FACULTY OF FINANCIAL & COMMERCIAL SKILLS

SCHEME AND SYLLABUS

(APPROVED BY ACADEMIC COUNCIL)

FOR

Semester - III

B. VOC. (Retail & Logistics Management)

(Effective form Session: 2018-19)
STORE KEEPING AND WAREHOUSING (LM301T)

Objectives: To familiarize the students with Warehousing, its importance, valuation, inventory stores management to provide adequate knowledge to minimize the cost and improve the overall efficiency of the operation.


UNIT II: Stock Valuation And Verification - Need for Valuation – Methods of Valuation


Scheme of Examination:
Continuous Assessment (MM: 50)
The continuous assessment shall be done by the concerned faculty based on mid-term test (20 marks); demonstration / presentation (20 marks) and attendance / punctuality / personality traits (10 marks)

End term Assessment (MM: 50)
The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Five questions of 2 mark each. Student shall be required to attempt all.
Section – B: Four questions of 10 marks each out of which student shall be required to attempt any two.
Section – C: Two questions of 20 marks each out of which student shall be required to attempt any one.

Suggested Readings:
Purchasing and Inventory Management (LM302T)

Objectives: The Objective of this course is to gain the knowledge of possibilities of efficient optimization and management of operation in Purchasing and Inventory Management and also the ability to apply them in the enterprise reality to improve the overall efficiency of the firm.


Scheme of Examination:
Continuous Assessment (MM: 50)
The continuous assessment shall be done by the concerned faculty based on mid-term test (20 marks); demonstration/presentation (20 marks) and attendance/punctuality/personality traits (10 marks)

End term Assessment (MM: 50)
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   Section – C: Two questions of 20 marks each out of which student shall be required to attempt any one.

Suggested Readings:
OBJECTIVES: To provide the future manager with inputs with a view to Enhancing the appreciation of the Human Resources function as a potential career option, Understanding the interface of the Human Resources function with Operations, Marketing, and Finance functions


UNIT II: Employment planning and forecasting – Recruitment, selection process- Building employee commitment : Promotion from within – Sources- Induction.


Scheme of Examination:
Continuous Assessment (MM: 50)
The continuous assessment shall be done by the concerned faculty based on mid-term test (20 marks); demonstration / presentation (20 marks) and attendance / punctuality / personality traits (10 marks)

End term Assessment (MM: 50)
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Suggested Readings:
FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT (LM304T)

Objectives: To impart knowledge and understanding to students on Supply Chain Management and its relevance to today’s business decision making.


UNIT II: Strategic Sourcing – Source evaluation – collaborative perspective – Buyer-Supplier Relationship – Partner Selection – develop of Partnership – importance of inventory – imbalances – uncertainties – inventory costs – inventory turnover ration


Scheme of Examination:
Continuous Assessment (MM: 50)
The continuous assessment shall be done by the concerned faculty based on mid-term test (20 marks); demonstration / presentation (20 marks) and attendance / punctuality / personality traits (10 marks)

End term Assessment (MM: 50)
The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:
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Section – C: Two questions of 20 marks each out of which student shall be required to attempt any one.

Suggested Readings:
Mohanty R.P, S.G Deshmuki “Supply Chain Management” Biztantra, New Delhi
Front Desk Officer – Logistics (LM3A1S)

The learner is expected to observe the role and functioning of real life Logistics Supervisor in organisation of training. It will include grooming and brushing part also. The student needs to learn and master multitasking skills which are required for the position of Logistics Supervisor in a organisation dealing in logistics.

**Continuous Assessment of Skill (on the Job/self) (MM: 100):**
The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (20 marks); demonstration / presentation (20 marks); and attendance / punctuality / personality traits (10 marks)

**End term Assessment of Skill – On the Job/Self.: (MM: 100):**
The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.

Retail Store Incharge (LM3A2S)

The learner is expected to observe the role and functioning of real life Retail Store Incharge in organisation of training. It will include grooming and brushing part also. The student needs to learn and master multitasking skills which are required for the position of Incharge in a retail store.

**Continuous Assessment of Skill (on the Job/self) (MM: 100):**
The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (20 marks); demonstration / presentation (20 marks); and attendance / punctuality / personality traits (10 marks)

**End term Assessment of Skill – On the Job/Self.: (MM: 100):**
The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.