



Skill: Retail & Logistics Management  
Faculty of Financial & Commercial Skills (FOFCS)



# राजस्थान आई.एल.डी. कौशल विश्वविद्यालय RAJASTHAN ILD SKILLS UNIVERSITY

**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 I:** Warehousing Management - Objectives of Stores – Location and Layout – Prevention – Management of Receipts – Issue Control – Stores Documentation

**UNIT II:** Stock Valuation And Verification - Need for Valuation – Methods of Valuation – FIFO – LIFO – Average Price – Weighted Average – Standard Cost – Replacement Price – Stock Verification – Process of Verification

**UNIT III:** Disposal of Obsolete and Scrap items - Management of SOS – Categorization of Obsolete/Surplus – Reasons for Obsolescence – Control of Obsolescence – Control of Scrap – Responsibility for Disposal – Disposal Methods

**UNIT IV:** Insurance: Risk Management - Buyer's Interest – Marine Insurance – Inland Transit Insurance – Stores Insurance – Contractors All Risk Insurance – Miscellaneous Insurance – A to Z Claims Procedure – Loss Minimization- Spare Parts Management -

Salient Features of Spares – Inventory Control of Spares – Categorization of Spares – Provisioning of Spares – Pricing of Spares – Relevance of Maintenance – Maintenance Costs

**UNIT V:** Ethics In Materials Management - Importance of Ethics – Business Ethics – Ethics in Buying – Code of Ethics – Problems in Ethics – Backdoor Selling – A to Z Tips for Ethical Buying – Professionalization.

### **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:**

Gopalakrishnan P.– Purchasing and Materials management – Tata McGraw Hill – 23rd Edition – 2008.



## **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.

**UNIT I:** Purchase policy- Rate and Running Contract – Subcontracting- Systems Contract – Stockless purchase –Buying seasonal items – Forward Buying – Hedging – Purchasing Activities – Indent Status – A to Z of Purchase Order –Transportation – Incoming Inspection – Bill settlement –Documentation.

**UNIT II:** Meaning of Right Price – Price Analysis – Determination of Right Price – Influencing Factors on Pricing – Classification of Pricing – Price Forecasting - Right Place – Purchase Budgets – Budgetary control – Need Identification Problems – Definition of lead time Elements- Cost Reduction and Lead time.

**UNIT III:** Relevance of Good Supplier - Advantages of Good Relations –Prerequisites – Evaluation of Suppliers – The Buyers Role – Role of the Vendor –Relevance of Good Suppliers – Need for vendor evaluation – Goals of Vendor Rating – Advantages of Vendor Rating – Parameters of Vendor Rating.

**UNIT IV:** Role of Material Management – Classes of Material – Materials and Profitability – Profit Center Concept – Material Objective –Centralized Purchasing-Decentralizing – Delegation of Powers – Definition of Material Planning –Bill of Material – Material Requirement Planning – Importance of Material Research- Definition  
– Advantages of Materials Information System .

**UNIT V:** Codification – Classification – Methodology–Requirement of codes – Coding Structure and Design –Advantages - International Codification – Cost and Consequences  
– Right Quantity – Economic Ordering Quantity – Derivations of EOQ.

### **Scheme of Examination:**

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**HUMAN RESOURCE MANAGEMENT (LM303T)**

**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 I :** Human Resource Philosophy - Changing environments of HRM - Strategic human resource management - Using HRM to attain competitive advantage - Trends in HRM - Organisation of HR departments - Line and staff functions - Role of HR Managers.

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

**UNIT III :** Orientation & Training : Orienting the employees, the training process, need analysis, Training -techniques, Developing Managers : Management Development - On-the-job and off-the-job Development techniques using HR to build a responsive organisation. Management Developments - Performance appraisal in practice. Managing careers : Career planning and development - Managing promotions and transfers.

**UNIT IV :** Establishing Pay plans : Basics of compensation - factors determining pay rate - Current trends in compensation - Job evaluation – Incentives- Practices in Indian organisations. Statutory benefits - non-statutory (voluntary) benefits - Insurance benefits - retirement benefits and other welfare measures to build employee commitment.

**UNIT V :** Labour relations -Employee security - Industrial relation-Collective bargaining : future of trade unionism. Discipline administration - grievances handling - managing dismissals and separation. Labour Welfare : Importance & Implications of labour legislations - Employee health - Auditing -Future of HRM function.

**Scheme of Examination:**

**Continuous Assessment (MM: 50)**

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**Suggested Readings:**

Gary Dessler, "Human Resource Management", Seventh edition, Prentice-Hall of India



## 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 I:** Supply Chain definition – Objectives – Types – Various definitions – Drivers – Need for SCM – SCM as a profession – SCM decisions and skills – Strategy formulation in SCM – Value in Supply Chain – Tradeoffs – CRM Strategy relationship matrix

**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

**UNIT III:** Transportation Selection – Tradeoff – modes of transportation – models for transportation and distribution – factors affecting network effectiveness – 3 PL advantages – Indian transport infrastructure – IT solutions – EDI, e-Commerce, e-Procurement – Bar Coding and RFID technology

**UNIT IV:** Critical business processes and information systems – DBMS – benefits of ERP – information system and bull whip effect – SCM software packages – modeling concepts – Vendor analysis model – Coordinated SCM – Simulation modeling- Reverse Vs forward supply chain – types of reverse flows – collaborative SCM's and CPFR – agile systems – sources of variability – characteristics – supplier interface – internal processes

**Unit V:** Supply Chain Management and profitability – quality management – mass customization and globalization – ethical Supply Chains – e-business and SCM – Balanced Score Card – Benchmarking, Performance measurement

### **Scheme of Examination:**

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#### **End term Assessment (MM: 50)**

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### **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.