

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI - 51**

1	Name of	<b>CERTIFICATE COURSE IN INDUSTRIAL MANAGEMENT</b>																																																														
2	Course Code	<b>408220</b>																																																														
3	Max. Nos. of	25 Students																																																														
4	Duration	1 Year																																																														
5	Type	Full Time																																																														
6	Nos. of Days	6 Days																																																														
7	Nos. of	7 Hrs																																																														
8	Space	Theory Class Room – 200 sqft			Practical – 800 sqft																																																											
9	Entry	S.S.C. Passed																																																														
10	Objective Of Syllabus/ introduction	<ul style="list-style-type: none"><li>• To understand the Principles of Management.</li><li>• To know the source of supply for getting right type of product</li><li>• To understand the production , Planning &amp; Managerial activities of an industry g</li><li>• To understand the Personnel function &amp; the methods used in Personnel Planning &amp; Selection.</li></ul>																																																														
11	Employment Opportunity	Buying Agents																																																														
12	Teacher’s Qualification	M B A or M.Com.																																																														
13	Training System	<table><tr><th colspan="8">Training System Per Week</th></tr><tr><td colspan="2">Theory</td><td colspan="2">Practical</td><td colspan="4">Total</td></tr><tr><td colspan="2">18 Hours</td><td colspan="2">24 Hours</td><td colspan="4">42 Hours</td></tr></table>							Training System Per Week								Theory		Practical		Total				18 Hours		24 Hours		42 Hours																																			
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## **SYLLABUS**

### **Theory - I**

#### **Trade Management & Finance**

##### **Part – A (Trade Management)**

<b>Chapter</b>	<b>Contents</b>
Introduction to Trade & Industry	Evolution of Commerce & industry, Industrial revolution, Scientific revolution: - its effects, factory system, trade & aids to trade.
Insurance	Meaning , Objectives , Principles , terms , Importance of Insurance. Different Kinds of insurance policies: - Marine insurance, Inland transit Insurance, Fire insurance, Miscellaneous insurance, value of insurance.
Banking	Meaning , features ,functions , types of bank , documents of bank , Instruments of credit New Instruments offered by banks, types of loans, other financial services – Personal Banking Services – Deposits, Loans, Investments, Credit & Debit, Cards, Insurance, DEMAT Services, Online Services
Marketing of Goods & Services	Buying , Assembling , Standardizing , Grading , Branding , Packing , Packaging , Warehousing & its types ,Retailers, Wholesalers & its types

##### **Part – B (Finance )**

<b>Chapter</b>	<b>Contents</b>
Finance	Meaning & nature of business finance, Need , Concept of Finance , Functions_ Executive Function , Routine Function , Financial Management :- Objectives , Scope , Organization of finance function
Source of Finance	Long term funds :- Issue of shares , Issue of debentures :- term loan , self financing or retained earnings / Lease financing , Short term funds :- Public deposits , Bank credit from suppliers , advances from dealers :- Commercial paper :- Short term loan fro financial Institutes
Fixed Capital	Meaning & nature, Factors determining fixed capital, source of fixed capital, Issue in fixed asset management.
Working Capital	Meaning, nature, Factors determining working capital: - Importance of working capital, source of working capital, need & Importance of working capital management, over trading & under trading, Fixed capital v/s working capital.

## **Practical – I**

### **Part - A**

#### **List of Practical:**

1. Chart on types of insurances.
2. Collection of names of different insurance companies & their schemes.
3. Procedure of taking the life insurance policy
4. Procedure of getting the fire insurance policy
5. Procedure of getting the Marine insurance policy
6. Different documents used for getting insurance policy.
7. Procedure of claim & documents required during the claim.
8. Different methods of Valuation in case of loss.
9. Visits to an insurance company
10. Chart showing the different types of banks & services of bank.
11. Preparation of the formats & filling up of the documents used in a bank :- cheque , pass book  
Pay-in-slip , withdrawal slip
12. Procedure of opening a bank account.
13. Formats of cash book & preparation of chart SHOWING A NUMBER OF ledgers used in a  
bank
14. List of the registers maintain by a bank.
15. Formats of final accounts used in a bank.
16. Collecting & filling up of various forms like fixed deposit , DEMAT account , life insurance  
form
17. Banking through internet.

### **Part – B**

#### **List of Practical :**

1. Study requirement of fixed capital.
2. Study the requirement of working capital.
3. Study the annual statement of accounts of various Joint stock companies, Banks, Insurance  
Company etc.
4. Visit to financial institution giving financial assistance to industries.
5. Visit to a bank to study the advances to different industries.
6. Study the procedure for getting loans & advances.
7. Conduct a marketing survey on various deposit schemes and bank credit.

**Theory – II**  
**Company & Personal Management**

**Part – A (Company Management)**

<b>Chapter</b>	<b>Contents</b>
Chapter 1 Joint stock companies	Meaning, features, advantages & disadvantages of a joint stock company, types of companies, stages of company formation.
Chapter 2 Share capital	Terms of issue of shares & debentures , allotment of shares ,division of share capital , kinds of shares , debentures , kinds of debentures
Chapter 3 Company meetings	Meeting of the share holders: - statutory meeting , annual general meeting & extra ordinary meeting , meeting of the directors , meeting of the creditors , quorum , minutes , voting , resolution
Chapter 4 Company management	Directors , managing director , manager , secretary , auditors : - their role , duties , responsibilities , appointment , retirement etc

**Part – B (Personal Management)**

<b>Chapter</b>	<b>Contents</b>
Personnel function	Definition , objectives of personnel function , Personnel department ,functions of personnel management ,Personnel policies, Principles of personnel management
Personnel Planning & Selection	Objectives , Human resource planning , staffing , Job analysis , job description , job design , job specification , recruitment , selection & training
Human resource development	Meaning, Importance & objectives of human resource development, wage & salary administration, Promotion policy & appraisal.
Industrial Relation	Work environment , labour absenteeism , labour efficiency , labour unrest , labour dispute & industrial dispute act , industrial discipline & Industrial relations

**Practical - II**  
**Part - A**

**List of Practicals :**

1. Chart on types of companies.
2. Collection of documents used in the formation of a company.
3. Chart on different types of share capital
4. Comparative study on different types of shares of a company.
5. Collection of the notices given by the companies for their meetings
6. Documents used during the meeting
7. Collection of annual reports.
8. Drafting of letters by company secretary.
9. Report writing of a company meeting.

**Part – B**

**List of Practicals :**

1. Industrial visits to understand personnel policies.
2. Collection of data on job specification of different industries.
3. Case studies of industrial unrest
4. Proforma of self appraisal form.

**Theory III**  
**Book Keeping & Accounting, Production Management**

**Part - A**  
**Book Keeping & Accounting**

<b>Chapter</b>	<b>Contents</b>
<u>Chapter 1</u> Introduction to accounting	Meaning , objectives of accountancy & basic accounting terminologies , principles of double entry book keeping & classification of accounts
<u>Chapter 2</u> Journal & ledger	Meaning, format, rules of journalizing & posting from journal to ledger till the balancing of an account.
<u>Chapter 3</u> Subsidiary books	Meaning , types : - Purchase , sales , Purchase return & sales return book
<u>Chapter 4</u> Cash book	Cash book with cash & discount column, with cash, bank & discount column. Petty cash book – with imprest system, analytical petty Cashbook.
<u>Chapter 5</u> Final accounts	Trial balance , trading account , profit & loss account & balance sheet of a sole trader

**Part – B**  
**Production Management**

<b>Chapter</b>	<b>Contents</b>
Production Management	Meaning & scope of Production Management, Production function , Major decisions of production management , Production system , types of production process , Benefits of good production management .
Production Planning & control	Meaning , Importance , Objectives & types of Production planning , objectives & criteria of production control , organizing & functions of production control , Techniques : - routine , scheduling , dispatching & expediting , Organization of Production planning & control.
Purchasing management	Meaning, objectives of Purchasing. Purchaser :- qualities & qualification , Functions of Purchase department , Purchase Procedure , Purchasing methods
Store management	Meaning, Objectives, functions, Importance of store keeping. Store keeper : - Qualities , Qualification , duties & Responsibilities , Store Accounting ,Documents used in store accounting

**Practical – III**  
**Book Keeping & Accounting, Production Management**

**Part - A**

**List of Practical**

1. Chart showing the books of accounts.
2. Chart showing the classification of accounts.
3. Preparation of documents:- Cash memo , bill or invoice , receipt , cheque , pay-in-slip , debit note & credit note used for passing the journal entries
4. Formats of subsidiary books
5. Preparation & filling of the documents of the subsidiary books.
6. Formats of cash book & the sources of writing the cash book: - Receipt, Cash memo, voucher, cheque & its types, pay-in-slip ,pass book .
7. Formats of trial balance, trading & profit & loss account and balance sheet.

**Part - B**

**List of Practicals :**

1. Flow chart showing the production process.
2. Visit to different industrial visits.
3. Proforma of documents of store verification.
4. Methods of store accounting & procedure & documents used in valuation of stock in hand.
5. Visits to various industrial organizations to understand the functions of store management.

**List of Infrastructure Requirements:**

1. A Class room (Lecture Hall) with seating capacity of 30 students.
2. Tables, benches, chairs and Black board and chalks.
3. Computers with latest technology.
4. A set of Reference books.
5. A Cupboard.

**List of Reference Books :**

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|---|-----------------------|
| 1. Fundamentals of business organization & management | Y.K .Bhushan          |
| 2. Elements of financial Management                   | Pradeep Kumar         |
| 3. Book keeping & Accountancy :-                      | Bottli Boy            |
| 4. Principles of business organization: -<br>Govekar  | B .K. Acharya & P. B. |
| 5. Industrial Organization & Management<br>Bhende     | Sherlekar , Heredia , |

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