

# दिल्ली विश्वविद्यालय

# UNIVERSITY OF DELHI

Bachelor of Arts (VS) Material Management

(Effective from Academic Year 2019-20)



**Revised Syllabus as approved by**

**Academic Council**

Date:

No:

**Executive Council**

Date:

No:

**Applicable for students registered with Regular Colleges, Non-Collegiate  
Women's Education Board and School of Open Learning**

## **Preamble**

The objective of any programme at Higher Education Institute is to prepare their students for the society at large. The University of Delhi envisions all its programme in the best interest of their students and in this endeavour it offers a new vision to all its Under-Graduate courses. It imbibes a Learning Outcome-based Curriculum Framework (LOCF) for all its Under Graduate programmes.

The LOCF approach is envisioned to provide a focused, outcome-based syllabus at the undergraduate level with an agenda to structure the teaching-learning experiences in a more student-centric manner. The LOCF approach has been adopted to strengthen students' experiences as they engage themselves in the programme of their choice. The Under-Graduate Programme will prepare the students for both, academia and employability.

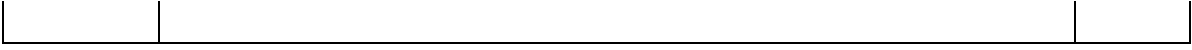
Each programme vividly elaborates its nature and promises the outcomes that are to be accomplished by studying the courses. The programme also state the attributes that it offers to inculcate at the graduation level. The graduate attributes encompass values related to well-being, emotional stability, critical thinking, social justice and also skills for employability. In short, each programme prepares students for sustainability and life-long learning.

The new curriculum of B.A (VS) MM imparts deep insights into theoretical knowledge, understanding & practical application and create a pool of trained manpower, who can help in effectively managing inventories and preventing their wastages, thereby increasing the efficiency in the overall production process.

The pedagogy includes case studies, real examples from the corporate world, experiential learning through role play, field trips, project work and option for a short internship during the semester break. The student is equipped with knowledge to begin working at an entry level executive position in an organization engaged in material management.

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# 1. INTRODUCTION TO THE PROGRAMME

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.

## Program Duration

The B.A. (Vocational Studies) Material Management programme will be of three years' duration. Each year will be called an academic year and will be divided into two semesters. Thus, there will be a total of six semesters. Each semester will consist of sixteen weeks.

## Design of Program

The B.A. (Vocational Studies) Material Management programme is being offered under Choice-based credit system (CBCS). CBCS offers flexibility of programme structure while ensuring that the student gets a strong foundation in the subject and gains in-depth knowledge of all aspects of the field. The Learning outcomes-based curriculum framework is designed as per CBCS and is intended to suit the present day needs of the student in terms of securing their path towards higher studies or employment.

# 2. LEARNING OUTCOME BASED APPROACH TO CURRICULUM PLANNING

## 2.1 Nature and extent of the B.A (VS) Material Management

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. 04)
2. Skill Enhancement Courses 4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 16)
3. Core Discipline 12 Papers of 6 Credit Hrs. each (Total Credit Hrs.72)
4. Elective Courses (Core Discipline) 3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 18)
5. Elective Courses (Inter Disciplinary) 3 Papers of 6 Credit Hrs. each (Total Credit Hrs.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.

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

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.

## 3. GRADUATE ATTRIBUTES IN SUBJECT

### 3.1 Lifelong learning

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

### 3.2 Graduate Attributes in Subject

Disciplinary knowledge

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

### 3.3 Graduate Attributes in Subject

Communication Skills

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

### 3.4 Graduate Attributes in Subject

Information/digital literacy

Demonstrates basic knowledge of computers and use of software such as word, excel & power point.

### 3.5 Graduate Attributes in Subject

Cooperation/Team work

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.

### 3.6 Graduate Attributes in Subject

Problem solving

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

### 3.7 Graduate Attributes in Subject

#### Research-related skills

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

### 3.8 Graduate Attributes in Subject

#### Reflective thinking

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.

### 3.9 Graduate Attributes in Subject

#### Self-directed learning

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.

## **4. QUALIFICATION DESCRIPTION**

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.
- Acquire further learning and education and training that will help to develop professional and analytical skills.

## **5. PROGRAMME LEARNING OUTCOME IN COURSE**

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.



## 6. STRUCTURE OF B.A (VS) MATERIAL MANAGEMENT

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:

<b><u>B.A. (VS) Human Resource Management</u></b>			
<b><u>Three year (6- semester)</u></b>			
<b><u>Course Structure under LOCF</u></b>			
<b><u>Semester – I</u></b>			<b>Credits</b>
<b>1.1</b>	Environmental Studies/ Language: English/ Hindi/ Modern Indian Language	Ability Enhancement Compulsory Course (AECC)	<b>4</b>
<b>1.2</b>	English/MIL I	Core Discipline	<b>6</b>
<b>1.3</b>	Materials Management: An Overview	Core Discipline	<b>6</b>
<b>1.4</b>	Principles of Microeconomics	Core Discipline	<b>6</b>
<b><u>Semester – II</u></b>			
<b>2.1</b>	Language: English/ Hindi/Modern Indian Language/Environmental Studies	Ability Enhancement Compulsory Course (AECC)	<b>4</b>
<b>2.2</b>	MIL/English I	Core Discipline	<b>6</b>
<b>2.3</b>	Stores Keeping and Stores Accounting	Core Discipline	<b>6</b>
<b>2.4</b>	Macroeconomics	Core Discipline	<b>6</b>
<b><u>Semester – III</u></b>			
<b>3.1</b>	MIL/English II	Core Discipline	<b>6</b>
<b>3.2</b>	Purchase Management-I	Core Discipline	<b>6</b>
<b>3.3</b>	Indian Economy – Sectoral Issues	Core Discipline	<b>6</b>
<b>3.4</b>	Computer Concepts and Software Packages	Skill Enhancement Course (SEC)	<b>4</b>
<b><u>Semester – IV</u></b>			
<b>4.1</b>	MIL/English II	Core Discipline	<b>6</b>
<b>4.2</b>	Purchase Management-II	Core Discipline	<b>6</b>
<b>4.3</b>	Labour and Development in India	Core Discipline	<b>6</b>
<b>4.4</b>	Business Communications and Personality Development	Skill Enhancement Course (SEC)	<b>4</b>

<b>Semester – V</b>			
<b>5.1</b>	Inventory System and Control Techniques	Elective Core – Discipline Based	<b>6</b>
<b>5.2</b>	Internship Project / Project	Elective Core – Generic	<b>6</b>
<b>5.3</b>	Financial Accounting	Elective Core – Generic	<b>6</b>
	Corporate Laws		<b>4</b>
<b>5.4</b>	Productivity Management	Skill Enhancement Course (SEC)	<b>4</b>
<b>Semester – VI</b>			
<b>6.1</b>	Material Logistics and Distribution Management	Elective Core – Discipline Based	<b>6</b>
<b>6.2</b>	Globalization	Elective Core – Discipline Based	<b>6</b>
	OR Supply Chain Management		<b>6</b>
<b>6.3</b>	Business Law	Elective Core – Generic	<b>6</b>
	OR Materials Planning and Control		<b>6</b>
<b>6.4</b>	Quality Management	Skill Enhancement Course (SEC)	<b>4</b>

**B.A. (VS) Material Management  
Semester I  
Paper: MM 1.1  
Environmental Studies/ Language: English/Hindi/Modern Indian Language  
Ability Enhancement Compulsory Course - (AECC) Credit:4**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A. (VS) Material Management  
Semester I  
Paper: MM 1.2  
English I / MIL I  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A (VS) Material Management**  
**Semester I**  
**Paper: MM 1.3**  
**Materials Management: An Overview**  
**Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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:**

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. Analysing the role of material management in the overall supply chain management.

CO3: Develop an understanding of the functions of different 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

**Contents**

Unit 1

**Introduction to Materials Management**

15

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**

10

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

### Unit 3

#### **Material Management Linkages**

10

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

### Unit 4

#### **Elements of Production Processes**

10

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**

15

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, Assessment methods and teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (3 weeks)	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	Delivery of lectures explaining meaning, definition, scope and functions of materials management, its objectives and advantages and other topics contained in the unit. Lectures will also contain Power-Point Presentation. This will be	Asking students oral questions in the class  Preparation of project

	management. Also to develop an understanding of organizational structure of material management	followed with interactive discussion with students to improve their understanding of the topics.	
2 (2 weeks)	Develop a basic understanding of supply chain management system in an organization. Analyzing the role of material management in the overall supply chain management.	Delivery of lectures explaining supply chain management system in an organization. Lectures will also contain Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics	MCQ on the topic, Class test based on unit one and two
3 (2 weeks)	Develop an understanding of the functions of other areas of management and their linkages with material management.	Lectures with Power Point Presentation explaining functions of different areas of management and their linkages with material management. This will be followed with interactive discussion with students to improve their understanding of the topics	Asking students oral questions in the class  Presentation by students
4 (2 weeks)	Develop familiarity with broad categories of production processes, machines and tools used in industries.	Delivery of lectures explaining the broad categories of production processes used in industries and commonly used machines and tools in industries. Lectures will also contain Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topic.	Home assignment/project
5 (3 weeks)	Understanding of cost concepts, classification of costs, preparation of cost sheet and specific costs associated with material management.	Delivery of lectures explaining concept of cost, cost centre, cost unit and cost objects. Cost classification and preparation of cost sheet. Specific cost associated with material management.  Lectures will also contain Power-Point Presentation. This will be followed with	Students Presentation  Class test based on units 3,4 and 5

		interactive discussion with students to improve their understanding of the topic. Solving practical problems on cost sheet.	
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\*Assessment tasks listed here are indicative and may vary

**Keywords**

Materials Management, Supply chain management, Distribution system, Functional areas of management, Production processes, Machines and tools, Cost Classification, Cost sheet



**B.A. (VS) Material Management  
Semester I  
Paper: MM 1.4  
Principles of Microeconomics  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A. (VS) Material Management**  
**Semester II**  
**Paper: MM 2.1**  
**Language: English/ Hindi/ Modern Indian Language/ Environmental Studies**  
**Ability Enhancement Compulsory Course - (AECC) Credit:04**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A. (VS) Material Management  
Semester II  
Paper: MM 2.2  
MIL I / English I  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A (VS) Material Management  
Semester II  
Paper: MM 2.3  
Stores Keeping and Stores Accounting  
Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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

**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 in the industry and their advantages.

**Contents**

Unit 1:

**Store keeping**

12

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

Unit 2

**Receipt of Materials and their Codification**

12

(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**

12

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**

12

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**

12

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.
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. Menon K.S. (1995) Purchasing and Inventory Control, 3rd Ed. Wheeler Publishing, Allahabad
10. Saxena V.K. & Vashisht C.D.: Cost Accounting, Sultan Chand and Sons, New Delhi
11. Maheshwari and Mittal, Cost Accounting: Principles and Practice, Shree Mahavir Book Depot, Delhi

Note: Latest editions of the books should be used.

### **Teaching Learning Process, Assessment methods and teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (3 weeks)	Ability to understand thoroughly the functions of storekeeping, its	Delivery of lectures explaining functions of storekeeping, its objectives, location and layout of stores. Types of	Asking students oral questions in the class  Preparation of project

	objective, types and layout of stores.	stores with Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	
2 (3 weeks)	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.	Delivery of lectures explaining procedure for receipt, inspection and testing of materials, their rejection and returns through Power-Point Presentation of various forms used in receiving of materials and codification of materials This will be followed with interactive discussion with students to improve their understanding of the topics.	MCQ on the topic,  Class test based on unit one and two
3 (3 weeks)	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.	Delivery of lectures explaining procedure for issue of materials, maintenance of store records and different methods of pricing of material issues through Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics. Practical problems based on different methods of pricing of material issues will be solved in the class.	Asking students oral questions in the class  Solution of Practical problems based on different methods of pricing of material issues  Presentation by students
4 (3 weeks)	Develop an understanding of different types of material losses: their meaning, accounting treatment and control. Also learn the ability to distinguish among these losses	Delivery of lectures explaining meaning, accounting treatment and control of different type of material losses. Power-Point Presentation on preparation of material losses reports.	Home assignment/project
5 (3 weeks)	Understanding of various types of material handling	Delivery of lectures along with Power Point Presentation explaining	Students Presentation

	equipment used in the industry and their advantages.	different types of material handling equipment used in the industry and their advantages.	Class test based on units 3,4 and 5
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\*Assessment tasks listed here are indicative and may vary

### **Keywords**

Store keeping, Stores, Materials inspection, Materials rejection, Codification, Materials, Pricing methods of materials, Material losses, materials scrap, Store handling, equipment

**B.A. (VS) Material Management  
Semester II  
Paper: MM 2.4  
Macroeconomics  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**



**B.A. (VS) Material Management  
Semester III  
Paper: MM 3.1  
English II/ MIL II  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A (VS) Material Management  
Semester III  
Paper: MM 3.2  
Purchase Management-I  
Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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 a thorough 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.

**Contents**

Unit 1

**Purchase Management**

12

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**

12

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**

12

(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**

12

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**

12

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

#### **References**

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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
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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

Note: Latest editions of the books should be used.

## Teaching Learning Process, Assessment methods and teaching plan

Unit No.	Learning outcome	Teaching and Learning process	Assessment tasks
1 (2.4 weeks)	Ability to understand thoroughly the conceptual framework of purchase management: its importance, functions, objectives and organization. Centralized and decentralized purchasing.	Delivery of lectures, explaining conceptual framework of purchase management: its importance, functions, objectives and organization. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class  Preparation of project.
2 (2.4 weeks)	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.	Lectures with Power Point Presentation explaining conceptual framework of procedure for purchase of materials with discussion on standard forms used in the procedure. This will be followed with interactive discussion with students to improve their understanding of the topics.	MCQ on the topic,  Class test based on unit one and two
3 (2.4 weeks)	Ability to develop an understanding of the special purchase systems and price forecasting and its impact.	Lectures will be delivered along with Power Point Presentation explaining special purchase systems, price forecasting and its impact This will be followed with interactive discussion with students to improve their understanding of the topics	Asking students oral questions in the class  Presentation by students
4 (2.4 weeks)	Develop an understanding of different methods of public buying.	Delivery of lectures, explaining different methods of public buying like Government e-Marketing (GeM) platform, DGS&D Rate contract, buying from Kendriya Bhandars, NICS I etc Lectures will be aided by	Home assignment/project

		Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	
5 (2.4 weeks)	Understanding of concept, advantages, procedure of online purchasing and its current practices.	Delivery of lectures explaining advantages, and procedure of online purchasing and its current practices with Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Students Presentation  Class test based on units 3,4 and 5

\*Assessment tasks listed here are indicative and may vary

### **Keywords**

Purchase department, centralized, Supply, requisition, quotation, bill, tender, bargaining, fixing, negotiations, GeM, DGS&D, NICS, Online practices

**B.A (VS) Material Management  
Semester III  
Paper: MM 3.3  
Indian Economy  
Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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 completing this course, the students would be able to:

CO1: understand the process of development of the Indian agricultural economy, its institutional framework facilitating use of inputs and technology.

CO2: critically evaluate different policy instruments used and their impacts in the context of Indian agriculture.

CO3: understand evolving structure, policy instruments and dynamics of Indian industries, including public sector and MSMEs.

CO4: understand financing pattern of Indian industries.

CO5: understand the nuances of the service sector-led growth in India.

**Contents**

Unit 1:

**Agriculture: Institutional Framework and Inputs**

12

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**

13

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**

15

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**

11

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**

09

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. Mishra & Puri (MP) Chapters 17, 20, 21, and 25.

<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, 9

2. MP - Chapters 18, 20, 21, 22, 23.

<https://epgp.inflibnet.ac.in/ahl.php?csrno=11>, EPG Pathshala, Sectoral Growth of Indian Economy (P 10) Module Nos 6, 7, 8.

3. MP - Chapters 26, 28, 29, 30 and 31.

<https://epgp.inflibnet.ac.in/ahl.php?csrno=11>, EPG Pathshala, Sectoral Growth of Indian Economy (P 10) Module Nos 11, 13, 14, 15

4. MP- Chapters 39, 48 and 49, and Chapter 22, PP. 285-89.

5. MP- Chapter 35.

<https://epgp.inflibnet.ac.in/ahl.php?csrno=11>, EPG Pathshala, Sectoral Growth of Indian Economy (P 10) Module No 18

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

7. Uma Kapila, Indian Economy: Performance and Policy, latest edition

8. Gaurav Datt and Ashwani Mahajan, Datt and Sundharam Indian Economy, latest edition

9. <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,

### **Additional References:**

1. Kaushik Basu and Annemie Maertens (eds.) The New Oxford Companion to Economics in India (2 Volumes): 2 Volumes, 2011.

2. Pradip Kumar Biswas and Panchanan Das (eds.) Indian Economy: Reforms and Development, Springer, Singapore, (forthcoming) ISBN: 978-981-13-8268-0, 2019.

<https://www.springer.com/gp/book/9789811382680>

## Teaching Learning Process, Assessment Methods and Teaching Plan

Weekly schedule	Unit no.	Hours	Course learning Outcomes	Teaching Learning Process*	Assessment Methods
1 to 3	1	12	Students will be able to understand the process of development of the Indian agricultural economy, its institutional framework facilitating use of inputs and technology.	Lectures in the classes on institutional framework facilitating usage of inputs and technology in agriculture followed by discussion with smaller group of students for further clarification on each of the points taught in the class as well as clarifying any query by the students.	Class test, oral presentation, group discussion and assignment on this topic.
4 to 6	2	13	Students would be able to critically evaluate different policy instruments used and their impacts in the context of Indian agriculture.	There would be lectures in the classes on different policy instruments used in Indian agriculture and their effects. These lectures would be followed by interaction with smaller group of students for further clarification of each of the points taught.	Class tests, oral presentation, group discussion and assignments on this topic.
7 to 9	3	15	Students will understand evolving structure, policy instruments and dynamics of Indian industries, including public sector and MSMEs.	There would be lectures in the classes on the evolving structure of industries, different policies used, as well as on MSMEs and public sector. Lectures would be complemented by tutorials involving close interaction with small group of students.	Class tests, oral presentation, group discussion and assignments on this topic.



10& 11	4	11	Students will understand financing pattern of Indian industries.	There would be lectures in the classes on industrial financing through SFCs, PIs, corporate debt market, bank finance, microfinance, FDI and FII. Lectures would be complemented by tutorials involving close interaction with small group of students.	Class tests, oral presentation, group discussion and assignments on this topic.
11 & 12	5	9	Students will understand the nuances of the service sector-led growth in India.	There would be detailed discussion on the growth and changes in the structure of service sector, including the role of reforms in it. Lectures would be complemented by tutorials involving close interaction with small group of students.	Class tests, oral presentation, group discussion and assignments on this topic.

\*Assessment methods listed here are indicative and may vary

### **Keywords**

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

**B.A (VS) Material Management**  
**Semester III**  
**Paper: MM 3.4**  
**Computer Concepts and Software Packages**  
**Skill-Enhancement Elective Course - (SEC) Credit:4**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 40**

**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**

CO1: The student will be able to convert number system into any other number system with ease

CO2: Identify components of a computer system and use them appropriately to achieve a task

CO3: The student will be able to fully understand the importance of operating system and grasp its functioning

CO4: Grasp the significance and terminology of computer networking and Internet. The students can apply their comprehensive knowledge to real life situations

CO5: The students will be able to identify the required MS-Office component and apply the comprehensive knowledge to deliver the task

CO6: The student will be able to relate with the latest development in the field of computer and technology

## Contents

### Unit 1

#### **Basic Concepts** 05

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** 05

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** 05

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** 07

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 Wi-Fi, Internet services: ISP, types of accounts, World Wide Web: websites file transfer, browsing, searching, network and Internet terminology

### Unit 5

#### **Office Applications** 13

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** 05

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) <b>ONLY</b>	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, Assessment Methods and Teaching Plan**

Week	Unit Number	Hours	Unit Name	Learning Outcome	Teaching Learning Process	Assessment Methods
1.25	1	5	Basic Concepts	The student will be able to convert number system into any other number system with ease	A general overview is undertaken on the basic concepts of computer	The assessment methods such as tests, assignments must identify the academic and professional skills in the students
1.25	2	5	Components of Computers	Identify components of a computer system and use them appropriately	A thorough discussion is undertaken to demonstrate the functioning of a computer	A combination of MCQs and assignments can be used to assess the students' understanding

				y to achieve a task	system. The student can understand the functioning of a computer system	
1.25	3	5	Operating System	The student will be able to fully understand the importance of operating system and grasp its functioning	Discussion is encouraged amongst the students so as to recognize the importance of an operating system in a computing environment.	Open-book and closed book tests along with viva voce
1.75	4	7	Introduction to Networks and Internet	Grasp the significance and terminology of computer networking and Internet. The students can apply their comprehensive knowledge to real life situations	An overview is given into the vast world of networking and Internet. Examples are discussed and demonstrated through PPTs so that the student can understand the importance of networking	Case study analysis and reports
3.25	5	13	Office Applications	The students will be able to identify the required MS-Office component and apply the comprehensive knowledge to deliver the task	Practical application of MS-Office is demonstrated in a lab environment and the student is encouraged to implement case studies	Practical assignments, observation and evaluation of practical skills
1.25	6	5	Latest Developments	The student will be able to relate with the	A Discussion is undertaken to discuss the latest	MCQs and viva voce

				latest development in the field of computer and technology	developments and examples are discussed through PPTs, case studies, etc	
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**Keywords**

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

**B.A. (VS) Material Management  
Semester IV  
Paper: MM 4.1  
MIL II/ English II  
Core Discipline - (CD) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**\*Course Contents to be Provided by Respective Concerned  
Department**

**B.A (VS) Material Management  
Semester IV  
Paper: MM 4.2  
Purchase Management-II  
Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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**

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 thorough 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, 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 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.

**Contents**

Unit 1:

**Buyer- seller Relationship** 12

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

Unit 2

**Legal issues in Purchasing** 12

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** 12

(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.



#### Unit 4:

#### **International Purchasing**

12

**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**

12

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
4. Verma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
5. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
6. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
7. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall,
8. Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc
9. Lee, L. and Dobler, D.W. (1984), Purchasing and Materials Management, McGraw Hill, New York
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

Note: Latest editions of the books should be used.

#### **Teaching Learning Process, Assessment methods and teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (2.4 weeks)	Ability to understand thoroughly buyer- seller relationship, its importance and other issues involved in it.	Delivery of lectures, explaining importance of good buyer-seller relationship, ethical issues in purchasing. Lectures	Asking students oral questions in the class  Preparation of project.

	Also, to learn ethical issues in purchasing	will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	
2 (2.4 weeks)	Develop a thorough 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, IT Act, 2000	Delivery of lectures, explaining Law of Contract, Contract of Sale of Goods, Conditions and Warranties, Rules Regarding Transfer of Property. Negotiable Instrument Act, IT Act, 2000. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	MCQ on the topic  Class test based on unit one and two
3 (2.4 weeks)	Ability to develop an understanding of the procedure involved in insurance buying and claim management. Also to learn about quality control aspects in purchasing	Lectures with Power Point Presentation explaining topics on Insurance Buying and Quality Control in Purchasing. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class  Presentation by students
4 (2.4 weeks)	Develop an understanding of procedure, documentation and legal issues involved in international purchasing	Delivery of lectures along with Power-Point Presentation explaining all issues relating to International Purchasing. This will be followed by an interactive discussion with students to improve their understanding of the topics.	Home assignment/project
5 (2.4 weeks)	Understanding of concept of import substitution, its advantages and problems in it. Also learn about issues like research and development, transfer	Delivery of lectures, explaining import substitution its concept, needs and advantages, research and development, transfer of technology, standardization, problems in import substitution.	Students Presentation  Class test based on units 3,4 and 5

	of technology, standardization	Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	
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\*Assessment tasks listed here are indicative and may vary

**Keywords**

Buyer-seller relationship, ethical, Contract, Conditions, Warranties, Negotiable Instrument Act, 1881, Insurance, Quality, TQM, Value analysis, Value engineering, International purchase, legal framework, Import substitution research and development, technology, standardization

**B.A (VS) Material Management  
Semester IV  
Paper: MM 4.3  
Labour and Development in India  
Core Course - (CC) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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**

CO1: The course will help students to understand basic theories of Labour market and Identify features and challenges of India's labour market

CO2: The course will inculcate a deep understanding regarding evolution of labour market and it will enable students to identify different forms of labour and also this unit provide knowledge about various labour laws associated with these forms of labour

CO3: The course will provide knowledge about the evolution of trade union movement in India and learners will be able to analyse the role of trade unions in the changing economic environment of the country

CO4: The course enables students to Identify the state intervention in labour market in the form of administration machinery, national commission on labour, Dispute settlement mechanism and Labour regulation.

CO5: This unit intends the learner to gain knowledge in the role of international agencies in setting labour standards in India

**Contents**

Unit 1:

**Economics of labour market** 12

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

Unit 2:

**Forms of labour** 18

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

### Unit 3:

#### **Labour protest and Trade union movement** 12

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** 12

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** 06

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, Indu bala 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

### Teaching Learning Process, Assessment Methods and Teaching Plan

Weekly Schedule	Unit no.	Hours	Course learning Outcomes	Teaching Learning Process	Assessment Methods
1-3 week	1.	12	The course will help students to understand basic theories of Labour market and identify features and challenges of India's labour market	Delivery of lectures. Providing theoretical understanding of Labour market, creating an understanding regarding the concepts of employment and unemployment, its measurement by looking in to secondary Labour Data. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class, preparation of assignments and class test.
4-6	2.	18	The course will inculcate a deep understanding regarding evolution of labour market and enable students to identify different forms of labour and provide knowledge about various labour laws associated with these forms of labour	Delivery of lectures explaining evolution of labour market, types of labour market and relevant labour market legislation. Interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class, classroom presentation .class tests.
7-8	3.	12	Provide knowledge about the evolution of trade union movement in India and learn to analyse the role of trade unions in the changing economic environment of the country	Delivery of lectures explaining evolution and growth of Trade union movement, different forms of Industrial action, and Labour protests. a group Discussion may follow the lectures	Asking students oral questions in the class, preparation of assignments.

9-11	4.	12	The course enables students to Identify the state intervention in labour market in the form of administration machinery, national commission on labour and Dispute settlement mechanism	Delivery of lectures explaining the state intervention in labour market in the form of labour administration machinery, mechanism of settling labour disputes and labour regulation measures. The lectures may be conducted through power point presentation	Asking students oral questions in the class, conducting class test on the topics.
12	5.	6	This unit intends the learner to gain knowledge in the role of international agencies in setting labour standards in India	Delivery of lectures explaining the role of international Labour organisation in setting labour standards. A discussion on the organisational structure and influence of ILO on Indian labour legislation	Asking students oral questions in the class. Conducting class test on the topic

\*Assessment methods listed here are indicative and may vary

### **Keywords**

Unit 1. Labour markets, equilibrium wage, labour demand, labour supply, wage floor, minimum wage, Employment, unemployment, occupational structure, service sector, participation rate

Unit2. Economic Development, Industrial development, Economic planning, Organized workers Unorganized workers, Bonded labour, migration, Rural labour,

Unit 3. labour protest, Trade Unions, labour disputes, arbitration, adjudication, industrial action.

Unit4. labour administration, labour regulation

Unit 5. Labour policy, International Labour Organisation, Globalization.

**B.A (VS) Material Management**  
**Semester IV**  
**Paper: MM 4.4**  
**Business Communications and Personality Development**  
**Skill-Enhancement Elective Course - (SEC) Credit:4**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 48**

**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**

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

CO1: Enhanced knowledge of the Theory of Communication leading to a more adequate understanding of the nature and process of communication.

CO2: Demonstrate enhanced skills in reading, writing, comprehension, communication and speech. 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.

CO3: Familiarity with different types of reports and the process of planning and writing.

CO4: Suitable use of language and communication skills specifically within professional spaces. Enhanced verbal skills, improved vocabulary and grammar enhancing error free usage.

**Contents**

Unit 1 10  
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 10  
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 10  
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

10

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

8

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**

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3. Scot, O. *Contemporary Business Communication*. Biztantra, New Delhi
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7. McGraw E.H., S.J. *Basic Managerial Skills for All*. Fourth Edn. Prentice Hall of India Pvt. Ltd, New Delhi.
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10. Shirley Taylor, *Communication for Business*, Pearson Education
11. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
12. Sinha, K.K., *Business Communication*, Galgotia and Sons, New Delhi.
13. Reuben, Ray; *Communication today – understanding creating skills*, Himalaya Publishing House, 2001.
14. E. H. McGraw, S. J.; *Basic Managerial Skills for All*. Fourth Edition, Prentice Hall of India Pvt. Ltd., New Delhi.
15. Stephen R. Covey; *The seven habits of highly effective people*

#### **Teaching Learning Process, Assessment Methods and Teaching Plan**

<b>Weekly Schedule</b>	<b>Unit no.</b>	<b>Hours</b>	<b>Course Learning Outcome</b>	<b>Teaching and Learning Process</b>	<b>Assessment Methods</b>
2.5	1.	10	Students would be able to demonstrate	Interactive lectures aim at introducing students to theory of	Quiz

			<p>basic understanding of what is communication. They would also be able to identify and analyse various forms of communication and barriers to communication.</p>	<p>communication which involves a study of nature, processes, and importance of communication. Thorough discussions, provide an in-depth study of different kinds of communication (for example, formal and informal, verbal and non-verbal) and how to express oneself most efficiently depending on the context. Detailed discussion upon possible barriers to communication and how to overcome them. The lectures make ample use to power point presentations, medias, and libraries to make classroom interactions more engaging for the students.</p>	<p>Class tests Presentations Assignments</p>
2.5	2.	10	<p>Demonstrate enhanced skills in reading, writing, comprehension, communication and speech.</p> <p>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</p>	<p>Introducing students to the theory aspect and enable them to learn and understand the various structures and formats of business correspondences such as letters, presentation, quotation, sales letters, claim and adjustment letters, memos, agenda, minutes, resume, etc. Enable them to understand their applications and facilitate the students in drafting various business correspondences through classroom exercises and assignments. The lectures will include use of power point presentations, reference</p>	<p>Exercises Class tests Presentations Assignments</p>

			employed in work spaces.	books, real time examples.	
2.5	3.	10	Familiarity with different types of reports and the process of planning and writing.	Introducing students to fundamentals of report writing, types of reports, their importance and applications. The lectures will include use of power point presentations, reference books, real time examples, classroom exercises.	Exercises  Class tests  Presentation  Assignments
2.5	4.	10	Students would learn appropriate non-verbal communication and would be equipped with skills and practical training on how to hold conversations on telephone, in person, or through emails. They would also be able to establish an understanding of fundamentals of practical grammar and develop a sufficiently strong vocabulary. Enhanced verbal skills, improved vocabulary and grammar enhancing error free usage.	Lectures are more practical and aim to acquaint students to non-verbal communication which involves development of appropriate body language and etiquettes. Role play on selected topics with case analysis of real-life experiences aids students to learn etiquettes of the written word, of the telephone, and how to hold business meetings. Theoretical discussion on fundamentals of grammar, challenges with syntax, sentence formation, and punctuation is followed by interactive exercises and language games to train students in usage of practical grammar and to build a strong vocabulary. Learning activities include word games like cups and letters, make a connection, two-word charade, etc.	Quiz  Presentations  Role plays  Class tests containing multiple choice questions and grammatical exercises  Assignments
2	5.	08	Greater acquaintance	Lecture on the fundamentals and	Quiz

			<p>with soft skills including social and professional etiquette leading to personality development and increased confidence. Recognition of and need for leadership qualities in a globalized work space and the necessity of developing these for success in the professional field. Improve speaking abilities through participation in group discussions and oral presentations.</p>	<p>structure of presentation, presentation skills, usage of presentation tools, multimedia and usage of vocabulary and grammar while preparing and presenting presentation. Classroom exercises on oral presentation and group discussion will be facilitated for students to participate.</p> <p>Lecture on leadership, qualities of a leader will be conducted with case studies of current and renowned leaders.</p> <p>Lecture resource will compose of reference books, Power point presentation and classroom exercises.</p>	<p>Class tests</p> <p>Presentations</p> <p>Assignments</p>
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\*Assessment methods listed here are indicative and may vary

### **Keywords**

Communication, Process, Types, Verbal-Non-Verbal, Barriers, Business Correspondence, Tenders, Memos, Resumes, Report Writing, Business Etiquettes, Personality development, Basic grammar, Vocabulary, Effective Presentation, Visual aids, Presentation tools, Leadership skills

**B.A (VS) Material Management**  
**Semester V**  
**Paper: MM 5.1**  
**Inventory System and Control Techniques**  
**Discipline Specific Elective - (DSE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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 reorder 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

**Contents**

Unit 1:

**Inventories** 10

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** 15

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** 20

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**

15

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, Assessment methods and Teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (2 weeks)	Ability to understand the meaning and types of inventories, need and benefit of holding inventories. Also learn the concept and objectives of inventory management.	Delivery of lectures, explaining meaning, types of inventories, definition as per relevant accounting standard, need and benefit of holding inventories, objectives of inventory management. Lectures will be aided by Power-Point Presentation. This will be followed with an interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class  Preparation of project.
2 (3 weeks)	Develop a thorough understanding of different inventory systems, valuation of inventories as per relevant accounting standard under different systems and methods	Lectures with Power Point Presentation to develop a thorough understanding of different inventory systems, valuation of inventories as per relevant accounting standard under different systems and methods.	MCQ on the topic  Class test based on unit one and two.
3 (4 weeks)	Ability to take inventory decisions relating to quantity order decision and reorder level decisions and solve practical	Delivery of lectures along with Power Point Presentation to develop ability in students to take inventory decisions relating to quantity order	Asking students oral questions in the class  Problem solving exercise involving

	problems associated with them.	and reorder level and solve practical problems associated with them.	various inventory decisions.
4 (3 weeks)	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	Lectures with Power Point Presentation to 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	Home assignment/project  Presentation by students  Class test based on units three and four

**Keywords**

Inventories, Inventory management, Inventory system, Inventory valuation, Inventory Decisions, EOQ, Inventory control, Analysis

**B.A (VS) Material Management**  
**Semester V**  
**Paper: MM 5.2**  
**Internship Project / Project**  
**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)**

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 (38 theory + 12 Internal Assessment).

**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**

**Part A-**

CO1: Imparting knowledge about the basics of research-objectives, types, approaches, process and problems encountered in research

CO2: Develop the learning to define a research problem, facilitate understanding of sampling, data collection, construction of questionnaire



CO3: Develop an understanding of the basic tools of data analysis- Parametric & non parametric tests, interpretation of results & presentation.

CO4: Imparting learning of different aspects of report writing, process, contents of a report and referencing

## **Part B**

CO5: Prepare a project report relating to a well-defined area of research problem identified by the student

### **Part A: Theory-Business Research Methodology**

**Max. Marks: 50**

**Time Duration: 2 Hours**

**Total Lectures: 24**

Unit 1	04
Introduction: Research: meaning, objectives, types, approaches, significance, methods, process, criteria of good research, problems encountered	
Unit 2	06
Selecting and defining the research problem; literature Review; Research & Sampling design; Measurement & Data collection (primary & secondary); construction of questionnaire	
Unit 3	10
Parametric & non parametric tests (basic understanding); Data Analysis (central tendency, dispersion, correlation, t test, f test, z test), interpretation of results & presentation	
Unit 4	04
Report writing: significance, steps, layout, types of Reports, contents, Referencing	

### **Part B: Internship/ Project Report**

**Max Marks 50**

**Part B** comprises 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.

## **References**

1. Kothari CR & Garg Gaurav (2019) Research Methodology: Methods & Techniques, New Age International Publishers.
2. Chawla Deepak & Sodhi Neena (Kindle edn) Research Methodology: Concept & cases 2<sup>nd</sup> edn, Vikas Publishing House Pvt. Ltd.
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, Assessment Method and Teaching Plan

Unit no.	Course Learning Outcomes	Teaching Learning Process	Assessment Methods
<b>Part A</b>			
1.(2 weeks)	Imparting knowledge about the basics of research-objectives, types, approaches, process and problems encountered in research	Delivery of lectures to explain the basics of research- explaining objectives, its types and approaches and the overall research process	Students' learning will be facilitated by asking oral questions in the class, class interaction and participation
2.(3 weeks)	Develop the understanding to define a research problem, facilitate understanding of sampling, data collection, construction of questionnaire	Lecture method combined with Power Point presentation. Specific research papers to be discussed in class to build an understanding.	Student to be asked to read specific research papers. Assignment related to relevant topics to be given to students.
3.(5 weeks)	Develop an understanding of the basic tools of data analysis- Parametric & non parametric tests, interpretation of results & presentation.	Delivery of Lectures to explain the various tests used to analyse different data types, interpretation of results and presentation. This will be followed by student interaction to improve their understanding of the topics.	Giving practical problems to students for hands- on learning experience (working with quantitative data)
4.(2 weeks)	Imparting learning of different aspects of report writing, process, contents of a report and referencing	Lectures method combined with discussions, case studies, virtual tools like presentation to be used to build an understanding of various aspects of report writing	Asking students questions in the class, one to one interaction to assess their basic understanding with regard to research problems
<b>Part B</b>			
5. (12 weeks)	Prepare a project report relating to a well-defined area of research problem identified by the	Discussions, one to one interaction with students in tutorial groups to be undertaken to help them identify research areas,	Continuous feedback and progress to be assessed during the course of the projects. Project reports to be evaluated at the end of the term by two

	student and approved by the supervisor	research gaps and topic for project reports	examiners i.e. one internal and one external.
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### **Keywords**

Research Problem, Research gap, objectives, Literature Review, Sampling design, primary data, secondary data, questionnaire, Data Analysis, Interpretation, Descriptive statistics, Report writing, Referencing

**B.A (VS) Material Management**  
**Semester V**  
**Paper: MM 5.3.1**  
**Financial Accounting**  
**Generic Elective - (GE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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:

CO1: Understand the theoretical and practical framework of financial accounting and to acquire a basic understanding of IFRS, Ind-AS and latest Accounting Standards.

CO2: 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.

CO3: Develop understanding of Depreciation Accounting as per AS-10 ( PPE) .

CO4: Explain the concept of Partnership and preparation of accounts for reconstruction as well as dissolution of partnership firms.

CO5: Analyse the financial statements by preparing common size Balance Sheet, calculating various ratios and preparing Cash Flow statement.

**Contents**

Unit 1

**Introduction to Accounting**

12

Financial Accounting: Nature, scope and limitations.

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

12

(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** 12

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** 12

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

### Unit 5

#### **Managerial decision making** 12

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 Delhi.
5. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi.

### **Teaching Learning Process, Assessment Method and Teaching Plan**

<b>Weekly Schedule</b>	<b>Unit No.</b>	<b>Hours</b>	<b>Course Learning Outcomes</b>	<b>Teaching Learning Outcomes</b>	<b>Assessment Methods</b>
2.4	1	12	Students will understand the theoretical and practical framework of financial accounting and acquire a basic	Class lectures about basics of accounting and accounting process.  Interactive discussion about	Home Assignment, Student presentation.

			understanding of IFRS, Ind-AS and latest Accounting Standards	Generally Accepted Accounting Principles, concepts, conventions and standards.	
2.4	2	12	Students will 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.	Class lectures with the help of illustrations and numerical problems.	Home assignment, Class Test with numerical problems.
2.4	3	12	Students will develop an understanding of Depreciation Accounting as per AS-10 (PPE).	Lectures and class discussion about depreciation and different methods of depreciation. Numerical illustrations will be given.	Home assignment, Oral Test
2.4	4	12	Students will comprehend the concept of Partnership and preparation of accounts for reconstruction as well as dissolution of partnership firms.	Class lectures, interactive discussions, presentations and solving of numerical.	Home assignment, Quiz and MCQs
2.4	5	12	Students will understand how to prepare common size Balance Sheet, calculate various ratios, prepare Cash Flow Statement and analyze Financial Statements	Lectures will be supplemented with case studies and examples of analyses of Profit and Loss Account and Balance Sheet of actual companies.	Home assignment, Class Test with numerical.

\*Assessment tasks listed here are indicative and may vary.

### Keywords

Assets, Liabilities, Profit, Transactions, Journal Entry, Ledger account, Consignment, Hire-purchase, Joint Venture, Partnership, Branch.

**B.A (VS) Material Management**  
**Semester V**  
**Paper: MM 5.3.2**  
**Corporate Laws**  
**Generic Elective - (GE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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 student 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.

**Course Learning Outcomes**

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

CO1: acquire knowledge about regulatory framework, legal structure, functioning, classification and online incorporation of a company and apply legal reasoning to analyse relevant case laws.

CO2: explain basic legal documents to be prepared by company and their significance and describe the importance of online filing of documents.

CO3: understand the concept of allotment of shares, rights and duties of shareholders of company along with developing understanding of dematerialization of securities.

CO4: acquire knowledge of the role and legal duties of key managerial personnel of a company and their interrelationship with the shareholders accompanied with the knowledge about provisions regarding convening and conducting of company meetings.

CO5: comprehend various modes of company's winding up and relate to the provisions of Insolvency and Bankruptcy code, 2016.

**Contents**

Unit 1

**Introduction**

12

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**

12

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**

12

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**

16

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**

08

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”, Taxman’s Allied Services(P) Ltd., New Delhi (Latest Edn)



## Teaching Learning Process. Assessment Methods, Teaching Plan

<b>Weekly Schedule</b>	<b>Unit no.</b>	<b>Hours</b>	<b>Course learning outcomes</b>	<b>Teaching and learning Process</b>	<b>Assessment methods</b>
1 to 2 weeks	1	12	Students will be able to acquire knowledge about regulatory framework, legal structure, functioning, classification and online incorporation of a company and apply legal reasoning to analyse relevant case laws.	Classroom lecture method using white board and visual aids like PowerPoint presentation supplemented with discussions on leading case laws.	Quiz, oral/ written tests in the tutorial class, case laws solving exercise.
3 to 5 weeks	2	12	Students will be able to explain basic legal documents to be prepared by company and their significance and describe the importance of online filing of documents.	Classroom lecture method using white board and visual aids like PowerPoint presentation supplemented by showing the documents of some companies on their websites and displaying the MCA -21 portals for easy access of public documents and various online services.	Student presentations/ Descriptive and critical reasoning home assignments for the internal assessment.
6 to 7 weeks	3	12	Students will be able to understand the concept of allotment of shares, rights and duties of shareholders of company along with developing understanding of	Classroom lecture method using white board and visual aids like	Problem – solving exercises, Student presentations, Oral/Written

			dematerialization of securities.	PowerPoint presentation supplemented by showing the functioning of some depository participants on internet.	Tests in the tutorials.
8 to 10 weeks	4	16	Students will be able to acquire knowledge of the role and legal duties of key managerial personnel of a company and their interrelationship with the shareholders accompanied with the knowledge about provisions regarding convening and conducting of company meetings.	Classroom lecture method using white board and visual aids like PowerPoint presentation supplemented by the annual report of some companies.	MCQ, Student presentation, Descriptive and critical reasoning assignment on the topic covered.
11 to 12 weeks	5	8	Students will be able to comprehend various modes of company's winding up and relate to the provisions of Insolvency and Bankruptcy code, 2016.	Classroom lecture method using white board and visual aids like PowerPoint presentation supplemented by the real-life cases of winding up of companies under IBC code.	Class test for the award of internal assessment marks and providing feedback to the students.

\*Assessment Methods listed here are indicative and may vary.

### Keywords

Companies Act 2013, Lifting of corporate veil, Memorandum of association, Articles of association, Prospectus, Meetings, Dematerialisation, Shares, Dividend, Directors, Winding up, Descriptive Assignments E - Resources, Case Studies.

**B.A (VS) Material Management**  
**Semester V**  
**Paper: MM 5.4**  
**Productivity Management**  
**Skill-Enhancement Elective Course - (SEC) Credit:4**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 48**

**Course Objective (2-3)**

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

**Contents**

Unit 1

**Introduction**

08

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**

10

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**

10

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**

10

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**

10

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, Assessment methods and Teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (2 weeks)	To develop the understanding of conceptual framework of productivity, value analysis and value engineering	Delivery of lectures, explaining productivity concepts, macro and micro factors of productivity, productivity benefit model, productivity cycles, Concept – Procedure – Application of value analysis and value	Asking students oral questions in the class

		engineering. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topic.	
2 (2.5 weeks)	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	Lectures with Power Point Presentation explaining productivity management i.e. 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. This will be followed with interactive discussion with students to improve their understanding of the topic.	MCQ on the topic  Preparation of project.  Class test based on unit one and two
3 (2.5 weeks)	To develop understanding of concept of work study, method study and different factors affecting them.	Delivery of lectures to develop an understanding of work study, method study and different factors affecting them. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class  Presentation by students
4 (2.5 weeks)	Understanding the concept of work measurement and its elements	Delivery of lectures along with Power-Point Presentation to develop an understanding of techniques of Work Measurement: estimating, stopwatch time study, predetermined time standards, and synthetic estimates of work times, activity sampling. Computation of Standard Time, elements, types of elements, Performance	Home assignment/project

		rating, allowances – Need for Allowances – Types of Allowances. This will be followed with interactive discussion with students to improve their understanding of the topics.	
5 (2.5 weeks)	The students will learn the BPR and application of BPR in productivity improvement	Lectures with Power Point Presentation explaining the 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. This will be followed with interactive discussion with students to improve their understanding of the topic.	Students Presentation  Class test based on units 3,4 and 5

### Keywords

Productivity, value analysis, value engineering, Facility Location, Capacity Planning, Layout Planning, Production Planning, Operation Scheduling and Sequencing; Work study, Method Study, Work Measurement, Performance Measurement, Work Measurement, Stopwatch Time Study, Activity Sampling, Standard Time, Performance Rating, Allowances, BPR, TPM

**B.A (VS) Material Management**  
**Semester VI**  
**Paper: MM 6.1**  
**Material Logistics and Distribution Management**  
**Discipline Specific Elective - (DSE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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

**Course Learning 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 along with 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.

**Contents**

Unit 1

**Material Logistics**

12

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**

12

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**

12

**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**

12

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**

12

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, Assessment and Teaching Plan

Unit No.	Learning outcome	Teaching and Learning Process	Assessment tasks
1. (2.4 weeks)	Ability to understand thoroughly the concept, importance and various tasks of material logistics and planning thereof	Delivery of lectures, explaining thoroughly the concept, importance and various tasks of material logistics like transportation, warehousing, inventory control, information monitoring and planning thereof. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class
2. (2.4 weeks)	Develop a thorough understanding of different modes of transport used for movement of materials, their relative advantages and disadvantages, suitability and learning in detail road and rail transport system	Lectures with Power Point Presentation to develop a thorough understanding of different modes of transport used for movement of materials, their relative advantages and disadvantages, suitability and also learning in detail road and rail transport. This will be followed with interactive discussion with students to improve their understanding of the topics.	MCQ on the topic  Preparation of project.  Class test based on unit one and two
3. (2.4 weeks)	Ability to develop an understanding of air, water and ocean modes of transport, their regulatory, infrastructural and operational aspects	Delivery of lectures along with Power Point Presentation to develop an understanding of air, water and ocean modes of transport, their regulatory, infrastructural and operational aspects. Their role in national and international trade will also be discussed. This will be	Asking students oral questions in the class  Presentation by students

		followed with interactive discussion with students to improve their understanding of the topics	
4. (2.4 weeks)	Develop an understanding of concept and advantages of Multi-Model Transport System and containerization	Lectures with Power Point Presentation to develop an understanding of concept and advantages of Multi-Model Transport System. Containerization: Need and Advantages of Containerization, Inland Container Depots (ICDs) and Container Freight Stations (CFSs) This will be followed with interactive discussion with students to improve their understanding of the topics.	Home assignment/project
5. (2.4 weeks)	Understanding of concept of concept of warehousing, elements and functions of warehousing, role of warehousing in economic development of a country, types of warehousing and their relative advantages, costs associated with warehousing, Warehousing Corporations in India, objectives and functions of these Warehousing Corporations	Delivery of lectures to develop an understanding of the concept of warehousing, elements and functions of warehousing, role of warehousing in economic development of a country, types of warehousing and their relative advantages, costs associated with warehousing, Warehousing Corporations in India, objectives and functions of these Warehousing Corporations. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Students Presentation  Class test based on units 3,4 and 5

### Keywords

Material logistics, Inventory control, Transport, Movement of materials, Transport, Air, Water, Ocean, Multi-model transport system, Containerization, Warehousing

**B.A (VS) Material Management**  
**Semester VI**  
**Paper: MM 6.2.1**  
**Globalization**  
**Discipline Specific Elective - (DSE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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 can think globally and deliver the best available in the global market.

CO1: It aims to widen the outlook of students in understanding of our economy in the backdrop of world economy. It gives an overview of how the process of globalization has changed over time.

CO2: It gives an understanding of not only economic but also social impact of globalization.

CO3: 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.

CO4: 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. CO5: The course makes the students avail of existing global organizations that govern the process of globalization.

**Contents**

Unit 1 09  
Meaning and contents of globalization.  
Comparative analysis of past and present of globalization.

Unit 2 15  
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.

<u>Unit 3</u>	10
Globalization and the world economy- production, global value chains. A case of simultaneous integration and segmented production.	
<u>Unit 4</u>	16
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.	
<u>Unit 5</u>	10
Global governance: IMF, World Bank, WTO. Role of WTO in global governance. Missing institutions.	

## References

1. Nayyar, Deepak. Rethinking Development Economics. Ch-3 Globalization and development (Pg 64-70)
2. Reddy, D. Narashima. Globalization and its discontents, Revisited. Economic globalization: Past and present.
3. Veltmeyer, Henry and James Petras. Globalization Unmasked. Ch-1 Globalization or Imperialism.
4. Nayyar, Deepak. Trade and Globalization. Ch-3 and Ch-14.
5. Nayyar, Deepak. Governing Globalization. Ch-6 Cross border movements of people.
6. Nayyar, Deepak. Rethinking Development Economics. Ch-3 Globalization and Development (Pg 70-79)
7. Nathan, Dev, Meenu Tiwari and Sandip Sarkar. Labour in Global Value Chain in -Asia. Ch. 1 Introduction.
8. Ritzer, George. Globalization: A basic Text. Ch-8 Global Economic Flows.
9. Munck, Ronald. Global and Social Exclusion. Ch-2 and 3.
10. Ritzer, George. Globalization: A Basic Text. Ch-5 Neo- liberalism.
11. Nayyar, Deepak. Trade and Globalization. Ch-13 Globalization and development strategies (Pg 360-365).
12. Kumar, Vinod and Manju Joshi. Challenges of Globalization. Economic, social and environmental challenges of globalization.
13. Nayyar, Deepak. Trade and Globalization. Globalization and development strategies (Pg 417-427).
14. Nayyar, Deepak and Julius Court. Governing Globalization- Issues and institution. Emerging issues and missing institutions (Pg 20-24).

## Teaching Learning Process, Assessment Methods and Teaching Plan

Weekly schedule	Unit no.	Hours	Course learning Outcomes	Teaching Learning Process	Assessment Methods
1 to 2	1.	9	It aims to widen the outlook of students in understanding of our economy in the backdrop of world economy.	Theory classes on concept of globalization. Discussion on how globalization	Multiple choice questions, class test

			It gives an overview of how the process of globalization has changed over time.	has changed over a period	
3 to 6	2.	15	It gives an understanding of not only economic but also social impact of globalization.	Theory classes to understand impacts of globalization on inequality and poverty. Case studies on differential impact of globalization on different countries	Group discussions and Presentations
7&8	3.	10	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.	Theory classes on the concept of global value chains and integration of production process.	Class tests and MCQ's
9- 11	4.	16	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.	Theory classes on role of nation state and decline in its power with globalisation. Understanding neo-liberalism with class discussions	Group discussions and power point presentations
11 & 12	5.	10	The course makes the students avail of existing global organizations that govern the process of globalization.	Discussion of global governance and need for institutions in various areas.	MCQ and class tests

\*Assessment tasks listed here are indicative and may vary

**Keywords**

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

**B.A (VS) Material Management**  
**Semester VI**  
**Paper: MM 6.2.2**  
**Supply Chain Management**  
**Discipline Specific Elective - (DSE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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**

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.

**Contents**

Unit 1

**Supply Chain Management** 15

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** 15

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** 15

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** 15

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. Fawcett, 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, Assessment methods and teaching plan

Unit No.	Learning outcome	Teaching and Learning process	Assessment tasks
1 (3 weeks)	Ability to develop an understanding of supply chain management an organization	Delivery of lectures to develop an understanding of supply chain management an organization. Lectures will be aided by Power-Point Presentation. This will be followed with interactive discussion with students to improve their understanding of the topics.	Asking students oral questions in the class  Student presentations.
2 (3 weeks)	Develop an understanding of certain enabling concepts in supply like different types of buyer-supplier relationship, ERP Systems, Negotiations, Bidding and Information sharing	Delivery of lectures along with Power Point Presentation explaining 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	MCQ on the topic  Preparation of project.  Class test based on unit one and two



		sharing. This will be followed with interactive discussion with students to improve their understanding of the topics.	
3 (3 weeks)	Ability to understand statistical presentation of data and measurement of central tendency. Also learn the theory of probability	Lectures with Power Point Presentation to develop an understanding of statistical presentation of data and measurement of central tendency. Also learn the theory of probability. Problem solving exercise on the topic.	Asking students oral questions in the class  Presentation by students
4 (3 weeks)	Develop an understanding of conceptual framework of Quality Management Support System and various measures adopted therein.	Lectures with Power Point Presentation to develop a complete understanding of conceptual framework of Quality Management Support System and various measures adopted therein. This will be followed with interactive discussion with students to improve their understanding of the topics.	Home assignment/project  Class test based on units 3 and 4

### Keywords

Supply chain management, Buyer seller relationship, Information sharing, Data representation, Quality management, Risk

**B.A (VS) Material Management  
Semester VI  
Paper: MM 6.3.1  
Business Law  
Generic Elective - (GE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**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**

CO1: The students will have skills to understand different provisions of Indian Contract Act.

CO2: The students will have understanding of specific contracts like contract of indemnity and guarantee, bailment and agency.

CO3: The students will be able to distinguish between condition and warranty, Performance of contract of sale and rights of unpaid seller. The students will also be able to understand consumer rights and consumer grievance redressal mechanism

CO4: The students will 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.

CO5: The students will be equipped with the various provisions of Information Technology Act such as digital signature and E-Governance.

**Contents**

Unit 1

**The Indian Contract Act, 1872** 20

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** 10

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

Unit 3

**The Sale of Goods Act, 1930** 12

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** 12

**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** 06

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” Sage Text, 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, Assessment Method, and Teaching Plan**

Weekly Schedule	No of lecturers	Unit no.	Course learning Outcomes	Teaching Learning Process	Assessment Methods
1 to 4	20	1.	The students will have skills to understand different provisions of Indian Contract Act.	The lecture will be delivered with the help of leading cases in order to explain the essential of valid contract and discharge of contract.	Quiz, MCQ, Assignment
5 to 6	10	2.	The students will have understanding of specific contracts like contract of indemnity and guarantee, bailment and agency.	The Lecture will be delivered for describing Contract of Indemnity, Guarantee, Bailment and Agency	MCQ and student presentations.

7 to 8	12	3.	The students will be able to distinguish between condition and warranty, Performance of contract of sale and rights of unpaid seller. The students will also be able to understand consumer rights and consumer grievance redressal mechanism	Class room lecture will be on different aspects of the sale of goods Act with the help of leading cases and examples.  Further the lecture will focus on the different concepts of Consumer Protection Act.	Student presentations, MCQ and assignments.
9to10 (with mid break)	12	4.	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.	Lecture on different aspects of the The Limited Liability Partnership Act, 2008 and The Negotiable Instruments Act, 1881 with the help of leading cases and examples.	MCQ, presentation, Assignment
11 to 12	6	5.	The students will be equipped with the various provisions of Information Technology Act such as digital signature and E-Governance.	There will class room lecture for students explaining the different aspects of Information Technology Act 2000.	MCQ, Presentation and Class test.

\*Assessment tasks listed here are indicative and may vary.

### **Keywords**

Contract, breach, condition, warranty, unpaid seller, cheque, LLP, digital signature

**B.A (VS) Material Management  
Semester VI  
Paper: MM 6.3.2  
Materials Planning and Control  
Generic Elective - (GE) Credit:6**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 60**

**Course Objective (2-3)**

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

**Course Learning 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. Analysing 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.

**Contents**

Unit 1

**Budgetary Control**

12

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**

12

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

### Unit 3

#### **Elements of Marginal Costing and Decision Making**

12

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**

12

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**

12

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, Assessment methods and Teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (2.4 weeks)	Understanding budgetary control system as a tool of managerial planning and control, develop ability to prepare various types of budget.	Delivery of lectures along with Power Point Presentation explaining meaning of budget, types of budgets, budgetary control system, material requirement planning, principal budget factor, budget manual, solution of practical problems on preparation of different	Asking students oral questions in the class  Giving practical problems as home assignment.

		types of budgets like Sales, Production, Material Consumption, Purchase Budget etc. Fixed and Flexible Budgeting. This will be followed with interactive discussion with students to improve their understanding of the topics.	
2 (2.4 weeks)	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	Lectures with Power Point Presentation explaining meaning of standard cost, standard costing system, material cost variance analysis. Analyzing the causes and fixation of responsibility for adverse material variances. Solution of practical problems on Material Cost Variance.	MCQ on the topic  Giving practical problems as home assignment.  Class test based on unit one and two
3 (2.4 weeks)	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.	Lectures with Power Point Presentation explaining concept of marginal cost and marginal costing, learning of cost-volume-profit analysis and break-even analysis through statements, mathematical and graphical approaches; Practical problems on identification of key factor and determination of profitability; determination of cost indifference point. Ability to solve simple decision-making problems including make or buy Decision, domestic versus international purchase, determination of optimum mix with or without key factor, pricing decisions, etc.	Giving practical problems as home assignment.
4 (2.4 weeks)	Develop ability to learn the use of computers in material planning, purchases, storage, issue and inventory control. Learn about	Delivery of lectures through Power Point Presentation explaining use of computers in material planning, purchase, store, issue and inventory	Home assignment/project

	Integrated Information System for Material Management.	control. Integrated Information System for Material Management. This will be followed with interactive discussion with students to improve their understanding of the topics.	
5 (2.4 weeks)	Facilitating basic understanding of the procedure of evaluation of material management function and various tools and techniques used for the purpose	Delivery of lectures along with Power Point Presentation developing a basic understanding of the procedure of evaluation of material management function and various tools and techniques used for the purpose. This will be followed with interactive discussion with students to improve their understanding of the topics.	Students Presentation  Class test based on units 3,4 and 5

### **Keywords**

Budget, Budgetary Control, Standard Cost, Marginal cost, Decision making, Computers, Material Planning, Inventory Control, Material Management function



**B.A (VS) Material Management**  
**Semester VI**  
**Paper: MM 6.4**  
**Quality Management**  
**Skill-Enhancement Elective Course - (SEC) Credit:4**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 48**

**Course Objective (2-3)**

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

**Course Learning 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

**Contents**

Unit 1

**Quality, strategic planning, and competitive advantage** 08

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** 10

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** 10

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**

10

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**

10

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):

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

#### **References**

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

#### **Additional References**

- Total Quality Management – Sundarajan
- Quality Control & Total Quality Management – Jain
- The essence of Total Quality Management – Hunsen & Ghare

Note: Latest edition of the book should be used.

### **Teaching Learning Process, Assessment methods and teaching plan**

<b>Unit No.</b>	<b>Learning outcome</b>	<b>Teaching and Learning process</b>	<b>Assessment tasks</b>
1 (2 weeks)	Develop ability to understand conceptual framework of quality management and its application in the company's strategic plans.	Delivery of lectures through Power Point Presentation, explaining brief history of 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, etc. This will be followed with interactive discussion with	Asking students oral questions in the class

		students to improve their understanding of the topics.	
2 (2.5 weeks)	Understanding the different perspectives of quality management and its philosophies for better implementation	Lectures with Power Point Presentation explaining leadership for quality: The Balridge View of Leadership. The Deming Management Philosophy – Profound Improvededge: Deming's 14 Points for management. The Juran Philosophy, The Juran Quality Trilogy. The Crosby Philosophy. This will be followed with interactive discussion with students to improve their understanding of the topics.	MCQ on the topic Assignment work Class test based on unit one and two
3 (2.5 weeks)	Ability to learn and implement the quality policy of company assuming that customer is king and the focus of quality control is on him	Lectures with Power Point Presentation to develop an ability to learn the topics on quality policy of company like 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 objectives, Quality and organization culture, cross-functional teams, supplier/customer partnerships. This will be followed with interactive discussion with students to improve their understanding of the topics.	Home assignment.  Study of Quality policy of a company.
4 (2.5 weeks)	Develop ability to learn quality function deployment and the importance of customer satisfaction management	Lectures with Power Point Presentation to develop an understanding of 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. This	Home assignment/project

		will be followed with interactive discussion with students to improve their understanding of the topic.	
5 (2.5 weeks)	Understanding the concept of total quality management and different quality management standards	<p>Delivery of lectures along with Power Point Presentation explaining the 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):</p> <p>a. The ISO 9001:2000 Quality Management System Standard</p> <p>b. The ISO 14001:2004 Environmental Management System Standard</p> <p>c. ISO 27001:2005 Information Security Management System</p> <p>d. ISO / TS16949:2002 for Automobile Industry e. CMMI Fundamentals &amp; Concepts. This will be followed with interactive discussion with students to improve their understanding of the topics.</p>	<p>Students Presentation</p> <p>Class test based on units 3,4 and 5</p>

### Keywords

Quality, market share, competitive advantage, Leadership, philosophy, profound knowledge, trilogy, Customer, cycle, policy, culture, Process, system, design, TQM, assurance, standards