enquiries are to be made. It suggests that each communication going up or coming down must flow through each position in the line of authority.

10. Order:

This is a principle relating to the arrangement of things and people. In material order, there should be a place for everything and everything should be in its place. In social order, there should be right man in the right place. Placement of men and materials should be properly made. Proper space should be made available where materials can be kept safely. Each man should be provided the work for which he is best suited.

11. Equity:

This principle requires the managers to be kind and just so that loyalty can be won from the subordinates. Equity is a combination of justice and kindness. The application of equity requires good sense, experience, and good nature for requesting loyalty and devotion from subordinates.

12. Stability of Tenure (position):

Employees should be selected on the principles of stability of employment. They should be given necessary training so that they become perfect. There should not be frequent termination of employees. Stability of tenure is essential to get an employee accustomed to new work and succeeding in doing it well.

13. Initiative:

Within the limits of authority and discipline, managers would encourage their employees for taking initiative. Initiative is concerned with thinking out and execution of a plan. Initiative increases zeal and energy on the part of human beings.

14. Esprit de Corps

(a feeling of pride, fellowship, and common loyalty shared by the members of a particular group.): This is the principle of “**Union is strength**” and extension of unity of command for establishing team work. Managers should infuse the spirit of team work in their subordinates.