

DEPARTMENT OF COMMERCE
VALUE ADDED COURSE

Semester	Course Code	Course Title	Hours
III	22UCOVAC1	COMMERCE PRACTICALS	30

Course Outcomes

At the end of this course, the students will be able to

- CO1. Apply the skills in filling up of various forms and reports in connections with business transactions.
- CO2. Gain knowledge in connection with banking correspondence.
- CO3. Explore the admission procedures in Co-operative Societies and loan availing procedures in banking and financial institutions.
- CO4. Develop the knowledge about preparation of Agenda, Minutes, Inventory Control and Cost Sheet.
- CO5. Understand the conceptual and practical knowledge about IT returns, .

LIST OF EXERCISES FOR COMMERCE PRACTICALS

UNIT- I

6 Hrs

1. Preparation of Invoice, Receipts, Vouchers, Delivery Challan, Entry Pass and Gate Pass – Debit and Credit Notes
2. Preparation of Application for shares, Debentures & Mutual Funds – Letter of Allotment – Transfer forms
3. BSE Sensex / NIFTY Market index Trend Flow Chart Preparation for 5 Days

UNIT – II

6 Hrs

1. Drawings, Endorsing and Crossing of Cheques – Filling up of Pay-in-Slip, RTGS/NEFT and Demand Draft Challan
2. Making entries in the Pass Book and Filling up of Account Opening form for Saving Bank Account, Current Account, Fixed Deposit Account and KYC
3. Drawing and Endorsing of Bills of Exchange and Promissory Notes

UNIT – III

6 Hrs

1. Filling up of Application form for admission in Co-operative Societies.
2. Filling up of Loan Application form and Deposit Challan.
3. Filling up of Jewel Loan Application form and Procedures for releasing Jewels

UNIT – IV

6 Hrs

1. Preparation of Agenda and Minutes of Company Meetings – Both General Body and Board of Directors (Students are asked to write Agenda and Minutes of their own and should not use printed format)
2. Using Bin Card and Inventories.
3. Using Cost Sheet

UNIT – V

6 Hrs

1. Filling up of Application forms for LIC Policy and Premium Form – Filling up of Challan for remittance of Premium.
2. Preparation of Advertisement Copy, Collection of Advertisements in Dailies and Journals and Critically Evaluating the Advertisement Copy
3. Filling up of Income Tax Returns and Application for Permanent Account Number (PAN) & TAN

Note: *Students may be asked to collect Original or Xerox copies of the documents and affix them on the record note book after having filled up drawing of the documents should be insisted.*

Semester	Course Code	Course Title	Hours
V	22UCOVAC2	INTRODUCTION TO LOGISTICS MANAGEMENT	30

Course Outcomes

At the end of this course, the students will be able to

CO1.Understand the basic concepts of Logistics Management

CO2.Gain Knowledge about Information, Demand Forecasting and Inventory in Logistics Management.

CO3.Explore the Warehousing, Transportation and Protective Packaging functions.

CO4.Develop the knowledge about Order Processing and t and Materials Handling.

CO5.Apply the skill on Logistics Administration in delivering the best possible customer service.

Unit I: 6 hrs

Logistics Management – Nature, Scope - Importance – Objectives of Business Logistics - Evolution of the Logistic Concept – Components – Functions of Logistics Management.

Unit II : 6 hrs

Information – Principles of Logistics Information - Demand Forecasting – Nature & Components – Effective Forecasting Process – Inventory – Functions of Inventory in Logistics Management.

Unit III : 6 hrs

Concepts of Warehousing – Meaning - Functions –Strategy - Transportation – Elements of Transportation Cost – Selection of Mode – Packaging – Forms – Problems.

Unit IV: 6 hrs

Order Processing – Functions - Cost – Significance Materials Handling –Objectives – Principles.

Unit V : 6 hrs

Logistics Administration - Organisation Structure – Principles - Dimensions of Performance Measurement – Tools to improve Logistical Performance.

Text Book:

1. Textbook of Logistics and Supply Chain Management - D. K. Agarwal - Macmillan India Ltd., Edition 2015
2. Logistics and Supply Chain Management - Dr. L. Natarajan - Margham Publications, Edition 2017.

Semester	Course Code	Course Title	Hours
III	22PCOVAC1	SUPPLY CHAIN MANAGEMENT	30

Course Outcomes

CO1.Acquire basic knowledge of the Meaning and Concept of Supply Chain.

CO2.Understand the Components and Participants in the Supply Chain.

CO3.Identify the strategic importance of Supply Chain Management.

CO4.Determine the Supply Chain Performance Drivers and Metrics.

CO5.Learn how to achieve a Strategic Fit in a Supply Chain

UNIT I: 6 hrs

Introduction to Supply Chain: Meaning – Definition – Objectives – Importance – Types – Value Chain - Participants in Supply Chain – Types of Supply Chain Relationships.

UNIT II: 6 hrs

Concepts in Supply Chain: Supply Chain Processes (Cycle View – Push/Pull View)– Supply Chain Macro Processes in a Firm –Components of Supply Chain – Decision Phases in Supply Chain – Key Decision Areas of Supply Chain.

UNIT III: 6 hrs

Supply Chain Management: Meaning – Definition – Evolution – Objectives – SCM Concepts – SCM Processes – Impellers of International Supply Chain Management.

UNIT IV: 6 hrs

Supply Chain Performance Drivers and Metrics: Role, Components and Metrics relating to the 6 Drivers of Supply Chain – Facilities, Inventory, Transportation, Information, Sourcing& Pricing.

UNIT V: 6 hrs

Strategic Fit: Competitive and Supply Chain Strategies – Need for Strategic Fit – Steps to achieve Strategic Fit –Obstacles to Strategic Fit Achievement.

Text Book:

1. *Sunil Chopra, EterMeindl, DharamVirKalra –Supply Chain Management, Pearson India Education Services Pvt. Ltd ,Chennai, 2019.*