

**RETAIL**

**CLASS-XII**

**RETAIL OPERATIONS (743)**

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**THEORY & PRACTICAL**

**Time: 3 Hours + 2 Hours**

**Marks: 100 (Theory 60 + Practical 40)**

**Unit-1: Inventory Management in Retailing**

- Types in Inventory, Inventory Management, Inventory Management, Inventory Control System, Stock Valuation and Recording. **11+8**

**Unit-2: Security & Housekeeping Supervision in Retail Sector**

- Functions and Points of Security, Safety and Surveillance Equipment, Handling of Material and Equipments in Housekeeping, Duties and Responsibilities of Supervisor. **11+8**

**Unit-3: Supply Chain Management in Retailing**

- Introduction to SCM, Principles of SCM, Participants in the Process of SCM, Step in SCM. **11+8**

**Unit-4: Billing and Accounting Procedures in Retailing**

- Billing Procedure, Fundamentals of Accounting, Journal, Ledger and subsidiary Books, Trading, Profit & Loss Account and Balance Sheet. **11+8**

**Supplementary Reading Material**

**Unit-5: Retail Supply Chain**

- Characterizing the types of Retail Supply Chain. **8+4**

**Unit-6: Inventory Handling**

- Introduction, Understanding the Basics of Inventory Handling, Understanding the Process of Inventory Handling-I, Understanding the Process of Inventory Handling-II. **8+4**