

M.Com. 113 Production and Operation Management and Business Ethics & Professional Values

Unit No.	Unit Title	Contents
1	Production and Operation Management : An Overview	<ul style="list-style-type: none"> a. <u>Production and Operation Management</u> : Meaning, importance, Functions, Types of Production Systems – Mass Production /Flow Line, Continuous, Intermittent, Batch Production, Job Lots etc. b. Service Systems – Recent trends in production and service systems c. Plant Layout – Objectives, basic principles and types d. Safety Considerations and environmental aspects
2	Supply Chain Management	<ul style="list-style-type: none"> a. Supply chain Management: Introduction, Scope, Components, Process of Supply Chain Management. b. Tools and Techniques of Supply Chain Management, Performance Measurement and implementation. c. Career opportunities in Supply Chain Management
3	Production Planning and Control	<ul style="list-style-type: none"> a. Production Planning : Meaning, Objectives, Importance and its components b. Production Control: Meaning, Objectives, Significance and factors affecting Production Control. c. Product Design and Development – Concept, Process and factors affecting product development
4	Total Quality Management and Emerging Issues	<ul style="list-style-type: none"> a. Total Quality Management – Meaning, Dimensions, Objectives and importance b. Emerging Issues in Production and Operations Management – <ul style="list-style-type: none"> i. Mobile Accessibility ii. Atomization of Operational Processes iii. Employee empowerment iv. Outsourcing v. Waste Management
5	Business Ethics and Professional Values	<ul style="list-style-type: none"> a. Business Ethics – Introduction, Meaning, Scope, Principles, importance, Code of Ethics and Theories b. Professional Values – Meaning, Significance, Scope and Human Values c. Ethical Decision Making – Meaning, determinants, process of ethical decision making
6	Corporate Social Responsibility and Corporate Governance	<ul style="list-style-type: none"> a. CSR – Introduction, advantages, scope for CSR in India, Legal provisions for CSR, Forms of CSR and Indian Corporations b. Corporate Governance – concept Objectives, features, advantages, code whistle blowing, types arguments and justification c. Value Based Management – meaning, benefits and methods, Vedic Management for business ethics

7	Indian Ethical Practices	<ul style="list-style-type: none">a. Indian Ethical Practices Financeb. Indian Ethical Practices Marketingc. Indian Ethical Practices Information Technologyd. Ethics at work placee. Indian Ethical Practices HRM
8	Emerging issues in Business Ethics and Environmental issues	<ul style="list-style-type: none">a. Ethics in Environment – environmental crisis, issues relating to environmental degradation, natural resources depletion and pollutionb. Sustainable Development – Meaning, Principles. Goals of Sustainable Development, Strategy to achieve Sustainable Development

Reference Books:

1. Production and Operation Management – By B.S. Goel (Pragati Prakashan)
2. Production and Operation Management – By S.N. Chary (Tata Mcgraw Hill)
3. Modern Production and Operation Management – By Elword Buffa
4. Production Planning and Inventory Control – By Magee Budman (Tata Mcgraw Hill)
5. Essentials of Business Administration – By K.A. Shantappa
6. A Key of Production Management – By Kalyani Publication
7. Ethics in Management – By S.S. Sherlekar (Himalaya Publication)
8. Business Ethics and Corporate Governance – By S.S. Khanka (S. Chand Publication)
9. Business Ethics and Corporate Governance – By S.K. Bhatia (Deep and Deep sons)
10. Management by Values – By S.K. Chakraborti (Oxford University Press)
11. E- Commerce – A study in Business Etics – By Rituparna Raj (Himalaya Publication).
12. E- Commerce and It's Applications – By Dr. U.S. Pandey, Rahul Srivastava and Saurabh Shukla.(S. Chand Publication)
13. The age of Sustainable goals – By Jeffery D. Saches and Ki Moon Ban(Columbia University Press)
14. Atlas of Sustainable Development Goals 2017: from World Development Indicators – by World Bank (World Bank Publication)
15. Business Ethics and Corporate Governance – By A.C. Fernando (Dorling Kindersly)
16. Corporate Governance: Principle, Policies and Practices – By Bob Tricker (Oxford University Press)