



REVISED SYLLABUS FOR GDMM/PGDMM

Indian Institute of Materials Management

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1. MANAGEMENT PRINCIPLES AND HUMAN RESOURCE PRACTICES

(a) Management Principles

1. **Nature of Management:** Nature and purpose of Management, Functions of management, Managerial Skills and Organizational hierarchy, Goals of management, Evolution of Management thought, Management and society - external environment, social responsibility and ethics, Global business and multinational corporations.
2. **Planning and Decision Making:** Essentials of planning, steps in planning process, Management by Objectives, Strategies and policies, Premises and Forecasts, Rational decision making, Development and evaluation of Alternatives, Decision making under certainty, uncertainty and risk, creativity and innovation.
3. **Organizing:** Organizational structure, Formal and informal organization, levels and span of management, Line/staff Authority and responsibility, Empowerment, Delegation and decentralization of authority, organizational environment and culture, Impact of technology, Effective organizing.
4. **Controlling:** Managerial function of control, the control process, Feedback, real-time and Feed forward control systems, requirements of effective control, controlling techniques - budgets, non-budgetary devices, information technology.
5. **Motivation:** Human factor in management, human motivation - McGregor, Maslow, Alderfer, Herzberg and McClelland's theories, Expectancy and Equity Theories, Motivational techniques - money. Participation, quality of working life, job enrichment.
6. **Working in Groups:** Working of committees and teams, Uses of group-working, Disadvantages of committees, Successful operation of committees, working of teams, Other groups

(b) Human Resource Practices

7. **Leadership:** Essentials of leadership, leadership behaviour and styles, managerial grid, situational or contingency approach, the Path-Goal approach, Transactional and Transformational leadership.
8. **Effective Communication:** Basic process of communication, written oral and non-verbal communication, communication in organization, barriers and breakdowns in communication, effective communication.
9. **Developing Excellence:** Measures of overall performance, profit and loss, return on investment, principle of preventive control, developing excellence through learning environment, innovative approach, intellectual leadership.
10. **Manpower Planning and Development:** Overview of staffing, organizational requirements and job design, skills and personal characteristics, selection process - tools and techniques, employee orientation and socializing, increasing role of Information technology, application of IT in HR.

11. **HRD Concepts:** People management in organizational perspective, Functions of HR and Personnel department, Departmental structure and strategy, Role of Government and Organizational environment and culture, Multinational organizations.
12. **Human Resource Management:** Individual and interpersonal behaviour, employee attitudes and their effects, issues between organizations and individuals, interpersonal behaviour, formal and informal groups, managing change, managing stress, employee counseling, cross-cultural behaviour.
13. **Employee Relationships & Trade Union:** Employee Relationships and legislative framework Trade Unions, Collective Bargaining, managing conflicts, Employment of workers in various industries and service organizations and working environments, Employment of women and child workers.
14. **Industrial Law and Legislative Framework:** Role of State and local bodies, Legislation regarding working conditions, worker safety, accident Insurance, compensation, environmental pollution etc. Provisions of Factories Act, Minimum Wages Act, Industrial Disputes Act, Workman compensation Act, Industrial-Safety and Environmental Pollution acts.

2. QUANTITATIVE TECHNIQUES & OPERATIONS RESEARCH

1. **Introduction:** The Nature of operations Research and quantitative techniques, Increasing role of Quantitative techniques and operations research in Business and Industry
2. **Optimization Techniques:** Modeling systems, Mathematical models, Linear programming, Graphical and Simplex Method, Assignment and transportation Problems, solutions and applications.
3. **Integer Programming and Goal Programming:** Single Objective and Multiple goals. Simple applications.
4. **Queuing Theory:** Basic Structure of Queuing Models, Probability distributions of Arrival rates and Service times-Solution of Problems involving single service stations.
5. **Network Analysis:** CPM and PERT, Activity Floats, Crashing , Difference between PERT and CPM
6. **Sequencing:** Processing n jobs through m machines, Simple applications with only a small number of machines
7. **Replacement Theory:** Introduction, Replacement models, Replacement when time value of money is considered, Replacement of items which fail suddenly or which deteriorate gradually.
8. **Decision Analysis:** Decision under uncertainty and risk, one stage and multi stage decision making, Dynamic Programming, Decision Tree
9. **Investment Analysis and Capital Budgeting:** Methods of Investment, NPV, ARR, and Payback Methods of investment, Break-Even analysis, Basic CVP Model.
10. **Forecasting:** Forecasting models, Delphi Model, Time series Model. Correlation and Simple regression Analysis.
11. **Simulation:** Process of simulation, Monte Carlo Simulation, Simulation of Inventory and Queuing systems
12. **Markov Process:** Applications of Markov Chain Process analysis. Brand switching, output analysis.
13. **Inventory Models:** Types of Inventory, Inventory management systems, Fixed order and Economic order quantity models, Re-order level, Total annual variable cost,
14. **Game Theory:** Two persons zero sum games, Pure and Mixed Strategies, Dominance rule, Graphical solution of $2 \times n$ and $m \times 2$ games.

3. Business Economics & Financial Accounting

1. **Foundations of Economics:** Micro vs macro economics, Factors of production, Economic approaches, Circular flow of activity, Nature of firm, Objective of the firm, Forms of business organization, Individual, market and firm, Theory of firm, Production and its cost in short and long run
2. **Market and Pricing:** Product, Market, Criteria for market classification, Market structure and conditions, Nature of competition, Market structure and barriers to entry, Pricing in different markets, Markets for resources, Production function/inputs, Pricing and employment of inputs under different market structures, Wages and wage differentials
3. **Sectoral Economics, Banking and Finance:** Sectoral economy, Macro economic aggregates and policy relationship, Role of credit and banking, Financial market, Role of financial institutions
4. **Role of Government and Government Policies:** Role of government in an economy, Government economic planning, Evolution and objectives of planning in India, Budgeting and management of economy, Macroeconomic policies, Economic growth and development, Liberalization and globalization, Integration with global economy
5. **Economic Indicators and Measurement:** Measurement of national income, Approaches to measurement of national income, Indicators and indices, Human development index (HDI), Role of technology, education and employment, Issues and challenges
6. **Business and Its Environment:** Trends in management of business, Family management to professionalism, Corporate governance, Social responsibility and ethics, Economic system and management structure, Growth of consumerism and quality culture, Quality culture, Economic development and environmental issues, Role of technology, Poverty and unemployment in India
7. **Basic Features of Indian Economy:** Indian economy – salient features, Resource-based features, Infrastructure, Education, Political infrastructure
8. **Economic Planning in India:** Planned and laissez faire economics, Role of public and private sectors, Global exchange
9. **Growth of Indian Economy:** Economic development after World War II, India independence and growth as a mixed economy, Development issues, India's foreign trade policy of liberalization, Foreign trade policy 2004-2009, Foreign direct investments (FDI), Foreign direct investment (FDI) in India

10. **India as an Emerging Economy:** Energy Woes, Infrastructure needs, Health care horizons, Manufacturing ramp-up, Five hard truths of the Indian energy sector, Intervening issues, Toward a national energy strategy
11. **Concept of Supply and Demand:** Concept of demand, Types of demand, Demand function and demand curve, Individual demand and market demand, Shifts in the demand curve, Movement along a demand curve, Concept of supply, Law of supply, Complex changes in demand and supply, Exceptional demand curves
12. **Financial Accounting – An Introduction:** Bookkeeping, Accounting
13. **Understanding Financial Statements:** Meaning of financial statements, Types of corporate financial statements, Form and contents of balance sheet, Features of financial statements, Users of financial statements, Limitations of financial statements
14. **Accounting Information and System:** Accounting as an information system, Branches of accounting, Types of accounting records, Accounting system
15. **Accounting Principles and Concepts:** Meaning of principle, Characteristics of accounting principles, Nature of accounting principles, Classification of accounting principles, Significance of accounting principles, Limitations of accounting principles, Accounting methods, Accounting standards
16. **Analysis and Interpretation of Financial Statements:** Meaning of financial statement analysis, Objectives of financial statements, Parties interested in financial analysis, Types of financial analysis, Sources of information,

4. Information Technology & E-Commerce

1. **Introduction to Computers:** Computer – definition, Classification of computers, Characteristics of computer, Disadvantages of computer, Elements of computer
2. **Evolution of Computers and Trends in Computing Technology:** History of computer, Early electronic computers, Generations of computers, Trends in computing technology
3. **Operating System:** Defining operating system, History of computer operating systems, Functions of an operating system, Structure of operating system, Types of operating system, Windows operating system
4. **Information System:** Data vs information, Organisational levels and information needs, Types of information, Qualities of information, Information system, Components of information system, Types of information system, Development of systems, Major issues in the implementation, Evaluation and maintenance
5. **Database Management System:** Data concepts, Data hierarchy, Data access methods, Data processing, Types of data processing, Data representation, Introduction to database, Applications of database system, Purpose and need, Disadvantages, Database management systems (DBMS), View of data
6. **Information Technology and Innovation:** IT: Meaning and nature, Information technology management, Strategies for gaining IT advantage, Innovation in information technology
7. **Internet:** What is the internet? Who is the owner? The technology behind internet, A network of networks, Tools of the internet, TCP/IP (Transmission Control Protocol/Internet Protocol), Client and servers, Host and terminals, Hypertext, Uniform resource locator (URL), Web browsers, Domain name, Domain name service (DNS), Internet service providers (ISPs), Internet security, Internet requirements, Web search engine, Net surfing, Internet services
8. **Understanding E-Commerce:** Meaning of e-commerce, History of e-commerce, Major features of e-commerce, E-commerce advantages, E-commerce disadvantages, Types of e-commerce, Functions of e-commerce, Market players in e-commerce, E-commerce business models, establishing an e-commerce business
9. **Managing the Computerisation Process and Implementing B2B Commerce:** Meaning of business operations, How to manage computerisation process, Effects of computerisation process, Advantages of computerisation process, Implementing business-to-business commerce

10. **Electronic Governance, Communication and Data Interchange:** E-governance, E-communication, Electronic data interchange (EDI)
11. **Legal Issues:** Preamble to the IT Act, 2000, Overview of the act, Applicability of the act, Information technology act, 2000, Limitation of the act, Legal issues: Indian scenario, Other legal issues
12. **SAP and ERP:** Enterprise resource planning (ERP), Evolution of ERP, Applicability of ERP, Systems, Applications and Products in Data Processing (**SAP**).

5. PURCHASING MANAGEMENT

Chapter 1

Overview

- 1.1 Definition of Purchasing
- 1.2 The Scope of Purchasing
- 1.3 Purchasing Objectives
- 1.4 Right Quality
- 1.5 Right Quantity
- 1.6 Right Time
- 1.7 Right Source
- 1.8 Right Price
- 1.9 Right Place
- 1.10 Right Service
- 1.11 The Importance & Scope of Purchasing Function and it's Impact on Competitiveness
- 1.12 Responsibility of Purchasing

Chapter 2

Purchasing Organizations

- 2.1 Introduction
- 2.2 Purchasing Organization
- 2.3 Different Types of Purchases
- 2.4 Developing an Organization
- 2.5 Organizational Structure
- 2.6 Responsibility
- 2.7 Authority
- 2.8 Accountability
- 2.9 Purchasing Officer-Duties and responsibilities
- 2.10 Purchases in Various Environments
- 2.11 Centralized Organization
- 2.12 De-centralized Organization
- 2.13 Delegation of Authority

- 2.14 Developing Goals and Objectives
- 2.15 Developing Policies and Procedures
- 2.16 Policy Manual & Systems and Procedures
- 2.17 Maintenance of Records
- 2.18 Purchase Budget
- 2.19 Purchasing Interface with Other Departments
- 2.20 Cross Functional Teams
- 2.21 Supply Chain and Networks

Chapter 3 Make or Buy or Outsourcing

- 3.1 Introduction
- 3.2 Strategic Issues in Outsourcing
- 3.3 Factors Determining Make/Buy/Outsource Decision
- 3.4 Cost Considerations
- 3.5 Control of Production and Quality in Outsourcing
- 3.6 Learning Curve
- 3.7 Technological Innovation in Product and Processes
- 3.8 Technological Changes and Developments
- 3.9 Matching Requirements to Market Conditions
- 3.10 Value Analysis ENG/MGT
- 3.11 Business Process Outsourcing
- 3.12 Purchasing and Forecasting Techniques

Chapter 4 Pricing Impact

- 4.1 Introduction
- 4.2 Price v/s Cost
- 4.3 Factors Affecting Price
- 4.4 Fixed Price and PV Clause
- 4.5 Cost Plus Pricing
- 4.6 Payment Terms
- 4.7 Impact of Taxes
- 4.8 Customs

- 4.9 Central Excise and Other Levies on Price
- 4.10 Transportation Cost
- 4.11 Packing and Handling Cost
- 4.12 Cost Price Analysis

Chapter 5 Purchasing Cycles

- 5.1 Introduction
- 5.2 Origin and Need to Purchase
- 5.3 Vendor Development and Evaluation of Sources
- 5.4 Review of Purchase Requisition
- 5.5 Selection of Potential Sources of Materials
- 5.6 Purchasing Methods
- 5.7 Product Specification
- 5.8 Quality Assurance
- 5.9 Tender Enquiries/Proposals-RFP, RFI and RFQ
- 5.10 Evaluation of Compleitive Offer

Chapter 6 Vendor Analysis

- 6.1 Vendor/Supplier Analysis
- 6.2 Source of Information
- 6.3 Source of Vendor Information
- 6.4 Factors used to Analyze Supplier Performance
- 6.5 Evaluation Criteria
- 6.6 The Weighted Point Plan
- 6.7 The Cost Ratio Plan
- 6.8 Rating Systems
- 6.9 Benchmarking

Chapter 7 Negotiation

- 7.1 Introduction
- 7.2 What is Negotiation?
- 7.3 Characteristics of Negotiation
- 7.4 Phases of Negotiations

- 7.5 Pre Negotiation Problems
- 7.6 Potential Areas for Negotiations
- 7.7 Strategies/Tactics for Conduct of Negotiations
- 7.8 Negotiation with International Vendors
- 7.9 Resolution of Differences with Suppliers
- 7.10 Payment Issues with Suppliers
- 7.11 Verification of Purchasing Practices with Established Laws

Chapter 8 Contract/Purchase Orders

- 8.1 Contract/Purchase Orders
- 8.2 Purchase Order Execution
- 8.3 Issue of Purchase Orders
- 8.4 Types of Purchase Orders
- 8.5 Expediting of Purchase Order
- 8.6 Follow up Procedure

Chapter 9 Purchasing Practice by Class of Materials

- 9.1 Purchase of Raw Materials
- 9.2 Commodities and MRO Items
- 9.3 Purchasing of Small Value Items
- 9.4 Requisition of Capital Assets Including Leasing
- 9.5 Purchasing of Services
- 9.6 Purchasing for Resale
- 9.7 Purchasing for Transportation
- 9.8 Purchasing in Service Industry
- 9.9 Consortium Buying

Chapter 10 Public Buying

- 10.1 Introduction
- 10.2 Purchase Procedures of Government Departments
- 10.3 Public Sector Undertakings (PSUs)
- 10.4 Special Features of Public Buying
- 10.5 Organization and Functioning of DGS&D

- 10.6 Rate Contract and Running Contract
- 10.7 Canalizing Agent
- 10.8 Recommendation of Central Vigilance Commission
- 10.9 Government Purchase of Defence
- 10.10 Purchase in Railways
- 10.11 Ways and Means of Meeting Public Confidence
- 10.12 Ways and Means of Destroying Public Confidence

Chapter 11 Purchasing and Forecasting Techniques

- 11.1 Purchase Forecasting
- 11.2 Economic Concepts used in Forecasting-based on Forecasting Data
- 11.3 Market Analysis
- 11.4 Hedging
- 11.5 Forward Buying
- 11.6 Just in Time (JIT)
- 11.7 Purchase Research on a National Scale
- 11.8 Supplier Rationalization
- 11.9 Purchasing System Research
- 11.10 System Supplier
- 11.11 Total Quality Management In Purchase

Chapter 12 Purchase Strategies

- 12.1 Strategic Planning
- 12.2 Implementation of Strategies
- 12.3 Influencer of Corporate Conditions and Environment Factors
- 12.4 Re Engineering Of Purchase Function
- 12.5 Early Supplier Analysis (Involvement)
- 12.6 Reduction of Cycle Time
- 12.7 Effective Relation Ship with Suppliers
- 12.8 Role of Purchasing in Developing New/Alternate Materials and Equipments
- 12.9 Supplier Segmentation into Products and Services
- 12.10 Representation of Personnel in Meeting with Appropriate External Agencies

Chapter 13 Evaluation of Purchasing Function

- 13.1 Establishing Performance Indicators
- 13.2 Benchmarking Supplier Feedback

Chapter 14 Modern Purchase Practices

- 14.1 JIT Practice
- 14.2 Green Purchasing
- 14.3 Reverse Marketing
- 14.4 Supplier Partnership
- 14.5 External Resource Management
- 14.6 Total Quality Management
- 14.7 E-purchasing or Purchasing Process
- 14.8 Zero Defects Concept
- 14.9 ISO 9000

Chapter 15 Decision Support Tools in Materials Management

- 15.1 Material Requirement Plan
- 15.2 Material Requirements Planning (MRP)
- 15.3 Enterprise Resource Planning
- 15.4 Supply Chain Management
- 15.5 Extended Enterprises Resources Planning (EERP)

Chapter 16 Ethical and Professional Standard Concepts in Purchase

- 16.1 Concepts in Purchase
- 16.2 Supplier Relations with Buyer
- 16.3 Fairness, Integrity and Business Morals
- 16.4 Responsibility to Employer
- 16.5 Treatment of Supplier
- 16.6 Reciprocity
- 16.7 Profession and Person
- 16.8 Conflicts of Interest

- 16.9 Confidential Information
- 16.10 Gratuities
- 16.11 Acceptance of Gifts
- 16.12 Standards of Purchasing Practice
- 16.13 Avoiding Sharp Practices in Business
- 16.14 Laws and Regulations
- 16.15 Areas of Abuse
- 16.16 Examples of Dishonesty
- 16.17 Acceptance of Gifts
- 16.18 Hospitalities and Complimentaries
- 16.19 Bribery and Corruption
- 16.20 Practical Guidelines ("Ten Keys to Effective Purchasing")
- 16.21 IIMM Code of Ethics
- 16.22 Small, Disadvantaged and Minority Owned Businesses
- 16.23 Personal Purchase for Employees
- 16.24 Responsibilities to the Profession
- 16.25 Global Supply Management

6. Business Laws

Chapter 1 Introduction to Business Law

- 1.1 Introduction
- 1.2 Meaning and Nature of Business Law
- 1.3 Classification of Law
- 1.4 Sources of Indian Law
- 1.5 Business (or Mercantile) Law
- 1.6 Some Basic Legal Concepts
- 1.7 Essentials of Law
- 1.8 Summary
- 1.9 Keywords
- 1.10 Review Questions
- 1.11 Further Readings
- 1.12 Case Study

Chapter 2 Law of Contract and Dispute Resolution

- 2.1 Introduction
- 2.2 Meaning and Essentials of a Valid Contract
- 2.3 Proposal (Offer) and Acceptance [Ss.3-9]
- 2.4 Capacity to Contract [Ss.10-12]
- 2.5 Consent and Free Consent
- 2.6 Consideration [Ss.2(D), 23-25,185]
- 2.7 Unlawful Consideration and Object [Ss.23-24]
- 2.8 Agreements Declared Void [Ss.26-30]
- 2.9 Contingent Contracts [Ss.31-36]
- 2.10 Quasi Contracts [Ss.68-72] (Certain Relations Resembling those Created by Contracts)
- 2.11 Freedom to Contract
- 2.12 Rules regarding Performance of Contract
- 2.13 Different modes of Discharge of Contracts [Ss.73-75]
- 2.14 Remedies for Breach of Contracts
- 2.15 Contract of Guarantee
- 2.16 Kinds of Guarantees
- 2.17 Rights and Obligations of the Creditor

- 2.18 Rights, Liabilities and Discharge of Surety
- 2.19 Contract of Indemnity
- 2.20 Definition of Bailment and Its Kinds
- 2.21 Duties and Rights of Bailor and Bailee
- 2.22 Termination of bailment
- 2.23 Finder of Lost Goods
- 2.24 Definition of Pledge or Pawn
- 2.25 Pledge by Non-owners
- 2.26 Rights and Duties of a Pledgor and a Pledgee
- 2.27 Definition of Agent and Agency
- 2.28 Different Kinds of Agencies
- 2.29 Classification of Agents
- 2.30 Duties and Rights of Agent
- 2.31 Principal's Duties to The Agent and his Liability to Third Parties
- 2.32 Personal Liability of Agent
- 2.33 Termination of Agency
- 2.34 Power of Attorney
- 2.35 Dispute Resolution
- 2.36 Summary
- 2.37 Keywords
- 2.38 Review Questions
- 2.39 Further Readings

Chapter 3 Sale of Goods Act & Laws Related to Clearance of Goods

- 3.1 Introduction
- 3.2 Definition and Essentials of a Contract of Sale
- 3.3 Goods and their Classification
- 3.4 Meaning of Price
- 3.5 Conditions and Warranties
- 3.6 Passing of Property in Goods
- 3.7 Transfer of Title by Non-Owners [Ss. 27-30]
- 3.8 Performance of a Contract of Sale of Goods
- 3.9 Unpaid Seller and His Rights
- 3.10 Remedies for Breach of a Contract
- 3.12 Laws Related to Clearance of Goods
- 3.13 Summary

- 3.14 Keywords
- 3.15 Review Questions
- 3.16 Further Readings
- 3.17 Case Study

Chapter 4 Company Law

- 4.1 introduction
- 4.2 Features of company
- 4.3 Classification of Companies
- 4.4 Memorandum and Articles of Association
- 4.5 Raising of Share Capital
- 4.6 Membership and Transfers of Shares
- 4.7 Borrowings and Registration of Charges
- 4.8 General Meetings and Proceedings
- 4.9 Audit and Dividends
- 4.10 Inspection and Investigation
- 4.11 Inter-Corporate Loans and Investments
- 4.12 Compromise and Arrangement
- 4.13 Winding up of Companies
- 4.14 Summary
- 4.15 Keywords
- 4.16 Review Questions
- 4.17 Further Readings
- 4.18 Case Study

Chapter 5 Laws For Foreign Exchange Currency

- 5.1 Introduction
- 5.2 FERA (Foreign Exchange Regulation Act)
- 5.3 FEMA (Foreign Exchange Management Act)
- 5.4 Similarities and difference between Fera & Fema
- 5.11 Summary
- 5.12 Keywords
- 5.13 Review Questions
- 5.14 Further Readings
- 5.15 Case Study

Chapter 6 Sales Tax and VAT

- 6.1 Introduction
- 6.2 Tax on Sale or Purchase of Goods – Definition
- 6.3 Value Added Tax
- 6.4 Summary
- 6.5 Keywords
- 6.6 Review Questions
- 6.7 Further Readings
- 6.8 Case Study

Chapter 7 Service Tax

- 7.1 Introduction
- 7.2 Summary
- 7.3 Keywords
- 7.4 Review Questions
- 7.5 Further Readings
- 7.6 Case Study

Chapter 8 Laws for Import-Export

- 8.1 Introduction
- 8.2 Imports and Exports (Control) Act, 1947
- 8.3 Foreign Trade (Development and Regulation) Act, 1992
- 8.4 Exim Policy 2009-2014
- 8.5 Summary
- 8.6 Keywords
- 8.7 Review Questions
- 8.8 Further Readings
- 8.9 Case Study

Chapter 9 Environmental Pollution and Protection Act

- 9.1 Introduction
- 9.2 Environmental Legislations
- 9.3 Environmental Protection Act, 1986 (EPA)
- 9.4 Air (Prevention and Control of Pollution) Act, 1981
- 9.5 Water Pollution Act
- 9.6 The Forests Conservation Act, 1980

- 9.7 Summary
- 9.8 Keywords
- 9.9 Review Questions
- 9.10 Further Readings
- 9.11 Case Study

Chapter 10 The Consumer Protection Act 1986

- 10.1 Introduction
- 10.2 Object and Scope of the ActObject and Scope of the Act
- 10.3 Definitions of Certain Terms and Concepts [s.2]
- 10.4 Rights of Consumers
- 10.5 Nature and Scope of Remedies Available to Consumers
- 10.6 Summary
- 10.7 Keywords
- 10.8 Review Questions
- 10.9 Further Readings
- 10.10 Case Study

Chapter 11 The Competition Act, 2002 and the Monopolies and Restrictive Trade Practices Act, 1969

- 11.1 Introduction
- 11.2 Definitions
- 11.3 Prohibition and Regulation
- 11.4 Factors Which Cause Adverse Effect on Competition
- 11.5 Prohibition of Abuse of Dominant Position
- 11.6 Competition Commission of India
- 11.7 The Chairperson and Other Members Shall Be Whole Time Members
- 11.8 Duties of Commission
- 11.9 Reference by Statutory Authority
- 11.10 Enquiry Into Certain Agreements and Dominant Position of Enterprise and Combinations
- 11.11 Acts Taking Place Outside India but Having an Effect on Competition in India
- 11.12 Mrtp
- 11.13 Restrictive Trade Practice
- 11.14 Penalties
- 11.15 Summary
- 11.16 Keywords

11.17 Review Questions

11.18 Further Readings

11.19 Case Study

Chapter 12 Right to Information Act, 2005

12.1 Introduction

12.2 Salient Features of Right to Information Act

12.3 Designation of Public Information Authority

12.4 Public Information Officers' Duties

12.5 Information Not Open to Disclosures

12.6 Procedure for Request of Information

12.7 Central and State Information Commissions

12.8 Power to Information Commission

12.9 Appeal

12.10 Penalties

12.11 Summary

12.12 Keywords

12.13 Review Questions

12.14 Further Readings

12.15 Case Study

7. INTERNATIONAL TRADE

Chapter 1 Necessity of International Trade

- 1.1 Introduction
- 1.2 Economic Benefits of Foreign Trade
- 1.3 Theory of Relative Advantage
- 1.4 Absolute Advantage
- 1.5 Comparative Cost Advantage
- 1.6 International Product Life Cycle
- 1.7 Evaluating the Product Life Cycle Theory

Chapter 2 Changing Environment of International Trade

- 2.1 Introduction
- 2.2 World Trade
- 2.3 Global Marketing and Production Trend
- 2.4 Different Forms of International Trade

Chapter 3 Role of the Government

- 3.1 Foreign Trade (EXIM) Policy
- 3.2 An Evaluation of EXIM Policy
- 3.3 Import Substitution and Need for Import
- 3.4 Foreign trade Development and Regulation Act 1992
- 3.5 Foreign Trade (regulation) Rules, 1993
- 3.6 Policy of Import Liberalisation
- 3.7 Government Interventions in Foreign Trade

Chapter 4 Balance of Payments and International Linkage

- 4.1 Accounting Conventions
- 4.2 BoP Concept in Accordance with National Account
- 4.3 International Balance of Payments (BOP)
- 4.4 Methods of Payment
- 4.5 Understanding Risks in International Trade

4.6 The Balance of Payments and International Economic Linkages

4.7 Imports and Capital Account

4.8 FDI and the Balance of Payments

Chapter 5 Trade Policy 99

5.1 Introduction

5.2 Instruments of Trade Policy

5.3 VERs – Exports Restrictions

5.4 The Case for the Government Intervention

5.5 Strategic Trade Policy

5.6 The Revised Case for Free Trade

5.7 Development of the Global Trading System

Chapter 6 Customs

6.1 Introduction

6.2 Indian Custom Act, 1962

6.3 Customs Clearance Procedure (for Imported and Exported Goods)

6.4 Documents for Customs Clearance of Exports & Imports

6.5 Customs Valuation (Determination of Price of Imported Goods) Rules, 1988

6.6 Duty Refunds

6.7 Less Charge Demand –Appeal Procedure

Chapter 7 Foreign Exchange Determination Systems

7.1 Introduction: Basic Concepts Relating to Foreign Exchange

7.2 Convertibility of Currency

7.3 IMF

7.4 Factors Affecting Exchange Rate

7.5 Role Of Financial Institutions

7.6 The World Bank Group

7.7 Role of IMF

7.8 Third World Debt Crisis

7.9 Foreign Exchange Management Policy (FEMA)

7.10 Foreign Exchange Regulation Act (FERA)

Chapter 8 International Institutions and Regional Economic Integration

- 8.1 Introduction: Basic Concepts Relating to Foreign Exchange
- 8.2 International Monetary Fund
- 8.3 International Bank for Reconstruction and Development
- 8.4 WTO
- 8.5 MERCOSUR
- 8.6 ASEAN
- 8.7 G-7
- 8.8 SAARC

Chapter 9 Export Documentation and Procedures

- 9.1 Role of Export Documentation
- 9.2 International Trade Processing
- 9.3 Processing of an Export Order
- 9.4 Reserve Bank Code Number
- 9.5 Registration of Documents and Products in Overseas Countries
- 9.6 Facilities for Exporters
- 9.7 Duty Drawback Scheme
- 9.8 Duty Exemption Scheme
- 9.9 Special Schemes for Promotions of Export
- 9.10 Rebate of CE Duty
- 9.11 Export Promotion Councils
- 9.12 Export Credit Guarantee Corporation (ECGC)
- 9.13 Electronic Data Interchange

Chapter 10 Export Promotion Schemes

- 10.1 EOU/EPZ/EHTP/STP Schemes
- 10.2 Categories of Exporters
- 10.3 Port Formalities
- 10.4 Some other Promotional Steps

Chapter 11 Imports

- 11.1 Importation Cycle
- 11.2 Source Development and Selection of Vendors
- 11.3 Laws Related to Taxation and Regulation of Business
- 11.4 Incoterms
- 11.5 Commercial Documentation & Regulation Documents in Foreign Trade Preparation & Handling
- 11.6 Concepts of Marine Insurance & the Principles Governing the Contract of Insurance, Transportation & Centralization
- 11.7 Forex Markets
- 11.8 European Monetary System
- 11.9 Eurocurrency
- 11.10 Forward Contract

Chapter 12 Govt. Policy for Import

- 12.1 Procedure for Imports of Items
- 12.2 Validity Period of Licenses
- 12.3 General Provisions Regarding Exports and Imports
- 12.4 Import of Capital Goods (Second Hand)
- 12.5 Import under EPCG Scheme-Import of Raw Materials, Spares, Components and Other Requirements of Industries
- 12.6 Forex Market
- 12.7 Export on Re-export Basis
- 12.8 Re-import after Repair Abroad
- 12.9 Import Through Agents
- 12.10 Sale on High Seas

Chapter 13 Global Sourcing

- 13.1 Meaning and Importance of Global Sourcing
- 13.2 Trade Deficit
- 13.3 GATT

13.4 WTO

13.5 Incoterm

13.6 Problems of International Purchasing

8. Operations Management

Chapter 1 Introduction

- 1.1 Nature and Scope of Production and Operations Management
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| | | |
|-------|------|---|
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| | 7.11 | Asset Management Ratio or Turnover Ratio or Performance Ratio or Activity |
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