University of Rajasthan
Jaipur

SYLLABUS

POST - GRADUATE DIPLOMA
IN
MANAGEMENT OF SMALL SCALE
&
AGRO-INSUTRIES

Examination 2019
DEPARTMENT OF ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

POST-GRADUATE DIPLOMA IN MANAGEMENT OF SMALL SCALE AND AGRO-INDUSTRIES

EXAM 2019

Scheme of Examination

1. A Candidate must obtain for a pass at least 25% marks in each individual paper and the monograph and 36% marks in the aggregate. The classification of successful candidates will be as follows:
   - First Division: 60% of the aggregate marks
   - Second Division: 48%

   All the rest will be declared to have passed the examination. Every candidate shall be required to offer the following six papers and each paper of three hours duration carrying 100 marks.

2. There will be five questions in all. The candidates are required to attempt all the questions. There will be one question from each unit with an internal choice (either/or).

3. Every candidate for the above diploma Examination shall be required to offer the following papers. Each theory paper shall be of 3 hours duration and carry 100 marks.

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<td>Paper - III</td>
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<td>Paper - IV</td>
<td>Special Problems of Small Scale and Agro-Industries</td>
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<td>Paper - V</td>
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PAPER I : ECONOMIC ENVIRONMENT AND LEGAL FRAMEWORK

Time : 3 hours

Max. Marks : 100

Unit II  Agro-Industries Role in Agriculture and Rural development. Growth of Agro-industries in India with special reference to Rajasthan.

Small Scale Industries: Definition and legal frame-work, Role in Indian Economy, Organisational structure of SSI, Development of Small Scale Industries during Five Year Plans.

Unit III  Regulations governing Small Scale Industries (Factory Act and other Labour Legislations) Tax concessions and incentives to Small Scale Industries. Industries reser. ed for Small Scale Sector, Items reserved for purchases from Small Scale Sector.


Unit V  Criteria for backward districts/areas. A brief study of subsidies and other concessions provided by the Government of India; State Government.

Books Recommended

2. Vasant Desai. Organisation and Management of Small Scale Industries
3. Mathur, H.M. Industrial Economy of a Development Region
4. Dhar. PN. and Lycklll. H.F. The Role of Small Enterprises in Indian Economic Development
5. Fort Foundation Development of Small Salle Industries in India-Proposals. Problems and policies
10. Mishra Puri : Indian Economy

PAPER II : FINANCIAL MANAGEMENT

Time : 3 hours  Max. Marks : 100


Unit II  Working Capital requirements, sources of working capital, working capital management. Management of Investments in Fixed Assets-Techniques of capital expenditure decisions.

By Registrar

(Academic)
Unit III Tools of Financial Analysis-Ratio Analysis, Fund Flow Analysis and Break-even Analysis
Sources of Funds-Short term, Medium-term and Long-term.

Unit IV Institutional Finance to Small Scale Industries-Commercial Banks, State Bank of India, and its subsidiaries, Credit Guarantee Scheme of RBI, IDBI, IFCI, ICICI. IRCL LIC. State Financial Corporation's (SFCs) and State Industrial Development Corporations (with special reference to RFC and RIICO).

Unit V Difficulties in procuring institutional finance and suggestions for improving facilities for institutional finance and suggestions for improving facilities for institutional finance.

Books Recommended
7. Annual Reports of IDBI, IFCI, ICICI, RFC, RIICO etc.

PAPER III : MATERIALS AND MARKETING MANAGEMENT

Time: 3 hours Max. Marks: 100

Unit I Role of Materials Management in Business, Methods of Procuring of Stores-Quality specifications and standardisations. Sources of Supply. Difficulty in raw material procurement, Store keeping- its procedure and record.

Unit II Inventory planning and control, types of inventory control, ABC analysis, Economic Order Quantity, Re-order point, safety stock level, Problem of optimisation. Inventory valuation methods. Ware-housing and Material handling, Disposal of suspect items.


Unit IV Methods of Pricing-Skimming and Penetration Prices, Life Cycle of Products. Channels of Distribution-Types of Distribution Channels. Selection of Appropriate channel.

Unit V Sales promotion and sales management-Techniques of Sales promotion, Advantages of Sales Promotion, Advertising Selection of Advertising Media, Sales Management-Managing the scale force. Selection Placement Training and Remuneration of Salesmen, Problems of marketing and distribution.
Books Recommended
4. Chadda, R.S.: Inventory Management in India.
6. Hattirad, John A., Marketing Management Analysts and Decision
7. Aganval, R.C. and bl.S. Kolhari, Vipanan Prabandha
8. Poonval B.L. Samgri Prabandha

PAPER-IV-SPECIAL PROBLEMS OF SMALL SCALE AND AGRO-IN
DUSTRIES

Time: 3 hours
Max. Marks: 100

Unit I
Labour and Personnel Problems Trade unionism and growing industrial unrest in small scale and Agro-industries situated in Industrial and urban localities, causes and remedies, Recruitment, Training and Promotion of personnel.

Unit II
Production Problems: Organisation and process of Production, Production Planning, Cost of Production, Problems of Non-availability of essential raw material and cost escalation, capacity utilisation.

Unit III
Industrial sickness: Industrial sickness in Small Scale and Agro Industries, Definition, Magnitude of the Problems, symptoms and diagnosis of sickness, Nursing and Rehabilitation (Parameter of productivity, profitability, liquidity and solvency), Government policy and its impact.

Unit IV

Unit V
Dealing with Government and other Agencies: Dealing with Government Departments in relation to completion of different legal formalities, Dealing with industries Department for financial and other assistance, Dealing with Government department for Government purchase, Dealing with Financial Institutions, Dealing with Institutions assisting Small Scale and Afro Industries

Difficulties faced and suggestions for better dealing.

Books Recommended
4. Reserve Bank of India: Seminar of Sick Units. April 1976

(Stamp)
Paper-V: Project Work and Viva-Voce

Project work of about 5,000 words based on six weeks practical training indicating the candidate own experience with regard to cases / problem approved for the purpose by the Head of the Department. The candidates project work, along with the certificates from the supervisor/teacher concerned will be required to submit before commencement of theory examination.

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<tr>
<th>Project Work</th>
<th>50 Marks</th>
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<tbody>
<tr>
<td>Viva-Voce</td>
<td>50 Marks</td>
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