



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

NAAC SSR Cycle IV (2015-2020)

1.3. CURRICULUM ENRICHMENT

**1.3.4. FIELD PROJECTS / INTERNSHIPS /
STUDENT PROJECTS**

FIELD VISIT



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
SIVAKASI – 626 123.**

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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO SIDCO, MADURAI

II B.B.A

2019-2020



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& College with Potential for Excellence by UGC

SIVAKASI

Mrs. A.Aruna, B.Sc.,
Secretary

Dr.(Mrs.)T.Palaneeswari, M.Com.,M.Phil.,Ph.D.
Principal

21st August, 2019

To
The President,
SIDCO,
Madurai.

Sir,

Sub: The Standard Fireworks Rajaratnam College for Women, Sivakasi – The
Department of Business Administration – Seeking permission for Factory visit
– Reg.

Pursuant to the telephone conversation, the Department of Business Administration of
our college would like to visit the factories with a group of 56 students (II BBA). Kindly
arrange for us.

We hereby undertake that our students will follow the safety norms, discipline and
other rules and regulations that are in force while visiting the factory for the safety of the
students.

We would like to inform that two staff members will accompany the students and co-
ordinate with your representatives.

Thanking You


Head
Department of Business Administration


PRINCIPAL
PRINCIPAL
The Standard Fireworks
Rajaratnam College
for Women,
SIVAKASI

* Enrichment with knowledge * Empowerment of women *

Phone : 04562 - 220389
Fax : 04562 - 226695

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Website : www.sfrcollege.edu.in



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO SIDCO, MADURAI

II B.B.A

2019-2020

II BBA - STUDENT'S NAME LIST

S.No.	Roll No.	Name
1.	1810011	Abirami. P
2.	1810066	Aishwarya. J
3.	1810013	Amisthina. A
4.	1810021	Anandha Valli. S
5.	1810045	Anandhavalli. R
6.	1810048	Anusuya. T
7.	1810056	Azhagu Baby. A
8.	1810064	Bavadharani.V
9.	1810065	Gowsalya Lakshmi. V
10.	1810054	Harshana Parveen. M
11.	1810035	Ilakiya. M
12.	1810073	Indhumathi.J.R
13.	1810001	Jansikala. J
14.	1810028	Jenifer. D
15.	1810055	Kalai Selvi. G
16.	1810037	Kaleeswari. P
17.	1810047	Kamaleswari. P
18.	1810062	Kamali. S
19.	1810029	Kanaga Ratnam. S
20.	1810067	Karunya. S
21.	1810041	Lakshmi Priya. E
22.	1810032	Maha Lakshmi. P
23.	1810006	Malini. V
24.	1810069	Mareeswari.M
25.	1810039	Nithya. N
26.	1810020	Pandi Selvi. M
27.	1810038	Ponnuthai. A
28.	1810044	Prasana Devi. M
29.	1810031	Praveena. V



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FIELD VISIT TO SIDCO, MADURAI

I I B.B.A

2019-2020

30.	1810009	Preetha. P
31.	1810049	Priyadharshini. R
32.	1810033	Priyanka. R
33.	1810012	Raja Preetha. S
34.	1810052	Ramya. P
35.	1810027	Ramya. V
36.	1810061	Rani G
37.	1810016	Rathiamma. P
38.	1810026	Sangeetha. M
39.	1810003	Santhana Mari. M
40.	1810053	Saranya. S
41.	1810005	Selva Jothi. M. A
42.	1810051	Selva Rani. C
43.	1810015	Selva Rani. M
44.	1810059	Shanmuga Priya. P
45.	1810058	Sheela. R
46.	1810030	Sindhuja. P
47.	1810036	Sindhumathi. B
48.	1810024	Sneha. R
49.	1810040	Subbulakashmi. M
50.	1810070	Sugirtha. T
51.	1810018	Sundara Lakshmi. R
52.	1810014	Swathi. M
53.	1810002	Sweety Mahima. K
54.	1810019	Vanitha. S
55.	1810043	Vidhya. V
56.	1810004	Yogalakshmi. V



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO SIDCO, MADURAI

II B.B.A

2019-2020

Place : SIDCO Industries, Madurai.

No.of Students: 56 (II BBA)

Date : 22.08.2019





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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO SIDCO, MADURAI

II B.B.A

2019-2020

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DEPARTMENT OF BUSINESS ADMINISTRATION

Field Visit

As requirement for the course GLBU41 – Operations Management, 56 II UG Students were taken on a field visit by Ms.J.Prateebadevi and Mrs.P.Karthika@Nandhini, Assistant Professors of Business Administration on 22.08.2019 from 10.00 a.m to 5 p.m to SIDCO Industries, Madurai. The students were gained knowledge about the Production process and procedure followed to obtain ISO certificate. It was a very good experience for the students to adhere the practical exposure in the industrial sector.

P. Karthika @ Nandhini
Signature of Staff-in-charge

M.S.J.
Signature of HOD



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO SIDCO, MADURAI

II B.B.A

2019-2020

Course Syllabus

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN
(Autonomous), SIVAKASI
DEPARTMENT OF BUSINESS ADMINISTRATION
B.B.A – SEMESTER IV
PART III – MAJOR COURSE
GLBU41 – OPERATIONS MANAGEMENT
(For those admitted in June 2017 and later)**

Contact hours per week : 05

Total number of hours per semester : 75

Number of credits : 04

Course Outcomes (CO):

On successful completion of the course, the learners should be able to

CO1: outline the concept of operation management and its components

CO2: evaluate the plant location, design the layout and assess the production and control

CO3: explain the material requisition, material handling and to obtain ISO certification

CO4: examine the purchase parameters, plant maintenance and list the suitable method of production

CO5: choose the appropriate techniques of work study in production management and make use of the total quality implementation plan

CO-PO Mapping table (Course Articulation Matrix)

POs \ COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	9	3	-	1	1	-	-
CO2	3	9	-	1	3	-	1
CO3	9	3	-	1	3	-	1
CO4	3	3	-	3	3	-	1
CO5	3	9	-	3	1	-	1
Weightage of the course	27	27	-	9	11	-	4
Weighted percentage of Course contribution to POs	2.59	2.97	0	1.75	5.5	0	1.53

UNIT – I PRODUCTION MANAGEMENT

Introduction - Concept of Operations – Definition –Components of Production Function - Scope of production management – Functions and Responsibilities of a Production Manager – Production Procedure – Relationship of Production with Other Function – Problems - Types of production system or Manufacturing System – Continuous production system – Intermittent production system – Difference between Continuous production system and Intermittent production system.

(15 hours)

UNIT – II PLANT LOCATION, PLANT LAYOUT AND MAINTENANCE

Plant Location : Factors, Plant Layout: Definition – Characteristics – Objectives – Advantages – Principles – Types of layout – Location of Auxiliary or Service Department – Plant maintenance: Types – Breakdown Maintenance : Objectives- Disadvantages, Preventive Maintenance : Forms, Elements, Objectives, Advantages and Disadvantages.

(15 hours)

UNIT –III PRODUCTION PLANNING AND CONTROL

Production Planning and Control – Objectives – Functions – Stages – Work study: Meaning – Definition- Objectives- Components – Importance and significance - Procedure- Method study: Meaning – Definition – Procedure- Analytical Approach of Method Study - Work Measurement: Meaning - Objectives – Techniques - Procedure – Time study: Procedure.

(15 hours)

UNIT – IV PURCHASE MANAGEMENT AND MATERIAL HANDLING

Purchase Management: Meaning – Basic elements – Duties and Responsibilities of Purchase Department - Purchasing Parameters – Buying procedure – Materials Requirement Planning (MRP) – Objectives –MRP System – Just-In-Time System(JIT). Material Handling - Definition - Objectives - Factors influencing the selection of Materials Handling System - Principles.

(15 hours)

UNIT –V ISO 9000 AND TQM

ISO 9000: Meaning – Process of obtaining ISO Certification – Advantages – Total Quality Management(TQM)- Meaning – Definition – Features – Deming's Theory – Deming's Deadly Diseases and Deadly Sins – Steps in implementing TQM – Six Sigma: Meaning – Implementation – Advantages- Limitations and barriers to TQM implementation.

(15 hours)

Text Book:

Saravanel P and Sumathi S, (2014), Production and Material Management, Margham Publication, Chennai, Third Edition, Reprint.

Unit – I Pg 1.1, 1.2, 1.6, 1.8-1.12, 2.1-2.10

Unit – II Pg 8.1, 8.11 - 8.14, 11.1 - 11.6, 11.12 – 11.18,
11.20 – 11.22, 16.1-16.2, 16.10-16.12, 16.14 – 16.21

Unit – III Pg 13.7 - 13.14, 22.1 - 22.4, 23.1 - 23.16, 24.1 - 24.3, 24.6 – 24.8

Unit – IV Pg 27.1 - 27.2, 27.4-27.10, 27.24 - 27.30, 35.2, 35.5-35.9, 35.14-35.19,
32.1-32.7

Unit – V Pg 39.1, 39.2, 39.4 – 39.7, 40.3-40.5, 40.17-40.21, 40.24-40.28

Reference Book:

Aswathappa K. and Shridhara Bhat.,(2010),Production and Operations Management, Himalaya Publishing House, Mumbai, Second Revised



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO RAMAR SAYMIYA, THALAVAIPURAM

I B.B.A

2019-2020

17th August, 2019

To

The General Manager,
Ramar Saymiya,
Thalavaipuram.

Sir,

Sub.: Department of Business Administration – Seeking permission for visiting your
factory – reg.

* * * * *

Pursuant to the telephone conversation, the Department of Business Administration of
our college would like to visit your factory with a group of 58 students (I BBA) on 24.08.2019.
Kindly grant us permission to visit the factory.

We hereby undertake that our students will follow the safety norms, discipline and other
rules and regulations that are in force while visiting the factory for the safety of the students.

We would like to inform that two staff members will accompany the students and
co-ordinate with your representatives.


Head

Department of Business Administration


PRINCIPAL



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT TO BAVANI MODERN RICE MILL, THALAVAIPURAM

I B.B.A

2019-2020

17th August, 2019

To

The General Manager,
Bavani Modern Rice Mill,
Gokul Kannan Modern Rice Mill,
Kamathenu Modern Rice Mill,
Thalavaipuram.

Sir,

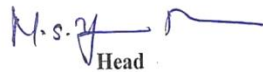
Sub.: Department of Business Administration – Seeking permission for visiting your
factory – reg.

* * * * *

Pursuant to the telephone conversation, the Department of Business Administration of
our college would like to visit your factory with a group of 58 students (I BBA) on 24/08.2019.
Kindly grant us permission to visit the factory.

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rules and regulations that are in force while visiting the factory for the safety of the students.

We would like to inform that two staff members will accompany the students and
co-ordinate with your representatives.


Head

Department of Business Administration


PRINCIPAL



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT

I.B.B.A

2019-2020

STUDENTS NAME LIST - I BBA

S.No	Roll.No	Absentees
1.	1910025	Abirami. M
2.	1910067	Anantha Sakthi. R
3.	1910052	Anitha. M
4.	1910041	Ariyalaskhmi. K
5.	1910001	Balasanthiya. D
6.	1910016	Bavithra. M
7.	1910019	Bhagavathi Devi. R
8.	1910053	Bharathi. R
9.	1910038	Chitra. S
10.	1910065	Esakkipriya. R
11.	1910044	Gandhimathi. T
12.	1910051	Gayathri. R
13.	1910066	Gowri. P
14.	1910013	Haritha Devi. P
15.	1910027	Hema Supraja. D
16.	1910035	Hemalatha. K
17.	1910020	Hinduja. S.J
18.	1910015	Ishwarya. V
19.	1910008	Jegatheeswari. A
20.	1910031	Jeya Lakshmi. P
21.	1910061	Jothika. M
22.	1910005	Kalai Selvi. B
23.	1910069	Kanimozhi. R
24.	1910004	Karpagavalli. B
25.	1910022	Keerthiga. G
26.	1910050	Lalithambika. M
27.	1910014	Madhu Meera. D
28.	1910007	Maheswari. C
29.	1910047	Manjuladevi. M
30.	1910034	Mareeswari. M
31.	1910057	Mari Selvi. M



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT

I B.B.A

2019-2020

32.	1910062	Maruthayee. M
33.	1910043	Meenatchi. G
34.	1910036	Murugeswari. M
35.	1910006	Nandhini. R
36.	1910068	Pushpam. K
37.	1910055	Rajalakshmi. L
38.	1910049	Rama Lakshmi. M
39.	1910033	Rammiya. B
40.	1910040	Rasmitha. R
41.	1910017	Rebekkal. P
42.	1910003	Reethika. S
43.	1910063	Sapnam Sajitha. M
44.	1910010	Saranya. S
45.	1910012	Sivapriya. P
46.	1910028	Sri Lakshmi Priya. S
47.	1910011	Subbulakshmi. P
48.	1910048	Suruthi. C
49.	1910018	Thameem Ansari. A
50.	1910021	Thulasinayaki. M
51.	1910026	Vaishnavi. G
52.	1910009	Vanmathi. M
53.	1910030	Vigneshwari. S
54.	1910060	Vinnarasi. M
55.	1910056	Vishnu Priya. G
56.	1910042	Vishwapriya. V
57.	1910002	Yuga Abirami. K
58.	1910070	Mrithini Manasa. S



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT

I.B.B.A

2019-2020

Place : Bavani Modern Rice Mill, Gokul Kannan Modern Rice Mill, Thalavaipuram.

No.of Students: 58 (I BBA)

Date : 24.08.2019





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DEPARTMENT OF BUSINESS ADMINISTRATION

Field Visit

As requirement for the course GLBU1A – Business Organisation, 58 I UG Students were taken on a field visit accompanied by Dr.(Mrs).S.Grahalakshmi and Mrs.A.Muthumari, Assistant Professors of Business Administration on 24.08.2019 from 10.00 a.m to 5 p.m to Bavani Modern Rice Mill, Gokul Kannan Modern Rice Mill, Thalavaipuram. The students were gained knowledge about the different structure of the organisation, managerial practices and production process. It was a very good experience for the students to adhere the practical exposure in the industrial sector.

A. Muthumari
Signature of Staff-in-charge

M.S. J.
Signature of HOD



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DEPARTMENT OF BUSINESS ADMINISTRATION

FIELD VISIT

I B.B.A

2019-2020

Course Syllabus

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN
(Autonomous), SIVAKASI
DEPARTMENT OF BUSINESS ADMINISTRATION
B.B.A – SEMESTER I
PART III – ALLIED COURSE
GLBU1A – BUSINESS ORGANISATION
(For those admitted in June 2017 and later)**

Contact hours per week : 05
Total number of hours per semester : 75
Number of credits : 05

Course Outcomes (CO):

On successful completion of the course, the learners should be able to

CO1: summarize the concept of business and different forms of organization

CO2: analyze the legal, procedural aspects to start a company, identify the activities and reasons for survival of small business

CO3: evaluate the various vital documents of a company, role, management problems and measures taken by the government for small business

CO4: classify the types and differentiate various forms of business organisation

CO5: outline the functions of business, features, merits and demerits of various forms of organization

CO-PO Mapping table (Course Articulation Matrix)

POs \ COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	9	3	-	1	1	-	-
CO2	3	9	-	3	3	1	1
CO3	3	3	-	3	-	1	1
CO4	9	3	-	-	-	-	1
CO5	3	3	-	-	-	-	-
Weightage of the course	27	21	-	7	4	2	3
Weighted percentage of Course contribution to POs	2.59	2.31	0	1.36	2	3.08	1.15

UNIT I: INTRODUCTION

Business – Characteristics of Business – Scope of Business; Classification – Industry, Commerce and Trade : Types – Auxiliaries to Trade – Functions of Business. Objectives of Business: Organic, Economic, Social, Human and National Objectives. (15 hours)

UNIT II: PROMOTION: LEGAL AND PROCEDURAL ASPECTS

Promotion – Meaning – Stages in Promotion – Legal Aspects of Promotion: Incorporation, Capital Subscription and Commencement of Business – Documents Used in Company Formation : Memorandum of Association - Articles of Association – Distinction Between Memorandum and Articles – Prospectus – Legal Requirements for Prospectus – Contents of Prospectus – Requisites of Success in Modern Business – Qualities of a Successful Businessman.

(16 hours)

UNIT III: FORMS OF PRIVATE OWNERSHIP ORGANISATION - I

Sole Proprietorship : Salient Features – Merits – Demerits – Suitability – Joint Hindu Family Firm - Features – Merits – Demerits – Partnership : Essential Characteristics of Partnership – Requisites of an Ideal Partnership – Types of Partnership – Kinds of Partners – Merits – Demerits.

(16 hours)

UNIT IV: FORMS OF PRIVATE OWNERSHIP ORGANISATION - II

Joint Stock Company – Salient Features of a Company – Distinction between Company and Partnership – Types of Companies – Distinction between Private and Public Companies – Merits of Company Organisation – Demerits of Company – Co-operative Enterprise : Characteristics of Co-operatives – Distinction between Co-operative and Company – Types of Co-operatives – Merits – Demerits – Essential Features of an Ideal Form of Ownership.

(16 hours)

UNIT V: SMALL BUSINESS IN INDIA

Meaning of Small Business – Definition – Characteristics of Small Business – Activities of Small Business – Reasons for Survival of Small Business – Role of Small Business in Indian Economy – Management Problems of Small Business – Measures taken by the Government.

(12 hours)

Text Book

Gupta C.B.,(2005), Business Organisation an Management, Sultan Chand & Sons., New Delhi, Tenth Edition, Reprint.

UNIT I : 1.4, 1.7-1.13, 1.15-1.16, 1.37-1.44.

UNIT II : 2.5-2.6, 2.11-2.21, 2.24-2.27.

UNIT III : 2.50-2.59, 2.61-2.66, 2.72-2.74.

UNIT IV : 2.77-2.85, 2.88-2.90, 2.96-2.99, 2.100-2.105, 2.108-2.109.

UNIT V : 5.33-5.45.

Reference Books

1. Balaji.C.D., Prasad.G.,(2014), Business Organisation, Margham Publications, Chennai, First Edition, Reprint.
2. Rajendra P. Maheshwari, Mahajan J.P.,(2012), Business Organisation and Management, International Book House Pvt. Ltd., New Delhi, Second Edition.