

VEER NARMAD SOUTH GUJARAT UNIVERSITY**T.Y.B.Com. Sem-VI****Business Administration Paper-VI****Syllabus (w.e.f. academic year 2022-'23)**

Course Outcome	The student will be able to have basic knowledge of Materials Management and Production Management (with due importance to TQM), which she/he is going to come across in future years. Tourism Management will help her/him in selecting his area of interest for further studies and/or job perspective. The student may also get a spark of pursuing some Creative Career.	
	Topics	Weightage
Unit-I	Materials Management	30%
1.	Concept, Importance and Scope of Materials Management.	
2.	Sound Purchasing and Purchasing Policies.	
3.	Inventory Control: Meaning and Importance.	
Unit-II	Production Management	40%
1.	Meaning and Scope of Production Management and Meaning of Productivity	
2.	Plant Location	
3.	Production Planning and Control	
4.	T.Q.M. Meaning, Characteristics, Importance & Methods [Kaizen &Kairyo, JIT(Just In Time), Six Sigma, Quality Circle, Pareto Analysis, Bench Marking]	
Unit-III	Tourism Management	15%
1.	Introduction	
2.	Tourism -- Meaning, Concept, Definition, Characteristics, Origin, Development.	
3.	Tourism Management --Meaning, Definition, Types, Merits	

	&Demerits	
4.	Tourism Policy of Gujarat.	
Unit-IV	Case Study	15%
	Books for Reference	
	<ol style="list-style-type: none"> 1. Materials Management N.K.Nair 2. Hand-Book of Business Administration Edited by Maynard 3. Production Management H.N. Broom 4. Factory Management K.G. Lockyer 5. Factory Management and Business Organisation A.S. Deshpande 6. Industrial Organisation and Management Lawrence L. a. Bethel, Franklin and Others 7. Business Administration and Factory Management B.K. Acharya 8. Factory Organisation and Management S.P. Roy 9. Organisational Behaviour by L.M.Prasad. 10. Organisational Behaviour by Stephen Robbins. 11. Organisational Behaviour - K. Ashvaththapa 12. Organisational Behaviour V.S.P. Rao 13. Management of New Concept and Direction Dr.Ramnik J. Yadav (UnivercityGranthNiraman Board, Ahmadabad 	