

VEER NARMAD SOUTH GUJARAT UNIVERSITY

T. Y. B. Com. - Semester : 6

Business Administration : Paper-VI

(In force from academic year 2016-2017)

Objectives of the Course :

- (1) *To impart to the students the conceptual and procedural knowledge in the functional areas of management like financial, material and Production management.*
- (2) *To enable the students to understand the concept, principles and techniques to be applied in the different function areas of management.*
- (3) *To develop the analytical and decision-taking abilities in the students through Case Studies.*

UNIT - 1 : Materials Management : [30%

1. Concept importance and Scope of Materials Management.
2. Sound Purchasing and Purchasing policies
3. Inventory Control : Meaning and importance.

UNIT - 2 : Production Management : [35%

1. Meaning and scope of Production. Management and Meaning of Productivity.
2. Plant Location.
3. Production Planning and Control.

UNIT - 3 : T.Q.M. & Exports Procedure : [20%

1. T.Q.M. - Meaning, Characteristics, Importance & Methods. (Kaizen & Kairyo, JIT (Just in Time), Six Sigma, Quality Circle, Pareto analysis, bench marking.)
2. Export Procedure & Documentation.

UNIT - 4 : Case Studies : [15%

Book for Reference:

1. Materials Management – N. K. Nair
 2. Hand-Book of Business Administration – Edited by Maynard
 3. Lectures on Costing – Swaminathan
 4. Production Management – H. N. Broom
 5. Factory Management – K. G. Lockyer
 6. Factory Management and Business Organisation – A. S. Deshpande
 7. Industrial Organisation and Management
– Lawrence L. a. Bethel, Franklin and Others
 8. Business Administration and Factory Management – B. K. Acharya
 9. Factory Organisation and Management – S. P. Roy
 10. Organisational Behaviour by L.M.Prasad.
 11. Organisational Behaviour by Stephen Robbins.
 12. Disaster Management by Dhaval Mehta.
 13. Organisational Behaviour - K.Ashvaththapa
 14. Organisational Behaviour - V. S. P. Rao
 15. Himalaya Publishing House.
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