

Introduction

Content: With increasing investment in material and other inventories due to boost in retail business, foreign investment in retail business, growing emphasis of effective management of inventories in industrial undertakings, Government and private warehouses, defence and research organizations, etc. the scope of material management as a discipline of study has grown at a faster rate. This course attempts to create a pool of trained manpower, who can help in the economic development of the country by effectively managing inventories and preventing their wastages.

Learning Outcome based approach to Curriculum Planning

>> Aims of Bachelor's degree programme in (CBCS) B.A.(VOCATIONAL STUDIES) MATERIALS MANAGEMENT

Content: The aims of B.A.(VS) (MM) is to create a pool of trained manpower, who can help in the economic development of the country by effectively managing material and other inventories. As lot of investment is tied up in inventories in various sectors of the economy, an effective management of theirs will be of paramount importance for any country. An effective management of inventories will help in reduction of inventories costs and also in minimization of their wastages. The trained manpower created through the study of this course is expected to help in realization of this national goal.

Learning Outcome based approach to Curriculum Planning

>> Nature and extent of the B.Sc/B.A./B.Com Programme

Content: B.A.(Vocational Studies) Material Management is a six semester based three years degree course under CBCS programme with a specialization in material management. The programme involves study of following courses:

1 Ability Enhancement Compulsory Courses 2 Papers of 2 Credit Hrs. each (Total Credit Hrs. 2X2) 04

2 Skill Enhancement Courses 4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4) 16

3 Core Discipline 12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) 72

4 Elective Courses (Core Discipline) 3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) 18
5

Elective Courses (Inter Disciplinary) 3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6)

18

The students will also be required to undergo internship training at the end of semester IV in the institutions of repute involving material management. In semester V, they will prepare a report based on their training and submit it for evaluation. In lieu of internship and training report thereof, students can also prepare a project in their area of study under the mentorship and supervision of a faculty and submit it for evaluation.

After completion of their study and semester based evaluation in all the courses, students will be awarded the B.A.(Vocational Studies) Material Management degree.

Graduate Attributes in Subject

>> Lifelong learning

Content: Update their subject knowledge and skills for continuous academic and professional growth.

Graduate Attributes in Subject

>> Disciplinary knowledge

Content: To have knowledge of their discipline and will attain professional and technical skills to effectively integrate knowledge with practice.

Graduate Attributes in Subject

>> Communication Skills

Content: To equip them with verbal and written communication skills to be able to communicate with all the stakeholders confidently and with clarity.

Graduate Attributes in Subject

>> Information/digital literacy

Content: demonstrates basic knowledge of computers and use of softwares such as word, excel & power point.

Graduate Attributes in Subject

>> Cooperation/Team work

Content: To be able to be part of team with their performance and leadership qualities. To demonstrate the social skills for the team formations and becoming effective team members and collaborating with the group as a leader and an efficient team member with the use of the pedagogical tools of role play for various illustrative cases.

Graduate Attributes in Subject

>> Problem solving

Content: To apply relevant skills, methods, techniques and subject knowledge for constructing viable solutions for the theoretical and real-life problems.

Graduate Attributes in Subject

>> Research-related skills

Content: To comprehend, consolidate, extend, apply and update their discipline's knowledge and skills for undertaking research proposals and continuous academic and professional growth.

Graduate Attributes in Subject

>> Reflective thinking

Content: To use critical and high order thinking skills while reviewing, analysing and assessing the complex problem solutions and making judgements by applying specific strategies and relating the disciplinary knowledge to the situation.

Graduate Attributes in Subject

>> Self-directed learning

Content: To take initiatives for some topics and identify resources and study material for additional learning, individually or in groups and to use the strategies to meet learning goals in self-learning environment, under the guidance of the mentor.

Qualification Description

Content: The students of this course should be able to:

- demonstrate the conceptual knowledge and understanding of the different subjects of this course.
- critically evaluate and apply the cognitive skills of the discipline in varied situations.
- undertake decision-making and perform an analysis of the problems in their respective area of study.
- able to use various techniques studied, for the analysis of the real-life problems and to propose solutions for them.
- to be able to acquire further learning and education and training that will help to develop professional and analytical skills.

Programme Learning Outcome in course

Content: The key learning objectives of this programme are:

- to acquire the ability to analyse and evaluate the functions, objectives and importance of material management in an organisation from a wide range of sources in an effective manner.
- to impart knowledge of various functions of material management like material requirement planning, purchasing, stores keeping, warehousing, inventory control techniques and the practices of all these functions in the industry.
- to impart the knowledge of organisation for material management and its linkages with other areas of management.
- to develop understanding of the role of material management in the overall supply chain management, both in theory and practice.
- to provide the knowledge of careers and job prospects in the material management

Indian Economy (MM 3.3) Core Course - (CC) Credit:6

Course Objective(2-3)

The objective of the course is to provide the students a basic understanding of evolution of different sectors of Indian economy in the course of its development after independence. It would help them meaningfully reflect on the issues that the individual sectors are currently embroiled.

Course Learning Outcomes

After studying these units, students should be able to

- Appreciate the indispensability of agricultural growth for economic development.
- Understand the concept and rationale of land reforms and conduct a critically analysis of the status of land reforms.
- Critically appraise the role of different inputs in boosting agricultural production through green revolution and undertake a critical analysis of the impact of green revolution.
- Develop an understanding of the status of agricultural labour with special reference to wage and employment and assess the role played by the government in ameliorating their conditions.
- Evaluate government role in developing agricultural infrastructure in terms of credit, irrigation, marketing and crop insurance.
- Acquire knowledge of relative trend in public and private investment in agriculture and their implication.
- Understand the rationale behind different instruments of price and subsidy and conduct a critical assessment of their impact on the agricultural economy.
- Evaluate the role of PDS in providing food security.
- Develop an understanding of growth process of agriculture during the course of economic development with special reference to cropping pattern changes and crop diversification.
- Understand how different factors lead to agricultural diversification and changes in cropping pattern.
- Learn about different growth phases and the evolving structure of industries in India since Independence.
- Understand the different types of industrial policies pursued in different phases including NEP 1991.
- Understand the concept of MSMEs and their role in the Indian Economy.
- Learn about the problems faced by MSEs(Micro and Small Enterprises) and the steps taken by the Government to promote MSEs.
- Learn about different sources of financing industries.
- Appreciation of the role of services in the economy and understand the process of evolution of service sector with special reference to its components.
- Understand the issues related to service sector led growth and evaluate its viability as an engine of growth for the economy.

Unit 1

Agriculture: Institutional Framework and Inputs

Agriculture and Economic Development.

Institutional framework of Indian agriculture: Land tenure system and land Reforms.

Agricultural inputs: Seeds, fertilizers, agro-chemicals, machinery with special reference to green revolution;

Agricultural labour and issues related to wage and employment.

Unit 2

Policy Instruments for Agriculture and Agricultural Growth

Agricultural price policy, Food management & food security in India

Agricultural marketing in India: issues, challenges & recent developments

Role of institutional and technological factors in agricultural growth: new technology – Green revolution and post reform developments.

Agricultural investment - Public and Private

Unit 3

Industrial Development

Phases of growth and evolving structure of industry

Industrial and Licensing Policies in the Pre-and Post-reform periods: Role of large, medium, small and micro industries

Reforms and changing role of public sector

Unit 4

Industrial Finance and Foreign Investment

Changes in the pattern of industrial financing - SFCs, PIs, corporate debt market, bank finance, microfinance

Foreign Direct investment

Foreign Institutional Investment

Unit 5

Service Sector

Importance of service sector in Indian economy

Growth and changes in the structure of service sector - the role of reforms

Major components of service sector

The issue of service sector led growth in India.

References

1. S.K. Mishra and V. K. Puri, Indian Economy: Its Development Experience, 67th edition.

2. Uma Kapila, Indian Economy: Performance and Policy, latest edition
3. Gaurav Datt and Ashwani Mahajan, Datt and Sundharam Indian Economy, latest edition
4. <https://epgp.inflibnet.ac.in/ahl.php?csrno=11>, EPG Pathshala, Sectoral Growth of Indian Economy(P 10) Module Nos 1, 2, 3, 4,5, 6,7,8 , 9, 10, 11,13, 18.

Additional References:

1. The New Oxford Companion to Economics in India (2 Volumes): 2 Vols 2011 by [Kaushik Basu](#) and [Annemie Maertens](#)
2. Indian Economy: Reforms and Development (Springer, Forthcoming)
Edited by Pradip Kumar Biswas and Panchanan Das

Teaching Learning Process

A well laid out lesson plan needs to be worked out, which will act as a core of teaching-learning process. Details of the teaching learning process will vary depending on the preference of the teacher, topics being covered, and the level of the students. A continuous innovation in teaching learning process is called for in order to optimise learning by the students from the curriculum.

Assessment Methods

Internal assessment (class tests, oral presentation, group discussion and assignments) as well as end-semester examination covering the entire syllabus

Keywords

Agriculture, manufacturing, trade, services, finance, SME, productivity, green revolution, FDI.

Labour and Development in India
(MM 4.3)
Core Course - (CC) Credit:6

Course Objective(2-3)

The course is designed to equip the students with conceptual, empirical and legal issues with special reference to India. The focus of the course would be on the changing profile and position of labour in modern India and the specific problems in the post reform period. The role of state, nation and international labour organisations will be emphasized.

Course Learning Outcomes

- At the end of the course the students can understand the contemporary developments in Indian economy and society from the point of labour.
 - The students will know the intricacies of the labour market in India.
 - They will be aware about the characteristics of the labour market in India and the challenges it faces.
 - They will also be aware about the basic labour legislation which protect workers.
 - Thus equipped, they may have the opportunities to work in the various organizations, NGO,s as well as corporate sector.
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Unit 1

Economics of labour market

1.1 Wage rate determination in labour market: Labour Demand, Labour Supply, Determination of wages, Minimum wage laws, Minimum wage legislation

1.2 India's labour market

- a) Employment and unemployment: Concepts, measurement, trends and types of unemployment
 - b) Dynamics of economic and occupational structure: Growing importance of tertiary sector
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Unit 2

Forms of labour

2.1 Evolution of Labour market in India:

- a) Pre- colonial pattern of Industrial Development
- b) Post-colonial Pattern of Development: Industrialisation, Planning and achievements

2.2 Types of labour and associated labour legislation

- a) Organised and unorganised labour
 - b) Rural Labour
 - c) Migrant Labour
 - d) Bonded labour
 - e) Women and child labour
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Unit 3

Labour protest and Trade union movement

3.1 Evolution and growth of trade union movement in India- Pre and post independence period

3.2 Forms of Industrial action and Labour Protests

(Forms of Industrial action, Types of Disputes, Causes of Industrial disputes, Industrial Dispute act 1947, Modes of Protest)

Unit 4

State and Labour

- 4.1 a) Labour Administration – Union government and state government Machinery
 b) Mechanism of Dispute settlement: Arbitration, Adjudication and other methods of dispute settlements
- 4.2 Regulation of Labour
 (Factories act, Employees state Insurance act, Worker's compensation act etc.)
- 4.3 Role of the state in skill formation

Unit 5

International Labour Organisation

- a) Structure and role of ILO
 b) ILO programmes in India

References

1. Mankiw, Principles of Economics, Cengage learning, 6th edition
2. Case, Karl E, and Fair, Ray, Principles of Economics, Pearson 8th edition
3. India Labour and employment Report 2014: Institute of Human development, Academic Foundation
4. Uma Kapila, Indian economy: Performance and Policies, Academic Foundation, latest edition
5. Uma Kapila, Indian economy since independence, Academic Foundation, Latest edition
6. Thirthankar Roy, the Economic history of India 1857-1947, Oxford Publication, second edition,
 (Chapter6: small scale industry, Chapter7: large scale Industry)
7. UNICEF Report, Overview of Internal Migration in India
8. Ravi.S. Srivastava, Bonded Labour in India: its incidence and pattern- working paper ILO
9. Shervick, Women's labour force participation in India: Why is it low? - ILO
10. Azadeh Barati, Rooh ollah Arab & Seyed Saadat Masoumi, Challenges and problems faced by women workers in India
11. Majnu, Women in Unorganised sector: problems and issues in India, International Journal of Applied Research 2017
12. Organising the unorganised- IGNOU BLD_102(2004)
13. P N Singh and Neerja Kumar, Employee relations management, Pearson
14. Sinha, PRN, Sinha, Indubala and shekhar, Seema Priyadarshini, Industrial Relations, Trade Unions and Labour legislation, Pearson
15. J.P. Sharma, Simplified Approach to Labour Laws, Bharat Law House
16. Arun Monappa, Ranjeet Nambudiri and Patturaja Selvaraj, Industrial Relations and Labour Laws, McGraw Hill

Assessment Methods

The maximum marks for the final examination would be 75, with the remaining 25 (5 marks for attendance, 10 marks for class test 10 marks for Project Assignment presentation for internal assessment. Students shall be asked to answer 5 questions in all.

Unit wise indicative percentage of mark:

- Unit I -20%
- Unit II-30%
- Unit III- 20%
- Unit IV – 20%
- Unit V- 10%

Course Objective(2-3)

Course Objectives: To introduce the students to the concept, functions, objectives and importance of material management, a managerial function in an organization. Also, to give them an elementary idea of material management linkages with other areas of management like supply chain management and production processes.

Course Learning Outcomes

Course Learning Outcomes:

CO1 :Ability to understand thoroughly the conceptual framework of material management, its scope, objectives, functions and advantages. Identification of both internal and external interfaces of material management. Also, to develop an understanding of organizational structure of material management.

CO2: Develop a basic understanding of supply chain management system in an organization. Analyzing the role of material management in the overall supply chain management.

CO3: Develop an understanding of the functions of other areas of management and their linkages with material management.

CO4: Develop familiarity with broad categories of production processes, machines and tools used in industries.

CO5: Understanding of cost concepts, classification of costs, preparation of cost sheet and specific costs associated with material management

Unit 1

Introduction to Materials Management

Meaning, definition, scope and functions of Materials Management, Objectives and Advantages of Materials Management. Areas involved in material management. Interfaces of Materials Management : Internal and external interfaces. Organisation for Material Management, Integrated materials management system and its advantages.

Unit 2

Supply Chain Management

Concept, objectives of supply – production and distribution system, Role and Management of flow of material in supply chain management.

Unit 3

Linkages with other functional areas of Management i.e. Production, Accounting and Finance, Marketing, HRM, IT, TQM. A Brief discussion on the functions of each functional area of Management.

Unit 4

Elements of Production Processes

Familiarity with broad categories of production processes used in industries. Commonly used machines and tools in industries.

Unit 5

Cost concepts, classification and cost sheet.

Concept of cost, cost centre, cost unit and cost objects. Cost classification and preparation of cost sheet. Specific cost associated with material management.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
4. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
5. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
6. Arnold, Champman and Ramakrishnan, Introduction to Materials Management Pearson Education, Inc.
7. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall
8. Singh, Surender. Elements of Cost Accounting Kitab Mahal, Allahabad/New Delhi.

Note: Latest editions of the books should be used.

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Materials Management

Unit 2

Supply chain management, Distribution system

Unit 3

Functional areas of management

Unit 4

Production processes, Machines and tools

Unit 5

Cost Classification, Cost sheet

Purchase Management-I
(MM 3.2)
Core Course - (CC) Credit:6

Course Objective(2-3)

Course Objectives: The Course equips the students about purchasing and its systems and procedures. It also gives an understanding of price forecasting, special purchase systems, public buying and online purchasing/buying.

Course Learning Outcomes

CO1: Ability to understand thoroughly the conceptual framework of purchase management: its importance, functions, objectives and organization. Centralized and decentralized purchasing,

CO2: Develop an through understanding of procedure for purchase of materials like pre-purchase considerations, standard purchase procedure, post-purchase issues, standard form used in purchasing, follow-up order, cancellation of order, Bill of Materials, etc.

CO3: Ability to develop an understanding of the special purchase systems and price forecasting and its impact.

CO4: Develop an understanding of different methods of public buying.

CO5: Understanding of concept, advantages, procedure of online purchasing and its current practices.

Unit 1

Purchase Management

Introduction, importance and functions of purchase Department, Organization for purchase function, centralized and decentralized purchasing, objectives of purchasing i.e. 6 R's of purchasing.

Unit 2

Purchase Procedure

Sources of supply: vendor selection and rating, Material specifications, Pre-purchase considerations, standard purchase procedure, post-purchase issues. Standard form used in purchasing like purchase requisition, tender / quotation documents, schedule of quotations, purchase order, follow-up order, cancellation of order, Bill of Materials etc.

Unit 3

Special Purchase Systems and Price Forecasting

(a) Special Purchase Systems: Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract, Purchases of capital equipment and leasing.

(b) Price Forecasting: Price and pricing impact, price practices, price negotiations hard bargaining and fixing. Purchasing under fluctuating prices, purchasing under uncertainty, Negotiations regarding quality, terms of contract, delivery, payment schedule, cash discount, quality considerations, etc.

Unit 4

Public Buying

Difference between Government purchasing and industrial purchasing, purchasing through Government e- Marketing (GeM) platform: advantages and limitations, DGS&D Rate contract, Buying from Kendriya Bhandars, NICSI etc.

Unit 5

Online Purchasing

Concept, advantages, procedure of online purchasing and current online purchase practices.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Singh, Surender. Elements of Cost Accounting Kitab Mahal, Allahabad/New Delhi
4. Chunawalla, S.A., Materials and Purchase Management, Himalaya Publishing House, New Delhi
5. Verma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
6. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
7. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
8. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall,
9. Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc
10. Lee, L. and Dobler, D.W. (1984), Purchasing and Materials Management, McGraw Hill, New York
11. Bailky, P. and Farmer, D. (1977). Purchasing Principles and Techniques, Pitman, London
12. Menon K.S. (1995) Purchasing and Inventory Control, 3rd Ed. Wheeler Publishing, Allahabad
13. Zenz, G.J. (1981). Purchasing and the Management of Materials, John Wiley, New York
14. Saxena V.K. & Vashisht C.D.: Cot Accounting, Sultan Chand and Sons, New Delhi

15. Maheshwari and Mittal, Cost Accounting : Principles and Practice, Shree Mahavir Book Depot, Delhi

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Assessment Methods

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Keywords

Unit 1

Purchase department, centralized

Unit 2

Supply, requisition, quotation, bill

Unit 3

tender, bargaining, fixing, negotiations

Unit 4

GeM, DGS&D, NISCI

Unit 5

Online, practices

Course Objective(2-3)

Course Objectives:

To acquaint the student to ethical, legal, quality and other issues involved in purchase management. Also to give him an understanding of procedure for international purchasing and import substitution.

Course Learning Outcomes

Course Outcomes:

CO1: Ability to understand thoroughly buyer- seller relationship, its importance and other issues involved in it. Also to learn ethical issues in purchasing.

CO2: Develop a through understanding of legal issues in purchasing by studying law of contract, contract of sale of goods, conditions and warranties, rules regarding transfer of property, Negotiable Instrument Act.1881 and IT Act, 2000. .

CO3: Ability to develop an understanding of the procedure involved in insurance buying and claim management. Also to learn about quality control aspects in purchasing.

CO4: Develop an understanding of commercial terms used, procedure, documentation and legal issues involved in international purchasing.

CO5: Understanding of concept of import substitution, its advantages and problems in it. Also learn about issues like research and development, transfer of technology, standardization.

Unit 1

Buyer- seller Relationship

Importance of good buyer-seller relationship, Relation with supplier-policies and issues in relationship, Ethical issues in purchasing.

Unit 2

Legal issues in Purchasing

Law of Contract, Contract of Sale of Goods, Conditions and Warranties, Rules Regarding Transfer of Property. Negotiable Instrument Act, IT Act 2000

Unit 3

Insurance Buying and Quality Control in Purchasing

- (a) Insurance Buying: Arranging adequate insurance cover and claim management.
- (b) Quality Control in Purchasing; Concept of Total Quality Management (TQM), ISO 9000 standards and other certification, Role of Material Management in TQM. Value Analysis and Value Engineering and their benefits.
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Unit 4

International Purchasing

International Purchasing: Need for International Purchase, Direct and Indirect Buying. Procedure, Documentation, terms of payments and Legal-Framework of International Purchasing.

Unit 5

Import Substitution

Import substitution: concept, needs and advantages. Research and Development, Transfer of Technology, Standardization, Problems in Import Substitution.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Chunawalla, S.A., Materials and Purchase Management, Himalaya Publishing House, New Delhi
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5. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
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10. Bailky, P. and Farmer, D. (1977). Purchasing Principles and Techniques, Pitman, London
11. Menon K.S. (1995) Purchasing and Inventory Control, 3rd Ed. Wheeler Publishing, Allahabad
12. Zenz, G.J. (1981). Purchasing and the Management of Materials, John Wiley, New York
13. International Marketing and Purchasing of Industrial Goods, John Wiley, New York.
14. Combs, P.H. (1976). Handbook of International Purchasing, Cahners Books, Books, Boston

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Keywords

Unit 1

Buyer-seller relationship,ethical

Unit 2

Contract, Conditions, Warranties,Negotiable Instrument Act, 1881

Unit 3

Insurance, Quality ,TQM,Value analysis,Value engineering

Unit 4

International purchase,legal framework

Unit 5

Import substitution research and development, technology,standardization

Stores Keeping and Stores Accounting

(MM 2.3)

Core Course - (CC) Credit:6

Course Objective(2-3)

Course Objectives:To apprise the students about store-keeping function and the accounting procedure involved in it.

Course Learning Outcomes

Course Learning Outcomes:

CO1: Ability to understand thoroughly the functions of store keeping, its objective, types and layout of stores.

CO2: Develop an understanding of procedure for receipt of materials, inspection and testing of materials, rejection and returns of materials, standard forms used for all these purposes, passing of Bills/invoices for payment. Also learn the need, advantages and different methods of codification materials.

CO3: Ability to understand the procedure for issue of materials, maintenance of store records and different methods of pricing of material issues. Students should be able to solve practical problems based on different methods of pricing of material issues.

CO4: Develop an understanding of different types of material losses: their meaning, accounting treatment and control. Also learn the ability to distinguish among these losses.

CO5: Understanding of various types of material handling equipment used and their advantages.

Unit 1

Store keeping

Introduction, objectives and functions of store keeping, location and layout of stores. Types of stores.

Unit 2

Receipt of Materials and their Codification

(a) Receipt of Materials: Receipt procedure, inspection and testing of materials, Rejection and Returns of materials. Forms used in receiving of materials like Material Received Note, Inspection Report, Rejection Report etc. Passing of Bills/invoices for payment.

(b) Codification of Materials :Need for codifications of materials, different methods of codification of materials, suitability criteria.

Unit 3

Issue of Materials

Procedure for issue of materials and different forms used in it. Maintenance of store records like bin card and store ledger. Pricing of material issues – different methods like FIFO, LIFO, Simple average, weighted average, standard price, Replacement / market price etc.

Unit 4

Material losses

Meaning, accounting treatment and control of different type of material losses (waste, scrap, spoilage, defectives, obsolescence etc.)

Disposal of waste and scrap and cost associated with them., legal and environmental issues.

Unit 5

Store Handling Equipment

Advantages of using stores handling equipment, Types of handling equipment: manual and mechanical devices.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
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9. Menon K.S. (1995) Purchasing and Inventory Control, 3rd Ed. Wheeler Publishing, Allahabad
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Assessment Methods

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Keywords

Unit 1

Store keeping, Stores

Unit 2

Materials inspection, Materials rejection, Codification

Unit 3

Materials, Pricing methods of materials

Unit 4

Material losses, materials scrap

Unit 5

Store handling, equipment

Globalization
(MM 6.2.1)
Discipline Specific Elective - (DSE) Credit:6

Course Objective(2-3)

The paper is designed to familiarise the students with the concept of globalisation and integration of developing countries with the world economy. The aim of the paper is to provide a critique of globalisation and stress on local/ national policies than follow the one - size - fits - all approach.

Course Learning Outcomes

Globalization is gradually becoming unavoidable phenomenon worldwide which dominates political and economic discourse. It is making the world smaller by increasing the international exchange of goods, resources, services, information, knowledge and culture. It helps in improving a social and academic life. It is therefore very much the need of the hour as the student acquires knowledge about this aspect. After studying the subject the student is capable of thinking globally and deliver the best available in the global market.

- The course aims to widen the outlook of students in understanding of our economy in the backdrop of world economy.
- The course gives an overview of how the process of globalization has changed over time.
- It gives an understanding of not only economic but also social impact of globalization.
- It explains to the students how production process is no more limited to the boundaries of nations, but it is integrated with other nations through global value chain.
- It explains how globalization requires new approaches to economic and social policies due to decline in authority of nation-state.
- The students also get an overview of the impact of globalization on environmental conditions.
- The course makes the students avail of existing global organizations that govern the process of globalization.

Unit 1

Meaning and contents of globalization.

Comparative analysis of past and present of globalization.

Unit 2

Benefits of globalization: role of globalization in reducing inequality and poverty, expansion of markets, free movement of goods, services and factors of production.

Distribution of benefits of globalization shared by developing and developed countries.

Unit 3

Globalization and the world economy- production, global value chains. A case of simultaneous integration and segmented production.

Unit 4

Critique of globalization: globalization and neo-liberalism.

Decline in authority of nation state and reduction of policy space.

The way forward-stress on local/ regional/ national than global economy.

Environment and globalization.

Unit 5

Global governance: IMF, World Bank, WTO.

Role of WTO in global governance.

Missing institutions.

References

Unit 1::

- Nayyar, Deepak. Rethinking Development Economics. Ch-3 Globalization and development (Pg 64-70)
- Reddy, D. Narashima. Globalization and its discontents, Revisited. Economic globalization: Past and present.
- Veltmeyer, Henry and James Petras. Globalization Unmasked. Ch-1 Globalization or Imperialism.

Unit 2::

- Nayyar, Deepak. Trade and Globalization. Ch-3 and Ch-14.
- Nayyar, Deepak. Governing Globalization. Ch-6 Cross border movements of people.
- Nayyar, Deepak. Rethinking Development Economics. Ch-3 Globalization and Development (Pg 70-79)

Unit 3:

- Nathan, Dev, Meenu Tiwari and Sandip Sarkar. Labour in Global Value Chain in Asia. Ch. 1 Introduction.
- Ritzer, George. Globalization: A basic Text. Ch-8 Global Economic Flows.

Unit 4:

- Munck, Ronald. Global and Social Exclusion. Ch-2 and 3.
- Ritzer, George. Globalization: A Basic Text. Ch-5 Neo- liberalism.
- Nayyar, Deepak. Trade and Globalization. Ch-13 Globalization and development strategies

(Pg 360-365).

· Kumar, Vinod and Manju Joshi. Challenges of Globalization. Economic, social and environmental challenges of globalization.

Unit 5:

Nayyar, Deepak. Trade and Globalization. Globalization and development strategies (Pg 417-427).

Teaching Learning Process

The teaching learning process will consist of lectures, tutorials, PowerPoint presentations, class discussions with the students and group discussion amongst students.

Assessment Methods

The assessment will be done with the help of class tests, assignments, multiple choice questions based test and viva.

Keywords

Globalisation, Global value chain, neo- liberalism, WTO, World Bank, IMF.

Inventory System and Control Techniques

(MM 5.1)

Discipline Specific Elective - (DSE) Credit:6

Course Objective(2-3)

Course Objectives: To apprise the students about inventory systems, valuation of inventories, inventory decisions and inventory control techniques.

Course Learning Outcomes

CO1: Ability to understand the meaning and types of inventories, need and benefit of holding inventories. Also, learn the concept and objectives of inventory management.

CO2: Develop a thorough understanding of different inventory systems, valuation of inventories as per relevant accounting standard under different systems and methods.. .

CO3: Ability to take inventory decisions relating to quantity order decision and re-order level decisions and solve practical problems associated with them.

CO4: Develop an understanding of other inventory control techniques like ABC Analysis, Material Turnover Ratio, FSN Analysis, JIT Approach, VED Analysis, Management of Process Inventories (WIP), Spares Parts Management

Unit 1

Inventories

Meaning, types of inventories, definition as per relevant accounting standard, Need and benefit of holding inventories, objectives of inventory management.

Unit 2

Inventory systems and Valuation of Inventories

Periodic inventory system, Perpetual inventory system including continuous stock taking. Valuation of inventories as per relevant accounting standard under different methods and systems, Inventory methods with specific reference to different industries

Unit 3

Inventory Decisions

Types of inventory decisions, relevant costs involved in inventory decisions. Quantity order decision – Economic Order Quantity and its calculation as per tabular, graphical and mathematical approaches, EOQ with quantity discount, Re-order decision : Fixation of Various levels and determination of re-order point, safety stock etc. Q System, P system.

Unit 4

Other Inventory Control Techniques

Selective Inventory Control – ABC Analysis, Material, Turnover Ratio: Calculation and Importance, FSN Analysis, JIT Approach, VED Analysis. Management of Process Inventories (WIP). Spares

Parts Management.

References

1. Monga J.R. Financial Accounting, Mayur Paperbacks, New Delhi.
2. Sehgal, Ashok and Sehgal Deepak, Financial Accounting, Taxmann's New Delhi.
3. Singh, Surender. Elements of Cost Accounting Kitab Mahal, Allahabad/New Delhi
4. Maheshwari and Mittal, Cost Accounting : Principles and Practice, Shree Mahavir Book Depot, Delhi
5. Saxena V.K. & Vashisht C.D.: Cost Accounting, Sultan Chand and Sons, New Delhi

Note: Latest editions of the textbooks should be used.

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Inventories, Inventory management

Unit 2

Inventory system, Inventory valuation

Unit 3

Inventory Decisions, EOQ

Unit 4

Inventory control, Analysis

Material Logistics and Distribution Management
(MM 6.1)
Discipline Specific Elective - (DSE) Credit:6

Course Objective(2-3)

Course Objectives:

The course acquaints the student to the concept and importance of material logistics and distribution task like transportation and warehousing.

Course Learning Outcomes

Course Outcomes:

CO1: Ability to understand thoroughly the concept, importance and various tasks of material logistics and planning.

CO2: Develop a thorough understanding of different modes of transport used for movement of materials, their relative advantages and disadvantages, suitability.

CO3: Ability to develop an understanding of air, water and ocean mode of transport, their regulatory, infrastructural and operational aspects.

CO4: Develop an understanding of the concept of Multi-Model Transport System and Containerization alongwith their advantages.

CO5: Understanding the concept of warehousing, its elements and functions, role of warehousing in economic development of a country, types of warehousing and their relative advantages, costs associated with warehousing, Warehousing Corporations in India, their objectives and functions.

Unit 1

Material
Logistics

Concept and Importance of Material Logistics. Logistic Tasks: Follow-up of Order, Transportation, Warehousing, Inventory Control, Information Monitoring. Logistic Planning: Major Aspects and Factors. Logistics costs.

Unit 2

Transportation- Road and Rail Transport

A Brief Study of different modes of transport used for movement of materials, their relative advantages, disadvantages and suitability.

Road Transport: Road System, Role of Road Transport in Movement of Materials, Role of National Highway Authority of India, Limitations of Road Transport System, Consignment Note.

Rail transport: India Railway Network and Role in Transportation of Materials and Cargo, Consignment Note.

Unit 3

Air, Water and Ocean Transport System

Air transport : Role of Air Transport in Domestic and International Transportation of Goods. Role of Ministry of Civil Aviation, Airport Authority of India and Directorate General of Civil Aviation, Air Waybill, Contract of Affraightment.

Water transport : Inland Water Transport : Role of Inland Water Transport: their suitability and limitations. Inland Waterways in India: Role of Inland Waterways Authority of India.

Ocean transport : Role of Ocean Transport in International Trade, Structure of Shipping Services – Liner Shipping and Tramp/Charter Shipping, Conference System and Determination of Rates, Bill of Lading and Charter Party.

Unit 4

Multi-Model Transport System

Concept and advantages of Multi-Model Transport System. Containerization: Need and Advantages of Containerization, Inland Container Depots (ICDs) and Container Freight Stations (CFSS)

Unit 5

Warehousing

Concept of Warehousing (Warehouse, Depositor and Warehouseman), Elements and Functions of Warehousing. Role of Warehousing in Economic Development, Types of Warehousing, Advantages of a Public Warehouse, Costs Associated with Warehousing, Warehousing

Corporations in India, Objectives and Functions of Warehousing Corporations.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Verma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
4. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
5. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
6. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall,
7. Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc
8. Dutta A.K., Material Management, Inventory Control and Logistics, Jaicoi Publishing House, Mumbai.
9. Roy Chaudhary, E.K. : Logistics Management
10. Sharma SC: Warehousing and Distribution
11. Martin Christopher : Logistics – The Strategic I

Note: Latest editions of the textbooks should be used.

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester

examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Material logistics, Inventory control

Unit 2

Transport, Movement of materials

Unit 3

Transport, Air, Water, Ocean

Unit 4

Multi-model transport system, Containerization

Unit 5

Warehousing

Supply Chain Management
(MM 6.2.2)
Discipline Specific Elective - (DSE) Credit:6

Course Objective(2-3)

Course Objectives:

To acquaint the student about the production process pertaining to an Industrial unit and also to develop skills in the areas of Supply Chain Management.

Course Learning Outcomes

Course Outcomes:

CO1: Ability to develop an understanding of supply chain management in an organization.

CO2: Develop an understanding of certain enabling concepts in supply, like different types of buyer-supplier relationship, ERP Systems, Negotiations, Bidding and Information sharing

CO3: Ability to understand statistical presentation of data and measurement of central tendency. Also, to learn the theory of probability.

CO4: Develop an understanding of conceptual framework of Quality Management Support System and various measures adopted therein.

Unit 1

Supply Chain Management

Supply management an organization spanning activity. How purchasing becomes supply management? Supply Management and the Bottom line. The four phases of supply management.(Generation of requirement, sourcing, pricing and post-Award activities). Supply management systems: B2B, Strategic Supply Management

Unit 2

Enabling Concepts in Supply

Buyer-supplier relationship: Developing and Managing collaboration and Alliance relationship. Cross-functional teams and supply-Management Activities. Challenges and problems with cross functional approach, ERP Systems, Negotiations and Bidding, Information sharing

Unit 3

Statistical Presentation

Elements of data representation for (i) Tabulation and cumulative frequency, (ii) histogram, (iii) measures of central Tendency, (iv) Probability Theory (Basic concepts excluding non-conditional and Bayes Theorem)

Unit 4

Quality Management Concepts

ISO Certification. Methods of Control: Product, Process, Risk, Evolution, Management Approaches, Quality Management Support System. R Chart, P Chart and X charts; Acceptance Sampling & OC Curve in production Control.

References

1. Vohra N.D., Quantative Techniques in Management, 3rd edition, McGraw Hill
2. Anderson, Sweeney & Williams, Quantative Methods for Business, South Western Cengage.
3. Render Barry, Stair, Hanna &Badri, Quantative Analysis for Management, 10th Edition, Prentice Hall
4. Saxena, Anurag & Kaushik Sircar, Logistics & SCM, Jaico Publishing House
5. Fawcelt, Ellram & Ogden, Supply Chain Management, From Vision to Implementation, Pearson education
6. Chopra S, Meinde P & Kalra D.V. SCM-Strategy Planning & Operation, 3rd Edition, Pearson Education
7. Bowersox D, Class J. David & Cooker, Supply Chain Logistics Management, McGraw Hill

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Supply chain management

Unit 2

Buyer seller relationship, Information sharing

Unit 3

Data representation

Unit 4

Quality management, Risk

Business Communications and Personality Development
(MM 4.4)
Skill-Enhancement Elective Course - (SEC) Credit:4

Course Objective(2-3)

To equip students of the B.A(VS) course to effectively acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

Course Learning Outcomes

Course Learning outcomes:

The course on Business Communication and Personality Development will help the learner to exhibit the following competencies and skills:

1. Demonstrate enhanced skills in reading, writing, comprehension and business communication.
2. Suitable use of language and communication skills specifically within professional spaces.
3. Enhanced knowledge of the Theory of Communication leading to a more adequate understanding of the nature and process of communication.
4. Deeper familiarity with different types of business correspondence, better writing skills and knowledge of various types of formal and informal communication including emails and social media generally employed in work spaces.
5. Enhanced verbal skills to improve speaking abilities through participation in group discussions and oral presentations.
6. Greater acquaintance with soft skills including social and professional etiquette leading to personality development and increased confidence.
7. Recognition of and need for leadership qualities in a globalized work space and the necessity

of developing these for success in the professional field.

Unit 1

Nature of Communication, Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.

Unit 2

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit 3

Report Writing Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports. Vocabulary Words often confused, Words often misspelt, common errors in English.

Unit 4

Business Etiquettes, Business manners. Body language gestures, Etiquette of the written word, Etiquette of the telephone, Handling business meetings, Role play on selected topics with case analysis and real life experiences. Aids to correct Business writing, Practical Grammar (basic Fundamentals), Sentence errors-Punctuation, Vocabulary building.

Unit 5

Oral Presentation, Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids. How to make a presentation, the various presentation tools, along with guidelines of effective presentation, boredom factors in presentation and how to overcome them, interactive presentation & presentation as part of a job interview, art of effective listening. Leadership – quality of a leader, leadership quiz with case study, knowing your skills and abilities. Introduction to group discussion techniques with debate and extempore, increase your professionalism. Audio Video recording and dialogue sessions on current topics, economy, education system, environment, politics.

References

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education
3. Shirley Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH
5. Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.
6. Reuben, Ray; Communication today – understanding creating skills, Himalaya Publishing House, 2001.
7. E. H. McGraw, S. J.; Basic Managerial Skills for All. Fourth Edition, Prentice Hall of India Pvt. Ltd., New Delhi.
8. Stephen R. Covey; The seven habits of highly effective people

Teaching Learning Process

The teaching learning process will consist of lectures, tutorials, Powerpoint presentations, class discussions with students and group discussions among the students themselves.

Assessment Methods

The assessment will be done on the basis of class tests, assignments, multiple choice questionnaires, semester exams.

Keywords

Communication skills, Globalisation, Business correspondence, Verbal skills, Vocabulary, Social/Business etiquette, Leadership skills.

Computer Concepts and Software Packages
(MM 3.4)
Skill-Enhancement Elective Course - (SEC) Credit:4

Course Objective(2-3)

By the end of the semester each student will be able to:

- understand and appreciate the application of computers including their evolution and characteristics
 - grasp and perform number system conversion
 - understand the fundamental hardware components, memory storage devices and software aspect required to resolve everyday issues
 - understand the importance of operating system and demonstrate the use of different services provided by an OS
 - fully grasp the networking concepts including architecture and topology, Internet terminology and working efficiently on a web browser
 - comprehend the need and used of MS-Office and demonstrate the use of software for the word processing, spreadsheet related tasks and presentations
 - outline the latest development in the field of computers such as artificial intelligence, virtual reality and Information Systems
-

Course Learning Outcomes

- When given a number system, the student will be able to convert it into any other number system with ease
 - When given a task, the students will be able to identify the required MS-Office component and apply the comprehensive knowledge to deliver the task
 - Identify components of a computer system and recognize their application to achieve a task
 - Grasp the significance and terminology of computer networking and Internet. The students can apply their comprehensive knowledge to real life situations
 - Whenever required, the students will be able to demonstrate the Explorer and File functions in an operating system
 - When given a new or an unfamiliar situation, the students will be able to apply their disciplinary knowledge and professional skills to identify and solve the issue at hand
 - Fully appreciate and comprehend the latest development in the field of computers
-

Unit 1

Basic Concepts

Meaning, characteristics and applications of a computer, advantages and limitations of a computer, classification of computers based on technology, application and size, generation of computers, meaning of Data, Information and Knowledge, Data types, data storage, data representation such as ASCII, number system conversion.

Unit 2

Components of Computers

Hardware components: input devices, output devices, system unit, Software components: Application software: general purpose packaged software and tailor – made software, System software: operating system, interpreter, compiler, linker, loader, Memory Storage devices, Types of programming languages.

Unit 3

Operating System

Need and functions of an operating system, graphic user interface and character user interface, types of operating system-(Batch Operating system, Real-time operating system, Time sharing operating system, Distributed operating system and Multiprogramming operating system)

Windows environment: application and document, Windows interface such as icons, lists, menus, dialog box, etc., Desktop, control panel, system tools, utilities such as calculator, calendar, etc., Explorer: file types, attributes, names, folders, drives, devices, File functions: create, open, close, delete, rename, move, cut, copy, paste, etc.

Unit 4

Introduction to Networks and Internet

Meaning and types of networks - LAN, MAN and WAN, network topologies, network architecture, Internet, difference between internet and intranet, Basics: functions, growth, anatomy, uses, wireless and wifi, Internet services: ISP, types of accounts, World Wide Web: websites file transfer, browsing, searching, network and Internet terminology

Unit 5

Office Applications

Meaning and applications of word processing, spreadsheets and presentation,

MS word: formatting text, writing basic document using word, Header and Footer, page formatting, paragraph formatting, saving a document, printing a document. Mail Merge

MS excel: creating a workbook, saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, sorting data, creating simple charts, use of functions in Excel: Mathematical, Logical- IF, AND, OR , NOT, Statistical. Application of Excel: Payroll, Basic Lease statement, Loan statement.

MS PowerPoint: create animation of text, creating simple presentation including slide transitions, bullets etc

Unit 6

Latest developments

Internet of things, Artificial Intelligence and virtual Reality, Meaning of Information systems, Types of IS-MIS, DSS, TPS

Practical

Time: 60 Minutes

Maximum Marks: 25

Description of Question	Marks	Time Allowed
Lab questions testing various concepts MS-Word, MS-PowerPoint and MS-Excel as mentioned in Unit V (Office Applications) ONLY	25	60 minutes

- There is no Internal Assessment in the practical component of this paper.

References

1. Computer Fundamentals and Essential Tools by H N Tiwari and Hem Chand Jain
2. Computer Applications in Business by Dr. Sushila Madan, Scholar Tech Press

Additional Resources:

1. Computer Fundamentals by Dr. Anita Goel, Pearson Publication.
2. Microsoft Office 2010 by Bittu Kumar, V&S Publishers

Teaching Learning Process

The programme of study in computer concepts and software packages focuses on acquiring subject knowledge, understanding and skills to identify and resolve computer related issues in a professional setup. As a result thereof, the learning process must revolve around active and participative learning. The teaching-learning process should incorporate the development of practical skills. An amalgamation of engaging pedagogy must be used including group discussions, case studies, practical implementation of actual scenarios, e-learning resources, use of prescribed textbooks and other references.

Assessment Methods

The assessment of students taking this programme of study must be aligned to the course learning outcomes. The assessment methods must identify the academic and professional skills in the students for the course learning outcomes to be successfully delivered. A variety of assessment methods must be used such as:

- open-book tests to evaluate the student's academic and professional orientation
- closed-book tests
- case-study analysis and reports
- viva-voce
- practical assignments
- observation and evaluation of practical skills

Keywords

Data, Information, Knowledge, number conversion, hardware, system software, application software, operating system, network, Internet, artificial intelligence, Information Systems

Productivity Management (MM 5.4) Skill-Enhancement Elective Course - (SEC) Credit:4

Course Objective(2-3)

Objectives: To familiarize students with the different concepts of productivity management and to apply them in business.

Course Learning Outcomes

CO1: to develop the understanding of conceptual framework of productivity , value analysis and value engineering.

CO2: to develop ability to understand productivity management, trends in productivity management. Also, learning to examine, analyze, evaluate, and apply forecasting techniques to the productivity management

CO3: to develop understanding of concept work study, method study and different factors affecting it.

CO4: understanding the concept of work measurement and its elements.

CO5: The students will learn the BPR and application of BPR in productivity improvement

Unit 1

Introduction

Productivity concepts, Macro and Micro factors of productivity, productivity benefit model, productivity cycles. Value Analysis and Value Engineering: Concept – Procedure – Application and role in Productivity

Unit 2

Productivity Management

Productivity Management: Productivity measurement, Approaches to increase Productivity, Facility Location, Capacity Planning, Layout Planning, Design of Production Planning, Operation Scheduling and Sequencing; productivity improvement model and techniques

Unit 3

Work Study

Importance of work study, Method Study and Work Measurement Pioneers of Performance Measurement. Method Study: Meaning, Need for Method Study, Procedure of Method Study – Principles of Motion Economy.

Unit 4

Work Measurement

Techniques of Work Measurement include estimating, stopwatch time study, predetermined time standards, and synthetic estimates of work times, activity sampling. Computation of Standard Time, elements, types of elements, Performance rating, allowances – Need for Allowances – Types of Allowances

Unit 5

Business Process Re- engineering

Concept of BPR, process of BPR, prerequisites for effective BPR implementation, Application of BPR in productivity improvement. Total Productivity Management (TPM): Meaning and objectives of TPM; Methodology of TPM, gains of TPM.

References

1. Productivity engineering and management - Sumanth, D.J. - Tata McGraw-Hill, New Delhi.
2. Organisational transformation and process re-engineering - Edsomwan, J.A., British Library Cataloging in Pub.data .
3. Productivity Plus: How Today's Best Run Companies Are Gaining the Competitive Edge - John G., Jr. Belcher - Butterworth-Heinemann
4. Business Process Improvement: The Breakthrough Strategy for Total Quality, Productivity and Competitiveness - H. James Harrington - McGraw-Hill

Additional References

1. Handbook for Productivity Measurement and Improvement - Carl G. Thor - Productivity Press
2. Re-engineering and re-inventing the enterprise - Rastogi, P.N., - Wheeler publications, New Delhi.
3. Productivity Management – Systems approach - Premvrat, Sardana, G.D. and Sahay, B.S. - Narosa Publications, New Delhi,.
4. The new Manufacturing Architecture – Mahadevan
5. Work Study – ILO

Note : The latest edition of books need to be used

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Productivity, value analysis, value engineering

Unit 2

Facility Location, Capacity Planning, Layout Planning, Production Planning, Operation Scheduling and Sequencing;

Unit 3

Work study, Method Study, Work Measurement, Performance Measurement.

Unit 4

Work Measurement, stopwatch time study, activity sampling, Standard Time, Performance rating, Allowances

Unit 5

BPR, TPM

Quality Management (MM 6.4)

Skill-Enhancement Elective Course - (SEC) Credit:4

Course Objective(2-3)

Objectives: To familiarize students with the different concepts of quality management and to apply them in business.

Course Learning Outcomes

Course outcomes:

CO1: Develop ability to understand conceptual framework of quality management and its application in the company's strategic plans.

CO2: Understanding the different perspectives of quality management and its philosophies for better implementation.

CO3: Ability to learn and implement the quality policy of company assuming that customer is king and the focus of quality control is on him.

CO4: Develop ability to learn quality function deployment and the importance of customer satisfaction management.

CO5: Understanding the concept of total quality management and different quality management standards

Unit 1

Quality, strategic planning, and competitive advantage

Brief History - Modern developments in quality - A race without a finish line. Definition of quality, quality in manufacturing and service systems. Economic issues - quality and price, quality and market Share, quality and cost , quality & competitive advantage

Unit 2

Perspectives on Leadership for Quality

Leadership for Quality: The Balridge View of Leadership. The Deming Management Philosophy – Profound Knowledge: The Impact of Profound Knowledge, Deming's 14 Points for management. The Juran Philosophy, The Juran Quality Trilogy. The Crosby Philosophy.

Unit 3

Customer Focus

The Customer-driven quality cycle, identifying customer needs, achieving customer requirements in production, implications of the customer-driven quality cycle. Managing and organization for quality, Quality policy , Quality objectives, Quality and organization culture, cross-functional teams, supplier/customer partnerships.

Unit 4

Quality Function Deployment

The quality function deployment process , Building the house of quality, Implementing quality function deployment. Designing quality into services: Service needs identification, Service system design. Customer Satisfaction Measurement Techniques - Customer relationship management techniques.

Unit 5

Total Quality Management

Introduction, Meaning and dimensions of quality, Quality control techniques, Quality based strategy, Total quality management (TQM), Organization for total quality management, Quality control and quality assurance, Quality Management Standards: (Introductory aspects only):

- a. The ISO 9001:2000 Quality Management System Standard
- b. The ISO 14001:2004 Environmental Management System Standard
- c. ISO 27001:2005 Information Security Management System
- d. ISO / TS16949:2002 for Automobile Industry e. CMMI Fundamentals & Concepts

References

1. Lt. Gen. H. Lal, "Total Quality Management", Eastern Limited,
2. Greg Bounds, "Beyond Total Quality Management", McGraw Hill,
3. Menon, H.G, "TQM in New Product manufacturing", McGraw Hill .
4. Handbook of quality standards

Additional References

1. Total Quality Management – Sundarrajan
2. Quality Control & Total Quality Management – Jain
3. The essence of Total Quality Management – Hunsen & Ghare

Note: Latest edition of the book should be used.

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Quality, market share, competitive advantage

Unit 2

Leadership, philosophy, profound knowledge, trilogy

Unit 3

Customer, cycle, policy, culture

Unit 4

Process, system, design

Unit 5

TQM, assurance, standards

Business Law
(MM 6.3.1)
Generic Elective - (GE) Credit:6

Course Objective(2-3)

The objective of this course is to impart basic knowledge of the important business legislations along with relevant case laws to the students in order to make them better corporate professional who will be an asset to their organizations.

Course Learning Outcomes

- The students will have skills to understand the concepts of contract Act and to understand the provisions of any contract.
 - The students will have understanding of specific contracts like indemnity, bailment and agency.
 - The students will be able to distinguish between condition and warranty, Performance of contract of sale and rights of unpaid seller.
 - The students will be able to understand consumer rights and consumer grievance redressal mechanism.
 - The students will be able to know the process of creation and dissolution of LLP. Students will also learn the issue of negotiable instruments and understanding of different provisions of Negotiable Instrument Act.
 - The students will be equipped with the various provisions of Information Technology Act such as digital signature and E-Governance.
-

Unit 1

The Indian Contract Act, 1872

Contract – meaning, characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, capacity to contract, free consent, legality of objects, Void agreements, Discharge of contract – modes of discharge including breach and its remedies, Contingent contracts, Quasi contracts.

Unit 2

The Indian Contract Act, 1872: Specific Contracts

Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency

Unit 3

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Consumer Protection Act-Introduction, Definitions, Rights of Consumers, Nature and Scope of Complaints, Remedies Available to Consumers, Grievance redressal mechanism.

Unit 4

LLP 2008 and Negotiable instruments Act

The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP Agreement, Partners and Designated Partners, Incorporation of LLP,

The Negotiable Instruments Act, 1881

Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque, Holder and Holder in due Course, Privileges of Holder in Due Course, Crossing of Cheque, Dishonour of Cheques.

Unit 5

Information Technology Act 2000: Introduction, Digital Signature, difference between digital and E-signature, Electronic Governance, Attribution, Acknowledgement and Dispatch of Electronic Records, Secure Electronic Records and Secure Digital Signatures, Regulation and powers of Certifying Authorities, Digital Signature Certificates, Offences.

References

1. Kuchhal, M.C. and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Dagar Inderjeet & Agnihotri Anurag "Business Law" Galgotia Publishing Company, New Delhi
3. Singh, Avtar, Business Law, Eastern Book Company, Lucknow.

Additional References

1. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi.

Note: Latest edition of text books may be used.

Teaching Learning Process

Teaching learning process: The teaching learning process will involve two way communication between teacher and students. It will include Lecture, Tutorial, seminar, lecture by industry experts for enriching the learning experience for students.

Tools: The tools to be used by teachers include PPT, Lecture, case study, role playing, Field visit to court.

Assessment Methods

Evaluation and assessment: Assignment, Group discussion, MCQ, Case study, term paper, Test, Viva for internal assessment. For end term assessment university written examination will be held.

Keywords

Key words: Contract, breach, condition , warranty, unpaid seller, cheque, LLP, digital signature

Corporate Laws (MM 5.3.2) Generic Elective - (GE) Credit:6

Course Objective(2-3)

- To introduce students to the legal nature,structure and functioning of a company and encouraging students to develop basic understanding of case laws and regulatory framework in corporate practice.
 - To provide comprehensive knowledge and understanding of the provisions of Companies Act, 2013.
 - To provide students knowledge of fundamental topics in company law including the inferences of separate corporate identity, limited liability, role and legal duties of promoters, board of directors and legal relationship with its various stakeholders.
 - To provide basic understanding of Insolvency and Bankruptcy Code, 2016, regarding winding up of the corporate entities.
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Course Learning Outcomes

After completing this course, the learners would be able to :

- understand and acquire knowledge of the regulatory framework of companies under the provisions of Companies Act, 2013.
- comprehend the legal nature, structure and functioning of a company.
- classify different types of companies on the basis of share capital, ownership, and liability .
- understand the online incorporation process of the company which will help the students in acquiring entrepreneurial skills.
- acquire knowledge of the role and legal duties of key managerial personnel of a company and their interrelationship with the shareholders.
- know about relevant provisions regarding the convening and conducting of company meetings .
- develop cognitive skills and analytical skills to apply legal reasoning to analyse relevant case laws and understand the regulatory practice in the core topics in company law.
- comprehend various modes of company's winding up and relate to the provisions of Insolvency and Bankruptcy code, 2016.

Unit 1

Introduction

Characteristics of a company; concept of lifting of corporate veil; Types of companies including private and public company, government company , foreign company, holding and subsidiary company, one person company , small company, producer company, association not for profit, illegal association ; Formation of company , Promoters and their legal position, pre-incorporation contract , online registration of a company.

Unit 2

Documents

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Memorandum of association, articles of association, Alteration and doctrine of ultra vires, doctrine of constructive notice and Indoor Management, prospectus , shelf prospectus and red herring prospectus, misstatement in a prospectus; Book Building process, Online filing of documents.

Unit 3

Share Capital

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Issue, allotment and forfeiture of shares, issue of bonus shares, transmission of shares; buyback and provisions regarding buyback; share certificate and share warrant; Members and shareholder – their rights and duties; Depositories Act 1996 - definitions, rights and obligations of depositories, participants, issuers and beneficial owners. Prohibition of insider trading. Provisions relating to payment of dividend, provisions relating to books of account, provisions relating to audit.

Unit 4

Management

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Directors, classification of directors: additional , alternate, women director, independent director, small shareholders' director; legal position; appointment, disqualifications, removal of directors; powers and duties; board meetings; key managerial personnel, managing director, manager, corporate social responsibility.

Types of general meeting: annual general meeting, extraordinary meeting, convening and conduct of meetings, requisites of a valid meeting; postal ballot, e –voting.

Unit 5

Winding up of companies

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Concept and modes of winding up, compulsory winding up by the tribunal under Companies Act; voluntary liquidation of corporate persons under the insolvency and Bankruptcy Code, 2016, corporate insolvency resolution process. National Company Law Tribunal (NCLT), Appellate Tribunal (NCLAT).

References

1. Kuchhal MC “Company law ” Mahavir Publications
2. Dagar Inderjeet and Agnihotri Anurag “Corporate laws” Galgotia publishing company, New Delhi
3. Sharma J. P, “An Easy Approach to Corporate Laws”, Ane Books Pvt Ltd, New Delhi.
4. Singh Avtar “Company Law” Allahabad Law House.

Additional References:

1. Charlesworth& Morse, “Company Law”, Sweet & Maxwell”, London, U.K.
2. Gowar, LCB, “Principles of Modern Company Law”, Stevens & Sons, London.
3. Bharat Law House, New Delhi, “Manual of Companies Act, Corporate Laws and SEBI Guidelines”.
- 4.Kannal, S., & V.S. Sowrirajan, “Company Law Procedure”, Taxmans Allied Services(P) Ltd., New Delhi (Latest Edn)

Teaching Learning Process

Students will be taught the subject mainly through oral lectures and presentations by the teacher. Further, discussion method, on topics and leading cases, to encourage participation and interaction of students, will be used. Furthermore, case studies and other techniques, specific to the paper can be used by the teacher, according to student's need.

Assessment Methods

Students' learning will be assessed analytically and objectively, on a continuous basis through regular assignments and class tests (oral and mock) for the award of internal assessment marks. Besides, there will be a term end exam. The term end question paper will include questions, of descriptive, objective and problem solving nature to test students' ability. It will be evaluated objectively and marks awarded on the basis of students performance in exam.

Keywords

Companies Act 2013 ,Lifting of corporate veil, Memorandum of association, Articles of association, Prospectus, Meetings, Dematerialisation, Shares, Dividend, Directors, Winding up.

Financial Accounting (MM 5.3.1) Generic Elective - (GE) Credit:6

Course Objective(2-3)

The objective of the course is to make the students familiar with the basic theory, concepts and practices of financial accounting. It aims to enable the students to understand the techniques for preparing accounts in different business organizations excluding corporate entities.

Course Learning Outcomes

After completing the course, the students will be able to :

- Understand the theoretical and practical framework of financial accounting and to acquire a basic understanding of IFRS, Ind-AS and latest Accounting Standards.
- Understand the concept of Consignment, Joint Venture ,Inland Branches and Hire- purchase transactions and learn the techniques of preparing accounts under each of these cases.
- Develop understanding of Depreciation Accounting as per AS-10 (PPE) .

- Explain the concept of Partnership and preparation of accounts for reconstruction as well as dissolution of partnership firms.
- Analyse the financial statements by preparing common size Balance Sheet, calculating various ratios and preparing Cash Flow statement.

Unit 1

Introduction to Accounting

Financial Accounting: Nature, scope and limitations.

Generally Accepted Accounting Principles (GAAP). Basic Concepts and Conventions, Accounting Standards: Meaning, Significance. IFRS and IndAS.

Accounting Process: From recording of transactions to preparation of final accounts. Rectification of errors. Bank Reconciliation statement.

Unit 2

Accounting for Consignment, Joint venture and inland branches

(i) Consignments: Features, Accounting treatment in the books of the consignor and consignee.

(ii) Accounting for Joint Ventures. When separate set of books are maintained. When records are maintained by a co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

(iii) Accounting for Inland Branches (Dependent branches only). Ascertainment of Profit by Debtors method and Stock and Debtors method.

Unit 3

Depreciation Accounting and accounting for Hire purchase transactions

i) Depreciation Accounting. Meaning of depreciation. Causes and need for providing depreciation. Accounting treatment including provision for depreciation accounting. Straight line method and diminishing balance method of charging depreciation.

AS 10. Concept of cost model and revaluation model.

ii) Accounting for Hire Purchase Transactions. Journal entries and ledger accounts in the books of Hire Vendor and Hire Purchaser for large value items, including Default and repossession.

Unit 4

Partnership

Admission, Retirement, Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution.

Unit 5

Managerial decision making

Analysis of financial statements, Common size balance sheet, Ratio analysis, Cash Flow statement.

References

1. J.R. Monga, Basic Financial Accounting, MKM Publication pvt ltd, Darya Gang, New Delhi
2. S.N. Maheshwari ,Suneel K Maheshwari,Sharad K Maheshwari;Introduction to Accountancy, Vikas Publications, New Delhi.
3. R. NarayanaSwamy, "Financial Accounting" PHI Pvt., New Delhi
4. P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi

Additional References:

1. Charles T.Horngren,Gart L.Sundem,J.A.Elliot,D.R.Philbrick,Introduction to Financial Accounting, Pearson.
 2. T.S Grewal,,Introduction to Accounting ,S.Chand and Co.,New Delhi.
 3. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
 - 4..S.P. Jain and K.L. Narang, Advanced Accounting, Kalyani Publishers New Delh.
 5. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi
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Teaching Learning Process

The teaching learning process will be student focussed to help students gain requisite knowledge. A variety of approaches will be adopted . Formal lectures will be supplemented with less formal tutorials in small groups.This will enable students to develop written and oral communication skills, problem solving skills, ability to reason and analyse .

Lectures will be augmented by presentations ,quizzes, oral tests, interactive discussions, case studies etc

Assessment Methods

Appropriate assessment methods will be used to evaluate progress towards the course learning outcomes . Internal assessment will be based on assignments ,projects, tests, presentations, quizzes and oral tests. Semester end assessment will be based on university written examination .

Keywords

Assets,Liabilities,Profit,,Transactions,Journal entry,Ledger account,consignment,hire-purchase,joint venture,partnership,branch.

Internship Project / Project (MM 5.2) Generic Elective - (GE) Credit:6

(2 Lectures+2 Tutorials per week per group+ 2 hours of field/library work per week)

Course Objective(2-3)

Course Objective:

The objective of the course is to provide basic and hands on understanding of the issues facing business and industry. The course acquaints the student with the practical aspects of the vocational specialisation. This is an opportunity for the student to become familiar with industry practices related to the vocation that supplement classroom teaching. Also, working on a project enables the student to focus on the contemporary problems and challenges facing the industry.

Each student of a vocational course shall undergo practical internship of four weeks during the vacation in any approved business/ industrial/ government/ service organisation. The objective of this training is to get acquainted with the industrial/ business working environment. After completion of the training the student is required to submit a training report at the end of the semester. The student is also required to submit a performance certificate from the company/ organisation where she/he undertook the training.

The whole course is divided into two parts:-

Part A

It will provide the theoretical knowledge about research methods, data analysis, interpretation of data, report writing etc. This component of the course carries 50 marks and the student will be examined at the end of the semester.

Part B

It will comprise the internship/ project report and also carries 50 marks. It will be evaluated by two examiners one internal and one external. The exact date of submission of the Report will be notified by the college. Alternatively, if it is not possible to do industrial internship, the students will prepare a project report on a topic assigned to her/ him by the college. The project report will be evaluated as above.

Course Learning Outcomes

This course ensures that the students know about the different aspects of the vocational subject. The practical knowledge gained in this course commensurate with the classroom teaching will equip the student to make a place for himself in the competitive business industry. Awareness about data analysis, different statistical techniques, data interpretation as well as the understanding of the practices adopted by organizations adds to the theoretical knowledge gained in the classroom.

Unit 1

Part A

Max. Marks: 50

Time Duration: 2 Hours

Unit 1

Introduction: Research: meaning, objectives, types, approaches, significance, methods, process, criteria of good research, problems encountered

Unit 2

Selecting and defining the research problem; literature Review; Research & Sampling design; Measurement & Data collection (primary & secondary); construction of questionnaire

Unit 3

Parametric & non parametric tests (basic understanding); Data Analysis (central tendency, dispersion, correlation, t test, f test, z test), interpretation of results & presentation

Unit 4

Report writing: significance, steps, layout, types of Reports, contents, Referencing

Part B

Max Marks 50

Objectives: to provide basic and hands on understanding of the industry.

Each student on vocational course shall undergo practical internship of four weeks during the vacation approved business/ industrial/ government/ service organisation. The objective of this training is to get acquainted with the industrial/ business working environment. After completion of the training they will have to submit a training report. The internship/ project report will carry 50 marks. It will be evaluated by two examiners- one internal and one external. The training report is part of the fifth semester. It is to be submitted by the date fixed by the college.

The students will also have to submit a performance certificate from the company where she/he undertook the training. This report will also be considered while evaluating the training report by the examiners. Alternatively, if it is not possible to do industrial internship, the students will prepare a project report on a topic assigned to her/ him by the college. The project report will be evaluated as above.

References

1. 1. Kothari CR & Garg Gaurav (2019) Research Methodology: Methods & Techniques, New Age International Publishers.
2. 2. Chawla Deepak & Sodhi Neena (Kindle edn) Research Methodology: Concept & cases 2nd edn, Vikas Publishing House Pvt. Ltd.
3. 3. Kumar Ranjit (2014) A step by step guide for beginners, Sage Publications
4. Kiran Pandya, Smruti Bulsari, Sanjay Sinha (2011 kindle edn), SPSS in simple steps, dreamtech Press
5. SPSS in simple steps - Kiran Pandya, Smruti Bulsari, Sanjay Sinha

Additional References:

The book on the topic selected by the student

Teaching Learning Process

- Lecture
- Use of power point presentations
- Case studies
- Field surveys

- Use of MS excel
 - Softwares for data analysis
 - Internship
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Assessment Methods

- Semester exam to evaluate theoretical knowledge
 - Classroom discussions,
 - Presentations,
 - Project evaluation by external and internal examiner
 - MCQs on the subject
 - Oral presentation of research papers in the classroom for further improvement
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Keywords

Materials, Management, purchase, cost, sample design, research problem, primary data, secondary data, techniques of data analysis, report writing

Materials Planning and Control
(MM 6.3.2)
Generic Elective - (GE) Credit:6

Course Objective(2-3)

Objectives: To apprise the student to the concept of material planning and control and various methods and techniques used for the purpose.

Course Learning Outcomes

Course Outcomes

CO1: Understanding budgetary control system as a tool of managerial planning and control, develop ability to prepare various types of budget.

CO2: Develop ability to understand standard costing system as a tool of managerial control; calculation of variances in respect of material cost. Analyzing the causes and fixation of responsibility for adverse material variances.

CO3: Understanding the concept of marginal cost and marginal costing, learning of cost-volume-profit analysis and break even analysis through statements, mathematical and graphical

approaches; identification of key factor and determination of profitability; determination of cost indifference point. Identification of relevant costs in decision making. Ability to solve simple decision making problems including make or buy decisions, domestic versus international purchase decisions, determination of optimum mix with or without key factor, pricing decisions, etc.

CO4: Develop ability to learn the use of computers in material planning, purchases, storage, issue and inventory control. Learn about Integrated Information System for Material Management.

CO5: Facilitating basic understanding of the procedure of evaluation of material management function and various tools and techniques used for the purpose.

Unit 1

Budgetary Control

Meaning of Budget, Types of Budgets, Budgetary Control System, Material Requirement Planning, Principal Budget Factor, Budget Manual, Preparation of Different Types of Budgets Like Sales, Production, Material Consumption, Purchase Budget etc. Fixed and Flexible Budgeting.

Unit 2

Standard Costing

Meaning of standard cost, Standard Costing System, Material Cost Variance Analysis. Analyzing the causes and fixation of responsibility for adverse material variances.

Unit 3

Elements of Marginal Costing and Decision Making

Marginal Cost, Fixed and Variable Costs (Period and Product Costs), Marginal Costing System, Marginal Cost Equation, Profit – Volume Ratio, Break Even Point, Break Even Chart, Margin of Safety, Cost-Volume Profit Analysis and its Uses, Identification of key factor and determination of profitability, Concept of Relevant Costs in Decision Making. Simple Decision Making Problems including Make or Buy Decision, Domestic versus International Purchase, determination of optimum mix with or without key factor, pricing decisions, determination of cost indifference point.etc.

Unit 4

Computers in Material Management

Use of Computers in Material Planning, Purchase, Store, Issue and Inventory Control. Integrated Information System for Material Management.

Unit 5

Evaluation of Material Management Function

Evaluation of Material Management Function: Meaning and Procedure. Evaluation Tools, Ratios and Techniques.

References

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi
2. Gopalakrishnan, P. and Sundarson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi
3. Singh, Surender, Management Accounting, PHI Learning, New Delhi
4. Maheshwari & Mittal, Management Accounting, Shree Mahavir Book, Depot, New Delhi
5. Saxena, V.K. and Vashist CD, Cost and Management Accounting, Sultan Chand and Sons, New Delhi
6. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda

Note: Latest editions of the textbooks should be used

Teaching Learning Process

Student-centered approach is followed in the teaching learning process.

Frequent use of projector and white board is done while delivering lecture.

Each student is motivated to take the ownership of his or her learning and reflect on the learning process.

Assessment Methods

Quiz, problem solving exercise, presentations, assignments, internal test and end-semester examination constitute the different components of the overall assessment. Moreover, students are provided feedback on their work with a view to improve their academic performance.

Keywords

Unit 1

Budget, Budgetary Control

Unit 2

Standard Cost

Unit 3

Marginal cost, Decision making

Unit 4

Computers, Material Planning, Inventory Control

Unit 5

Material Management function
