## B.A. (Vocational Studies): Materials Management

### Three-Year (6-Semester) CBCS Programme

**Basic Structure: Distribution of Courses**

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Course Details</th>
<th>Total Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ability Enhancement Compulsory</td>
<td>2 Papers of 2 Credit Hrs. each (Total Credit Hrs. 2X2)</td>
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<tr>
<td></td>
<td>Courses</td>
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<td>2</td>
<td>Skill Enhancement Courses</td>
<td>4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4)</td>
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<tr>
<td></td>
<td></td>
<td>(4 Lectures and 1 Tutorial)</td>
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<tr>
<td>3</td>
<td>Core Discipline</td>
<td>12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6)</td>
<td><strong>72</strong></td>
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<tr>
<td></td>
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<td>(5 Lectures and 1 Tutorial)</td>
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<tr>
<td>4</td>
<td>Elective Courses (Core Discipline)</td>
<td>3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6)</td>
<td><strong>18</strong></td>
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<tr>
<td></td>
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<td>(5 Lectures and 1 Tutorial)</td>
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<tr>
<td>5</td>
<td>Elective Courses (Inter Disciplinary)</td>
<td>3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6)</td>
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<tr>
<td></td>
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<td>(5 Lectures and 1 Tutorial)</td>
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<td></td>
<td><strong>Total Credit Hrs</strong></td>
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<td><strong>128</strong></td>
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### B.A. (Vocational Studies) Materials Management:
Three-Year (6-Semester) CBCS Programme

#### Course Structure

#### B.A. (VS) Materials Management

<table>
<thead>
<tr>
<th>Semester – I</th>
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<tbody>
<tr>
<td>1.1 Environmental Studies/ Language: English/Hindi/Modern Indian Language</td>
<td>Ability Enhancement Compulsory Course (AECC)</td>
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<tr>
<td>1.2 English/ MIL I</td>
<td>Core Discipline</td>
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<tr>
<td>1.3 Materials Management: An Overview</td>
<td>Core Discipline</td>
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<tr>
<td>1.4 Principles of Microeconomics</td>
<td>Core Discipline</td>
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<thead>
<tr>
<th>Semester – II</th>
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<tbody>
<tr>
<td>2.1 Language: English/Hindi/Modern Indian Language/ Environmental Studies</td>
<td>Ability Enhancement Compulsory Course (AECC)</td>
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<td>2.2 MIL / English I</td>
<td>Core Discipline</td>
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<tr>
<td>2.3 Stores Keeping and Stores Accounting</td>
<td>Core Discipline</td>
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<tr>
<td>2.4 Macroeconomics</td>
<td>Core Discipline</td>
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<tr>
<th>Semester – III</th>
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<tbody>
<tr>
<td>3.1 English/ MIL II</td>
<td>Core Discipline</td>
</tr>
<tr>
<td>3.2 Purchase Management-I</td>
<td>Core Discipline</td>
</tr>
<tr>
<td>3.3 Indian Economy – Sectoral Issues</td>
<td>Core Discipline</td>
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<tr>
<td>3.4 Computer Concepts and Software Packages</td>
<td>Skill Enhancement Course (SEC)</td>
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<tr>
<th>Semester – IV</th>
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<tbody>
<tr>
<td>4.1 MIL / English II</td>
<td>Core Discipline</td>
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<tr>
<td>Semester – V</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>4.2 Purchase Management-II</td>
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<td>4.3 Labour and Development in India</td>
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<td>4.4 Business Communications</td>
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<td>Semester – VI</td>
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<tr>
<td>5.1 Inventory System and Control Techniques</td>
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<td>5.2 Internship Project / Project</td>
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<tr>
<td>5.3 Financial Accounting</td>
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<td>Corporate Laws</td>
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<td>5.4 Productivity Management</td>
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<td>Semester – VI</td>
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<tr>
<td>6.1 Material Logistics and Distribution Management</td>
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<td>6.2 Globalization</td>
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<tr>
<td>Supply Chain Management</td>
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<td>6.3 Business Law</td>
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<tr>
<td>Materials Planning and Control</td>
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<td>6.4 Quality Management</td>
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<th>Course and Discipline Type</th>
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<tr>
<td>Core Discipline</td>
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<td>Elective Core – Discipline Based</td>
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<tr>
<td>Elective Core – Generic</td>
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<tr>
<td>Skill Enhancement Course (SEC)</td>
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</table>
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


Unit II

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

Unit III

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

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

Unit V

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


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:**

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  

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

Unit II  

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  

Issue of Materials: Issue procedure and documents used, store records like bincard and store ledger, → pricing of material issues – different methods like FIFO, LIFO, Simple average, weighted average, standard price, Replacement / market price etc.

Unit IV  

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

Unit V  

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

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

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  
Introduction: Basic concepts and issues of Macroeconomics.

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

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

Suggested Readings:


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, pubic buying and online purchasing.

Unit I

**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

**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

**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

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

Unit V

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


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
- 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


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


Unit V  15

Office Applications: Meaning and applications of word processing,


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 Akash Saxena, 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 |

<table>
<thead>
<tr>
<th>Ques. No.</th>
<th>Description of Question</th>
<th>Marks</th>
<th>Time Allowed</th>
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<tbody>
<tr>
<td>1</td>
<td>Lab testing of various concepts MS word, PPT and Excel as mentioned in Unit V.</td>
<td>25</td>
<td>60 minutes</td>
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</tbody>
</table>

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

### Buyer-seller Relationship:

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

## Unit II

### Legal issues in Purchasing:


## Unit III

### 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

### International Purchasing:


## Unit V

### Import Substitution:

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

## Suggested Readings

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

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

Unit-II  

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

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

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

Suggested Readings:

- 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, CBCS

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

- 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

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

Unit II

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

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

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

Suggested Readings

- Sehgal, Ashok and Sehgal Deepak, Financial Accounting, Taxmann’s New Delhi.
- Tulsian PC, Financial Accounting, Pearson Education.
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


Unit- II

(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


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

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

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

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

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

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

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.
Unit V:

**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
- Singh Avtar “Company Law” Allahabad Law House
- Bharat Law House, New Delhi, "Manual of Companies Act, Corporate Laws and SEBI Guidelines”.
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

Unit III 10

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

Unit IV 10

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:


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


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 Affraightment.

Water transport: Inland Water Transport: Role of Inland Water Transport Inland Waterways: Inland Waterways Authority of India.


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
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., Material Management, Inventory Control and Logistics, Jaicoi Publishing House, Mumbai.
- Roy Chaudhary, E.K. : Logistics Management
- Sharma SC: Warehousing and Distribution.
- Martin Christopher : Logistics – The Strategic Issues.
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.

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

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

Unit IV
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
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

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


Unit III


Unit – IV


Suggested Readings

- Vohra N.D., Quantative Techniques in Management, 3rd edition, McGraw Hill
- Anderson, Sweeney & Williams, Quantative Methods for Business, South Western Cengage
• Saxena Anurag & Kaushik Sircar, Logistics & SCM, Jaico Publishing House.
• Fawcett, Ellram & Ogden, Supply Chain Management, From Vision to Implementation, Pearson Education
• Bowersox D, Class J. David & Cooker, Supply Chain Logistics Management, McGraw Hill
• Kulkarni & Ashok Sharma, SCM, Tata McGraw Hill
B.A. (Vocational Studies) Materials Management
Semester VI

Paper 6.3 Business Law

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

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

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

Unit III: The Sale of Goods Act, 1930

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

Unit IV: Partnership Law

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
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


**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

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


Unit III

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


Unit V

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.
- Singh & Gupta, Management Accounting, Pinnacle Learning, New Delhi.
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


Unit II


Unit III


Unit IV


Unit V

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


c. ISO 27001:2005 Information Security Management System

d. ISO / TS16949:2002 for Automobile Industry
e. CMMI Fundamentals & Concepts