

B.A. (Vocational Studies): Materials Management			
Three-Year (6-Semester) CBCS Programme			
Basic Structure: Distribution of Courses			
1	Ability Enhancement Compulsory Courses	2 Papers of 2 Credit Hrs. each (Total Credit Hrs. 2X2)	04
2	Skill Enhancement Courses	4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4) (4 Lectures and 1 Tutorial)	16
3	Core Discipline	12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) (5 Lectures and 1 Tutorial)	72
4	Elective Courses (Core Discipline)	3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	18
5	Elective Courses (Inter Disciplinary)	3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	18
	Total Credit Hrs		128

<p align="center">B.A. (Vocational Studies)Materials Management : Three-Year (6-Semester) <u>CBCS Programme</u></p>		
<p align="center"><u>Course Structure</u></p>		
<p align="center"><u>B.A. (VS) Materials Management</u></p>		
<u>Semester – I</u>		
1.1	Environmental Studies/ Language: English/Hindi/Modern Indian Language	Ability Enhancement Compulsory Course (AECC)
1.2	English/ MIL I	Core Discipline
1.3	Materials Management : An Overview	Core Discipline
1.4	Principles of Microeconomics	Core Discipline
<u>Semester – II</u>		
2.1	Language: English/Hindi/Modern Indian Language/ Environmental Studies	Ability Enhancement Compulsory Course (AECC)
2.2	MIL / English I	Core Discipline
2.3	Stores Keeping and Stores Accounting	Core Discipline
2.4	Macroeconomics	Core Discipline
<u>Semester – III</u>		
3.1	English/ MIL II	Core Discipline
3.2	Purchase Management-I	Core Discipline
3.3	Indian Economy – Sectoral Issues	Core Discipline
3.4	Computer Concepts and Software Packages	Skill Enhancement Course (SEC)
<u>Semester – IV</u>		
4.1	MIL / English II	Core Discipline

B.A. (Vocational Studies) Materials Management, CBCS

4.2	Purchase Management-II	Core Discipline
4.3	Labour and Development in India	Core Discipline
4.4	Business Communications	Skill Enhancement Course (SEC)
<u>Semester – V</u>		
5.1	Inventory System and Control Techniques	Elective Core – Discipline Based
5.2	Internship Project / Project	Core Discipline
5.3	Financial Accounting Corporate Laws	Elective Core – Generic
5.4	Productivity Management	Skill Enhancement Course (SEC)
<u>Semester – VI</u>		
6.1	Material Logistics and Distribution Management	Elective Core – Discipline Based
6.2	Globalization Supply Chain Management	Elective Core – Discipline Based
6.3	Business Law Materials Planning and Control	Elective Core – Generic
6.4	Quality Management	Skill Enhancement Course (SEC)

B.A. (Vocational Studies) Materials Management Semester I

PAPER- 1.3 : Materials Management : An Overview

Objectives

To introduce the student to the concept, functions, objectives and importance of material management function in an organization. Also to give him an elementary idea of material management linkages with other areas of management, supply chain management and production processes.

Unit 1 10

Introduction to Materials Management : Meaning, definition, scope and functions of Materials Management, Objectives and Advantages of Materials Management. Interfaces of Materials Management : Internal and external interfaces. Organisation for Material Management

Unit II 15

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

Unit III 15

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

Unit IV 15

Elements of Production Processes: Familiarity with broad categories of production processes used in industries. Commonly used machines and tools in industries.

Unit V 10

Cost Involved in material management : General discussion on concept of costs and cost classification, specific costs associated with Material Management.

Suggested Readings

- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
- Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
- Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
- Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall, 1997.
- Moore, J.M., Plant layout and Design, Macmillan New York.

B.A.(Vocational Studies) Materials Management Semester I

Paper 1.4 Principles of Microeconomics

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: This course intends to expose the student to the basic concepts in Microeconomics, Which is the study of the economic behaviour of small economic groups such as families and firms. The broad subject matter of Microeconomics is making decisions on the allocation of limited resources available with individuals, firms and organizations. Typically, it applies to the markets where goods and services are bought and sold with a goal of maximizing benefits.

Unit- I

15

Introduction: Scarcity, choice, opportunity cost and production possibility frontier;
Demand and supply: law of demand, determinants of demand, shifts of demand curve versus movements along a demand curve, market demand; law of supply, determinants of supply, shifts of supply versus movements along a supply curve, market supply, market equilibrium.

Unit- II

10

Demand and Supply: Applications of demand and supply: price rationing, price floors, consumer surplus, producer surplus.

Elasticity: price elasticity of demand, calculating elasticity, determinants of price elasticity, cross and income elasticity.

Unit- III

10

Consumer Theory: Budget constraint, concept of utility, diminishing marginal utility, indifference curves, Price, income and substitution effects.

Unit- IV

15

Production and Costs: Production: production functions, law of variable proportions, returns to scale, isoquant and isocost lines, producer equilibrium

Costs: costs in the short run, costs in the long run, revenue and profit maximizations, economies and diseconomies of scale,

Market Structures

Perfect Competition: theory of a firm under perfect competition, equilibrium of the firm in the short run and long run

Imperfect Competition: Monopoly: short run and long run equilibrium; comparison of perfect competition and monopoly, price discrimination;

Suggested Readings:

- Lipsey, R. and Alec Chrystal: Economics, Oxford University Press, Twelfth Edition, 2011
- Case, Karl E. & Ray C. Fair: Principles of Economics, Pearson Education, Inc., 8th edition, 2007.

B.A. (Vocational Studies) Materials Management Semester II

Paper 2.3 Stores Keeping and Stores Accounting

Duration: 3 hours

Marks: 100

lectures: 65

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

Unit I **10**

Storekeeping : Introduction, objectives and functions of storekeeping, location and layout of stores. Types of stores.

Unit II **25**

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.

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

Unit III **15**

Issue of Materials : Issue procedure and documents used, 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 IV **5**

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

Unit V **10**

Store Handling Equipments : Advantages of using stores handling equipments, Types of handling equipments: manual and mechanical devices.

Suggested Readings

- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
- Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
- Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
- Menon K.S. (1995) Purchasing and Inventory Control, 3rd Ed. Wheeler Publishing, Allahabad.
- Saxena V.K. &Vashisht C.D.: Cost Accounting, Sultan Chand and Sons, New Delhi.
- Maheshwari and Mittal, Cost Accounting : Principles and Practice, Shree Mahavir Book Depot, Delhi-6.
- Arora M.N. Cost Accounting, Vikash Publishing House Pvt. Ltd. New Delhi.

B.A. (Vocational Studies) Materials Management Semester II

Paper 2.4 Macroeconomics

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: This course introduces students to the basic concepts in Macroeconomics. In this course the students are introduced to the definition, measurement of the macroeconomic variables. It explains how and why the economy grows and fluctuates over time based on the decisions made, in the aggregate, by consumers, businesses, and governments. As the world is shifting toward a global economy, the study of Macroeconomics helps the student to understand the overall macroeconomic environment under which one has to take economic decisions.

Unit-I **10**

Introduction: Basic concepts and issues of Macroeconomics.

Unit-II **15**

National Income Accounting: Concepts of GDP and National Income; measurement of national income and related aggregates; nominal and real income; limitations of the GDP concept.

Unit-III **15**

Determination of GDP: consumption and saving functions, investment function, equilibrium GDP; concepts of MPS, APS, MPC, APC; Concept of multiplier, fiscal and monetary policies.

Unit-IV **10**

IS-LM Analysis: Derivations of the IS and LM functions; effects of fiscal and monetary policies on equilibrium income

Unit-V **15**

Balance of Payments and Exchange Rate: Meaning, Factors, current account and capital account, determination of exchange rate.

Suggested Readings:

1. Case, Karl E. & Ray C. Fair, Principles of Economics, Pearson Education, Inc., 8th edition, 2007.
2. Lipsey, R. and Alec Chrystal: Economics, Oxford University Press, Twelfth Edition, 2011

B.A. (Vocational Studies) Materials Management Semester III

Paper 3.2 Purchase Management I

Duration: 3 hours

Marks: 100

lectures: 65

Objectives

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

Unit I

15

Purchase Management: Introduction, importance and functions of purchase Department, Organisation for purchase function, centralized and decentralised purchasing, objectives of purchasing i.e. 6R's of purchasing.

Unit II

15

Purchase Procedure : 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 III

15

Special Purchase Systems – Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract etc.

Price Forecasting: Price and Pricing impact, price negotiations and fixing. Purchasing under fluctuating prices, purchasing under uncertainty, Negotiations regarding quality, terms of contract, delivery, payment schedule, cash discount, quality considerations, etc.

Unit IV

10

Public Buying : DGS&D Rate contract, Buying from KendriyaBhandars NICSI etc.

Unit V

10

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

Suggested Readings

- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
- Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
- Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
- Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall, 1997.
- Lee, L. and Dobler, D.W. (1984), Purchasing and Materials Management, McGraw Hill, New York.
- Pertman, K.I. (1990). Handbook of Purchasing and Materials Management, Probus Publishing Company, Chicago.
- Willets, W.F. (1969). Fundamentals of Purchasing, Appleton-Century-Crafts, New Delhi.
- Saxena V.K. & Vashisht C.D.: Cost Accounting, Sultan Chand and Sons, New Delhi.

B.A. (Vocational Studies) Materials Management Semester III

Paper 3.3 Indian Economy – Sectoral Issues

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: This paper provides an overview of the development of the different sectors and their interrelations of the Indian economy. The study of the three broad sectors namely agriculture, industry and services would help the students understand the developments in different policy environment.

Unit-I

15

Agriculture: Trends in production and productivity, land reforms, land tenure system, land distribution. Agricultural labour, wages and employment and issue of under-employment. Capital investment, credit, Irrigation and supply of other inputs.

Unit-II

10

Agricultural Policies- Green revolution, pricing and procurement policies, PDS and support price.

Unit – III

15

Industry: Growth and Structure of industry. Industrial and licensing policies, large, small and cottage industries.

Unit-IV

10

Industrial finance, capital and multinationals. Cost of each source of finance

Unit –V

15

Service Sector: Growth and Structure of service sector – major components, linkages with other sectors, and importance in the national economy, informal sector.

Suggested Readings

- Uma Kapila Indian Economy: Performance and Policy: Performance and Policy
- Dutt&Sundaram - Indian Economy

B.A. (Vocational Studies) Materials Management Semester III

Paper 3.4 Computer Concepts and Software Packages

Duration: 3 hours

Marks: 75

lectures: 50

Unit I

5

Basic Concepts: Meaning, characteristics and applications of a Computer, Advantages and limitations of a computer, Meaning of Data, Information and Knowledge, Data types, data storage, data representation such as ASCII.

Unit II

5

Components of Computers: Hardware components: input devices, output devices, system unit. Software components: Application software: general purpose packaged software and tailor – made software, System software: operating system, interpreter, compiler, linker, loader.

Unit III

15

Operating System: Need and functions of an Operating System, Graphic user interface and character user interface. 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 IV

10

Introduction to Networks and Internet: Meaning and types of networks - LAN, MAN and WAN, Internet, difference between internet and intranet. Basics: functions, growth, anatomy, Uses, Wireless and wifi, Internet services: ISP, types of accounts, World Wide Web: websites file transfer, browsing, searching.

Unit V

15

Office Applications: Meaning and applications of word processing,

MS-Word – formatting text, writing basic document using Word, Header and Footer, Page formatting, paragraph formatting, saving a document, printing a document. Meaning and applications of spreadsheets.

MS-Excel – creating a workbook, saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, use of functions in Excel, sorting data, creating simple charts. Meaning and applications of presentation.

MS-PowerPoint – creating simple presentation including slide transitions, bullets, etc.

B.A. (Vocational Studies) Materials Management, CBCS

The Theory paper will be based on Units 1-4 only and the practical component will be based on Unit 5 only.

Suggested Readings

- Absolute Beginner's Guide to Computer Basics by Michael Miller
- Fundamental of Computers by AkashSaxena, Kratika Gupta
- Fundamentals of Information Technology, Alexis and Mathew
- Computers Today, Donald H. Sanders.
- Basic Financial Accounting, J.R. Monga
- Computer Fundamentals, P.K. Sinha
- Double Entry Book-Keeping, T.S. Grewal and Grewal.

GUIDELINES FOR THE CONDUCT OF PRACTICAL EXAMINATION

Computer Concepts, Software Packages and Computerized Accounting

Time: 60 Minutes

Practical 20

Maximum

Marks: 25

Ques. No.	Description of Question	Marks	Time Allowed
1	Lab testing of various concepts MS word, PPT and Excel as mentioned in Unit V.	25	60 minutes

- Note
1. There will be no internal assessment in Practical component of this Paper.
 2. 10 minutes time may be given to the examinees for adjustment of computers before the practical.
 3. Hard Copy of evaluation sheet and question paper will be given to examinees
And they will produce soft copy as answer sheet for evaluation.

B.A. (Vocational Studies) Materials Management Semester IV

Paper 4.2 Purchase Management II

Duration: 3 hours

Marks: 100

lectures: 65

Objectives:

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

Unit I **10**

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

Unit II **20**

Legal issues in Purchasing: Law of Contract, Contract of Sale of Goods, Conditions and Warranties, Rules Regarding Transfer of Property. Negotiable Instrument Act, IT Act 2000

Unit III **10**

Insurance Buying : Arranging adequate insurance cover and claim management.

Quality Control in Purchasing: Concept of Total Quality Management (TQM), Certification, Role of Material Management in TQM. Value Analysis and Value Engineering.

Unit IV **15**

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

Unit V **10**

Import Substitution : Research and Development, Transfer of Technology, Standardization, Problems in Import Substitution.

Suggested Readings

- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.

B.A. (Vocational Studies) Materials Management, CBCS

- Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
- Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
- Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall, 19997.
- Bailky, P. and Farmer, D. (1977). Purchasing Principles and Techniques, Pitman, London.
- Zenz, G.J. (1981). Purchasing and the Management of Materials, John Wiley, New York.
- Combs, P.H. (1976). Handbook of International Purchasing, Cahners Books, Books, Boston.
- Hakansson H. (1982), International Marketing and Purchasing of Industrial Goods, John Wiley, New York.

B.A.(Vocational Studies) Materials Management Semester IV

Paper 4.3 Labour and Development in India

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: The course is intended to equip the students with conceptual, legal, and empirical issues pertaining to labour in India. The focus of the course would be on the changing profile and position of labour in modern India. The role of the state, nation and International labour organisations will be emphasized.

Unit-I **10**

Patterns of development and changing forms of labour in india, Labour, employment and work – Meanings and changing forms .

Unit-II **15**

Pre and post-colonial pattern of development –industrialization, planned development-pre and post reforms, Regulation of labour. Workers in unorganized sector-agricultural, Rural, Migrant, Bonded, Child and Women etc. Workers in Organized sectors- Industrial - Blue and White collar workers. Workers in Tertiary sector.

Unit-III **10**

Labour protest and Trade Union Movement: Evolution of Trade Union Movement, Trade Union Movement in India. Labour protest and Industrial action

Unit-IV **15**

State and Labour: Labour administration- union Govt. and State Govt., Mechanism of wage settlement, National commission on labour

Unit-V **15**

International labour Organisation in India: Role and structure of ILO, India and ILO

Suggested Readings:

- Report of second National commission on Labour (2002)
- SukomalSen, Working Class movement in India
- Empowering Rural labour in India (ed), 1998, New delhi, R. RadhaKrishna and A.N Sharma
- Rehabilitation of Child labour in India V.V Giri National Labour Institute, NOIDA.

B.A. (Vocational Studies) Materials Management Semester IV

Paper 4.4 Business Communications

Duration: 3 hours

Marks: 100

lectures: 50

Objectives: 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.

Unit I

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 II

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 III

10

Report Writing Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit IV

10

Vocabulary Words often confused, Words often mis-spelt, Common errors in English.

Unit V

10

Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

Suggested Readings

- Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
- Bovee, and Thill, *Business Communication Today*, Pearson Education
- Shirley Taylor, *Communication for Business*, Pearson Education
- Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH

Note: Latest edition of text books may be used.

B.A. (Vocational Studies) Materials Management Semester V

Paper 5.1 Inventory Systems and Control Techniques

Duration: 3 hours

Marks: 100

lectures: 65

Objectives:

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

Unit I

10

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

Unit II

15

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

Unit III

25

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

Unit IV

15

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

B.A. (Vocational Studies) Materials Management, CBCS

Suggested Readings

- Monga J.R. Financial Accounting, Mayur Paperbacks, New Delhi.
- Sehgal, Ashok and Sehgal Deepak, Financial Accounting, Taxmann's New Delhi.
- Singh, Surender and Kaur, Rajeev, Basic Financial Management, Mayur Paperbacks, New Delhi.
- Saxena V.K. &Vashisht C.D.: Cost Accounting, Sultan Chand and Sons, New Delhi.
- Tulsian PC, Financial Accounting, Pearson Education.
- Maheshwari and Mittal, Cost Accounting : Principles and Practice, Shree Mahavir Book Depot, Delhi-6.
- Arora M.N. Cost Accounting, Vikash Publishing House Pvt. Ltd. New Delhi.

B.A. (Vocational Studies) Materials Management Semester V

Paper 5.2 Internship Project/ Project

Marks: 100

lectures: 20

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

Note:

Each student of Vocational Courses shall undergo Practical Internship of four weeks during the vacations after fourth semester in an approved Business/Industrial/Govt./Service organization. The objective of this training is to make the student acquainted with the industrial / business working environment. After completion of the training they will have to submit a training report. The internship/project reports will carry 100 marks. It will be evaluated by two examiners (one internal and one external). The training report is part of the fifth semester. It is to be submitted by the date fixed by the College.

The students will also have to submit a performance certificate from the company where he/she undertook the training. This report will also be considered while evaluating the training report by examiners.

Alternatively, if it is not possible to do industrial internship the students will prepare a project report on a topic assigned to him/ her by the college. The project report will be evaluated as above.

B.A.(Vocational Studies) Materials Management Semester V

Paper 5.3 Financial Accounting

Duration: 3 hours

Marks: 100

lectures: 65

Objectives:

To make the student familiar with generally accepted accounting principles of financial accounting and their applications in business organizations excluding corporate entities.

Unit- I

15

Financial Accounting: Nature and scope, Limitations of Financial Accounting. Basic Concepts and Conventions, Accounting Standards: Meaning, Significance, Generally Accepted Accounting Principles (GAAP). Accounting Process: From recording of transactions to preparation of final accounts. Rectification of errors and Bank Reconciliation statement.

Unit- II

15

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

(ii) Joint Ventures: Accounting procedures: Joint Bank Account, Records Maintained by co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

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

Unit- III

10

Depreciation Accounting: Meaning of depreciation, causes, objects of providing depreciation, factors affecting depreciation, accounting treatment including provision for depreciation accounting. Methods of depreciation: straight line method and diminishing balance method. Accounting for Hire Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire Purchaser for large value items including Default and repossession.

Unit- IV

10

B.A. (Vocational Studies) Materials Management, CBCS

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

Unit- V

15

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

List of Reading

1. J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi
2. S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
3. P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
4. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
5. R. NarayanaSwamy, "Financial Accounting" PHI Pvt., New Delhi
6. S.P. Jain and K.L. Narang, Advanced Accounting, Kalyani Publishers New Delhi
7. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
8. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi

Note: Latest edition of text book may be used.

B.A. (Vocational Studies) Materials Management Semester V

Paper 5. 3 Corporate Laws

Duration: 3 hours

Marks: 100

lectures: 65

Objectives

The objective of the course is to impart basic knowledge of the provisions of the Companies Laws and the Depository Laws along with relevant case law.

Unit I

15

Introduction: Characteristics of a company, concept of lifting of corporate veil, Types of companies, association not for profit, illegal association, Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts. Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building process.

Unit II

15

Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback, share certificate and share warrant, Members and shareholder – their rights and duties. shareholders meetings, kinds, convening and conduct of meetings, AGM, EGM, Class meetings.

Unit III

10

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, Key managerial personnel and remuneration, Dividend Provisions and issue of bonus shares. Investigations. Audit and accounts

Unit IV

15

Winding up – concept and modes of winding up, **Emerging issues in company law:** One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP), Insider Trading, Rating Agencies, Producer Company – concept and formation.

Depositories Act 1996: Definitions, Rights and Obligations of Depositories, Participants Issuers and Beneficial Owners, Inquiry and Inspections, Penalty.

Suggested Readings:

- Kuchhal MC "Company law " Mahavir Publications
- DagarInderjeet and AgnihotriAnurag "Corporate laws" Galgotia publishing company, New Delhi
- Sharma J. P, "*An Easy Approach to Corporate Laws*", Ane Books Pvt Ltd, New Delhi.
- Singh Avtar "Company Law" Allahabad Law House
- Bharat Law House, New Delhi, "*Manual of Companies Act, Corporate Laws and SEBI Guidelines*".
- Kannal, S., & V.S. Sowrirajan, "*Company Law Procedure*", Taxman"s Allied Services (P) Ltd., New Delhi (Latest Edn)
- Charlesworth& Morse, "*Company Law*", Sweet & Maxwell", London, U.K.
- Gowar, LCB, "*Principles of Modern Company Law*", Stevens & Sons, London.

B.A. (Vocational Studies) Materials Management Semester V

Paper 5.4 Productivity Management

Duration: 3 hours

Marks: 100

lectures: 50

Objectives:

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

Unit I

10

Introduction: Productivity concepts – Macro and Micro factors of productivity, productivity benefit model, productivity cycles.

Value Analysis and Value Engineering: Concept – Procedure – Application and role in Productivity.

Unit II

10

Productivity Models: Productivity Measurement at International, National and organization level, total productivity models. Productivity Management in manufacturing and service sector. Productivity evaluation models, productivity improvement model and techniques.

Unit III

10

Work Study: Importance of work study – Method Study and Work Measurement – Pioneers of Performance Measurement.

Method Study: Method and Method Study – Need for Method Study – Procedure of Method Study – Principles of Motion Economy.

Unit IV

10

Work Measurement: Techniques of Work Measurement including Estimating, Stopwatch Time Study, Predetermined Time Standards, 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 V

10

Business Process Reengineering: Concept of BPR, process of BPR, prerequisites for effective BPR implementation, application of BPR in productivity improvement.

TPM: Meaning and objectives of TPM; Methodology of TPM, gains of TPM.

B.A. (Vocational Studies) Materials Management, CBCS

Suggested Readings:

1. Productivity engineering and management - Sumanth, D.J. - Tata McGraw-Hill, New Delhi 1990.
2. Organisational transformation and process re-engineering - Edsomwan, J.A., British Library Cataloging in Pub. data 1996.
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
5. Handbook for Productivity Measurement and Improvement - Carl G. Thor - Productivity Press
6. Re-engineering and re-inventing the enterprise - Rastogi, P.N., - Wheeler publications, New Delhi 1995.
7. Productivity Management – Systems approach - Premvrat, Sardana, G.D. and Sahay, B.S. - Narosa Publications, New Delhi, 1998.
8. The new Manufacturing Architecture – Mahadevan
9. Work Study – ILO

B.A. (Vocational Studies) Materials Management

Semester VI

Paper 6.1 Material Logistics and Distribution Management

Duration: 3 hours

Marks: 100

lectures: 65

Objectives:

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

Unit I

10

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

Unit II

15

Transportation: 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 III

15

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 Affreightment.

Water transport : Inland Water Transport : Role of Inland Water Transport Inland Waterways: 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 IV

10

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

Unit V

15

B.A. (Vocational Studies) Materials Management, CBCS

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

Suggested Readings

- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
- Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
- Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
- Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall, 19997.
- Dutta A.K., Material Management, Inventory Control and Logistics, Jaicoi Publishing House, Mumbai.
- Roy Chaudhary, E.K. : Logistics Management
- Sharma SC: Warehousing and Distribution.
- Gopalakrishna, P. and Shandilya M.S. : Stores Management and Logistics.
- Martin Christopher : Logistics – The Strategic Issues.

B.A. (Vocational Studies) Materials Management Semester VI

Paper 6.2 Globalization

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: 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. Globalisation

Unit I

15

Meaning and contents of globalization- First and second phases of modern economic globalization.
Benefits of globalization, expansion of markets, freer movement of goods, services and factors (labour and capital).

Unit II

10

Role of globalisation in reducing inequality and poverty.
Distribution of benefits of globalisation shared by developed and developing countries

Unit III

10

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

Unit IV

15

Critique of globalisation – To what extent globalisation implies a rise of neo-liberalism.
To understand the decline in the authority of the Nation-state and reduction of policy space. Major brunt borne by social spending and decline of safety nets.

Unit V

15

Global governance - IMF, World Bank and the WTO. Role of the WTO in governing the world trading systems.
The way forward - stress on local/regional/national (context-specific) than global economy`

Suggested Readings

- Deepak Nayyar, Globalisation
- Joseph Stiglitz, Globalisation and its discontents

B.A. (Vocational Studies) Materials Management Semester VI

Paper 6.2 Supply Chain Management

Duration: 3 hours

Marks: 100

lectures: 65

Objectives:

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

Unit I 20

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

Unit II 10

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

Unit III 15

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

Unit – IV 20

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

Suggested Readings

- Vohra N.D., Quantative Techniques in Management, 3rd edition, McGraw Hill
- Anderson, Sweeney & Williams, Quantative Methods for Business, South Western Cengage
- Render Barry, Stair, Hanna & Badri, Quantative Analysis for Management, 10th Edition, Prentice Hall

B.A. (Vocational Studies) Materials Management, CBCS

- Saxena Anurag & Kaushik Sircar, Logistics & SCM, Jaico Publishing House.
- Fawcett, Ellram & Ogden, Supply Chain Management, From Vision to Implementation, Pearson Education
- Chopra S, Meindl P & Kalra D.V. SCM-Strategy Planning & Operation, 3rd Edition, Pearson Education
- Bowersox D, Class J. David & Cooker, Supply Chain Logistics Management, McGraw Hill
- Chitale A.K, Gupta R.C, Material Management-Text & Cases, Eastern Economy Edition
- Kulkarni & Ashok Sharma, SCM, Tata McGraw Hill

B.A. (Vocational Studies) Materials Management

Semester VI

Paper 6. 3 Business Law

Duration: 3 hours

Marks: 100

lectures: 65

Objectives: The objective of the course is to impart basic knowledge of the important business laws along with relevant case law.

Unit I: The Indian Contract Act, 1872

20

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

Unit II: The Indian Contract Act, 1872: Specific Contracts

10

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

Unit III: The Sale of Goods Act, 1930

10

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.

Unit IV: Partnership Law

15

The Partnership Act, 1932: Nature and Characteristics of Partnership, Registration of Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners, Mode of Dissolution of Partnership

The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Partners and their Relations, winding up

Unit V: The Negotiable Instruments Act, 1881

10

Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque, Holder and Holder in due Course, Privileges of Holder in Due Course, Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheques

Suggested Readings

1. Kuchhal, M.C. and VivekKuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. DagarInderjeet&AgnihotriAnurag "Business Law" Galgotia Publishing Company, New Delhi
3. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
4. Sharma JP, KannojiSunayana, *An easy approach to business Law*, Ane books pvt.Ltd.
5. Maheshwari&Maheshwari, *Business Law*, National Publishing House, New Delhi.
6. GoyalBhushan Kumar and Jain Kinneri, *Business Laws*, International Book House

Note: Latest edition of text books may be used.

B.A. (Vocational Studies) Materials Management

Semester VI

Paper 6.3 Material Planning and Control

Duration: 3 hours

Marks: 100

lectures: 65

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

Unit I

15

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

Unit II

10

Standard Costing : Meaning of standard cost, Standard Costing System, Material Cost Variance Analysis.

Unit III

20

Elements of Marginal costing and Decision making : Marginal Cost, Fixed and Variable Costs (Period and Product Costs), Marginal Costing System, Marginal Cost Equation, Profit – Volume Ratio, Break Even Point, Break Even Chart, Margin of Safety, Cost-Volume Profit Analysis and its Uses, Concept of Relevant Costs in Decision Making. Simple Decision Making Problems including Make or Buy Decision, Domestic versus International Purchase.

Unit IV

10

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

Unit V

10

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

B.A. (Vocational Studies) Materials Management, CBCS

Suggested Readings

- Maheshwari&Mittal , Management Accounting, Shree Mahavir Book, Depot, New Delhi.
- Arora M.N., Management Accounting, Vikas Publishing House Pvt. Ltd.
- Jain IC, Management Accounting, Taxman New Delhi,
- Saxena, V.K. and Vashist CD, Cost and Management Accounting, Sultan Chand and Sons, New Delhi.
- Pandey I.M. Management Accounting, Vikas Publishing House (Pvt.) Ltd., New Delhi.
- Singh & Gupta, Management Accounting, Pinnacle Learning, New Delhi.
- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundarson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
- Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.

B.A. (Vocational Studies) Materials Management Semester VI

Paper 6.4 Quality Management

Duration: 3 hours

Marks: 100

lectures: 50

Objectives: The basic objective is to provide basic understanding of quality management.

Unit I

10

Quality, Strategic Planning, and Competitive Advantage: Brief History - Modern Developments in Quality - A Race Without a Finish Line. Definitions of Quality. Quality in Manufacturing and Service Systems. Economic Issues - Quality and Price - Quality and Market Share - Quality and Cost - The Taguchi Loss Function.

Unit II

10

Quality & Competitive Advantage. Perspectives on Leadership for Quality - The Baldrige 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 III

10

Customer Focus: The Customer-Driven Quality Cycle – Identifying Customer Needs – Achieving Customer Requirements in Production – Implications of the Customer-Driven Quality Cycle.

Unit IV

10

Quality Function Deployment – The Quality Function Deployment Process - Building the House of Quality – Implementing Quality Function Deployment. Designing Quality into Services - Service Needs Identification – Service System Design. Customer Satisfaction Measurement Techniques - Customer Relationship Management Techniques.

Unit V

10

Quality Control and Quality Assurance, Managing and organization for quality: Quality Policy – Quality Objectives, – Leadership for Quality, Quality Management Standards: (Introductory aspects only):

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

B.A. (Vocational Studies) Materials Management, CBCS

e. CMMI Fundamentals & Concepts