



Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
 OF COMMERCE, ARTS & MANAGEMENT STUDIES
 AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
 ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.
 IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/
 entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management	✓	✓	✓	✓	✓	5
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
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Matta

Prof. (Dr.) Moushumi Datta
 I/c. Principal

Communicative English - Practical

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Introduction to Business Communication	06
2	Academic Vocabulary and English for Business	06
3	Business letters	06
4	Communication in Business Environment	06
5	Reports and Presentations	06
	Total	30

Objectives:

1. To develop written and verbal communication skills for effective business communication.
2. To identify various communication skills involved in the business organization.
3. To develop business communication skills among the students.
4. To improve language skills – reading, writing and listening

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Demonstrates an understanding of the methods and modes of communication.

(Level: Understand)

CO2: Illustrate ability in writing business and personal letters. (Level: Apply)

CO3: Analyse different modes of communication. (Level: Analyse)

CO4: Prepare reports and paragraphs on a given situation. (Level: Apply)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Introduction to Business Communication Characteristics of Effective Organizational Communication Basic Forms of Communication □ Process of Communication □ Principles of Effective Business Communication □ 7 C's	06
2	Academic Vocabulary and English for Business Creative Writing Critical Thinking: Introduction to critical thinking– Benefits □ Barriers – Reasoning —Arguments □ Deductive and inductive arguments – Fallacies □ Inferential comprehension Critical thinking in academic writing □ Clarity □ Accuracy – Precision – Relevance. (Skill Development)	06
3	Business letters layout of Business letters (Entrepreneurship) □ types □ Business enquiries and replies – offers – quotations – orders – complaints and adjustments – collection letters – circular letters – status enquiries- Email Writing □ The Process of Writing E Mails, breaking it Down – The PAIBO Technique, Structuring an E □ Mail – The T's – Introduction, Body and Conclusion, Effective Subject lines, Salutation and Signing off □ Teleconferencing, video conferencing	06
4	Communication in Business Environment: Business Meetings, Notice, Agenda, Minutes □ Press Releases □ Corporate Communication: Internal and External, Group Discussion, Seminars, Presentations. □ Reporting of Proceedings of a meeting. Office Memorandum, Office Orders, Press Release -Listening: Active listening – Barriers to listening – Listening and note taking – Listening to announcements – Listening to news on the radio and television.	06
5	Reports and Presentations □ Business reports and Proposals, Format, visual aids and contents, Oral Business presentations - Job Application and Resume Writing. (Skill Development and Employability)	06

Reference Books

1. R.C. Bhatia. Business Communication.
2. R.K. Madhukar. Business Communication.
3. Shraf Ravi. Effective Technical Communication.
4. Marilyn Anderson, Pramod K Nayar and Madhu Chandra Sen. Critical Thinking,
5. Lesikar R.V & Flatley M V, Basic Communication Skills for empowering the internet generation, Tata □ McGraw Hill, 2009. 2.
6. Sharma R C & Mohan K, Business Correspondence & Report Writing, TMH, 2009.

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Statistics for Data Analysis

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Data Collection	12
2	Measures of Central Tendency	12
3	Correlation Analysis	12
4	Index Number	12
5	Probability and Sampling	12
	Total	60

Objectives:

1. This course aims at aiding the students in reaching a level of increased competence in business statistics and expands understanding of the applications of statistical concepts in business.
2. Emphasis is placed upon learning statistical concepts through common business problems.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Gain conceptual and working knowledge of Business Statistics. (Level: Understand)

CO2: Demonstrate the knowledge in the applications of business. (Level: Apply)

CO3: Practice the methods of solving problems on basic concepts and analytical business statistical model. (Level: Apply)

CO4: Use introductory level of Transportation and queuing theory. (Level: Apply)


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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	<p>Data Collection Collection and Presentation of Data - Statistical data – Primary and Secondary (Skill Development) ; Methods of collection of Primary data; Presentation of Data – Textual, Tabular and Diagrammatic form (Line chart, Bar chart, Pie chart, Histogram, Frequency polygon and Ogive); Frequency distribution.</p>	12
2	<p>Measures of Central Tendency <u>Measures of Central Tendency</u> (Skill Development) – Mean (A.M., G.M., H.M.), Median, Mode – different properties; Partition values – Quartiles, Deciles, Percentiles; Partion values from Ogives <u>Measures of Dispersion</u> (Skill Development) – Range, Q.D., M.D., S.D. – their coefficients; Comparing consistency; Different properties. Moments, Skewness and Kurtosis – Moments about an arbitrary number; Central Moments; Relation between central and non-central moments up to 4th order and coefficients.</p>	12
3	<p>Correlation Analysis: Methods of Studying Correlation for Grouped and Ungrouped Frequency Conceptual Distribution. Regression Analysis: Equation of Regression Lines for Grouped and Ungrouped Frequency Distribution, Standard Error Estimate.</p>	12
4	<p>Index Number <u>Index Number</u> (Skill Development) – Construction, Price and Quantity index numbers, Laspeyres', Paasche's, Edgeworth- Analytical Marshall's, Fisher's method, Relative methods, Tests of index number formulae: Time and Factor reversal tests General index number, Chain base index number, cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers.</p>	12
5	<p>Probability and Sampling <u>Probability theory</u> – concept and approaches; Probability rules – addition Analytical and multiplication theorem, Binomial, Poisson and Normal Distribution and their applications <u>Sampling</u>(Skill Development) – Purpose and Methods of Sampling, Merits and limitations of Sampling</p>	12

Reference Books

1. Gupta and Gupta, Business Statistics. (Sultan Chand & Sons: New Delhi).
2. Chandan, J. Statistics for Business Economics. (Vikas: New Delhi)
3. Sharma, Shenoy and Srivastava, Quantitative Analysis for Managerial Decision Making


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Data Analysis Using Spreadsheet - Practical

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Introduction to Excel	06
2	Working with Excel	06
3	Formulas	06
4	Charts and Data Validation	06
5	Pivot Tables	06
	Total	30

Objectives:

This course is designed with the view of making the student skilful at

1. Performing data analysis using spreadsheet (MS Excel)
2. To understand different formula's structure available in MS Excel
3. To visualize the data using graphs and charts.
4. Creating pivot tables from a range with rows and columns in Excel

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Practice the E communication effectively with help of Spread Sheet (Level: Apply)

CO2: Summarize data with data analysis, PivotTables, and Pivot Charts. (Level: Evaluate)

CO3: Design charts and the drawing tools. (Level: Create)

CO4: Design the pivot tables and Macros (Level: Create)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Introduction to Excel About Excel & Microsoft (Skill Development and Employability) , Uses of Excel, Excel software, Spreadsheet windowpane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets Columns & Rows	06
2	Working with Excel Selecting Columns & Rows, Changing Column Width & Row Height, Auto fitting Columns & Rows, Hiding / Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell – Format, value, formula, use of paste and paste special Functionality Using Ranges. Using Ranges, Selecting Ranges, Entering Information into a Range, Using AutoFill	06
3	Formulas Creating Formulas, Using Formulas, Formula Functions (Skill Development and Employability) – Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum, Advance Formulas Concatenate, Lookup, Lookup, Match, Count if, Text, moving between Spreadsheets, Selecting Multiple Spreadsheets, Inserting and Deleting Spreadsheets Renaming Spreadsheets, Splitting the Screen, Freezing Panes, Copying and Pasting Data between Spreadsheets, Hiding, Protecting worksheets	06
4	Charts and Data Validation Creating Charts, Different types of chart, Formatting Chart Objects, Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data Table Data Analysis Sorting, Filter, Text to Column, Data Validation	06
5	Pivot Tables Creating Pivot Tables, manipulating a PivotTable, Using the PivotTable Toolbar, Changing Data Field, Properties, displaying a PivotChart, Setting PivotTable Options, Adding Subtotals to PivotTables Spreadsheet Tools, Making Macros (Employability) , Recording Macros, Running Macros, Deleting Macros	06

Reference Books

1. Microsoft Excel 2016: Comprehensive, Freund, Starks, and Schmieder, Cengage Learning, 2017, ISBN: 9781305870727



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Analysing Financial Accounting Statements

Modules at a Glance

Sr. no.	Topics	No. of hours
1	Introduction	15
2	Study of common financial statements	15
3	Analysis of balance sheet	15
4	An in-depth analysis of financial statements	15
	Total	60

Objectives:

1. To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements.
2. To make students understand the process of analyzing the balance sheets
3. To inculcate the knowledge of in-depth analysis of financial statements

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Understand fundamental accounting concepts, principles and conventions (Level: Understand)

CO2: Examine the balance sheet (Level: Analyse)

CO3: Examine depth analysis with respect to financial analysis, balance sheet and financial statements. (Level: Analyse)



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Detailed Syllabus

Sr. no.	Topics	No. of hours
1.	Introduction Meaning of financial statements, periodicity, objectives, utility Limitations, Presentation of Balance sheet and Income statement (Skill Development and Employability) in vertical format, meaning of different items appearing in the balance sheet and their valuation, Especially in relation to corporate finance	15
2.	Analysis of financial analysis by preparing comparative statements, common size statements and trend analysis including practical problems	15
3.	Analysis of balance sheet (Employability and Entrepreneurship) and income statement by preparing cash flow statements, time value of money concept e.g., PV and IRR, Ratio analysis, Including practical problems	15
4.	An in-depth analysis of financial statements using financial ratios their usefulness interpretation, limitations and evaluation of financial performance by interfirm comparison including practical problems.	15

Reference Books

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, 13-th Ed. 2013.
2. M.C. Shukla, T.S. Grewal and S.C. Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
4. Deepak Sehgal. Financial Accounting. Vikas Publishing H House, New Delhi.
5. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House Goldwin, Alderman and Sanyal, Financial Accounting, Cengage Learning.
6. Tulsian, P.C. Financial Accounting, Pearson Education.
7. M. Haniff & A. Mukherjee, Financial Accounting 2nd Edition
8. Basu & Das, Financial Accounting, Rabindra Library
9. SP Jain & K. L Narang, Financial Accounting, Kalyani Publishers



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Foundation Course

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Globalization and Indian Society	9
2	Human Rights	9
3	Ecology	9
4	Understanding Stress and Conflict	9
5	Managing Stress and Conflict in Contemporary Society	9
	Total	45

Objectives:

1. To create right understanding of human values and soft skills to actualize these in their personality and behavior of students leading to peace and harmony for sustainable success in career and happiness.
2. In order enable manpower to achieve success in profession and happiness in life, they need to possess universal human values and Soft Skills essential for fulfilling need of keeping harmony within self, family, job, society and world.
3. To acquaint students with UDHR and Fundamental Rights in Indian Constitution.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Describe the historical growth of the idea of human rights. (Level: Understand)

CO2: Describe core concept and methods from ecological and physical sciences and their application in environment problem solving. (Level: Understand)

CO3: Understand how Stress and Conflicts are caused. (Level: Understand)

CO4: Demonstrate the awareness of human rights. (Level: Apply)

CO5: Implement different methods of responding in stress and conflicts. (Level: Apply)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	<p>Globalization and Indian Society</p> <p>Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.</p>	9
2	<p>Human Rights</p> <p>Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution.</p>	9
3	<p>Ecology</p> <p>Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation □ causes and impact on human life; Sustainable development □ concept and components; poverty and environment</p>	9
4	<p>Understanding Stress and Conflict</p> <p>Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict.</p>	9
5	<p>Managing Stress and Conflict in Contemporary Society</p> <p>Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualization; different methods of responding to conflicts in society; Conflict □ resolution and efforts towards building peace and harmony in society.</p>	9

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Reference Books

1. A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
2. Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
3. Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, NarinderKaur ,Anmol Pub. (1995)
4. Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)
5. Industrial Policy and economic development in India (1947 -2012) – AnupChatterjeeNew Century Pub. (2012)
6. Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)
7. Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)
8. Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)
9. Ecology and environment – Benu Singh, Vista International Pub. (2006)
10. Universal Human Rights : In theory and practice, Jack Donnelly, (2014)
11. Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)
12. Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)



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First Mile Operations

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Role of First Mile in E-Commerce Logistics	12
2	Shipment Pickup Operations	12
3	Shipment Processing Operations	12
4	Layout of A Processing Centre Inbound operations	12
5	First Mile Analytics and Metrics	12
	Total	60

Objectives:

1. To understand the First Mile operational processes in e-commerce logistics.
2. To understand the shipment operations and processing operations.
3. To understand and create a processing center inbound operation.
4. To understand the analytics and metrics of first mile.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Understand basics of First Mile operations. (Level: Understand)

CO2: Explain shipment pickup operations. (Level: Understand)

CO3: Explain different types of shipment processing operations at Processing Centres. (Level: Understand)

CO4: Evaluate key challenges in First Mile operations and First Mile metrics. (Level: Evaluate)

CO5: Create a layout of a Processing Centre. (Level: Create)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Role of First Mile in E-Commerce Logistics Difference between First Mile, Line Haul and Last Mile operations. -First Mile Operations - Overview-Why is First Mile operations important in e-commerce logistics-First Mile process flow.	12
2	Shipment Pickup Operations Shipment pickup process. -Pickup operations staff - roles and responsibilities. -Pickup coordination. -Safety and security of shipments during pickup-Pickup documentation.	12
3	Shipment Processing Operations Primary and secondary processing. -Bagging operations. -Manual processing operations-Automated processing operations	12
4	Layout of A Processing Centre Inbound operations- Processing Operations-Outbound Operations-Safety and security-Processing Centre staff - roles and responsibilities	12
5	First Mile Analytics and Metrics Productivity-Pickup operations metrics-Processing operations metrics-First Mile dashboard. Tools and Applications (Employability) Pickup tools and applications-Processing tools and applications-Exceptions in First Mile and impact on operations Tools and communication to resolve exceptions.	12

Reference Books

1. Course Material Prepared by LSC



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Inventory Management

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Introduction to Inventory Management	12
2	Basic Inventory Management Techniques and Relevance to E-Commerce Logistics	12
3	Key Inventory Management Metrics	12
4	Inventory Management Software	12
5	Latest Trends in Inventory Management	12
	Total	60

Objectives:

1. To understand the concepts of inventory management
2. To understand the different techniques of inventory management and its relevance to E-Commerce Logistics
3. To understand the key metrics for Inventory Management
4. To understand the working of different Inventory management software and latest trends.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Understand basics of inventory management in warehousing. (Level: Understand)

CO2: Describe the requirement for inventory management systems. (Level: Understand)

CO3: Describe the different Inventory Management Metrics. (Level: Understand)

CO4: Demonstrate the importance of inventory management. (Level: Apply)

CO5: Compare various inventory management techniques. (Level: Analyse)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Introduction to Inventory Management What is inventory management-Why is inventory management important-Role in inventory management in e-commerce supply chain -Inventory management terms-Types of inventories in e-commerce supply chain -Management of inventory in e-commerce supply chain.	12
2	Basic Inventory Management Techniques and Relevance to E-Commerce Logistics Economic order quantity-Minimum order quantity -ABC analysis (Skill Development and Employability). -Just-in-time inventory management. -Safety stock inventory. -FIFO and LIFO. -Batch tracking. -Consignment Inventory-Perpetual inventory management-Six Sigma and Lean Six Sigma-Demand Forecasting-Cross-docking-Bulk shipments	12
3	Key Inventory Management Metrics Inventory turnover -Safety stock -Reorder point -Backorder rate-Carrying cost of inventory	12
4	Inventory Management Software What is inventory management software? - Features of good quality software. -Choosing the correct warehousing management system.	12
5	Latest Trends in Inventory Management Predictive picking using artificial Features of good quality software Choosing the correct warehousing management system (Employability)-Omnichannel inventory management solutions-Streamlined management of returned inventory-Streaming Analytics-Advanced sales forecasting-New inventory management skills.	12

Reference Books

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007
3. Operations Research – Concepts, Problems & Solutions □ Kapoor V.K. □ Sultan Chand & Sons/2017 □ 978 □ 81 □ 8054 □ 854 □ 3 (TC □ 532)
4. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai Further Reading Source
5. Simchi □ Levi, David, “Designing and Managing Supply Chain”, Tata McGraw Hill, 3rd Edition, 2007.
6. David E Mulcahy, “Warehouse Distribution and Operations Handbook, McGraw Hill, 6th Edition, 1993.



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Material Handling

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Introduction	9
2	Types of Material Handling Equipment	9
3	Material Requirement Planning (MRP)	9
4	Quality control of material	9
5	Health and Safety	9
	Total	45

Objectives:

1. To develop competencies and knowledge of students to become effective professionals
2. To orient students on recent changes and development in the field of material management
3. To help Students to understand basic Principles and concept of material Management

Learning Outcome:

After the successful completion of course, learner will be able to:

CO1: Understand the scope and importance for handling materials. (Level: Understand)

CO2: Describe the different types of Material Handling Equipment (Level: Understand)

CO3: Apply the knowledge about material management in the real life business situation (Level: Apply)

CO4: Enhance their managerial ability and professional skills (Level: Apply)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Introduction: Introduction: Materials Management □ Evolution, Importance, Scope and Objectives □ Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL □ Supply Chain Management Objectives, Components, Significance, Trade off Customer Service & Cost.	9
2	Types of Material Handling Equipment Storage and Handling Equipment: -Racks, Bins and Drawers., Stacking Frames, Shelves, Mezzanines. Transport Equipment: Conveyors, Cranes, Lifts and elevators. Engineered Systems: Automated Guided Vehicles (AGVs), Automated Storage and Retrieval Systems (AS/RS), Conveyor Systems, Robotic Delivery System. Bulk Material Handling Equipment, Stackers and Reclaimers., Hoppers and Silos.	9
3	Material Requirement Planning (MRP) Material Requirement Planning (Skill Development and Employability) (MRP) □ Advantages over conventional planning (Order Point Method) – Input and output of MRP system □ Forecasting - Overview of quantitative and qualitative methods of forecasting □ Master Production Schedule □ Bill of Materials - BOM Explosion □ Material flow in MRP. MRP II. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements). Design of Material Handling Systems. The Unit Load Concept-In-Process Handling-Distribution.	9
4	Quality control of material Quality control of material (Employability): Incoming material quality control □ statistical quality control □ governmental purchasing practices and procedures □ Inventory control & Cost Reduction techniques: Inventory turns ratios □ Standardization – need and importance. Codification – concept, benefits. Value Engineering and Value Analysis – concept and process.	9
5	Health and Safety Materials handling and storage systems, Physical distribution logistics □ transportation, Traffic and claims management □ operations research and related techniques □ Principles of Materials Handling system □ Materials Handling Equipment – Safety issues.	9

Reference Books

1. Course Material Prepared by LSC
2. Materials management: procedures, text and cases □ A.K. Datta
3. Materials management: An integrated approach □ P. Gopalakrishnan
4. Introduction to Materials management □ J.R. Tony Arnold & Stephen N. Chapman
5. Materials & Logistics Management □ L.C. Jhamb

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 MALAD (W), MUMBAI - 400 064

Organisational Behaviour

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Organizational Behaviour	9
2	Perception-nature, Importance, meaning, learning & perception	9
3	Conflicts	9
4	Organization Change and Development	9
5	Leaderships	9
	Total	45

Objectives:

1. Understand individual behavior in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories.
2. Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Discuss perception and group behaviour. (Level: Understand)

CO2: Describe motivation, creativity and stress at the workplace. (Level: Understand)

CO3: Illustrate an understanding for organizational process and culture. (Level: Apply)

CO4: Analyse individual behaviour and different personalities. (Level: Analyse)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Organisational Behaviour – What is O.B., Nature and Structure and Structure of O.S. approaches to O.B. behaviourists framework, social learning framework. Basic understanding of Individual behaviours personality meaning, development, Freudian stage, Neo Freudian stage	9
2	Perception - nature, Importance, meaning, learning & perception. Attitudes & satisfaction: - nature, dimensions of attitudes, meaning of job satisfaction. Sources & consequences of job satisfaction. Job stress – meaning, causes & effects. Group dynamics: - Nature of Groups, types- committee organization its nature & functions. Informal Organization structure, Informal communication system.	9
3	Conflicts – Organizational conflicts, types of conflict, Strategies of interpersonal conflicts. Group decision making & control: - Nature and meaning of decision making, phases of decision-making process (Skill Development) , Meaning of Control, elements of control process.	9
4	Organization Change and Development: Definition and Meaning, need for Change, Strategies to Overcome Resistance, Process of Change, Meaning and Definition of OD, OD Interventions.	9
5	Leaderships- Types—theories of leadership (Trait theory, Michigan studies and Fiedler's contingency model) modern approach to leadership theories— leadership styles. (Skill Development)	9

Reference Books

1. Business Organization and Management by Bhushan Y.K.
2. Business Organization by Gupta C.B
3. Organizational Behavior by L.M. Prasa



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Quantitative Techniques

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Quantitative techniques	12
2	Statistical inference	12
3	Analysis of Time Series	12
4	Transportation and Assignment Problems	12
5	Statistical Quality Control	12
	Total	60

Objectives:

1. To familiarize the student with the use of quantitative techniques in managerial decision making.
2. To understand the processing of analyzing time series
3. To solve the transportation and work assignment problems with help of statistics
4. To implement the statistical quality control.

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Understand various quantitative & statistical methods (Level: Understand)

CO2: Understand data and draw inference from data. (Level: Understand)

CO3: Calculate and interpret statistical values by using statistical tool (correlation & regression) (Level: Analyse)

CO4: Demonstrate an ability to apply various statistical tool to solve business problem. (Level: Apply)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Quantitative techniques Introduction, meaning and definition, classification of QT, QT and other disciplines, application of QT in business, limitations.	12
2	Statistical inference Testing of hypothesis (Skill Development), procedure, error in testing, two tail test and one tail test, nonparametric tests, Chi-Square test, Wilcoxon test. Parametric tests, Z test, test of significance of large samples, test for two sample means, small sample mean tests, Student t test, Analysis of variance, F test, one-way ANOVA and two-way ANOVA tests	12
3	Analysis of Time Series Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods (Skill Development) (linear and quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, De-personalization.	12
4	Transportation and Assignment Problems Nature and scope of transportation and allocation Analytical models, different methods for finding initial solution- N-W Corner Rule, Least Cost Method and VAM. Unbalanced TP, Test for optimality – MODI method, AP a variant of Transportation model, Hungarian method, Restricted Assignment problems. Queuing Theory – Models – Simple Problem – Introduction to simulation	12
5	Statistical Quality Control Introduction; Sources of Variations; Statistical Process Control Methods; Control Charts; Acceptance Sampling; Advantages of Statistical Quality Control.	12

Reference Books

1. David M. Levine: Business statistics
2. S.P. Gupta; Statistical methods



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Warehouse Management

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Introduction to Warehouse (Storage and Packaging) Background	9
2	Receiving and Dispatch of Goods in warehouse	9
3	Warehouse Activities	9
4	Warehouse Management	9
5	Warehouse Safety Rules and Procedures	9
	Total	45

Objectives:

1. To develop competencies and knowledge of students to become Warehouse professionals
2. To orient students in the field of Logistics
3. To help Students to understand Warehousing and distribution centre operations

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Understand the basic of Warehousing (Level: Understand)

CO2: Apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation. (Level: Apply)

CO3: Analyse their ability and professional skills in domain of warehousing. (Level: Analyse)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Introduction to Warehouse (Storage and Packaging) Background Need for Warehouse – Importance of warehouse □ Types of Warehouses □ Broad functions in a warehouse □ warehouse layouts and layout related to functions. Associate warehouse □ Its functions □ equipment available in associate ware house □ Video on warehouse – Visits to ware houses □ Warehouse Organization Structure □ Benefits of Warehousing.	9
2	Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods – Stages involved receipt of goods □ Advanced shipment notice (ASN) or invoice items list □ Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded □ Formats for recording of goods unloaded from carriers □ Generation of goods receipt note using computer □ Put away of Goods □ Put away list and its need □ Put away of goods into storage locations □ storage location codes and its application □ Process of put away activity □ Procedure to Prepare Warehouse dispatches	9
3	Warehouse Activities Explain receiving, sorting, loading, unloading, Picking Packing and dispatch, activities and their importance in a warehouse (Employability) □ quality parameters □ Quality check □ need for quality check □ importance of quality check. Procedure to develop Packing list / Dispatch note □ Cross docking method □ Situations suited for application of cross docking □ Information required for coordinating cross docking □ Importance of proper packing □ Packing materials □ Packing machines □ Reading labels	9
4	Warehouse Management Warehouse Utilization Management □ Study on emerging trends in warehousing sector □ DG handling □ use of Material Handling Equipment's in a warehouse □ Inventory Management of a warehouse □ Inbound & Outbound operations of a warehouse and handling of Inbound & Outbound operations. Distribution – Definition – Need for physical distribution – functions of distribution – marketing forces affecting distribution. The distribution concept – system perspective. Channels of distribution (Skill Development): role of marketing (Entrepreneurship) channels – channel functions – channel structure – designing distribution channel – choice of distribution channels	9
5	Warehouse Safety Rules and Procedures The safety rules and procedures to be observed in a Warehouse □ Hazardous cargo – Procedure for Identification of Hazardous Cargo □ safety data sheet □ Instructions to handle hazardous cargo □ Familiarization with the industry. Health, Safety & Environment □ safety Equipment's and their uses □ 5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.	9



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Reference Books

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control □ Vikas Publication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer □ verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India.



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Word & Presentation Tools - Practical

Modules at a Glance

Sr. No.	Modules	No. of lectures
1	Windows 2000- working with windows	06
2	Word Basics	06
3	Power Point basics	06
4	MS-Word-Practical	06
5	MS Power Point-Practical	06
	Total	30

Objectives:

1. To introduce the student to the Word & Presentation tools and its applications and thereby empowering him to utilize e-sources for upgrading their knowledge base.
2. To introduce the students with some basic tools and applications which will enable them in e-communicating effectively and analyse data for decision making using data of different kinds

Learning Outcome:

After successful completion of course, learner will be able to:

CO1: Explain different terminologies like data, information. (Level: Understand)

CO2: Understand the basic components of Windows. (Level: Understand)

CO3: Apply the knowledge of MS Word tools in real-life application. (Level: Apply)

CO4: Discover their ability and professional skills in the Computer Application in MS-Word & Presentation. (Level: Apply)



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Detailed Syllabus:

Sr. No.	Modules / Units	No of Lectures
1	Windows 2000- working with windows (Skill Development) – moving formation within windows arranging Icons Saving Window settings. MS Office Basics – Creating document – entering text-Selecting text giving instructions - Using tool bars Menu commands- Key boards shortcuts-Saving files Opening documents – Manipulating Windows – simple Editing- Printing Files	06
2	Word Basics – Using Auto text – Using Auto Correct Word editing technique finding and replacing text – Checking spelling – using templates- formatting – Formatting with styles creating tables.	06
3	Power Point basics- Working in outline view- using a design template- Merging presentations in Slider sorter view applying templates – Adding graphs- adding organization Charts.	06
4	MS-Word-Practical Type the text, check spelling and grammar bullets and numbering list items, align the text to left, right justify and centre. -Prepare a job application letter enclosing your Bio-Data-Perform Mail Merger Operation and Preparing labels. -Prepare the document in newspaper column layout. (Skill Development)	06
5	MS Power Point-Practical Prepare a PowerPoint presentation (Skill Development) with at least three slides for department Inaugural Function-Draw an organization chart with minimum three hierarchical levels -Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide.	06

Reference Books

1. Office 2000 Complete Reference by Stepher L. Nelson.
2. PC Software for window made simplex by R.K Taxali – Tata McGraw Hill Publishers Pvt. Ltd


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