UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

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

Examination 2018
DEPARTMENT OF ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

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

EXAM 2018

Scheme of Examination

1. A Candidate must obtain for a pass atleast 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 question. 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.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper – I</td>
<td>Economic Environment and Legal Framework</td>
</tr>
<tr>
<td>Paper – II</td>
<td>Financial Management</td>
</tr>
<tr>
<td>Paper – III</td>
<td>Materials and Marketing Management</td>
</tr>
<tr>
<td>Paper – IV</td>
<td>Special Problems of Small Scale and Agro-Industries</td>
</tr>
<tr>
<td>Paper – V</td>
<td>Project Work and Viva-Voce</td>
</tr>
</tbody>
</table>

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 (Factoy 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, P.N. and Lyckill, 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.
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 L1C. 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 suspense 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.

PAPER-IV-SPECIAL PROBLEMS OF SMALL SCALE AND AGRO-INDUSTRIES

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

Difficulties faced and suggestions for better dealing.

Books Recommended
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.

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