CBCS Syllabus as per NEP 2020 for M.Com. Part II Semester III (2023 Pattern)

Name of the Programme : M.Com.

Programme Code : PCOM

Class : M.Com. Part II

Semester : III

Course Type : Major Elective (Theory)

Course Code : COM-631-SDC

Course Title : Skill Development I (Assistant Stores Manager)

No. of Credits : 02

No. of Teaching Hours : 30

Course Objectives:

1. To familiarize the students with the basic terms of skill development.

- 2. To develop an understanding about tools and their skill development activities.
- 3. To understand the basic concepts of inculcating skills required for stores manager through systematic canvassing.
- 4. To provide an understanding regarding principles of modern materials management.
- 5. To impart the basic concept and strategies of customer centric of stores.
- 6. To help the learners to know importance of materials management.
- 7. To understand a right system of material management.

Course Outcomes:

By the end of the course, students will be able to:

- **CO1.** Accurately describe the concepts related to modern store management.
- **CO2.** Demonstrate the comprehensive understanding about the modern store management.
- CO3. Illustrate the characteristics, advantages and disadvantages of modern store management
- **CO4.** Discuss the various recent advances in business administration applicable according to the need of the business organization in the day to day activities.
- **CO5.** Understand the process of acquiring recent advances in business administration and store management in business organization when as required.
- **CO6.** Apply various tools and techniques of recent advances in business administration and store management planning and its implementation in the practice.
- **CO7.** Direct, plan and formulate and analyse the long and short term recent advances in business administration and store management for the development of the organization.

Topics and Learning Points

UNIT1: Inventory Management and Classification and Codification

10 Lectures

- 1.1. Importance of inventory and its management- its inter-linkages with various perspectives for an organization.
- 1.2. Techniques in Inventory Control-Various Stock levels-Importance,
- 1.3. LIFO-FIFO method
- 1.4. Understand the basic concept and importance of classification and codification
- 1.5. Understand the concept and importance of storage of materials

UNIT2: Inspection Accounting and Effective Speaking Skills

10 Lectures

- 2.1. Importance, advantages, procedures and methods of inspection of goods
- 2.2. Revision of various books material's receipt book, Issue book, Purchase order & Notes, Bin-Card, Stores Ledger, Stock taking
- 2.3. Understanding requirements—selecting effective techniques

UNIT3: Interpersonal Skills, Safety and Compliances

10 Lectures

- 3.1. Group Discussion—Personal conversation—involving customers and identifying their interest—offering an effective sales proposal—negotiation and sales closure techniques
- 3.2. Maintain personal safety, general safety & electric safety. First Aid and use of firefighting equipment.

References:

- 1. Production and Operations Management S.N.Chary
- 2. Operations and Supply Management Richard Chase et.al
- 3. Materials Management K.K.Ahuja

Mapping of Program Outcomes with Course Outcomes

Class: M.Com Part II, Sem III

Course: Skill Development I

Course Code: COM-631-SDC

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)														
Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9			PO	PO	PO
Outcomes										10	11	12	13	14

CO 1	2	2												
CO 2														
CO 3			2											
CO 4				3					2	2		3		
CO 5			2								3		3	
CO 6					2		2	3						3
CO 7						3								

Justification for the Mapping

PO1: A Comprehensive Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to skills advances in store management skills in their day to day life or professional life.

PO2: Procedural Knowledge and Practical Skill

CO1: Students will apply their knowledge of different techniques of recent skills advances store management skills such for data collection and analysis by them in an organization.

PO3: Communication Skills

CO3: Students will apply their recent advances in store management skills effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Critical Thinking and Problem-Solving Skills

CO4: Students will implement the various skills in advances in store management skills and store management analysis skills related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Independent Learning

CO6: Students will apply various terminologies of recent skills advances in store management skills in the practice of management of the business.

PO6: Leadership Quality- Global and Multicultural Perspective

CO7: Students will direct, plan and formulate and analyse the recent skills advances in store management skills strategy which is implemented in the business organization and provide the feedback accordingly.

PO7: Teamwork

CO6: Students will apply knowledge of recent skills advances in store management skills ethics and ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Ethical Responsibility

CO6: Students will apply procedural recent advances in store management skills and research ethical standards and an ability to apply these with a sense of responsibility within the workplace.

PO9: Innovation, Employability and Entrepreneurial Skills

CO4: Students will implement the various recent advances in store management skills strategies planning and planning procedure applicable according to the need of the business organization in the day to day practices.

PO10: Multidisciplinary Competence

CO5: Students will direct, plan and formulate and recent advances in store management skills analyse the day to day strategies which is implemented in the production and operation management of business organization and provide the feedback accordingly.

PO11: Value Inculcation through Community Engagement and Field Work

CO5: Students will direct, plan and formulate and recent advances in store management skills analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Traditional Knowledge into Modern Application

CO4: Students will implement the various recent advances in store management skills models applicable according to the need of the business organization in the day to day practices.

PO13: Design and Development of System

CO5: Students will formulate and analyse the required recent advances in store management skills analysis procedure which is implemented in the business organization.

PO14: Research-Related Skills

CO6: Students will apply recent advances in store management skills research related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace.