

**AGENDA FOR BOARD OF STUDIES MEETING TO BE HELD ON
February 6, 2018**

FACULTY OF ARTS

Following are the points to be discussed on B.Voc and M.Voc. Syllabus

AGENDA 1	Progression of Courses in B.Voc. to be offered by Dept. Of Commerce/English/Management
AGENDA 2	Progression of Courses in M.Voc. to be offered by Dept. Of Commerce/English/Management
AGENDA 3	Restructuring the Courses and Course Contents as per structural need of the course

Table 1 represents the list of courses in B.Voc/M.Voc Textile. Subjects which are offered by Department of Management are highlighted in Yellow.

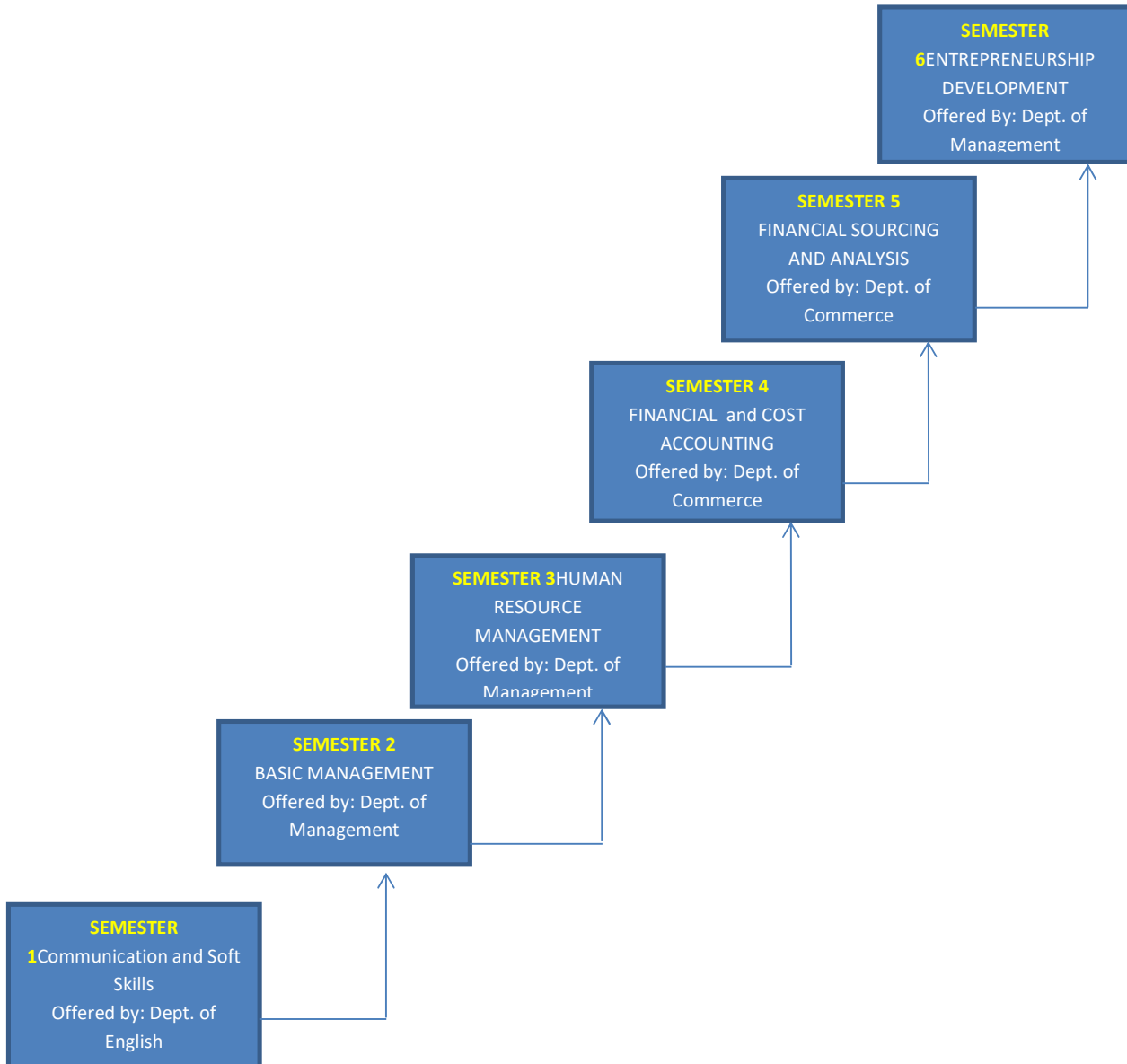
**TABLE 1:
DAYALBAGH EDUCATIONAL INSTITUTE
FACULTY OF ARTS
B.Voc / M.Voc TEXTILE 2017-2018**

Course Number	Course Title	Credits	End Sem. Exam. Exists	Theory/ Practical	General	Skill
VTD101	TRADITIONAL TEXTILES & ITS APPLICATIONS	4.0	Yes	T		√
VTD102	INTRODUCTION TO TEXTILE DESIGN	4.0	Yes	T		√
VTD103	BASICS OF DESIGN & DRAWING	4.0	No	P		√
VTD104	DESIGN ON FABRIC	4.0	No	P		√
VTD105	BEHAVIORAL PSYCHOLOGY	3.0	Yes	T	√	
VTD107	SOFT SKILLS & ETHICS	4.0	No	P	√	
VTW101	FUNDAMENTALS OF COMPUTERS	2.0	No	P	√	
GKC151	SC. METH. G.K. & CURRENT AFFAIRS	1.0	Yes	T	√	
RDC151	RURAL DEVELOPMENT I	1.0	Yes	P	√	
CEC151	CULTURAL EDUCATION	2.0	Yes	P	√	
ESC151	ENVIRONMENTAL STUDIES	2.0	Yes	T	√	
	Total	31				
VTD201	INTRODUCTION FROM FIBER TO FABRIC	4.0	Yes	T		√
VTD202	PRINTING TECHNOLOGY	4.0	Yes	T		√
VTD204	ELEMENTS OF DESIGN	4.0	Yes	P		√
VTD205	PROTO TYPING DESIGN CLASSICS	4.0	Yes	P		√
VTD206	ENTREPRENEURSHIP & SOFT SKILLS	2.0	Yes	P	√	
VTD207	INTRODUCTION TO MONEY MANAGEMENT	3.0	Yes	T	√	
VTW201	GRASS ROOT INNOVATIONS 1	2.0	No	P		√
GKC251	SC. METH. G.K. & CURRENT AFFAIRS	1.0	Yes	T	√	
RDC251	AGRICULTURAL OPERATIONS	1.0	No	P	√	
RDC252	SOCIAL SERVICE	1.0	No	P	√	

CRC251	COMPARATIVE STUDY OF RELIGION	2.0	No	T	√	
CAC251	CO-CURRICULARACTIVITIES	3.0	No	P	√	
	Total	31				
VTD301	DYEING TECHNOLOGY	3.0	Yes	T		√
VTD302	SOURCING & MERCHANDISING	4.0	Yes	T		√
VTD303	WET PROCESSING OF TEXTILES	4.0	Yes	P		√
VTD304	SOFT SKILLS, ENTREPRENEURSHIP & ETHICS	4.0	No	P	√	
VTD305	DEVELOPING CRITICAL THINKING	3.0	Yes	T	√	
VTD306	HUMAN RESOURCE MANAGEMENT	4.0	Yes	T	√	
VTD307	FINANCIAL MANAGEMENT	3.0	Yes	T	√	
VTD308	COMPUTER AIDED TEXTILE DESIGN I	4.0	Yes	P		√
VTW301	GRASS ROOT INNOVATIONS 2	2.0	No	P		√
GKC351	SC. METH. G.K. & CURRENT AFFAIRS	1.0	Yes	T	√	
	Total	32				
VTD401	INNOVATIONS IN TEXTILES	4.0	Yes	P		√
VTD402	SET UP & MANAGEING A BOUTIQUE	3.0	Yes	T		√
VTD403	PRINTING & PACKAGING	3.0	Yes	T		√
VTD404	PRINTING & PACKAGING LAB	4.0	No	P		√
VTD405	ENTREPRENEURSHIP& SOFT SKILLS	2.0	Yes	P	√	
VTD406	INDUSTRIAL INTERNSHIP (8 WEEKS- SUMMER TERM)	8.0	No	P		√
VTD407	COMPUTER AIDED TEXTILE DESIGN II	4.0	Yes	P		√
GKC451	SC. MATH. G.K. & CURRENT AFFAIRS	1.0	Yes	T	√	
CAC451	CO-CURRICULAR ACTIVITIES	1.0	No	P	√	
	Total	30				
VTD501	TEXTILE QUALITY CONTROL & COMPLIANCE	3.0	Yes	T		√
VTD502	TEXTILE COSTING & MANAGEMENT	3.0	Yes	T		√
VTD503	TEXTILE MAINTENANCE & CONSERVATION	3.0	Yes	T		√
VTD504	CRAFT RESEARCH AND DOCUMENTATION	4.0	Yes	P		√
VTD505	TEXTILE QUALITY CONTROL & COMPLIANCE LAB	4.0	YES	P		√
VTD506	COMPUTER AIDED TEXTILE DESIGN III	4.0	Yes	P		√
VTD507	ENTREPRENEURSHIP, ETHICS & SOFT SKILLS	4.0	Yes	P	√	
VTD508	PRODUCT DESIGN & MARKETING	4.0	Yes	P		√
	Total	29				
VTD601	ONLINE SAMPLE DESIGNER	4.0	YES	P		√
VTD602	SOURCING MANAGER	4.0	YES	T		√
VTD603	BOUTIQUE MANAGER	4.0	YES	P		√
VTD604	ENTREPRENEURSHIP	4.0	YES	P	√	
VTD605	TEXTILE TESTING	6.0	YES	P		√
VTD606	INDUSTRIAL INTERNSHIP	9.0	YES	P		√

	(8 Weeks Summer Term)					
	Total	31				
VTD701	Textile Sourcing Management	3.0	Yes	T		√
VTD702	Textile Costing	3.0	Yes	T	√	
VTD703	Advances in Textile Technology	3.0	Yes	T		√
VTD704	Computer Aided Textile Design IV	4.0	No	P		√
VTD705	Entrepreneurship I	4.0	No	P		√
VTD706	Communication & Soft Skills	4.0	No	P	√	
VTD707	Colour Psychology	3.0	No	T	√	
	Total	24				
VTD801	Design Management	3.0	Yes	T		√
VTD802	Fashion Appreciation & Merchandising	3.0	Yes	T		√
VTD803	Entrepreneurship II	4.0	No	P	√	
VTD804	Industrial Internship (8-Weeks)	8.0	No	P		√
VTD805	Product Design Development	6.0	No	P		√
	Total	24				
VTD001	BASIC RES. METH., STAT. TOOLS & ANAL.	4.0	Yes	T	√	
VTD002	PRE-DISSERTATION	4.0	No	P		√
	Total	08				
VTD901	DISSERTATION	12.0	Yes	P		√
VTD902	CRAFTS DOCUMENTATION	4.0	Yes	P		√
VTD903	GRADUATION PROJECT	4.0	Yes	P		√
	Total	20				

AGENDA 1: The proposed progression of courses to be undertaken from outside department during B.Voc. can be seen from the figure 1:



AGENDA 2: In M.Voc. Program, One Subject i.e. 803 Entrepreneurship Development will be taken by Department of Management

AGENDA 3: Restructuring the Courses and Course Contents as per structural need of the course

S.No.	COURSE CODE	CURRENT COURSE NAME	PROPOSED CHANGES	IMPLICATIONS
1	VTD 107	Soft Skills And Ethics	VTD 107: Communication And Proficiency	Ethics should be separated from the contents of Soft skills Soft Skills should be focused enhancing better communication.
2	VTD 206	Entrepreneurship And Soft Skills	VTD 206: Basic Management	Specialized course contents
3	VTD 207	Introduction To Money Management	VTD 405: Financial and Cost Accounting	Structural relevance of course
4	VTD 304	Soft Skills, Entrepreneurship And Ethics	VTD 107: Communication And Proficiency	Relevant to be taught in 1 st year
5	VTD 306	Human Resource Management	VTD 306: Human Resource Management	To be retained in this semester
6	VTD 307	Financial Management	VTD 405: Financial and Cost Accounting	Relevance in later years of course
7	VTD 405	Entrepreneurship And Soft Skills	VTD 405: Financial and Cost Accounting	Structural relevance
8	VTD 502	Textile Costing And Management	VTD 502: Financial Sourcing and Analysis	Relevance as per structure of the course
9	VTD 507	Entrepreneurship, Ethics And Soft Skills	VTD 107: Communication And Proficiency	Structural relevance
10	VTD 604	Entrepreneurship	VTD 604: Entrepreneurship Development	Structural relevance
11	VTD 701	Textile Sourcing Management	Textile Sourcing	Structural relevance
13	VTD 801	Design Management	Textile Designing	Structural relevance
14	VTD 803	Entrepreneurship Ii	Entrepreneurship And Leadership Development	Structural relevance

Course Number: VTD107, Course Title: COMMUNICATION AND ENGLISH PROFICIENCY (TO BE MODIFIED AS PER DEPT. OF ENGLISH)

Class: B.Voc. (Textiles), Status of course: MAJOR, Approved since 2015-16
Total Credits: 4, Periods (50 mts. each)/week: 6 (L-0+T-0+P/S-6), Min.pds./sem.:78

Course Number: VTD 206, Course Title: BASIC MANAGEMENT

Class: VTD, Status of Course: FULL COURSE, Approved since session: 2016-17

UNIT 1: INTRODUCTION

Nature of Management, Levels of Management, Principles and Importance of Management, Universality of Management.

UNIT 2: PLANNING

Nature, Objects and Importance of Planning, Planning Process, Decision Making.

UNIT 3: ORGANISING

Nature and Importance of Organisation, Organisation Structure, Forms of Organisation Structure.

UNIT 4: DIRECTING

Meaning and Concept of Direction, Principles and Techniques of Direction, Communication and Motivation.

UNIT 5: CONTROLLING AND CO-ORDINATING

Meaning and Concept of Controlling, Control Process, Requirement of Effective Control System, Co-ordinating.

SUGGESTED READINGS:

Koontz O'Donnel & Wielrich: ESSENTIALS OF MANAGEMENT

Iswar Dayal: NEW CONCEPTS IN MANAGEMENT

RS Dawar: THE PROCESS OF MANAGEMENT

Srinivasan: MANAGEMENT PRINCIPLES AND PRACTICE

Banerjee: PRINCIPLES & PRACTICE OF MANAGEMENT Gupta CB: PRINCIPLES OF MANAGEMENT

Peter F Drucker: MANAGEMENT TASKS, RESPONSIBILITIES, PRACTICES GR Terry: PRINCIPLES OF MANAGEMENT

Course Number: VTD 306, Course Title: HUMAN RESOURCE MANAGEMENT

Class: B.Voc. (Textiles), Status of Course: MAJOR COURSE, Approved since session: 2016-17; Total Credits: 4, Periods (55 mts. each)/week: 4 (L-4+T-0+P/S-0), Min.pds./Sem.: 52

UNIT 1: INTRODUCTION

(a) HRM objective and functions (b) Difference between HRM and Personnel Management.

UNIT 2: HUMAN RESOURCE PLANNING

(a) HR Planning process (b) Job analysis and enrichment.

UNIT 3: HUMAN RESOURCE PROCESS

(a) Recruitment (b) Selection procedure and types & techniques of interview (c) Placement, Induction and Separation.

UNIT 4: HUMAN RESOURCE DEVELOPMENT

(a) Training and development methods (b) Emerging issues in HRD (c) Appraisals.

UNIT 5: COMPENSATION

(a) Components of Pay (b) Incentives and Benefits.

SUGGESTED READINGS:

Dessler Gary: HUMAN RESOURCE MANAGEMENT

Flippo Edwin: PERSONAL MANAGEMENT

Beardwell & Holden: HUMAN RESOURCE MANAGEMENT

Ghosh S: Personnel Management

Agarwal RD: Dynamics of Personnel Management

Ahuja JK: Personnel Management
Flippo Edwin: Personnel Management
Mamoria CB: Personnel Management
Yoder Dale: Personnel Management and Industrial Relations

VTD 405: FINANCIAL AND COST ACCOUNTING

UNIT 1: OVERVIEW OF ACCOUNTING

Meaning, Objects and Importance of Accounting, Accounting Concepts & Conventions, Double Entry System. Journal, Ledger, Trial Balance and Subsidiary Books.

UNIT 2: BANK RECONCILIATION STATEMENT, CAPITAL & REVENUE

Bank Reconciliation Statement, Capital and Revenue, Provisions and Reserves

UNIT 3: PREPARATION OF FINAL ACCOUNTS

Trading Account, Profit & Loss Account and Balance Sheet, Adjustments.

UNIT 4: Introduction to Cost Accounting

Definition, Objects, Significance, Methods of Costing, Difference between Financial and Cost Accounts, Classification of Costs, Elements of Cost

UNIT 5: FINAL ACCOUNTS WITH ADJUSTMENTS

Materials-Purchase Process, Valuation of Issued Materials, Labour-Methods of Wage Payments, Overhead-its Classification, Allocation Apportionment and Absorption of Overheads, Output Costing, Normal Loss and Abnormal Loss, Job Costing.

SUGGESTED READINGS:

Batliboi JR: ADVANCED ACCOUNTS
Gupta SP & Arjun Das: ADVANCED ACCOUNTANCY
Shukla SM: ADVANCED ACCOUNTANCY
Saxena & Saxena: UNIFIED FINANCIAL ACCOUNTING

Gupta RR: ADVANCED ACCOUNTANCY
Shukla MC & Grewal TS: ADVANCED ACCOUNTS
Gupta RL: ADVANCED ACCOUNTS

VTD 502: FINANCIAL SOURCING AND ANALYSIS

UNIT 1: FINANCE FUNCTION

(a) Finance Function - Meaning (b) Goal, objectives & functions of Financial Management (c) Time Value of Money, Risk Return Tradeoff, Sources of Finance- Short term and Long Term

UNIT 2: CAPITAL STRUCTURE AND COST OF CAPITAL

(a) Concept and importance of Cost of Capital (i) Cost of Short-Term Debt (ii) Cost of long term debt (iii) Calculation of composite cost of capital (d) Cut off point (e) Capital Structure: Leverage Analysis.

UNIT 3: CAPITAL BUDGETING

(a) Concept and Importance of Capital Budgeting (b) Techniques of Capital Budgeting including Capital Rationing and Tax

UNIT 4: WORKING CAPITAL DECISIONS

(a) Concept of Working Capital (b) Sources of Working Capital (c) Management of Cash, Accounts Receivable and Inventories.

UNIT 5: FINANCIAL ANALYSIS

Break-even Point Analysis, Financial Ratios

SUGGESTED READINGS:

James C Van Horne: FINANCIAL MANAGEMENT AND POLICY
James CT Mao: QUANTITATIVE ANALYSIS OF FINANCIAL DECISIONS
J Fied Weston and Eugene F. Bringham: MANAGERIAL FINANCE
PV Kulkarni: FINANCIAL MANAGEMENT-A CONCEPTUAL APPROACH
Keith V Smith: READINGS ON THE MANAGEMENT OF WORKING CAPITAL

Ezra Solomon: THEORY OF FINANCIAL MANAGEMENT
IM Panday: FINANCIAL MANAGEMENT

MY Khan & PK Jain: FINANCIAL MANAGEMENT

Course Number: VTD 604, Course Title: ENTREPRENEURSHIP DEVELOPMENT

Class: VTD, Status of course: MAJOR COURSE, Approved since session: 2015-16

Total Credits: 2, Periods (55 mts. each)/week: 3 (L-0+T-0+P/S-3), Min.pds./sem.:39

UNIT 1 INTRODUCTION

- (a) Meaning and nature of Entrepreneurship, characteristics of an entrepreneur,
- (b) Types of Entrepreneurs
- (c) Innovation and Business Idea Generation, Opportunity Scanning,
- (d) Preparation of Business Plan

UNIT 2 FORMS OF BUSINESS

- (a) Business ownership, forms of legal business ownership
- (b) Financing of enterprises: Sources of finance- Term loans, Venture capital
- (c) Role of accreditation agencies in business plan
- (d) Small scale industries in India: benefits for entrepreneurs

UNIT 3 PROJECT PLAN

- (a) Project Identification and project formulation
- (b) Project feasibility study and appraisal
- (c) Nature and purpose of project report,
- (d) Elements of project report and contents of project report

UNIT 4 GOVERNMENT POLICIES

Government policy towards small scale Industry, Measures taken by the government, Starting a small Industry: Basic considerations in setting up an Industrial Enterprise, Stages in Setting up a Small Industry.

UNIT 5 MARKET RESEARCH

- b) Market Research and Market Intelligence Information Systems. (c) Understanding Customers, An exploration of what drives customers to buy.

SUGGESTED READINGS:

Rajendra Pal and J.S. Korhalli – Essentials of Business Communication. Sultan Chand and Sons Ltd.

Forbat, John, "Entrepreneurship" New Age International.

Havinal, Veerbhadrappa, "Management and Entrepreneurship" New Age International

Joseph, L. Massod, "Essential of Management", Prentice Hall of India.

Robert A. Baron, Essentials of Entrepreneurship, Oklahoma State University, US

Björn Bjerke, About Entrepreneurship, Linnaeus University, Sweden

Course No.: VTD803, Course Title: ENTREPRENEURSHIP DEVELOPMENT AND LEADERSHIP

UNIT 1: ENTREPRENEURIAL PERSPECTIVE

Importance of Entrepreneurs, Characteristics, Competencies, Entrepreneurial and Intrapreneurial Mind.

UNIT 2: LEADERSHIP PERSPECTIVE

Leadership- Role, Skills and Styles, Leadership, and Management (Authority v/s Responsibility, Delegation and Acceptance, Motivation, Communication, Manager as Leader), Leader and Team Building, Leadership and Change Management, Ethics.

UNIT 3: ESTABLISHING THE ENTERPRISE AND STARTING THE VENTURE

Creativity, Innovation and Business Idea Generation, Opportunity Scanning, Preparation of Business Plan, Evaluation The Plan.

UNIT 4: RESOURCES

Marketing Plan, Financial Plan, Production Plan, Operation Plan, Organizational Plan.

UNIT 5: GROWTH AND SOCIAL RESPONSIBILITIES

Stages of Growth, Growth Strategies, Expansion.

SUGGESTED READINGS:

Rajeev Roy: ENTREPRENEURSHIP, Oxford Higher Education

Robert. D. Hirsch, P. Peters, & A. Shepherd: ENTREPRENEURSHIP, Tata McGraw-Hill

Sandra Sucher: THE MORAL LEADER, Routledge