

# Gujarat University

K. S. School of Business Management and Information Technology  
[Five Years' (Full – Time) M.B.A. Integrated Degree Course]

First Year B.B.A. (Sem - II)

Code: KS-MBA-SEC-126 A

## Production and Operations Study Report

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**Course Credit: 2**

**Instructions:**

A manufacturing unit also known as factory or production house is a physical location where various raw materials are transformed into finished goods. This report aims to focus on all the activities of a factory and series of production processes. This course is Skill Enhancement Course. Students will be guided to visit different factories in a group. A written report of the factory visit will be submitted to the college by the students.

**Objective:** Production business play a crucial role in the economy by creating and manufacturing goods or providing services. These businesses involve in transforming raw materials or components into finished product which are ready for consumption by customers. The objective of this report is to provide an overview of the productions and operations of a manufacturing unit. It explores the key aspects related to the production industry, the inputs for an organisation, production process and the output. The report aims to analyse the manufacturing unit and its working conditions and will help in understanding the overall business.

**Course outcome:** A visit to a manufacturing unit in a group will be a valuable experience for the students. They will learn about the input, production process and output of any given product in a factory. It will provide insights to the practical application of various manufacturing process, location, management techniques etc. Such exposure will help student to work in a team, interact outside and build confidence. They will also know the art of report writing.

**Chapter 1: Introduction of Product Industry**

- Government subsidies
- Legal requirements
- Top ten companies in the industry

**Chapter 2: History of the company**

- Name, nature, type, owner, establishment year, motto, goal, vision, mission, market share, growth trend, offices, factory, branches annual turnover, profit margins and means of finance.

- Various products, installed capacity, capacity utilisation, strength and weakness of the business
- Number of people working in an organisation, working hours, and policies

### **Chapter 3: Input**

- Land – location of land, reasons for location, advantages of location, cost of land, transportation facility, land layout
- Building – Area of building, cost, division of building, owner or rental
- Machinery – name of machines, number of machines, year of acquisition, capacity, size, installation procedure, movable or immovable, automatic or manual, imported or domestic supplier, number of workers handling the machine, depreciation system, environment friendly, expected life, requirement of fuel, oil, water consumption, cleaning and maintenance, wastage and its disposal, insurance and spare parts.
- Furniture and Office equipment – wooden furniture, electrical fittings, mechanical and technological equipment
- Vehicles – number of vehicles and types, owned or rental, depreciation
- Raw Material – Name of supplier, types of raw material, frequency of purchase, mode of payment, ordering quantity, quality, direct and indirect material, storage of raw material, method of issuing raw material, go-downs, internal transport system, cleanliness and maintenance of raw material
- Man- Power – number of employees, detailed organisation Structure, description of work, skilled and unskilled, qualification and experience, recruitment and training, working hours, shift duration, recess, overtime, canteen facility, payment of salary and attendance register, other facilities of bonus, holidays, quarters, welfare activities, uniform, trade union, conference and seminars and workshops, staff bus facility, other motivations financial and non-financial, EPF, ESIP
- Facilities and utilities – source of electricity, water supply, security, steam, fuel, drainage and waste disposal system
- Any other facility

### **Chapter 4: Production Process**

- Process flow chart
- Process of storage of raw material, handling, issue to production department, registers, bin card, slips etc.
- Whole production process in detail from raw material to finished goods.
- Process of packing finished goods
- Treatment of wastage and its disposal

### **Chapter 5: Output**

- Product specifications (colour, size, shapes, fragrance, quantity)
- Features of product and usefulness
- Quality control
- Storage of finished goods, warehouse, security

## **Chapter 6: Conclusion**

- Major learnings
- Usefulness and importance of the report
- Recommendations

## **Chapter 7: References**

- Bibliography
- Webography

### **Reference Books:**

- Principles of Management by Tripathy & Reddy (Tata McGraw-Hill)
- Principles and Practices of Management by L. M. Prasad (Sultan Chand and Sons).

### **Mode of Evaluation:**

Report Evaluation 40%  
Presentation 20%  
Viva voce 20%  
Internal marks 20%