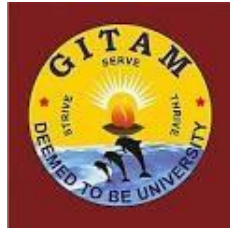


**GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)
(Deemed to be University)
VISAKHAPATNAM * HYDERABAD * BENGALURU**

Accredited by NAAC with A⁺ Grade



REGULATIONS AND SYLLABUS

OF

BBA Logistics

(for 2020-21 admitted batch)

**APPRENTICESHIP-BASED UG DEGREE (LOGISTICS) COLLABORATIVE
PROGRAMME OF LSC**

REGULATION & CURRICULUM

**VERSION 2019-20
Revised 2020-21**

THE PROGRAMME

Logistics Sector Skill Council offers apprenticeship-based UG Degree Programme in collaboration with select institutions across India from the Academic Year 2019-20.

Logistics Sector Skill Council (LSC), established by the Ministry of Skill Development and Entrepreneurship (MSDE) through National Skill Development Corporation of India (NSDC), has taken up a number of initiatives with the objective of creating adequate skills for gainful employment at various levels in Logistics Industry.

In order to make the programme effective and efficient LSC actively assists all collaborating institutions in the following ways.

- Curriculum Development and Continuous Improvement
- Securing Apprenticeship Training (On-the-job Training) in Logistics Companies for all students of this Degree programme under the provisions of Apprenticeship Act, 1961 Securing a monthly Stipend, as prescribed by the Apprenticeship Act, during the Apprenticeship Training period for every student.
- Providing a list of resource persons for teaching critical courses for which the Collaborating Institutions (CI) do not have fulltime faculty Assessing the performance & learning of students while in Apprenticeship Securing final placements for all students on successful completion of the Degree Programme
- Annual Assessment of Academic Process in the Collaborating Institution (CI) to ensure churning out skilled graduates in Logistics

1. ELIGIBILITY FOR ADMISSION

Candidates for admission to the Apprenticeship-based Collaborative BBA Degree Programme shall have passed +2 in any group from a recognized Board or equivalent.

2. ADMISSION

Admission into BBA (L) is based on the marks in the qualifying examination, and on the prevailing reservation norms of the State in which the CI functions.

3. PROGRAMME DURATION

The Programme extends over a period of THREE years under semester pattern comprising SIX semesters.

4. PROGRAMME CONTENT

- 21 Courses @ 7 per each Odd Semester
- 6 Practical Courses @ two per each Even Semester
- 3 Allied Courses @ one in each Even Semester
- Apprenticeship Training for 18 months (450 days) spread across equally in the three Even Semesters.

5. ELIGIBILITY FOR DEGREE

Students shall have successfully completed all requirements of the Degree Programme for a duration of not less than three academic years comprising 6 semesters, passed the examinations prescribed, and fulfil such conditions as have been prescribed there for. The minimum No. of Credits required to be completed to award degree is **136**.

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

- To develop individuals with conceptual knowledge in the multiple disciplines of logistics comprising of mathematics, statistics, information technology and management
- To develop individuals who can pursue career in the area of logistics and continue their professional

development by obtaining master's degree specializing in different domains related to Logistics.

- To develop individuals who can apply logistics tools and techniques to solve business analytics problems.
- To imbibe value-based education to the students that will help them to function effectively in their business logistics career.

PROGRAM OUTCOMES(POs) & PROGRAM SPECIFIC OUTCOMES(PSOs):

At the end of the program the students would be able to

PO1	Acquire adequate knowledge through principles, theories and models of business management, Accounting, Marketing, Finance, IT, Operations and Human Resource.
PO2	Demonstrate proficiency for Business Communication for effective and professional business management.
PO3	Acquire employability skills through practical exposure of IT and its usage in different domains of management.
PO4	Analyze and comprehend the applicability of management principles in solving complex business challenges.
PO5	Develop entrepreneurial skills among the students, to venture out their own domain proficiencies.
PO6	Build a perspective about global competitive environment including socio-cultural, technical and sustainability issues.
PO7	Develop leadership skills to achieve the individual, group and organizational goals.
PO8	Appreciate the importance of ethics in decision-making and inculcate the spirit of social responsibility.
PO9	Comprehend the applicability of management principles in the situations pertaining to global business world.
PO10	Illustrate various concepts, theories and models in the functional areas of business to face the challenges of changes.
PO11	Apply business analytics in different functional area for organizational effective results.
PO12	Interpret the legal environment and its dynamics to various business operations for effective end-results.
PSO1	Ability to understand the complexities that companies are confronting in today's global network economy.
PSO2	Evaluate the requisite knowledge about different forecasting techniques for building a Supply Chain Operations Plan.
PSO3	Analyse the designing for a warehousing facility to develop logistics networks.

6.STANDARD OF PASSING & AWARD DIVISION

- Students shall have a minimum of 40 % of total marks of the University examinations in each Course, subject to the condition that the students secure a minimum of 50% marks in each level of Apprenticeship. The overall passing minimum is 40% both in aggregate of and separately in Continuous Internal Assessment and External Examination in each Course.
- The Student who secure **CGA of 5 or** above will be awarded Degree.

7. CONTINUOUS INTERNAL ASSESSMENT FOR EVEN SEMESTERS

- a. Continuous Internal Assessment for each Course shall be by means of Written Tests, Assignments, and Class Tests for a total mark of 20
- b. Two Mid semester Exam for each course each may be conducted during the Semester for each Course and the better mark out of the two may be considered.
- c. The valued mid semester answer papers/assignments shall be given to the students and the valuation is completed and they be asked to check and satisfy themselves about the marks they scored.
- d. All records in respect of Continuous Internal Assessments shall be in the safe custody of the CI until the concerned Batch passes out successfully.
- e. Continuous Internal Assessment of students for each Course shall be the responsibility of the concerned Course Faculty.
- f. The Continuous Internal Assessment marks are to be submitted to the University at the end of every Semester, as per the norms and Examinations Calendar of the University with which the CI is affiliated.
- g. Assessment of the students on their Apprenticeship will be made by LSC involving Examination Committees constituted by LSC consisting of a faculty member of CI, Industry Mentor, and an External Expert (either from industry or academia). This assessment will take place in the premises of the companies where students are deputed for Apprenticeship.

8. CONTINUOUS INTERNAL ASSESSMENT FOR ODD SEMESTERS

- a. The assessment of the student's performance in a theory course shall be based on two components: Continuous evaluation (40 marks) and semester end examination 60 marks
- b. A student has to secure an aggregate of 40% in the course in the two components put together to be declared to have passed the course, subject to the condition that the candidate must have secured a minimum of **24 marks (ie.40% in the theory components at the semester –end examination)**.

9. ASSESSMENT PROCEDURE

S.No.	COMPONENT OF ASSESSMENT	MARKS ALLOTTED	TYPE OF ASSESSMENT	SCHEME OF EXAMINATION
1	Theory	40	Continuous Evaluation	<p>(i) Mid Semester examinations:</p> <p>Two mid examinations will be conducted for 20 marks each.</p> <p>Better of two will be considered for final 20 marks.</p> <p>If the student is absent for one Mid exam, the marks secured in the other mid exam will be considered as final marks.</p> <p>No reexaminations will be conducted under any circumstances except exceptional cases as approved by the HOI.</p>

				(i) Coursera Course /on line Course: 10 marks. (student need to complete respective subject wise Coursera course/on line course listed by GIM through online and required to submit the course completion certificate. upon which student may to give presentation/viva for awarding marks up to 10). (iii) Class room Presentation/ Seminars and Case analysis// workshop / training / Assignments / survey/ project work : 10 marks..
	Total	60	Semester-end Examination	The semester-end examination in theory subjects: 60 marks.
		100		
2.	Viva Voce at the end of each semester	50	Viva Voce	Viva at the end of each Semester shall be on all courses of that Semester and Industrial visits of that Semester.

Assessment for Professional competency development courses

S. No.	Course Code	Course	Total Credits	Marks	Evaluation
1.	MBA372 (1 semester)	Coursera Course*	1	50	Will be evaluated on submission of course completion certificate by the student. Marks will be awarded based on the student performance in the respective Coursera Course and presentation thereon.
2.	MBA370 (1 semester)	Yoga & Meditation	1	50	Attendance- 5 Marks Viva- 5 Marks Practical Exercises- 40
3.	VDC 111 (2 semester)	Venture Discovery*	02	100	Internal assessment as per VDC Guidelines/regulations
TOTAL			04	200	

*Compulsory

10. ATTENDANCE

Students must have earned 85% of attendance in each Course Including Apprenticeship periods for appearing for the examination.

11. EVALUATION

- a. 11.1 The assessment of the student's performance in a theory course shall be based on two components: Continuous evaluation (40 marks) and semester end examination 60 marks.
- b. 11.2A student has to secure an aggregate of 40% in the course in the two components put together to be declared to have passed the course, subject to the condition that the candidate must have secured a minimum of **24 marks (i.e.40%) in the theory components at the semester-end**

examination.

- c. 11.3 Practical / project work / industrial training / Viva Voce / Seminars / Professional competency development courses etc. are completely assessed under continuous evaluation for a maximum of 100 marks, and a student has to obtain a minimum of 40% to secure pass grade. Details of the assessment are as follows:

12. ASSESSMENT OF PRACTICAL COURSES

A record of exercises assigned, and results obtained shall be submitted by each student to the Industry Mentor as soon as each exercise is completed. The Examination Committee would take up evaluation such records, and conduct viva during its visit to companies for a maximum mark of 75. The Industry Mentor would award marks for Internal Assessment (maximum marks 25).

13. EXAMINATION COMMITTEE FOR ASSESSMENT OF PRACTICAL COURSES & APPRENTICESHIP

LSC would constitute an Examinations Committee for deputation to each company where students are allotted for Apprenticeship. Each Examination Committee will comprise of

- Industry Mentor (Company Executive) to whom students report in each company
- One Faculty Member nominated by CI
- One subject expert (either from industry or academia) nominated by LSC

The Examination Committee will visit the company three times during each Even Semester at the rate of one visit per two months. The visits would be scheduled by LSC in consultation with the Industry Mentor. The visiting Examination Committee would assess the students on their learning in Apprenticeship with a pre-set questionnaire. The questionnaire for this purpose would be prepared and provided to the Examination Committee. The Examination Committee would also assess the students on their performance in the Practical Courses.

The marks awarded by the Examinations Committee for Apprenticeship, and Practical Courses would be incorporated in the Grade Sheet issued by the CI/ University.

15. EXAMINATION

The University to which the CI is affiliated will conduct and assess examination for all courses listed in Odd Semesters. The Examiners Committee constituted by LSC will assess students for Apprenticeship scheduled in Even Semesters.

16. RE-TOTALING, REVALUATION & REAPPEARANCE

- Re-totalling of the theory answer script of the end semester examination is permitted on request made by the student by paying the prescribed fee within ten days of the announcement of the result.
- Revaluation of the theory answer script of the end semester examination is also permitted on a request made by the student by paying the prescribed fee within fifteen days of the announcement of the result.
- A Student who has secured 'F' Grade in any theory course / Practical of any semester shall have to reappear for the semester end examination of that course.

17. SPECIAL EXAMINATION

A student who has completed the stipulated periods of study for the BBA(Logistics) program and still has failure grade 'F' in not more than **Four theory courses**, excluding practical examination and Project viva, may be permitted to appear for special examinations, which shall be conducted during the summer vacation at the end of the last academic year.

18. BETTERMENT OF GRADES

- a. Candidates who have passed all the courses of a program within the stipulated period of study and

who have obtained Second Class only are eligible for Betterment of Grades.

- b. Candidates who have already secured First Class or First Class with Distinction are not eligible for betterment of Grades.
- c. Candidates who have completed the program of study beyond the stipulated period of study i.e. through Special examinations or subsequently, are not eligible for betterment of Grades
- d. Betterment of Grades is permitted only through appearance of the theory examinations.
- e. Betterment of Grades is permitted only once, at the end of the program of study, simultaneously along with Special examinations.
- f. Candidates can appear for betterment at one course, across the semesters, for the number of semesters they have studied. i.e. a Six semester BBA (Logistics) student can appear for betterment in any Six courses of study.
- g. The better Grade secured either in the first or betterment appearance shall be considered as the final Grade.
- h. New Grade Card/PC shall be issued to candidates who have improved their Grades/Class after submitting the old Grade Card/PC.
- i. The date, month and year of the declaration of betterment result shall be printed on the Grade Card/PC
- j. Betterment marks shall not be taken into consideration for award of ranks, prizes, and medals.
- k. Candidates have to pay a betterment fee as prescribed by the University.
- l. The rules & regulations framed by the University from time to time shall be applicable.

12. GRADING SYSTEM

Based on the student performance during a given semester/trimester, a final letter grade will be awarded at the end of the trimester/semester in each course. The letter grades and the corresponding grade points are as given in Table 3.

Table 3: Grades & Grade Points

Sl.No.	Grade	Grade Points	Absolute Marks
1	O (outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F (Fail)	0	Less than 40
9	Ab(Absent)	0	-

A student who earns a minimum of 4 grade points (P grade) in a course is declared to have successfully completed the course, and is deemed to have earned the credits assigned to that course, subject to securing a **GPA of 5 for a pass** in the semester.

This is applicable to both theory and practical papers. In the case of project Report (dissertation) and Vice-Voce also, the minimum pass percentage shall be 40%.

13. GRADE POINT AVERAGE

A Grade Point Average (GPA) for the semester/trimester will be calculated according to the formula:

Where $GPA = \frac{\sum [C \times G]}{\sum C}$

$\sum C$ = number of credits for the course,

G = grade points obtained by the student in the course.

- b. 13.2 GPA is awarded to those candidates who pass in all the subjects of the semester/trimester. To arrive at Cumulative Grade Point Average (CGPA), a similar formula is used considering the student's performance in all the courses taken, in all the semesters/trimesters up to the particular point of time.
- b. 13.3 CGPA required for classification of class after the successful completion of the program is shown in Table 4.

Table 4: CGPA required for award of Class

Distinction	$\geq 8.0^*$
First Class	≥ 6.5
Second Class	≥ 5.5
Pass	≥ 5.0

* In addition to the required CGPA of 8.0, the student must have necessarily passed all the courses of every semester in first attempt.

Examination pattern

- A. The following shall be the structure of the question papers of different courses with case Analysis

S. No.	Pattern	Marks
1.	Section A : Ten questions each carry 2 marks	10 X 2 = 20 marks
2.	Section B : Five Essay type questions (either or choice Questions from each unit)	5 X 6 = 30 marks
3.	Section C : One Case let (not more than 200 words)	1 X 10 = 10 marks
	Total	60 marks

- B. The following shall be the structure of question paper for courses with numerical problems.

S. No.	Pattern	Marks
1.	Section A : Ten questions each carry 2 marks	10 X 2 = 20 marks
2.	Section B : Problems/Theory (either or choice Questions from each unit)	5 X 8 = 40 marks
	Total	60 marks

- C. The following shall be the structure of question paper for all the other theory courses

S.No.	Pattern	Marks
1.	Section A : Ten questions each carry 2 marks	10 X 2 = 20 marks
2.	Section B : Five Essay type questions (either or choice Questions from each unit)	5 X 8 = 40 marks
	Total	60 marks

The Allied Courses scheduled in Even Semesters are offered to the students on MOOC format, through the web-portal of LSC. Content delivery, assignments, tests, and assessments are made through the web-portal. The marks secured by students in the Allied Courses would be incorporated in the Grade Sheet issued by the CI / University.

19. MISCELLANEOUS

- a. Each student shall possess the prescribed textbooks for all Courses.
- b. The CI / University will issue Identity Cards to all students.
- c. The University will award students, who successfully complete the Programmed within the stipulated period, the degree.

20. FEE PAYMENT

While the Course Fee is payable to the CI as per its norms, the Examination Fee is payable to the University to which the CI is affiliated.

21. BATCH SIZE

The CI shall admit one section of students per Batch (Year). The CI shall strictly follow the norms of the University to which it is affiliated as far as the total number of students per Batch/ Section.

22. OTHER REGULATIONS

Besides the above, the common Regulations of the University shall also be applicable to this programme.

23. PROGRAMME STRUCTURE

SEMESTER – I

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac.	Credit	CA	SEE	
1	GEL 131	Communicative English	Foundation	3		3	40	60	100
2	MBG106/ MBG108	Hindi/Sanskrit /Special English	Foundation	3		3	40	60	<u>100</u>
3	L19C03	Fundamentals of Logistics	Foundation	3		3	40	60	<u>100</u>
4	L19C04	Principles of Management	Foundation	3		3	40	<u>60</u>	<u>100</u>
5	L19C05	Business Statistics	Foundation	4		4	<u>40</u>	<u>60</u>	<u>100</u>
6	L19C06	Materials Management	Foundation	4		4	<u>40</u>	<u>60</u>	<u>100</u>
7	L19C07	Warehousing and Distribution Centre Operations	Foundation	3		3	<u>40</u>	<u>60</u>	<u>100</u>
8	MBL191	Semester End Viva Voce				1	50		50
Total				23			<u>330</u>	<u>420</u>	<u>750</u>

PROFESSIONAL COMPETENCY DEVELOPMENT COURSES IN SEMESTER-1

S. No.	Code No.	Title of the Course	Theory	Practical	Credits	Internal Assessment Marks	External Assessment Marks	Total Marks
1	MBG 356	Coursera Course *	-	2		50	-	50
2	MBG 350	Yoga & Meditation		2		50		50

Note-Professional Competency Development courses will be added in the 6th Semester

*Compulsory

SEMSETER II

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theo	Prac.	Credi	CA	SEE	
1	L19C08*	Materials Management – Practical	Core			2	25	75	100
2	L19C09*	Warehousing Management – Practical	Core			2	25	75	100
3	L19A01*	Allied course (1 out of 2)	Core			3	-	100	100
4	L19C10*	Apprenticeship -Level 1	Core			12	400	-	400
5.	MBL192	Semester End Viva				1	50		50
TOTAL									750

SEMESTER III

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theor	Prac.	Credi	CA	SEE	
1	L19C11	Soft Skills	Skill Based			3	100	-	100
2	L19C12	Business Communication)	Skill Based			3	40	60	100
3	L19C13	Freight Forwarding (Ocean & Air Cargo)	Core			3	40	60	100
4	L19C14	Forecasting and Inventory Management	Core			4	40	60	100
5	L19C15	Surface Transportation & Courier, Express, and Parcel	Core			3	40	60	100
6	L19C16	Human Resources Management	Foundation			3	40	60	100
7	L19C17	Management and Cost Accounting	Core			4	40	60	100
8	MBL291	Semester End Viva				1	50	-	50
Total									360 750

PROFESSIONAL COMPETENCY DEVELOPMENT COURSES IN SEMESTER-2

S. №.	Code №.	Title of the Course	Theory	Practical	Credits	Internal Assessment Marks	External Assessment Marks	Total Marks
	VDC 111	Venture Discovery*	-	2		100	-	100

Note-Professional Competency Development courses will be added in the 6th Semester

*Compulsory

SEMESTER IV

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac.	Credit	CA	SEE	
1	L19C18*	Surface Transportation – Practical				2	25	75	100
2	L19C19*	Forecasting and Inventory Management–Practical				2	25	75	100
3	L19A02*	Allied Course (1 out of 2)				3	-	100	100
4	L19C20*	Apprenticeship – Level 2				12	400	-	400
5	MBL292	Semester End Viva				1	50		50
							500	250	750

SEMESTER V

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac	Credit	CA	SEE	
1	L19C21	MIS for Logistics	Skill based			4	40	60	100
2	L19C22	International Logistics Management	Core			3	40	60	100
3	L19C23	Marketing Management	Foundation			3	40	60	100
4	L19C24	Retail Logistics and E-Commerce	Core			3	40	60	100
5	L19C25	Logistics Network Design	Core			4	40	60	100
6	L19C26	Port Terminal Logistics	Core			3	40	60	100
7	L19C27	Liner Logistics	Core			3	40	60	100
8	MBL391	Semester End Viva				1	50	-	50
Total							330	420	750

SEMESTER VI

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac	Credit	CA	SEE	
1	L19C28*	Logistics Network Design – Practical	Core			2	25	75	100
2	L19C29*	Freight Forwarding – Practical	Core			2	25	75	100
3	L19A03*	Allied Course (1 out of 2)	Core			3	-	100	100
4	L19C30*	Apprenticeship – Level 3	Core			12	400	-	400
5	MBL392	Semester End Viva				1	50		50
		Total					500	250	750

14. PROGRAMME STRUCTURE –2020-21

APPRENTICESHIP BASED UG DEGREE PROGRAMME

Sem.	No.	Code	Course	Hours	Credit	Marks		
						CIA	Exam	Total
I	1	L19C01	Communicative English	45	3	40	60	100
I	2	L19C02	Sanskrit/Hindi/Special English	45	3	40	60	100
I	3	L19C03	Fundamentals of Logistics	45	3	40	60	100
I	4	L19C04	Principles of Management	45	3	40	60	100

I	5	L19C05	Business Statistics	60	4	40	60	100
I	6	L19C06	Materials Management	60	4	40	60	100
I	7	L19C07	Ware housing and Distribution Centre Operations	45	3	40	60	100
II	1	L19C08	Materials Management - Practical	60	2	25	75	100
II	2	L19C09	Warehousing Management - Practical	60	2	25	75	100
II	3	L19A01	Allied Course (I out of 2) - MOOC	45	3	-	100	100
II	4	L19C10	Apprenticeship - I	1035	34	400	-	400
III	1	L19C11	Soft Skills	45	3	40	60	100
III	2	L19C12	Business Communication	45	3	40	60	100
III	3	L19C13	Freight Forwarding (Ocean & Air Cargo)	45	3	40	60	100
III	4	L19C14	Forecasting and Inventory Management	60	4	40	60	100
III	5	L19C15	Surface Transportation	45	3	40	60	100
III	6	L19C16	Human Resources Management	45	3	40	60	100
III	7	L19C17	Management and Cost Accounting	60	4	40	60	100
IV	1	L19C18	Surface Transportation - Practical	60	2	25	75	100
IV	2	L19C19	Forecasting and Inventory Management - Practical	60	2	25	75	100
IV	3	L19A02	Allied Course (I out of 2) - MOOC	45	3	-	100	100
IV	4	L19C20	Apprenticeship - II	1035	34	400	-	400
V	1	L19C21	MIS for Logistics	60	4	40	60	100
V	2	L19C22	International Logistics Management	45	3	40	60	100
V	3	L19C23	Marketing Management	45	3	40	60	100
V	4	L19C24	Retail Logistics and E-Commerce	45	3	40	60	100
V	5	L19C25	Logistics Network Design	60	4	40	60	100
V	6	L19C26	Port Terminal Logistics	45	3	40	60	100
V	7	L19C27	Liner Logistics	45	3	40	60	100
VI	1	L19C28	Logistics Network Design-Practical	60	2	25	75	100
VI	2	L19C29	Freight Forwarding - Practical	60	2	25	75	100
VI	3	L19A03	Allied Course (I out of 2) - MOOC	45	3	-	100	100
VI VI	4	L19C30	Apprenticeship – III		34	400	-	400
VII	1	MBG356	Coursera Course (PCD) Yoga	1035	01	50	-	50
	2	VDC 111	& Meditation (PCD) Venture Discovery (PCD)		01	50	-	50
					02	100	-	100

15. ALLIED COURSES

Students shall choose any ONE Course out of the TWO scheduled for Semesters II, IV and VI. These courses are delivered and assessed by LSC on MOOC format.

Sem.	No.	Code	Course	Hours	Credit	Marks		
						CIA	Exam	Total
II	1	L19A01A	Warehouse Automation	45	3	25	75	100
II	2	L19A01B	Best Practices in Transportation	45	3	25	75	100

IV	1	L19A02A	Inland Waterways & Costal Shipping	45	3	25	75	100
IV	2	L19A02B	Courier, Express & Parcel Services	45	3	25	75	100
VI	1	L19A03A	Inplant Logistics	45	3	25	75	100
VI	2	L19A03B	Documentation for Exports & Imports	45	3	25	75	100

16. DISTRIBUTION OF COURSES

Semester	Courses	Academic Component	Practical Component	Total Credits
Semester I	7	23	0	23
Semester II	3 + A	3	38	41
Semester III	7	23	0	23
Semester IV	3 + A	3	38	41
Semester V	7	23	0	23
Semester VI	3 + A	3	38	41
Total	30 + 3A	78	114	192

SEMESTER – I

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Practical	Credit	CA	SEE	
1	GEL 131	Communicative English	Foundation	3		3	40	60	100
2	L19C02	Hindi/Sanskrit/Special English	Foundation	3		3	40	60	100
3	L19C03	Fundamentals of Logistics	Foundation	3		3	40	60	100
4	L19C04	Principles of Management	Foundation	3		3	40	60	100
5	L19C05	Business Statistics	Foundation	4		4	40	60	100
6	L19C06	Materials Management	Foundation	4		4	40	60	100
7	L19C07	Warehousing and Distribution Centre Operations	Foundation	3		3	40	60	100
8	MBL191	Semester End Viva Voce				1	50		50
Total				23		24	330	420	750

PROFESSIONAL COMPETENCY DEVELOPMENT COURSES IN SEMESTER-1

S. No.	Code No.	Title of the Course	Theory	Practical	Credits	Internal Assessment Marks	External Assessment Marks	Total Marks
1	MBG 356	Coursera Course	-	2	1	50	-	50
2	MBG 350	Yoga & Meditation		2	1	50		50

Note-Professional Competency Development courses will be added in the 6th Semester

BBA (Logistics) - II SEMESTER

GEL 131: COMMUNICATIVE ENGLISH

B TECH, BBA & BSC SEMESTER I (2020-21)

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Preamble

The course is a unified approach to enhance language skills of learners with an aim to hone their social skills and to increase their employability. The course is designed to acquaint the learners with the necessary LSRW (Listening/ Speaking / Reading/ Writing) skills needed either for recruitment or further studies abroad for which they attempt international exams like TOEFL, IELTS and GRE. It enables the learners improve their communication skills which are crucial in an academic environment as well as professional and personal lives.

Course Objectives

- To enable learners to develop listening skills for better comprehension of academic presentations, lectures and speeches.
- To hone the speaking skills of learners by engaging them in various activities such as just a minute (JAM), group discussions, oral presentations, and role plays.
- To expose learners to key Reading techniques such as Skimming and Scanning for comprehension of different texts.
- To acquaint the learners with effective strategies of paragraph and essay writing, and formal correspondence such as email, letters and resume.
- To provide learners with the critical impetus necessary to forge a path in an academic environment, in the professional life and in an increasingly complex, interdependent world.

UNIT I

LISTENING: Listening for gist and specific information

SPEAKING: Introducing self and others; Developing fluency through JAM

READING: Skimming for gist and Scanning for specific information

WRITING: Paragraph writing-writing coherent and cohesive paragraph (narrative and descriptive); use of appropriate Punctuation.

GRAMMAR & VOCABULARY: Articles & Prepositions;

Word Families (Verbs, Nouns, Adjectives, Adverbs; Prefixes and Suffixes)

Learning Outcomes:

After completion of this unit, the learners will be able to

- Apply the requisite listening skills and comprehend at local and global level. (L4 and L2) (L5)
- Introduce themselves with accurate structure in diverse social and professional contexts. (L3)
- Apply relevant reading strategies for comprehension of any given text(L3)
- Write a paragraph using cohesive devices maintaining coherence (L3)
- Understand the Use of Articles and Prepositions, and apply appropriately for meaningful communication (L3)

Understand the relevance of various categories in word family and apply them meaningfully in context (L3)

UNIT II

LISTENING: Listening for Note taking and Summarizing

SPEAKING: Role plays and Oral Presentations.

READING: Intensive Reading-Reading for implicit meaning

WRITING: Note making and summarizing

GRAMMAR & VOCABULARY: Verb forms-Tenses; synonyms to avoid repetition in speech and writing.

Learning Outcomes:

After completion of this unit, the learners will be able to

- Employ note taking and summarizing strategies to comprehend the listening text (L2)
- Use strategies for successful and relevant oral presentation (L3, L4)
- Demonstrate effective communication skills by applying turn-taking and role distribution techniques for meaningful and contextual Speaking (L3 and L4)
- Apply various reading strategies imbibing inferential and extrapolative comprehension of any given text. (L2, L3)
- Apply various note-making techniques while comprehending the reading text to present a complete and concise set of structured notes (, L3, L4, L5)
- Apply the notes to draft a summary (L3)
- Use correct tense forms and appropriate structures in speech and written communication (L3)
- Context specific use of Prefixes and Suffixes for meaningful communication (L3)

UNIT III

LISTENING: Listening for presentation strategies: introducing the topic, organization of ideas, conclusion.

SPEAKING: Aided presentations

READING: Inferring using textual clues

WRITING: Formal Letter and Email writing

GRAMMAR & VOCABULARY: Active and Passive Voice; linkers and discourse markers.

Learning Outcomes:

After completion of this unit, the learners will be able to

- Notice and understand effective listening strategies to identify discourse markers in presentations. (L1, L2)
- Make formal oral presentations using effective strategies such as audio – visual aids (L3)
- Infer meaning and inter – relatedness of ideas (L4)
- Understand relevant structures and draft formal letters in suitable format (L3, L4)
- Construct relevant sentences in active and passive voice for meaningful communication (L2, L3)
- Comprehend and apply available vocabulary items relevant to the context (L1, L2, L3)

UNIT IV

LISTENING: Listening for labeling-maps, graphs, tables, illustrations

SPEAKING: Aided group presentation using charts, graphs etc.

READING: Reading for identification of facts and opinions

WRITING: Information transfer (writing a brief report based on information from graph/chart/table)

GRAMMAR & VOCABULARY: Subject-verb agreement; language for comparison and contrast; Antonyms

Learning Outcomes:

After completion of this unit, the learners will be able to

- Match visual and auditory inputs and use the information comprehensively and will adequately demonstrate important relationships or patterns between data points (L2)
- choose and coordinate resources appropriate to context and speak intelligibly (L3, L4)
- Develop advanced reading skills for analytical and extrapolative comprehension (L4, L5)
- Make decisions on arrangement of ideas and transfer them from visual to verbal form using context appropriate structure. (L3, L4)
- Demonstrate ability to use task specific grammatically correct structures (L3)
Comprehend and use expressions for negation/contradiction ((L2, L3)

UNIT V

LISTENING: Listening to discussions for opinions

SPEAKING: Group Discussion

READING: Reading for inferences

WRITING: Coursera Course-Essay Writing-Getting Started with Essay Writing (UCI Division of Continuing Education)
24 hours

GRAMMAR & VOCABULARY: Editing short texts: correcting common errors in grammar and usage; Action verbs for fluency and effective writing.

Learning Outcomes:

After completion of this unit, the learners will be able to

- Apply analytical and problem-solving strategies to identify and interpret facts and opinions from a dialogue. (L3)
- Able to administer group dynamics to contribute valid ideas to a discussion with clarity and precision (L3)
- Demonstrate techniques to analyze contextual clues(L4)
- Compare and correlate ideas and facts to produce an organized essay with adequate supporting evidences (L4, L5)
- Organize the available structural/grammatical knowledge and apply them in a real time context (L3)

- Comprehend meaning for new words/phrases used and apply them in a new context. (L2, L3)

Course Outcomes

By the end of the course, the learners will be able to:

- Think critically, analytically, creatively and communicate confidently in English in social and professional contexts with improved skills of fluency and accuracy.
- Write grammatically correct sentences employing appropriate vocabulary suitable to different contexts.
- Comprehend and analyze different academic texts.
- Make notes effectively and handle academic writing tasks such as Paragraph writing and Essay writing.
- Effectively handle formal correspondence like e-mail drafting and letter writing.
- Reference Books:
 1. Arosteguy, K.O. and Bright, A. and Rinard, B.J. and Poe, M. *A Student's Guide to Academic and Professional Writing in Education*, UK, Teachers College Press,2019
 2. Raymond Murphy, *English Grammar in Use A Self-Study Reference and Practice Book for Intermediate Learners of English* : Cambridge University Press;2019
 3. Peter Watkins, *Teaching and Developing Reading Skills*: UK, CUP, 2018
 4. Deeptha Achar et al. *Basic of Academic Writing*. (1and 2) parts New Delhi: Orient BlackSwan. (2012& 2013).
 5. Kumar S and Lata P, *Communication Skills*: New Delhi Oxford University Press, 2015

BBA (Logistics) - II SEMESTER

L19C02 SANSKRIT

INTRODUCTION

This course contains a rich selection from Sanskrit language and literature.

COURSE OBJECTIVES

1. To enlighten students about the richness and value of the classical language
2. To offer working knowledge of Sanskrit to the students.

POETRY :

Lesson No. 1 Saranagathi From Valmiki Ramayanam Yuddhakanda 17th Canto Slokas 11 – 68

Lesson No. 2 Ahimsa Paramodharmah From Srimadbharatam, Adiparva 8th chapter Sloka 10 – to the end of 11 Chapter

Lesson No. 3 Raghoh Audaryam From Raghuvamsa 5th Canto 1 – 35 Slokas

PROSE :

Lesson No. 4 Mitrasampraptih From Pancatantra – Ist Story (Abridged)

Lesson No. 5 Modern prose Chikrodakatha Andhra Kavya Kathah By Sannidhanam Suryanarayana Sastry

Lesson No. 6 Computer Yanthram By Prof. K.V. Ramakrishnamacharyulu GRAMMAR

DECLENSIONS:

Nouns ending in Vowels:

Deva, Kavi, Bhanu Dhatr, Pitr, Go, Rama, Mati, Nadee, Tanu, Vadhuo, Matr, Phala, Vari & Madhu

SANDHI:

Swara Sandhi : Savarnadeergha, Ayavayava, Guna, Vrddhi, Yanadesa Vyanjana Sandhi :

Scutva, Stutva, Anunasikaditva, Anunasika, Latva, Jastva

Visarga Sandhi : Visarga Utva Sandhi, Visargalopa Sandhi, Visarga Repha Sandhi, Ooshma Sandhi

SAMASA :

- (1) Dvandwa
- (2) Tatpurusha (Common)
(2a) Karmadharaya (2b) Dwigu (2c) Paradi Tatpurusha (2d) Gatitaturusha (2e) Upapada Tatpurusha
- (3) Bahuvrihi
- (4) Avyayibhava

CONJUGATIONS

Ist Conjugations – Bhoo, Gam, Shtha, Drhs Labh, Mud, IInd Conjugation – As

()

IIIrd Conjugation – Yudh, IV th Conjugation – Ish

VIII Conjugation – Likh, Kri () IXth Conjugation – Kreen (

) Xth Conjugation – Kath, Bhash, Ram, Vand.

COURSE OUTCOMES

1. The student learns reading and writing Sanskrit
2. Understands and learns proper use of Grammar
3. Develops communication Skills.

BBA (Logistics) - II SEMESTER

MBG106: HINDI

INTRODUCTION

This course contains a rich selection from Hindi poetry and prose. Grammar and translations from official language are also included.

COURSE OBJECTIVES

- 1) To enlighten students about the richness and value of the national language
- 2) To offer working knowledge of Hindi to the students.

SYLLABUS

गद्य विभाग (Prose Detailed Text)

- | | |
|--------------------------------|---------------------------------|
| 1. बाजार दर्शन' | - श्री जैनेंद्र कुमार |
| 2. ईर्ष्या, तू न गई मेरे मन से | - रामधारी सिंह 'दिनकर |
| 3. आपने मेरी रचना पढ़ी? | - हज़ारी प्रसाद द्विवेदी |
| 4. भारतीय साहित्य की एकता | - नन्ददुलारे वाजपेयी |
| 5. अतिथि | - राम विलास शर्मा |
| 6. मेरी रुमाल खो गई | - विद्यानिवास मिश्र |
| 7. कवि और कविता | - आचार्य महावीर प्रसाद द्विवेदी |
| 8. सोना हिरनी | - महादेवी वर्मा |
| 9. कफ़न | - मुंशी प्रेमचन्द |

उपवाचक विभाग (Non Detailed Text)

- | | |
|--------------------|------------------------|
| 1. पुरस्कार | - जयशंकर प्रसाद |
| 2. हार | - मन्नू भंडारी |
| 3. सदाचार का तावीज | - हरिशंकर परसाई |
| 4. आदमी का बच्चा | - यशपाल |
| 5. हार की जीत | - सुदर्शन |
| 6. ठाकुर का कुआं | - मुंशी प्रेमचन्द |
| 7. उसने कहा था | - चंद्रधर शर्मा गुलेरी |
| 8. रोज | - अज्ञेय |
| 9. चीफ की दावत | - भीष्म साहनी |

व्याकरण विभाग

I. निर्देश के अनुसार वाक्यों को बदलकर लिखिए
(Rewriting of sentences as directed)

1. कारक (case)
2. लिंग (gender)
3. वचन (number)
4. वाच्य (voice)

II. शुद्ध कीजिए (correction of sentences)

1. चाहिए प्रयोग
2. लिंग और वचन संबंधी

III. वाक्य प्रयोग (make your own sentences)

IV. कार्यालय हिंदी: प्रशासनिक

शब्दबली / परनाम (karyalay Hindi : Administrative terminology)

1. कार्यालयों के नाम
2. पद नाम

V. संधि विच्छेद

VI. विलोम शब्द

VII. पत्र लेखन

VII. गंधाश के आधार पर दिए गये प्रश्नों का उत्तर देना चाहिए

VII. निबंध

COURSE OUTCOMES

- 1) The student learns reading and writing Hindi
- 2) Understands and learns proper use of Grammar
- 3) Develops communication Skills.

TEXT BOOK

1. Prose Text: Dr. Ajaya Kumar Patnaik, **Gadya Gaurav**, Sonam Prakashan, Badamdadi, Cuttak.
2. Non, Detailed Text: Dr. Gulam Moinuddin Khan, **Charchit Kahaniyan**, Shabnam Pustak Mahal, Badamdadi, Cuttak. Text: Dr.T.Nirmala & Dr. S. Mohan, Padya Manjari, Rajkamal Prakashan, New Delhi.* Latest Editions

BBA (Logistics) - II SEMESTER

MBG108: SPECIAL ENGLISH

INTRODUCTION

Linguistics is the scientific study of human language. It has got several branches. Phonetics is that branch of linguistics which deals with the study of speech sounds or phonemes in general. Phonemes are smallest units of speech sounds. They are not meaningful by themselves. But they can bring about change in meaning. Phonemes are combined into larger meaningful units called morphemes.

COURSE OBJECTIVES

- 1) To enable students to get familiarized with the sounds and symbols of English.
- 2) To enable students to apply the basics of phonetics and grammar for effective conversation.

SYLLABUS

UNIT-I: Basics of Phonetics

UNIT-II: Word Stress

UNIT-III: Intonation

UNIT-IV: Applied grammar and usage –Subject Verb agreement-Correct uses of tenses-types of clauses -Tag questions-Correct usage of punctuation marks

UNIT-V: Vocabulary- The importance of vocabulary in language.-2) Word formation techniques (3) Technical words, phrasal verbs, idiomatic usages, one word substitutions, homonyms, homophones, eponyms .

COURSE OUTCOMES

- 1) The student learns the basics of English phonetics and pronunciation, speech rhythm and intonation
- 2) The student also grasps the essentials of grammar and vocabulary, leading to effective communication skills.

TEXT BOOK

Text Book will be prepared by GIM faculty

REFERENCE BOOKS

1. Mark Hancock (2013), *English in Use*, Cambridge University Press.
2. Gunter Gerngross and Herbert Puchta (2013), *Playway to English*, Cambridge University Press.

JOURNALS

1. International Journal of English Linguistics, Canadian Center for Science and Education.
2. Journal of English Linguistics, Sage Journals .

L19C03 FUNDAMENTALS OF LOGISTICS

Fundamental of Logistics is primarily concerned with the efficient integration of transporters, suppliers, factories, warehouses and stores so that merchandise is produced and distributed in the right quantities, to the right locations and at the right time, and so as to optimize cost subject to satisfying service quality requirements.

Therefore, this course is designed to:

- Understand the process model of logistics that describes movement of goods and services to the customers' end.
- Know the role of logistic managers, in particular the importance of focusing on whole supply chain who are outside this boundary, as well as on other aspects of the logistics management.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become logistics professionals
- To orient students in the field of Logistics
- To help Students to understand Fundamentals of Logistics

Unit	Topics	Focus
I	Introduction to Logistics: History of Logistics Need for logistics - Cost and Productivity, cost saving & Productivity improvement. Logistics Cost, reduction in logistics cost, benefits of efficient Logistics, Principles of Logistics, Technology & Logistics - Informatics, Logistics optimization. Listing of Sub-sector of Logistics	Conceptual
II	Logistics and Customer Service-Definition of Customer Service Elements of Customer Service - Phases in Customer Service - Customer Retention - Procurement and Outsourcing - Definition of Procurement / Outsourcing - Benefits of Logistics Outsourcing - Critical Issues in Logistics Outsourcing	Conceptual
III	Global Logistics - Global Supply Chain - Organizing for Global Logistics - Strategic Issue in Global Logistics - Forces driving Globalization - Modes of Transportation in Global Logistics Barriers to Global Logistics - Markets and Competition - Financial Issues in Logistics Performance - Integrated Logistics - Need for Integration - Activity Centres in Integrated Logistics. Role of 3PL & 4PL.	Analytical
IV	a) Warehouse : Warehouse - Meaning, Types of Warehouses Benefits of Warehousing. b) Transportation - Meaning; Types of Transportations, efficient transportation system and Benefits of efficient transportation systems. c) Courier/Express - Courier/Express - Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier - Express Sector for international and domestic shipping. d) E-Commerce - Meaning, Brief on Fulfillment Centers, Reverse logistics in e-commerce sector, Marketing in e-commerce and future trends in e-commerce.	Analytical
V	a) EXIM : Brief on EXIM / FF & CC, Multi-modal transportation, brief on customs clearance, bulk load handling and brief on trans-shipment. b) Supply chain. c) Cold chain. d) Liquid Logistics. e) Rail Logistics.	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Logistics in the real-life situation
- This subject will enable them to enhance their ability and professional skill in Logistics

Text & Reference Books:

1. Course Material Prepared by LSC
2. Fundamentals of Logistics Management (The Irwin / McGraw - Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGraw-Hill/Irwin, First Edition, 1998.
3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
4. Logistics Management for International Business: Text and Cases, Sudalaimuthu & Anthony Raj, PHI Learning, First Edition, 2009.
5. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997.
6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008.

L19C04 PRINCIPLES OF MANAGEMENT

Course Description

One of the most important human activities is managing. Management can be traced back to ancient times whenever there was large-scale endeavor like great pyramids in Egypt, the Great Wall of China, Taj Mahal in India. All these required many people working in groups in a better-coordinated way to achieve a well-defined target over some time. In the present context, of globalization, because of the increasing role of large and complex organizations in the development of the economy, the concept of Management has become very significant for managing the business efficiently.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become effective professionals
- To orient students on recent changes and development in the field of management
- To help Students to understand basic Principles and concepts of Management

Unit	Topics	Focus
I	Management: Nature, Definition, Characteristics and Scope of Management - Management as a Science or Art or Profession - Contemporary Issues and Challenges in Management of 21st Century- Levels of Management - Skills of a manager-Roles of a manager.	Conceptual
II	Planning and Decision Making : (a) Planning : The Process of Planning, Objectives, Policy and Procedures, Fore casting and Decision Making. Strategic Planning – meaning and process MBO – meaning, process and requirements for implementation; (b) Decision Making – Meaning; Types of decisions; Process; Significance; Limitations; – Rational economic model and Administrative model; - Programmed and non-programmed decisions-Creativity and innovation- Blue Ocean & Red Ocean Strategy	Conceptual
III	Directing and Staffing: a Directing - Principles - Theory X & Y- Motivation and Behaviour - Theories of Motivation- Maslow’s theory and Herzberg theory, Leadership : Styles and Theories b Staffing - Manpower Planning - Recruitment and Selection-Training and Development- Performance Appraisal	Analytical
IV	Organisation Design and Structure a Organisation – Meaning; Process; Principles; Organisation structure – Determinants and forms: line, functional, line and staff, project, matrix and committees; Formal and Informal b Organisation; Departmentation – Meaning and Bases; Span of Control – Meaning and Factors influencing; Authority, Responsibility and Accountability; Delegation – Meaning, Process; Principles; Centralisation and Decentralisation–Meaning; Degree of decentralisation; Difference between delegation and decentralisation.	Analytical
V	Ethics in the contemporary management and corporate social responsibility; Macro and Micro environmental factors of business-Controllable and uncontrollable factors, SWOT analysis and 7s model of analysis, Management challenges in 21st century	Analytical

COURSE OUTCOMES:

- Students will be able to apply the knowledge about management in their life business situation
- This subject will enable them to enhance their managerial ability and professional skills

Text & Reference Books:

1. LMPrasad,PrinciplesandPracticesofManagement,HimalayaPublishingHouse
2. Rao, P.S. Principles of Management, Himalaya Publishing House.
3. Rao,V.S.P. & Krishna,V.H. Management : Text and Cases, Excel Books
4. Sharma, R.K & Gupta, S.K. Business Management (3rd edition), New Delhi :Kalyani Publishers.

L19C05 BUSINESS STATISTICS

Course Description:

This course aims at aiding the students in reaching a level of increased competence in business statistics and expands understanding of the applications of statistical concepts in business. Emphasis is placed upon learning statistical concepts through common business problems.

Course objectives:

1. Gain conceptual and working knowledge of Business Statistics and use it in the applications of business.
2. Learn the methods of solving problems on basic concepts and analytical business statistical model.
3. Enable students to access the relationship between two variables
4. Understanding of Indices and how to build them.
5. Enable the student to use introductory level of Transportation and queuing theory.

Unit	Topics	Focus
I	<p>Data collection and Measures of Central Tendency : Collection and Presentation of Data - Statistical data – Primary and Secondary; Methods of collection of Primary data; Presentation of Data – Textual, Tabular and Diagrammatic form (Linechart, Bar chart, Piechart, Histogram, Frequency polygon and O give); Frequency distribution. Measures of Central Tendency – Mean (A.M., G.M., H.M.), Median, Mode–different properties; Partition values–Quartiles, Deciles, Percentiles; Partion values from Ogives. Measures of Dispersion – Range, Q.D., M.D., S.D. – their coefficients; Comparing consistency; Different properties. Moments, Skewness and Kurtosis – Moments about an arbitrary number; Central Moments; Relation between central and non - central moments upto 4th order 23 and – coefficients.</p>	Conceptual
II	<p>Correlation Analysis: Methods of Studying Correlation for Grouped and Ungrouped Frequency Distribution. Regression Analysis : Equation of Regression Lines for Grouped and Ungrouped Frequency Distribution, Standard Error Estimate.</p>	Conceptual
III	<p>Index Number – Construction, Price and Quantity index numbers, Laspeyres', Paasche's, Edge worth- Marshall's, Fisher's method, Relative methods, Tests of index number formulae: Time and Factor reversal tests, General index number, Chainbase index number, Cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers</p>	Analytical
	<p>Analysis of Time Series - Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods (linear and quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, De-seasonalisation.</p>	
IV	<p>Transportation and Assignment Problems Nature and scope of transportation and allocation models, different methods for finding initial solution - N - W Corner Rule, Least Cost Method and VAM. Unbalanced TP, Test for optimality – MODI method, AP a variant of Transportation model, Hungarian method, Restricted Assignment problems. Queuing Theory – Models – Simple Problem – Introduction to simulation</p>	Analytical

V	Probability and Sampling: Probability theory – concept and approaches; Probability rules – addition and multiplication theorem, Binomial, Poisson and Normal Distribution and their applications. Sampling–Purpose and Methods of Sampling, Merits and limitations of Sampling.	Analytical
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COURSE OUTCOMES:

- Gain conceptual and working knowledge of Business Statistics and use it in the applications of business.
- Learn the methods of solving problems on basic concepts and analytical business statistical model.
- Enable the student to use introductory level of Transportation and queuing theory.

Text & Reference Books:

1. Gupta and Gupta, Business Statistics. (Sultan Chand & Sons : New Delhi).
2. Chandan, J. Statistics for Business Economics. (Vikas : New Delhi)
3. Sharma, Shenoy and Srivastava, Quantitative Analysis for Managerial Decision Making,

L19C06 MATERIALS MANAGEMENT

Course Description:

Materials Management involves inventory management, value analysis, storekeeping, maintenance and upkeep of the inventories in hand and process. The objective of Materials Management is to provide an unbroken chain of components for production to manufacture goods on time for the customers.

Materials management is concerned with management functions supporting the complete cycle of material flow, from the purchase and internal control of production materials to planning and control of work in process, to warehousing, shipping and distribution of the finished product. The following are the primary objectives of Materials management- Low Prices, Lower Inventories, Reduction in Real Cost, Regular Supply, Procurement of Quality Materials, Efficient handling of Materials and Enhancement of firm's goodwill.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become effective professionals
- To orient students on recent changes and development in the field of material management
- To help Students to understand basic Principles and concept of material Management.

Unit	Topics	Focus
I	Introduction : Materials Management - Evolution, Importance, Scope and Objectives - Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL-Supply Chain Management- Objectives, Components, Significance, Trade off Customer Service & Cost.	Conceptual
II	Purchasing : Purchasing in Materials management - system concept - purchasing and procurement activities under Materials management - Value Analysis and value Engineering - Purchasing and quality Assurance- Purchase Cycle – Negotiation & Bargaining – Vendor relations - Purchasing Methods-GlobalSourcing-Stores– Functions, Importance, Organization of stores & Stores layout. Stores procedure – documentation	Conceptual
III	Inventory - Need of Inventory - Types of Inventory - Basic EOQ Model - EOQ with discounts - Classification of material - ABC Analysis - VED, HML, FSN, GOLF, SOS (Numerical expected on Basic EOQ, EOQ with discounts & ABC) Material Requirement Planning (MRP) - Advantages over conventional planning (Order Point Method)–Input and output of MRP system - Forecasting – Overview of quantitative and qualitative methods of forecasting - Master Production Schedule-Bill of Materials – BOM Explosion -Material flow in MRP. MRPII. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements)	Analytical
IV	Quality control of material: Incoming material quality control- statistical quality control- governmental purchasing practices and procedures-Inventory control & Cost Reduction techniques: Inventory turns ratios - Standardization–need and importance.Codification – concept, benefits. Value Engineering and Value Analysis – concept and process.	Analytical
V	Materials handling and storage systems, Physical distribution logistics - transportation, Trafficand claims management - operations research and related techniques- Principles of Materials Handling system - Materials Handling Equipment–Safety issues.	Analytical

COURSE OUTCOMES:

- Students will be able to apply the knowledge about material management in thereal-life business situation
- This subject will enable them to enhance their managerial ability and professional skills

Text & Reference Books:

1. Course Material Prepared by LSC
2. Materials management : procedures, text and cases-A.K.Datta
3. Materials management : Anintegrated approach - P. Gopalakrishnan
4. Introduction to Materials management-J.R.Tony Arnold & Stephen N.Chapman
5. Purchasing and Materials Management - K S Menon
6. Hand book of Materials Management - Gopalakrishnan
7. Materials & Logistics Management - L.C. Jhamb

L19C07 WARE HOUSING & DISTRIBUTION OPERATIONS

Course description:

The course deals with various approaches, and techniques used in the design and operation of warehouse and distribution process of global supply chains. The material is taught from a managerial perspective, with an emphasis on where and how specific tools can be used to improve the overall performance of logistics system. We place a strong emphasis on the development and use of basic and analytical knowledge to illustrate the underlying concepts involved in both intra- and inter-company logistics operations

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Warehouse professionals
- To orient students in the field of Logistics
- To help Students to understand Warehousing and distribution cent reoperations

Unit	Topics	Focus
I	Introduction to Warehouse (Storage and Packaging) Background – Need for Warehouse– Importance of warehouse-Types of Warehouses - Broad functions in a warehouse - warehouse layouts and layout related to functions. Associate warehouse-Its functions - equipment available in associate warehouse - Video on warehouse – Visits to warehouses - Warehouse Organization Structure - Benefits of Warehousing.	Conceptual
II	Receiving and Dispatch of Goods in warehouse Various stages in involved inreceiving goods–Stages involved receipt of goods - Advanced shipment notice (ASN) or in voice it emslist-Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded - Formats for recording of goods unloaded from carriers - Generation of goods receipt note using computer - Put away of Goods - Put away list and its need -Put a way of goods into storage locations - storage location codes and its application - Process of put a way activity - Procedure to Prepare Warehouse dispatches	Conceptual
III	Warehouse Activities Explain receiving, sorting, loading, unloading, Picking Packing and dispatch, activities and their importance in a warehouse - quality parameters - Quality check - need for quality check - importance of quality check. Procedure to develop Packing list / Dispatch note-Cross docking method-Situations suited for application of cross docking - Information required for coordinating cross docking - Importance of proper packing - Packing materials - Packing machines - Reading labels	Analytical
IV	Warehouse Management: Warehouse Utilization Management - Study on emerging trends in warehousing sector - DG handling - use of Material Handling Equipment's in a warehouse - Inventory Management of a warehouse -In bound & Out bound operations of a warehouse and handling Inbound & Outbound operations. Distribution – Definition–Need for physical distribution– functions of distribution –marketing forces affecting distribution. The distribution concept – system perspective. Channels of distribution : role of marketing channels – channel functions – channel structure–designing distribution channel – choice of distribution channels	Analytical

V	Warehouse Safety Rules and Procedures: The safety rules and Procedures to be observed in a Warehouse-Hazardous cargo – Procedure for Identification of Hazardous Cargo - safety data sheet - Instructions to handle hazardous cargo-Familiarization with the industry. Health, Safety & Environment - safety Equipment's and their uses -5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.	Analytical
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COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Warehousing and distribution Centre operations in the real-life situation
- This subject will enable them to enhance their ability and professional skills

Text & Reference Books:

1. Course Material Prepared by LSC
2. JP Saxena, Warehouse Management and Inventory Control - Vikas Publication House Pvt Ltd, First Edition, 2003. Warehouse Management : Automation and Organisation of Warehouse and Order Picking Systems With CD ROM, Michael Ten Hompel, Thorsten Schmidt, Springer-verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management : A Logistical Approach', Prentice HALL of India

L19C08 MATERIALS MANAGEMENT - PRACTICAL

Course Description:

Materials Management involves inventory management, value analysis, storekeeping, maintenance and upkeep of the inventories in hand and process. The objective of Materials Management is to provide an unbroken chain of components for production to manufacture goods on time for the customers.

Materials management is concerned with management functions supporting the complete cycle of material flow, from the purchase and internal control of production materials to planning and control of work in process, to warehousing, shipping and distribution of the finished product. The following are the primary objectives of Materials management- Low Prices, Lower Inventories, Reduction in Real Cost, Regular Supply, Procurement of Quality Materials, Efficient handling of Materials and Enhancement of firm's goodwill.

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No.	Exercises
I	Practice on different types of material handling equipment's (MHEs) that is being handled inside the organization follow the operating procedure, pre-operating conditions of the MHE's under supervision & guidance and follow the tolerance.
II	Handle the MHE's in an empty format (without load) at the idle time of operations under guidance and large loads under supervision and follow the steps to avoid the risks.
III	Handle pallet loads, boxes load and various loads as per the company's needs and always follow safety and security rules / instructions in the work place to Maintain safety and security.
IV	Perform Total Production Management, Total Quality Management) and record keeping system.
V	Perform various activities of MHE maintenance operations, identify critical parts, tools and equipment required to perform select repairs or replacement of parts in various types of MHE. Identify and familiarize with lubricants and spares used in routine maintenance
VI	Prepare the job sheet with completed preventive / breakdown maintenance with observations, indent form to obtain required replacement of parts. Report to supervisor in case of delay in completing the maintenance operation with correct reason.
VII	Assess and escalate future problems related to MHE performance during the service operation. Account for the replaced parts and lubricants and update appropriate reports to store. Follow safe disposal methods for worn out parts and used lubricants as per standard operating procedure. Test MHE for its fully functional and fit for use. Schedule next maintenance date based on the type of MHE and usage.
VIII	Detect & resolve issues during execution, demonstrate possible solutions and agree tasks within the team.
IX	Build on effective communication with inter departments, sub-ordinates and super-ordinates for smooth operations and safety procedures

SEMSETER II

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac.	Credit	CA	SEE	
1	L19C08*	Materials Management – Practical				2	25	75	100
2	L19C09*	Warehousing Management – Practical				2	25	75	100
3	L19A01*	Allied course (1 out of 2)				3	-	100	100
4	L19C10*	Apprenticeship - Level 1				12	400	-	400
5.	MBL192	Semester End Viva				1	50		50
TOTAL						20			750

PROFESSIONAL COMPETENCY DEVELOPMENT COURSES IN SEMESTER-2

S. No.	Code No.	Title of the Course	Theory	Practical	Credits	Internal Assessment Marks	External Assessment Marks	Total Marks
	VDC 111	Venture Discovery	-	2	2	100	-	100

Note-Professional Competency Development courses will be added in the 6th Semester

L19C09 WAREHOUSING MANAGEMENT-PRACTICAL

Course description:

The course deals with various approaches, and techniques used in the design and operation of warehouse and distribution process of global supply chains. The material is taught from a managerial perspective, with an emphasis on where and how specific tools can be used to improve the overall performance of logistics system. We place a strong emphasis on the development and use of basic and analytical knowledge to illustrate the underlying concepts involved in both intra- and inter-company logistics operations.

COURSE OBJECTIVES

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No.	Exercises
I	Identify the uses and limitations of various types of goods coming in the warehouse based on organization requirements and list them.
II	Perform inspection process on the physical availability of the goods, against the goods and the invoice.
III	Identify whether it is a fresh order, a partial order, left over ones, returns, etc.
IV	Carryout counting of goods unloaded, Cross verification of the physical count with the in voice and advanced shipment notice (ASN),
V	Locate the missing items for reconciliation. Prepare a detailed report for the management. Prepare the goods receipt note after reconciliation of count with drivers copy
VI	Carryout the Dispatch activities in warehouse. Arrange items for inspection in staging area before dispatch. Follow quality assurance procedures.
VII	Collect items after unloading from truck. Initiate allocation of items to storage at proper location. Use standard storing procedure.
VIII	Check for the document requirements after unloading till it is put away.
IX	Verify if hazmat cargo legal and regulatory requirements are complied with. Reconcile items with dispatch order. Initiate action to arrange form is sing items in the dispatch order. Take necessary action in case of stockout.
X	Perform physical counting of items as per dispatch order in staging area. Provide verified dispatch list to the transport coordinator to initiate loading. Check if proper handling and packing equipment is being used.
XI	Organizing and Managing emails. Update computer system to release dispatch list to transport coordinator. Report any incidents and near- misses noticed during receipt and dispatch operations

ALLIED COURSE 1: WAREHOUSE AUTOMATION

Course Description:

Warehouse automation is the process of replacing repetitive tasks with automated systems. The goal of warehouse automation systems is to eliminate labor-intensive and time-consuming duties. Doing so, in turn, frees workers up to focus on more value-added tasks, like quality control.

COURSE OBJECTIVES:

- To familiarize the student with the basic concept of the most common automations from light to heavy
- To familiarize the student with the basic concept of the supply chain including Logistics, warehousing, IT as well as distribution and planning.

Unit	Topics	Focus
I	Over view of the Traditional Warehouse Operations-Warehouse Automation Systems : Over-view, Applications, Costs, Benefits, ROI–Receiving Automation : Pallet Inverter - Palletizers	Conceptual
II	Storage and Retrieval Automation : Vertical and Horizontal Carrousel- Vertical Lift Module-Orbital Shuttle Systems - AS / RS Mini Load-AS /RS Unit Load – Garments on Hangers	Conceptual
III	Material Flow Automation - Conveyors - Lifts - Automated Guided Vehicles - Monorail	Analytical
IV	Picking / Out bound Automation : Pick / Put To Light-A Frame- Automated Order Selection–Pick-N- Go-Out bound Sorters-Automatic Truck Loading.	Analytical
V	Automating Data Collection : RFID-Automated Measurements Systems-Unique Solution Providers : Kiva Robot - Auto Store - Additional Automation Around the Warehouse Building Management System : Weight scales-Delivery Drones-Delivery Robots.	Analytical

COURSE OUTCOMES:

The students will be able to:

- Recognize the Knowledge of the common and latest automation solutions for warehousing
- Understand and Recognize the costs and pre-requisites for each automation solution and the expected benefits of the different solutions
- Able to complete the analysis and to select the most appropriate solution
- for warehouse automation

Text & Reference Books:

1. Course Material Prepared by LSC
2. Industrial Automation and Robotics : A.K. Gupta and SK Arora
3. Advanced Industrial Automation and its Application : Ravindra Sharma Industrial Control Electronics Devices, Systems, & Applications 3D Edition Author : Terry Bartler Publisher : Delmar

ALLIED COURSE 2: BEST PRACTICES FOR TRANSPORTATION

Course description:

The world of logistics and managed transportation is continuously evolving. Transportation professionals are tasked with reducing costs while increasing customer satisfaction levels

COURSE OBJECTIVES:

- To familiarize the student with the information about transportation considerations for the import, export and domestic trade processes.

Unit	Topics	Focus
I	Transportation Strategy Considerations : An Overview of the Import Process - An Over view of the Export Process-Bonding Issues for Exporters - Negotiating Rates - Insurance and Liability - E - Logistics and the Internet - UN Module regulation -introduction to carriage of dangerous goods.	Conceptual
II	Import And Export Documentation Requirements : An overview of commercial documents - Commercial Invoice - Consular Invoice - Packing List - Certificates of Origin - Permits of Export and Import of Goods - Cargo Control Documents - Other Commercial Documents - Distribution of Commercial Documents	Conceptual
III	Air freight : Introduction - Documents - The Air Way bill (AWB) - Moving Goods by Air - Export Packaging -Air Cargo Handling, Delivery - The Role of IATA - Shipping Dangerous Goods by Air - Glossary of Airfreight Terminology. Ocean freight : Documents - Containers - FCL / LCL - Handling the LCL - Handling the Ocean Freight Shipment -Shipping Dangerous Goods by Ocean	Analytical
IV	Road Transportation : Introduction to Road Transportation - Trucking / Highway Regulations – Documents - The Truck Bill of Lading - Standard Trucks - Specialized Trucks - Lorry haul trucks - Heavy load haulage multi-axle multi-truck - Service Options for Truck Transport - Shipping Dangerous Goods by Truck - LTL / FTL Shipments -Trucking Rates and Tariffs A Check list of Trucking Considerations - Border Security Issues. Rail Transportation : Introduction - Shipping Goods by Rail The Railway Bill of Lading - Rail Equipment - Moving Dangerous Goods by Rail - OverDimensional and Heavy Lift Cargo by Rail.	Analytical
V	Inter modal Transport : Introduction - Shipping goods intermodally - Documentary Considerations • Other Considerations - Telematics - Routing – GPRS - Monitoring fuel economy - Driver practice – Indicators -Future prospectus growth of road - Automation - INCOTERMS 2000 -Transfer of Liability • Incorporating INCOTERMS into the Contract of Sale - INCO- TERMS Structures - Mode of Transport Relate to INCOTERMS. Advantages of multi module transport document.	Analytical

COURSE OUTCOMES:

- The students will be able to assess transportation operations towards increased logistics efficiency while discovering opportunities for saving time, expense and hassle.

Text & Reference Books:

1. Course Material Prepared by LSC
2. “Self-Compliance Strategies and the Administrative Monetary Penalty System”, a Manual for Importers and Exporters: PF Collins Customs Broker Ltd., November 2002
3. OAG ® Air Cargo Guide TM May 1997, published by OAG, a division of Reed Elsevier Inc., OAG, 2000 Clear water Drive, Oak Brook Illinois.
4. International Air Transport Association (IATA) Dangerous Goods Regulations

APPRENTICESHIP - I

COURSE OBJECTIVES:

1. To orient students in the practical field of Logistics
2. To make Students perform Warehousing and distribution centre operations
3. To develop competencies and Skills in students to become Warehouse professionals

No.	Skill components to be covered during the Apprenticeship Training in Industry
I	<p>Industry Health, Safety, Security & Environment: Familiarization with the industry. Health, Safety & Environment and Follow health, safety and security procedures - Introduction to safety Equipment's and their uses - Demonstration of 5S Concepton shop floor - Use of Personal protective Equipment's (PPE).</p>
II	<p>Warehousing : Perform warehouse activities like receiving, sorting, Picking, packaging, kitting, labelling and binning, Loading, unloading, dispatch, and maintaining quality parameters - Develop knowledge on the layout of the warehouse and explore the various storage happening at different locations. Under stand the uses and limitations of various types of goods coming in the warehouse based on organization requirements - Forecasting and trend analysis - Forecasting and trend analysis - Maintain integrity and ethics in operations - Perform material handling activities pertaining to warehouse - Perform preventive and break down maintenance checks - Handle perishable goods, FMCG goods, automotive goods, bulk cargo in warehouse – Perform the operations of Material Handling Equipment Like BOPT, Reach truck, Forklift, order picker - Supervise loading and unloading - Feed data into ERP and analyse in warehouse - Maintain integrity and ethics in operations - Perform In bound and out bound documentation- Perform quality check and inventory check documentation - Perform transport coordination – perform the Verification of GST invoices - perform Forecasting and trend analysis</p>
III	<p>Material Handling and Management: Practice on different types of material handling equipment's (MHEs) that is being handled inside the organization follow the operating procedure, pre-operating conditions of the Handle pallet loads, boxes load and various loads as per the company's needs - Perform TPM (Total Production Management), TQM (Total Quality Management) and record keeping system - Perform various activities of MHE maintenance operations, identify critical parts, tools and equipment required to perform select repairs or replacement of parts in various types of MHE.</p>

COURSE OUTCOMES:

On completion of Apprenticeship I,

- Students will be able to perform the activities of Warehousing and distribution centres in the real-life situation
- This On the job training will enable them to enhance their ability and professional skills in Logistics

Actual training will depend on the existing facilities available in the company. However, the company

shall ensure that the broad skills defined against On - Job Training are imparted. In case of any deficiency in any in a single division / department, the company may impart the training in other divisions/departments.

Students in Apprenticeship would be assessed on the extent of skilling and aptitude gained by them during the Apprenticeship.



GITAM (Deemed to be University)
GITAM Institute of Management

Course Code: VDC111	Course Title: Venture Discovery	
Semester: II	Course Type: Internal	Credits: 2
Program BBA (Log)		
Course Leader: Venture Discovery Centre		

India as part of its Make in India initiative has been focusing on creating incubation centers within educational institutions, with an aim to generate successful start-ups. These start-ups will become employment creators than employment seekers, which is the need of the hour for our country.

This common course for all the disciplines is a foundation on venture development. It is an experiential course that lets students venture and find out what is a business, financial and operating models of a business are. How to design and prototype a solution that meets their customers' needs and generate revenue for the business.

COURSE OBJECTIVES

- Discover who you are – Values, Skills, and Contribution to Society.
- Gain experience in actually going through the innovation process.
- Conduct field research to test or validate innovation concepts with target customers.
- Understand innovation outcomes: issues around business models, financing for start-ups, intellectual property, technology licensing, corporate ventures, and product line or service extensions.

Course outline and indicative content

Unit I (6 sessions)

Personal Values: Defining your personal values, Excite & Excel, Build a Team, Define purpose for a venture. Four stages: Personal Discovery, Solution Discovery, Business Model Discovery, Discovery Integration.

Unit II (6 sessions)

Solution Discovery: Craft and mission statement, Experience design, Gaining user insight, Concept design and positioning, Product line strategy, Ideation & Impact.

Unit III (6 sessions)

Business Model Discovery: Prototyping solutions, Reality Checks, Understand your industry, Types of business models, Define Revenue Models, Define Operating Models

Unit IV (6 sessions)

Discovery Integration: Illustrate business models, Validate business models, Define company impact

Unit V (6 sessions)

Tell a Story: Can you make money, Tell your venture story.

COURSE OUTCOMES

1. Understand conceptual framework of the foundation of a venture
2. Understand the concept of purpose, mission and value-add service offered by a venture
3. Analyze design and positioning of the product
4. Demonstrate prototyping
5. Analyze business, revenue and operating models

Referential text books and journal papers:

Personal Discovery Through Entrepreneurship, Marc H. Meyer and Chaewon Lee, The Institute of Enterprise Growth, LLC Boston, MA.

Suggested journals:

Vikalpa, Indian Institute of Management, Ahmedabad

Journal of General Management, Mercury House Business Publications, Limited

Harvard Business Review, Harvard Business School Publishing Co. USA

SEMESTER III

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac	Credit	CA	SEE	
1	L19C11	Soft Skills				3	100	-	100
2	L19C12	Business Communication)				3	40	60	100
3	L19C13	Freight Forwarding (Ocean & Air Cargo)				3	40	60	100
4	L19C14	Forecasting and Inventory Management				4	40	60	100
5	L19C15	Surface Transportation & Courier, Express, and Parcel				3	40	60	100
6	L19C16	Human Resources Management				3	40	60	100
7	L19C17	Management and Cost Accounting				4	40	60	100
8	MBL291	Semester End Viva				1	50	-	50
Total						24		360	750

L19C11 SOFT SKILLS

INTRODUCTION

Management involves utilizing the human capital of an enterprise to contribute to the success of the enterprise. Management is the act of coordinating the efforts of people to accomplish desired goals using available resources efficiently and effectively.

Today's workforce comes from varied social and cultural backgrounds, with differing standards of behaviour. These may not always be in sync with the norms of the organization. The ability to deal with differences, multiculturalism and diversity is needed more than ever. It is important, for students who would be entering the corporate world for the first time, to inculcate behaviour that is appropriate for the workplace. The importance of personal grooming, business etiquette, verbal and non-verbal communication, telephone etiquette and general professional conduct, can never be undermined.

Soft Skills is now recognised as key to making businesses more profitable and better places to work. Increasingly, companies aren't just assessing their current staff and future recruits on their business skills. They are now assessing them on a whole host of soft skill competencies around how well they relate and communicate to others.

It has been found that soft skills can be developed and honed on an on-going basis through good training, insightful reading, observation, and of course, practice, practice, practice. Students can focus on areas of self-improvement to help improve their behavior, transform their professional image and create a positive impact in their careers. Greater awareness of grooming and etiquette will help one to develop poise and confidence. This will significantly impact the image that one has in any formal, professional and social situations

COURSE OBJECTIVES

- To understand and enhance social skills
- To develop logical reasoning and quantitative abilities
- To help build greater confidence when interacting with people
- To build on the ability to make a positive first impression
- To help improve the overall appearance

ACTIVITY STRUCTURE

Students would be focusing on the following major activities under this Course:

- a) Grooming & etiquette
- b) Introspection, self-awareness and self-introduction
- c) CV writing
- d) Facing interviews
- e) Training in aptitude and employability tests

Guidance on the above issues would be given by an expert and Faculty would be guiding them through one-to-one interaction. Assessing them on their performance would be done by the Faculty.

To be developed by the Collaborating Institution)

COURSE OUTCOMES

Soft skills would enable the student in

1. Understanding the strengths and weaknesses of oneself and
2. Gaining confidence in participating in group discussion on current topics.
3. Improving problem solving abilities (Quantitative & Logical)

L19C12 BUSINESS COMMUNICATION

Course Description:

Business communication is the process of sharing information between people within and outside a company. Effective business communication is how employees and management interact to reach organizational goals. Its purpose is to improve organizational practices and reduce errors.

COURSE OBJECTIVES:

- To develop written and verbal communication skills for effective business communication.
- To identify various communication skills involved in the business organization.
- To develop business communication skills among the students.
- To improve language skills – reading, writing and listening

Unit	Topics	Focus
I	Introduction to Business Communication - Characteristics of Effective Organizational Communication- Basic Forms of Communication - Process of Communication - Principles of Effective Business Communication - 7C's.	Conceptual
II	Academic Vocabulary and English for Business - Creative Writing Critical Thinking : Introduction to critical thinking – Benefits - Barriers – Reasoning — Arguments - Deductive and inductive arguments – Fallacies - Inferential comprehension Critical thinking in academic writing - Clarity - Accuracy – Precision –Relevance.	Conceptual
III	1. Business letters – layout of Business letters - types - Business enquiries and replies – offers – quotations – orders –complaints and adjustments – collection letters – circular letters – status enquiries. 2. Email Writing - The Process of Writing EMail, breaking it Down – The PAIBO Technique, Structuring an E-Mail –The 3T's–Introduction, Body and Conclusion, Effective Subjectlines, Salutation and Signing off -Tele conferencing, video conferencing	Analytical
IV	1. Communication in Business Environment : Business Meetings, Notice, Agenda, Minutes - Press Releases - Corporate Communication : Internal and External, Group Discussion, Seminars, Presentations - Reporting of Proceedings of a meeting. Office Memorandum, Office Orders, Press Release 2. Listening : Active listening – Barriers to listening – Listening and note taking – Listening to announcements–Listening to news on the radio and television.	Analytical
V	1. Reports and Presentations - Business reports and Proposals, Format, visual laids and contents, Oral Business presentations. 2. Job Application and Resume Writing	Analytical

COURSE OUTCOMES:

- Expose learners to variety of texts to interact with them
- Capability to increase learners to visualize texts and its reading formulas
- Develop critical thinking.
- Develop a more humane and service-oriented approach to all forms of life around them.
- Improvement in their communication skills for larger academic purposes and vocational purposes
- Critical participants in their everyday business life

Text & Reference Books:

1. R.C.Bhatia. Business Communication.
2. R.K. Madhukar. Business Communication.
3. Shraf Ravi. Effective Technical Communication.
4. Marilyn Anderson, Pramod K Nayar and Madhu Chandra Sen. Critical Thinking,
- 5 Lesikar R.V & Flately MV, Basic Communication Skills for empowering the internet generation, Tata-Mc Graw Hill, 2009.2.
6. Sharma RC & Mohan K, Business Correspondence & Report Writing, TMH, 2009.

L19C13 FREIGHT FORWARDING (OCEAN AND AIR CARGO)

Course Description

Freight forwarding entails the logistical arrangement of intermodal transport of commodities across international borders, on behalf of shippers. Duties include freight rate negotiating, container tracking, strategizing, and much more. Therefore, this course is designed to:

- Understanding and developing competencies of students to become freight forwarding professionals
- Know the role of freight forwarding agent, their responsibilities and orient the students on the cargo handling of both ocean and air in the real-life situation

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become freight forwarding professionals
- To orient students in the field of Logistics
- To help Students to understand freight forwarding
- This subject will enable them to enhance their ability and professional skills

Unit	Topics	Focus
I	Introduction to EXIM, Freight forwarding and custom clearance – types of custom clearances – Importance of custom clearance – certificate of origin, ICEGATE and insurance – custom Act – Regulations pertaining to custom clearance – different modes of freight forwarding – domestic and international freight forwarding networks–process of freight forwarding.	Conceptual
II	Multi modal transportation - Vendor management - bulk load handling - brief on trans-shipment - DG handling - customer acquisition and management - Customs clearance procedure - Documents and its importance - Stages of Documentations process and procedures - Documentation types and filing processes - Details of documents as per the format approved by the Customs - The requirement of documents for pre - shipment and requirement of documents for Import - DO's and DON'T' while handling different documents during Custom Clearance	Conceptual
III	Operation Procedures of Freight Forwarding - The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment/consignment - List of basic handling of errors and the Operational errors that occur in common - Procedure for checking of shipping bill, Airway bill based on invoice and packing list received from department for Freight Forwarding. Regulations (EXIM / IATA / Countries) / COM based on permutations and combinations of weight vs volume.	Analytical
IV	Cargo handling, INCO terms and terminologies used in Cargoes-Different Types of Cargoes for transportation. Full Export and Import value of the cargo – Importer and exporter Code (IEC), The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade - Different type of Cargo, their quantity and value - Packaging requirement for the cargo during shipment from the shipper - Inspection procedure for the cargo while unloading - DO's and DON'T's while handling different cargo - Basic	Analytical

	Regulation pertaining to Cargo movement by Air, Sea, and Land. Climatic conditions of different routes in different seasons.	
V	Documentation of Freight Forwarding process as per customer time lines and requirements - Carting, unloading, Stacking, Loading; and Stuffing - Procedure for dealing with loss or damage to goods- Different P.G. A and their roles. Technical knowledge on Containers; Pallets; Palletization; Fumigation -The general reporting processes and time frames - Different airline / shipping line available for different routes - Letters of Credit and payment Terms. Etc. - Movement policy - Details of the transport available in Different routes - Organization fees, charges structure and Organizational procedures - computer and its application in internal systems of documentation.	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of freight forwarding including ocean and air cargo in the real-life situation

Text & Reference Books:

1. Course Material Prepared by LSC
2. JP Saxena, Warehouse Management and Inventory Control-Vikas Publication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CD ROM], Michael Ten Hompel, Thorsten Schmidt, Springer-Verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India

L19C14 FORECASTING&INVENTORY MANAGEMENT

Course Description:

Forecasting and inventory management are two components of demand management. Forecasting is needed to make decisions about resource allocation. Accurate forecasts drive better resource allocation and, as a result, help to improve financial performance by decreasing the amount of inventory that a company must carry. Along with forecasting, inventory management is a comprehensive and essential process that influences the company's financial situation and the whole business. The challenge of inventory management is to recommend the appropriate inventory level to be held for each item stocked by the organization and the size and frequency of inventory replenishments. This course provides various concepts and techniques of forecasting and inventory management that would benefit contemporary and evolving futuristic organizations for their stability and prosperity.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Forecasting and inventory management professionals
- To orient students in the field of Forecasting and inventory management
- To help Students to understand forecasting and inventory management

Unit	Topics	Focus
I	Forecasting : meaning – need for forecasts – types of forecasts – time frame - Demand Forecasting - Types of Demand Forecasting - Survey methods and statistical methods - importance of demand forecasting - Demand planning v/s forecasting - Sources of demand - Supply chain dynamics - Key roles and responsibilities	Conceptual
II	Sales and Operations Planning - S & OP goals and objectives - S & OP best practices - S & OP meeting activity - Collaborative Planning - Types of collaboration - Collaborative Forecasting - Collaborative planning, forecasting and replenishment -Ingredients of successful CPFR- Regression analysis and cyclic decomposition techniques. Short- term forecasting techniques-Technology Forecasting– Methodologies: - Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation, System Dynamic-Role of Technology Information Forecasting and Assessment Council (TIFAC).	Conceptual
III	Inventory: Purpose of Inventory - Goods - Types of Goods - Finished Goods Inventories - General Management of Inventory, Stocks Types of Stocks, Tracking the Paper Life - Work - in - Process Inventories - Finished Goods & Spare Parts Inventories - Multi - Echelon Inventory Systems - Spare Parts Inventories - Use of Computers in Inventory Management Evaluation	Analytical
	of Performance of Materials Function - Criteria and methodology of evaluation - Forecasting modelrun - Ongoing improvement	
IV	Codification – Classification – Methodology – Requirement of codes – Coding Structure and Design – Advantages - International Codification – Cost and Consequences – Right Quantity – Economic Ordering Quantity –Derivations of EOQ - Costs associated with Inventories - DuPontmodel-Turn over & Modeling in logistics	Analytical
V	Influence of production policy on inventory levels – inventories and customer service level –steps to improve inventory management – optimum inventory to improve profit performance – inventory management under condition for substantial EOQ) – inventory management uncertainty (fixed	Analytical

	order quantity model) - Calculation of safety stocks -Importance of role of inventory - Inventory Management Systems - execution - Ratio Analysis on Inventory, Profit Margin.	
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COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of forecasting and inventory management in the real-life situation
- This subject will enable them to enhance their ability and professional skills in inventory management

Text & Reference Books:

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007
3. Operations Research – Concepts, Problems & Solutions - Kapoor V.K. -Sultan Chand & Sons/2017- 978-81-8054-854-3 (TC-532)
4. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai Further Reading Source
5. Simchi-Levi, David, “Designing and Managing Supply Chain”, Tata McGraw Hill, 3rd Edition, 2007.
6. David E Mulcahy, “Warehouse Distribution and Operations Handbook, McGraw Hill, 6th Edition, 1993.

L19C15 SURFACE TRANSPORTATION

Course Description

Surface transportation means the movement of people by road, train or ship. Surface transportation means any conveyance of people, goods, or commodities using one or more surface transportation modes. Surface Shipping is a logistics service wherein the shipments are sent through land. It is less expensive but slower than air shipping. Surface shipping is especially preferred for large or heavy deliveries or for sending dangerous goods which are prohibited through the air.

“Surface Transportation & Courier, Express, and Parcel” is concerned with the functions that support in efficient delivery, tracking of material, making rationale decision in case of delays, identifying efficient route for delivery and following the guidelines of transportation. The primary objective is to provide low cost and efficient transportation means to the customers.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become transportation professionals
- To orient students in the field of Logistics
- To help Students to understand surface transportation including road and rail transport

Unit	Topics	Focus
I	Introduction to surface transportation - Need for transportations - Role of transportations in logistics - Importance of transportations - Types of transportations metrics - functions of transportations - inter modal transport -various land transport carriers and their Load capacities - pricing and availability - verification of carriers and drivers - transit rules - traffic rules inside warehouse premises - Docking procedure and safety steps. Procedure to Confirm vehicle for loading of goods.	Conceptual
II	Tracking of transport: Transportation Optimisation - Documentation for transportation – GST – E Waybill Filing- Transportation Telematics - Vehicle tracking system - Communication with vehicle driver or transport company - Probable reasons for delay or any issues during transit - Solutions for corrective actions (such as talking to local authorities or break down service assistance) - Roadsigns, List good practices in driving.	Conceptual
III	Types of Trucks and Load capacity / Organisation structureina Transport organization / Incident management systems & Processes - Explain types of temperature - controlled carriers - Discuss hazmat goods rules - Importance of safety data sheet and labels - Procedure for Consolidation of consignments for optimal loads, to verify count of material - Reporting discrepancies such as pilferages, loss or damage of goods in transit - Checking insurance and claims - steps to close deliveries and Coordinate with loading / unloading supervisor.	Analytical

IV	Benefits of efficient transportation systems / Study on emerging trend in transportation sector/ pricing in transportation sector / govt regulations on transportation in India. Safety procedures during transit and emergency response steps-keeping track of news on traffic and communicate with drivers to identify delays and suggest - routing - Explain tracking systems-Importance of consignment number - GPS systems and tracking devices - Procedure for downloading and reading tracking data from devices	Analytical
V	Customer Management / Vendor coordination for return truck loads / DG Handling – features and facilities offered by railways factors influencing growth in rail logistics – suitability for different cargo and distance ranges segments–innovative schemes-facilities to popularize rail logistics in India	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of surface transportation in the real-life situation
- This subject will enable them to enhance their ability and professional skills

Text & Reference Books:

1. Course Material Prepared by LSC
2. JP Saxena, Warehouse Management and Inventory Control-VikasPublication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management : Automation and Organisation of Warehouse and Order Picking Systems [With CD ROM], Michael Ten Hompel, Thorsten Schmidt, Springer - verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management :A Logistical Approach, Prentice HALL of India

L19C16 HUMAN RESOURCES MANAGEMENT

Course Description:

This course aims to provide the students with a basic understanding of the concepts, systems of human resource development in organizations. The turbulent business climate, caused by increased global price competitiveness, changing technologies, changing employment legislation, and challenging workforce composition, is challenging managers to utilize their employees more effectively to gain a competitive advantage. In recent years, there have been significant practical developments, with increasing numbers of private and public sector organizations adopting HRM initiatives alongside downsizing and reengineering the organization

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Human resource management professionals
- To orient students in the field of Logistics
- To help Students to understand Human resource management

Unit	Topics	Focus
I	Introduction To HRM - Functions of HR Management - Qualities of HRM anager - Role of HR Executives International Human Resource Management - Concepts of IHRM Approaches to IHRM - Features of IHRM - Importance of IHRM - Factors affecting IHRM	Conceptual
II	Human Resource Planning - Objectives of HR Planning - HR Planning at different Planning Levels - Process of HR Planning Job Analysis and Design : Job Analysis Information - Uses of Job Analysis - Process of Job Analysis- Methods of collecting Job Analysis Data - Job Description. Recruitment and Selection - Recruitment Policy - Objectives of Recruitment - Selection Procedure - Essentials of Selection Procedure - Steps in Selection Procedure.	Conceptual
III	Promotion, Transfer, Job Rotation & Career Planning, Career Development - Need for Career Planning - Career Development-Suggestions for Effective Career Development. Performance Appraisal - Evaluation Process - Performance Appraisal Methods - Management by Objectives - Behaviorally Anchored Rating Scale - Pit falls in Performance Appraisal -Use of Performance Appraisal.	Analytical
IV	Employee Training and Development - Stepsin Training Programmes - Training Evaluation - Areas of Training - Importance of Learning - Employee Training Methods - Evaluating Management Development Program Compensation Management - Process of Job Evaluation - Techniques of Job Evaluation- Advantages of Job Evaluation-Types of Incentive Plans- Employee Benefits-Objectives of Employee Benefits.	Analytical
V	Occupational Safety and Health - Causes of Safety and Health problems at the work Place - Provisions to prevent Accidents in the work place - Stress and Consequences on Employee Performance. Grievance Handling - Concept of Grievance-Causes of Grievance - Effective Grievance Redressal - Steps in Grievance Redressal Procedures. Discipline Action- Aims and Objectives of Discipline-Forms and Types of Discipline- Principles of Maintaining Discipline-Disciplinary Procedure-Types of Disciplinary Actions-Dismissal.	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Human resource management in the real-life situation

- This subject will enable them to enhance their ability and professional skills

Text & Reference Books:

1. VSP Rao, Human Resource Management: Text and cases, First edition, Excel Books, New Delhi-2000.
2. Dr. R. Venkatapathy & Assissi Mencheri, Industrial Relations & Labour Welfare, Adithya Publications, CBE, 2001.
3. Robert L. Gibson and Marianne H. Mitchell, Introduction to Counseling and Guidance, VI edition, PHI, 2

L19C17 MANAGEMENT & COST ACCOUNTING

Course Description

This course is designed with an overview to management and cost accounting, It focuses on cost concepts, cost units, activity based costing. This course will give more insights of managerial decision-making process based on financial statement analysis of the firm. It also concentrates on standard costing concepts where to measure the performance of the work. It would be a tool to analyse the various kinds of variances.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Management and cost accounting professionals
- To orient students in the field of Logistics
- To help Students to understand Management and cost accounting

Unit	Topics	Focus
I	Cost Accounting - Concept of Cost Centres - Cost Units - Classification of Cost – Overheads - Simple Cost Sheet – historical and estimated costsheets. - Tenders and quotations - Contractcosting - Activity based costing (ABC).	Conceptual
	Management Accounting : Meaning and Definition - Nature and Scope - Objectives of Management Accounting - Importance and Limitations - Management Accounting vs Cost Accounting.	
II	Marginal Costing and Break even analysis: Marginal Costing and Cost - Volume - Profit (CVP) analysis: meaning, concept - assumptions and practical applications of Break - even analysis – decisions regarding salesmix - make or buy - limiting factor - export decision - plant merger-shutdown of a product line - Du Pont Analysis.	Conceptual
III	Budgeting and Budgetary control: Budget and Budgetary Control : Meaning - establishing a system of Budgetary Control - Preparation of Sales - Production - Cash Budget - Fixed and Flexible budgets, Masterbudget - Zerobased budgeting (ZBB) - Performance budgeting	Analytical
IV	Analysis of Financial Statements: Analysis and Interpretation of Financial Statements: Objects-importance- Types of financial analysis - Comparative statements - Common size statements, Ratio analysis - Preparation of Balance sheet using ratios Fundflow analysis: Fund flow statement - Preparation - Cash flow statement - cashflow analysis - Analysis is of income statements of ports/shipping companies.	Analytical
V	Standard Costing and Variance Analysis: Standard Costing and Variance Analysis : Meaning of Standard Cost - Relevance of Standard Cost for Variance Analysis – Significance of Variance Analysis – Computation of Standard Costs for Materials, Labour and Overhead Variances - Comparison between Budgeting and Standard Costing – Variance reporting- Responsibility Accounting – Meaning and Objects – types of Responsibility Centres- Management Reporting.	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Management and cost accounting in there al-life situation

- This subject will enable them to enhance their ability and professional skills

Text & Reference Books:

1. MAHESHWARI, S.N., (2013) Cost and Management Accounting. 14th edition
2. JAIN, S.P. & NARANG, K.L. (2014) Cost and Management Accounting. 14th Edition, Kalyani publishers : New Delhi.
3. TULSIAN, P.C. (2000) Practical Costing. Vikas Publications : New Delhi.
4. SAXENA, V.L. & VASHISHT (2014) Advanced Cost & Management Accounting - Problems & Solutions. Prentice Hall of India.
5. MAHESHWARI, S.N. (2014) Principles of Management Accounting. Sultan Chand & Sons.
6. MURTHY & GURUSAMY (2009) Management Accounting. Tata Mc Graw Hill : New Delhi.
7. REDDY T. S & HARI PRASAD REDDY (2014) Cost & Management Accounting. Margham Publications.

SEMESTER IV

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theo	Prac	Cred	CA	SEE	
1	L19C18*	Surface Transportation – Practical				2	25	75	100
2	L19C19*	Forecasting and Inventory Management– Practical				2	25	75	100
3	L19A02*	Allied Course (1 out of 2)				3	-	100	100
4	L19C20*	Apprenticeship –Level 2				12	400	-	400
5	MBL292	Semester End Viva				1	50		50
						20	500	250	750

L19C18 SURFACE TRANSPORTATION - PRACTICAL

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No.	Exercises
I	Identify various land transport carriers, Load capacities, pricing and availability Check Statutory documents for verification of carriers and drivers Follow transit rules and place indent for land transport vehicles.
II	Follow traffic rules inside warehouse premises. Adopt Docking procedure and safety steps. Ascertaining vehicle fitness. Confirm vehicle for loading of goods Check vehicle tracking system. Communicate with vehicle driver or transport company Identify there as on sfor delay or any issues during transit and take Correctiveactions and verify shipments status.
III	Follow road signs, Good practices of driving and safety procedures.
IV	Carryout Consolidation of consignments for optimal loads. Carryout booking, loading, receiving and unloading of consignments.Coordinate with supervisor.
V	Verify discrepancies such as pilferages, loss or damage of goods intransit Check insurance and claims. Follow the Steps to close deliveries
VI	Identify routes and transit rules. Estimate transit time, delay and decide on routing of shipments. Keep track of news on traffic.Communicate with drivers to identify delays. Suggestre - routing of shipments.
VII	Use GPS System tracking devices, consignment number. Download, read tracking data from devices and Track transport vehicles.
VIII	Use various type soft emperature controlled carriers and transport temperature controlled and hazardous goods Follow the hazmat goods rules, safety data sheet and labels.

L19C19 FORECASTING AND INVENTORY MANAGEMENT - PRACTICAL

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No.	Exercises
I	Carry out computerized inventory system Carry out basic inventory management which include Issues of Stock, sold, transferred, reordered for production
II	Issue stock based on customer orders and rules Place indent for replenishment orders Follow Rules of replenishment orders
III	List and explain Importance of stock counting Follow Stock counting procedures and perform Stock Counting Ascertain inventory counts Follow Do's and Don'ts in inventory counting Observe general Reasons for discrepancies in Inventory mismatch Identify the issues for Inventory mismatch and take corrective actions
IV	Use technologies for Inventory counting Track Inventory with in the warehouse Apply Knowledge on Computer and Associated software Use Communication Devices in warehouse environment Use Scanning equipment's including Bar Scanner and RFID Use proper Tools for measurements Maintain Records, Goods Receipt, Issues and inventory balance Use inventory module in ERP

ALLIED COURSE 1: INLAND WATERWAYS & COASTAL SHIPPING

Course Description:

With an extensive coastline and a chain of major and minor ports, India's policy makers have at all times been aware of the importance of the maritime industry and the alterations it can bring into the economy. However, in the past couple of years, a lot of activities, announcements, planning and discussions surrounding the Indian maritime have propelled its momentum and has brought it into the limelight

COURSE OBJECTIVES:

- To familiarize the student with the basic concept of Inland water ways and coastal shipping, their importance and future development of Indian waterways

Unit	Topics	Focus
I	Basics of shipping - Introduction for shipping - Types of ship - sizes of ship – Basic terminology of ships - Sea transport and its importance - Roll of ports in sea transport - Coastal shipping and its importance.	Conceptual
II	Inland waterways : Introduction – Scope – Sources (lakes, Rivers, Canals, Backwater, creeks, water courses in lets and bays) - Working principles - Impact - Inland waterways in India : locations	Conceptual
III	Roll and importance of inland waterways : Infrastructure facility required - Roll and importance of inland waterways in transportation - Transportation through creeks	Analytical
IV	Inland waterways : Road connectivity – Availability of cargo (scarcity) - Navigation (night navigation) – Draft restriction	Analytical
V	Inland waterways in other countries : Bangladesh – China - Vietnam - Europe Inland waterways in India : Network in India – upcoming inland waterways – Inland waterways authority – Government policies on inland waterways–National waterways Act	Analytical

COURSE OUTCOMES:

- Recognize the impact of Inland water ways and coastal shipping
- Recognize the importance and future development of Indian waterways.

Text & Reference Books:

1. Course Material Prepared by LSC
2. Inland Waterway Transport: Challenges and prospects (Routledge Studies in Transport Analysis) Hardcover – Import, 12 Jul 2016 by Bart Wiegman(Editor), Rob Konings (Editor)
3. Inland waterways Transportation (IWT) in India – Machiraju presentation Pvt ltd

ALLIED COURSE 2: COURIER, EXPRESS & PARCEL SERVICES

Course Description:

CEP stands as an abbreviation for courier express parcel services, which offer logistic services in these areas. The offer of the service providers differs in the speed, weight, and volume of the packages and the way of carrying out the shipment of the goods. Especially the regulations regarding weight and volume allow for strong standardization and also great potential for automating the service.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Courier and Express Professionals
- To orient students in the field of Courier and Express
- To help Students to understand Courier and Express

Unit	Topics	Focus
I	Types of consignments for shipment - Information on labels and handling instructions - consignee locations - consignments and destinations - consignment shipment operations – (loading, handling, scheduling and documentation) - Special instructions for safe handling of fragile consignments	Conceptual
II	Customer declarations – verification of customer declarations and consignment package - Clarification procedure incase of discrepancies noticed - Generation of bill of lading / shipping bill for export consignments – Coordination for import / export consignments clearance	Conceptual
III	Hub - Spoke Operations & In bound and Outbound activities: Introduction – Hub spoke activities in bound and out bound activities. Types of consignments coming in the hub - spoke - layout of the hub - spoke – Areas to receive, sort and inspect - Documentation activities in hub - spoke - Inspection process of in bound sorted and outbound consignments	Analytical
IV	Tracking and tracing; AWB – essential time of arrival delivery - Last mile delivery – LMD - First mile delivery	Analytical
V	Customer satisfaction - quality, delivery time, costs (shortest cost, loss prevention) - Weightment rate, cube scan –diversions / LBW / Volumetric density of cargo	Analytical

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Courier and Express in the real-life situation
- This subject will enable them to enhance their ability and professional skills

Text & Reference Books:

1. Course Material Prepared by LSC
2. Logistics and Supply chain management – Mart in Christopher
3. Basics of Distribution Management; A Logistical Approach PrenticeHALL of India - Kapoor Sathish
4. Warehouse management and Inventory control - Vikas Publication House

APPRENTICESHIP II

COURSE OBJECTIVES:

- To orient students in the practical field of Logistics
- To make Students perform Freight forwarding and Land transportation
- To develop competencies and Skills of students to become Logistics professionals.
- This On-the job training will enable them to enhance their ability and professional skills in Logistics

Actual training will depend on the existing facilities available in the company. However, the company shall ensure that the broad skills defined against On - Job Training are imparted. In case of any deficiency in any in a single division / department, the company may impart the training in other divisions/departments.

Students in Apprenticeship would be assessed on the extent of skilling and aptitude gained by them during the Apprenticeship.

No.	Skill components to be covered during the Apprenticeship Training in Industry
	<p>Freight Forwarding:</p> <p>Performing the various activities for Freight Forwarding on export and import Cycle. Performing the various activities of cargo operations in Freight Forwarding area. Use the processes; sequence; time frames and compliances of different type of Custom Clearance</p> <p>- Applying the correct procedure of the Freight Forwarding like filing; Examination; export order; stacking ; loading; out of Customs charge; post Clearance processes; etc - Plan for Stuffing or Cargo. (which involves booking the container, take delivery order from shipping line, give it to transporter for both water and Air Cargo.) - Use the different documents available for Freight Forwarding. Prepare / update documents for handling of cargoes. - Process irregularities like damage / loss etc - Perform PG A processing or specific certificate of origin related Processing - Prepare documents for Export and Import processing including EDI filing - Maintain integrity and ethics in operations - Follow health, safety and security procedures - Verify GST invoices - Plan and arrange for cargo movement - Perform custom clearance field activities - Perform custom clearance office activities - Perform custom clearance supervisory activities - Feed data into ERP and analyse in courier hub.</p>
II	<p>Land Transportation:</p> <p>Perform Customer support activities like booking, tracking and claims processing - Follow loading and unloading procedures for various consignments - Understand the uses and limitations of various types of vehicles, transit rules and carry out the activities</p> <p>- Apply knowledge on the various routes and explore the various alternate routes to reach key destinations - Carry out various vehicle operations activities such as placement on time, keeping track of loading and unloading time, verifying material count, inspection of vehicle, etc - Carry out the inspection process on the physical vehicle and safety checklist</p> <p>- Cross verify the goods loaded / unloaded and sign off from the drivers - Follow safety instructions while handling dangerous goods - Locate the missing items for reconciliation and preparation of detailed reports for the management - Complete closure of deliveries and prepare the vendor rating report - Undertake route planning and vendor coordination</p> <p>- Undertake gate operations - Arrange and track movement of consignment - Undertake transport data processing and analysis - Coordinate with internal and external employees - Maintain integrity and ethics in operations - Follow health, safety and security procedures</p> <p>- Verify GST invoices - Arrange and track movement of articulated trucks - Arrange and track</p>

movement of reefervehicles - Perform in bound / out bound documentation - Transport consolidation and consignment tracking - Transport consolidation and consignment tracking - Feasibility assessment and route optimization - Feasibility assessment and route optimization - Perform transport consolidation - Conduct feasibility assessment - Prepare EXIM documentation - Use telematics to drive efficiency.
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COURSE OUTCOMES:

On completion of Apprenticeship II,

- Students will be able to perform the activities of Freight forwarding, Land transportation and Logistics terminals operations in the real-life situation

SEMESTER V

S. No.	Course Code	Title of the Course	Level of Course	Sessions			Marks		Total
				Theory	Prac	Credit	CA	SEE	
1	L19C21	MIS for Logistics				4	40	60	100
2	L19C22	International Logistics Management				3	40	60	100
3	L19C23	Marketing Management				3	40	60	100
4	L19C24	Retail Logistics and E-Commerce				3	40	60	100
5	L19C25	Logistics Network Design				4	40	60	100
6	L19C26	Port Terminal Logistics				3	40	60	100
7	L19C27	Liner Logistics				3	40	60	100
8	MBL391	Semester End Viva				1	50	-	50
		Total				24	330	420	750

L19C21 MIS FOR LOGISTICS

Course Description:

The logistics management information system (MIS) is the system of collecting, processing, tracking, reporting and analysing data on product stock levels and use. This critical system communicates supply status and need at all levels of the programme so that appropriate decisions can be made to avoid stock-outs and to ensure optimal quantities of supplies. The MIS also includes the records that help to maintain quality assurance throughout the system. The MIS is shown in the centre of the cycle because no part of the logistics system can work well without accurate and timely information.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become MIS for logistics professionals
- To orient students in the field of Logistics
- To help Students to understand MIS for Logistics

Unit	Topics	Focus
I	Introduction - IT and management opportunities and challenges - Strategic planning and models - Information management & IT Architecture – IT Architecture & infrastructure, cloud computing and services, Virtualization and Virtual Machines.	Conceptual
II	Database Technology - Data warehouse - Data Mart Technologies - Data and Textmining - Business Intelligence & Analytics, Digital and physical document management. Networks, collaboration & sustainability : Business IT networks & components, communication technologies – Sustain ability and Ethical issues - Internal control - Business Control and Auditing.	Conceptual
III	Dissemination of technology information - and strategic planning – Technology choice and evaluation methods – Analys is of alternative technologies – Implementing technology programmes - Intellectual Capital - Anintroduction to Intellectual Property Right - Patent - Copyrights - Trademarks and other issues.	Conceptual
IV	Functional Area & Compliance systems : Management levels and functional systems Enterprise Systems and applications : Enterprise systems, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Collaborative Planning, Forecasting, and Replenishment system (CPFR), Customer Relationship Management (CRM). Performance Management: Data visualization, Mashups and Mobile intelligence, Fleet Management Information System.	Conceptual
V	Business Process and Project Management: - Architecture & IT design, System development, Software & Applications for management (Business software tools), Support system. ERPmodules - sales and Marketing, Accounting, Finance, Materials and Production management etc.	Conceptual

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of MIS for Logistics in the real-life situation
- This subject will enable them to enhance their ability and professional skills in Logistics

Text & Reference Books:

1. Course Material Prepared by LSC
2. KENNETH C.L., JANE P.L., & RAJANISHDASS (2001) Management Information System - Managing the Digital Firm. Pearson Education: NewDelhi.
3. RAVI K. & ANDREW B.W. Frontiers of Electronic Commerce. Pears onEducation : New Delhi.
4. KENNETH C.L., & JANEP, L. (2001) Essentials of MIS.Prentice Hall India : New Delhi.
5. SADAGOPAN,S. (2003) Management Information System.Prentice HallIndia : New Delhi.
6. EFF, O.Z. (2003) Management Information Systems. Vikas PublishingHouse Pvt.Ltd. : New Delhi.

L19C22 INTERNATIONAL LOGISTICS MANAGEMENT

Course Description:

International logistics is the process of planning and managing the flow of goods and products in your company's supply chain from acquisition to customer purchase, where part of the process involves crossing at least one international border.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become International logistics management professionals
- To orient students in the field of Logistics
- To help Students to understand international Logistics management

Unit	Topics	Focus
I	International Logistics : Definition, Evolution, Concept, Components, Importance, Objectives ; Logistic Subsectors; The work of Logistics; Integrated Logistics; Barrier to Internal Integration.	Conceptual
II	Customer Focused Marketing; International Marketing: Introduction, Definition, Basis for International Trade, Process, Importance; International Marketing Channel: Role of Clearing Agent, Various Modes of Transport, Choice and Issues for Each Mode, Transport Cost etc.	Conceptual
III	Transportation Functionality and Principles; Multimodal Transport : Modal Characteristics; Modal Comparisons; Legal Classifications; International Air Transport; Air Cargo Tariff Structure; Freight: Definition, Rate; Freight Structure and Practice	Conceptual
IV	Containerization : Genesis, Concept, Classification, Benefits and Constraints; Inland Container Depot (ICD) : Roles and Functions, CFS, Export Clearance at ICD; CONCOR; ICD under CONCOR; Chartering: Kinds of Charter, Charter Party, and Arbitration.	Conceptual
V	International commercial documents - International contracts, terms of payments, international insurance, packaging for export, custom clearance and infrastructure : transportation, communication and utilities - Brokerage	Conceptual

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of International Logistics management in their life situation
- This subject will enable them to enhance their ability and professional skills in Logistics

Text & Reference Books:

1. Course Material Prepared by LSC
2. International Marketing by Gupta and Varshing, Publisher : Sultan Chand and Sons
3. International logistics by Pierre David, Publisher : Biztantra
4. Logistic Management and World Sea Borne Trade by Multiah Krishnaveni, Publisher : Himalaya Publication
5. Logistic and Supply Chain Management by Donald J. Bowerson, Publisher: Prentice Hall of India

L19C23 MARKETING MANAGEMENT

Course Description:

Marketing as a subject primarily caters to the consumerist instincts of an individual. The markets are driven by consumer behavior, which has evolved and is much more demanding these days. Consumer satisfaction takes precedence for a business to be successful. This calls for managers to adopt creative and unique marketing strategies to gain a competitive advantage. Marketing Management equips managers with the required theoretical knowledge and practical skills to gain insights into the dynamic nature of the markets and then devise ways and means to manage them effectively.

COURSE OBJECTIVES:

- To emphasize the importance of the marketing function in an organization.
- To understand the core concepts right from deciding the segment till customer satisfaction
- To impart knowledge with respect to latest trends in Marketing, Marketing Mix, Social responsibility and ethical issues in Marketing
- Global Marketing approach

Unit	Topics	Focus
I	Meaning and concepts of Marketing, Sales Concept, Marketing concept, Social Marketing concepts, Societal Marketing concept, Marketing Mix, 4 Ps of Marketing, Marketing Environment in India.	Conceptual
II	1. Consumer Behaviour – Factors influencing buying behaviour – consumer buying decision process – Buying motives - influences. 2. Market segmentation – criteria - Bases of segmentation – benefits. Marketing research process: Defining research problem, research objective research techniques	Conceptual
III	1. Product Planning & Development - Definition, Classification of Product, Stages of Product Life Cycle (PLC) and Factors affecting PLC. - Product Planning – Genesis and Importance of Product Planning in Marketing. - Product Development : Meaning, Principle of Product Development, Stages of New Product Development and Factors affecting development of New Products.	Analytical
	2. Pricing - Meaning, Objectives, Price Policies and Strategies and Methods of fixing prices.	
IV	1. Distribution Channel- meaning, Types of Distribution channel - Direct & Indirect. Role of intermediaries and distribution channel management. Channel Management Decisions, Returns Management and Reverse Logistics. 2. Promotion – elements of promotion mix - Advertising, sales promotion, personal selling and sales management. Public and customer relations, direct and online marketing, multilevel marketing - the new marketing model.	Analytical
V	1. An overview. Advertising, sales promotion, personal selling and sales management. Public and customer relations, direct and online marketing, multilevel marketing - the new marketing model. 2. Marketing and society - Social responsibility and ethical issues in marketing. Global marketing program. The old and new economies. Demand side marketing. Legal issues in marketing. marketing skills, Brand marketing skills, CRM. Marketing in Indian Context. Marketing in 21st Century	Analytical

COURSE OUTCOMES:

- Discuss the importance of macro and microenvironment in molding the company's marketing function.
- Differentiate the consumer and institutional buyer behavior.
- Define the target segments for the products.
- Justify the importance of products, branding and new product development.
- Understand the importance of Channel of distribution.

Text & Reference Books:

1. N.RajanNair, Marketing Management, Sultan Chand & Sons.
2. Ramasamy V.S. and Namakumary S, Handbook of Marketing Management, Macmillan.
3. Rajagopal, Marketing Management, Vikas Publishing House Pvt., Ltd.,
4. S. Jayachandran, Marketing Management, Excel Books.
5. Rajan Saxena, Marketing Management, TMH.

L19C24 RETAIL LOGISTICS & E-COMMERCE

Course Description:

Unlike traditional retail supply chains, ecommerce retail logistics involves the control and planning of processes that enable the processing of transaction. E-Commerce logistics providers facilitate transactions and ensure that the proper procedures are followed in case of unexpected development and situation.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Retail logistics and E-commerce professionals
- To orient students in the field of Logistics
- To help Students to understand Retail logistics and E-commerce

Unit	Topics	Focus
I	Concept and Scope : Concepts of Retail Logistics and supply chain - Importance of Logistics in the se days global Sourcing, Production and consumption - Dimension of Logistics: Macro and Micro aspects - Supply chain contours : Backward and forward linkages - Supply chain efficiency - Logistics as acompetitive edge driver - Peculiarities and diversity of needs of Logistics for Retailing.	Conceptual
II	Logistics and Retail Marketing : Logisticsasa Support function of Order Fulfilment, Assembling & Labelling from Multi - storage points and Delivery - Logistics as an interface of Market forecasting, Stock level management, invoice or sales documentation, picking products, consolidation, transport - packaging, packing, marking, preparing outbound documentation and shipping out by loading into containers - customer facilitation tracking out - bound shipments.	Conceptual
III	E-Commerce: introduction to E-commerce logistics including delivery and pickup models and the overall logistic setup – Order Processing – Activities associated with order processing like identifying order request from MIS, creating customer account for new customers, identifying the order requirements and placing a processing request in MIS, notifying customers through system, updating the delivery requirements, checking with stock, coordinating with vendor, etc - Types of order processing - Roles and responsibilities associated with order processing - Procedures for generating plans and schedules through MIS	Analytical
IV	Reverse Logistics : Basic of reverse logistics - The concept of reverse logistics. The key activities involved interms of identifying daily pickups, scheduling pickup for the day, coordinating with carriers, route map optimization, collecting pickup and feedback - Types of reverse logistics – Return from customer, return by career, return of damaged product, etc- Roles and responsibilities associated with reverselogistics - Global best practices and statistics associated with reverse logistics	Analytical

<p>Types of Ecommerce - B2B - B2 Candintra business. Retail Ecommerce – Retailing throughinternet, Direct Online Sales model and its types - Business Models for e commerce - meaning definition importance. E-business models based on the relationships of transaction types - manufacture model, advertising model, value chainmodel, brokerage Model Marketing on the web - marketing strategies, creating web presence, advertising, customer service and support, web branding strategies, web selling models.</p> <p>Electronic Payment system Electronic CRM Applications. E - Security - Understanding of Key terms of E - Commerce : Electronic Commerce & Banking - Electronic Payment Systems, Electronic Payment Technology, On-line credit card, E-Commerce Security. - Electronic Data Interchange (EDI); EDI definition; Overview of advantages and disadvantages; EDI application in business development; EDI technology.</p>	<p>Analytical</p>
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COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Retain logistics and E-commerce in the real - life situation
- This subject will enable them to enhance their ability and professional skills in Logistics

Text & Reference Books:

- 1.CourseMaterialPreparedbyLSC
- 2.Mr. Gibson G, “Retail Management: Functional Principles & Practices”,Jaico Publishing house, 6th Edition, 2003.
- 3.Ray, Supply Chain Management for Retailing, TMH, 2010.
- 4.James B. Ayers, Retail Supply Chain Management, Auerbach Publications,2007.

L19C25 LOGISTICS NETWORK DESIGN

Course Description:

Developing a powerful logistics network is a competitive advantage in the current economic context where competitive pressure is rife, the market volatile and globalized, and raw materials costs are rising. An optimized logistics network makes for lower costs, a grip on logistics flows and providing excellent customers service.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become Logistics network design professionals
- To orient students in the field of design and configuration of the logistics network.
- To help Students to understand Logistics network design

Unit	Topics	Focus
I	<p>Introduction - Components of Logistics network: Facilities - Plants / Vendors - Ports - Warehouse Retailers/Distribution Centres - Customers -Raw materials and finished products that flow between the facilities.</p> <p>The three models of Network Design : 1. Logistics network design with differentiated delivery lead time 2. Logistics network design with price discount 3. Consolidated logistics network design using consolidation hubs</p>	Conceptual
II	<p>Key issues of Net work design : Pick the optimal number, location, and size of warehouses and / or plants - Determining optimal sourcing strategy- Which plant / vendor should produce which product? - Determining best distribution channels - Which warehouses should service which customers?</p>	Conceptual
III	<p>Data required for Network Design : Alisting of all products - Location of customers, stocking points and sources - Demand for each product by customer location - Transportation rates - Warehousing costs - Shipment sizes by product - Order patterns by frequency, size, and season, content - Order processing costs - Customer service goals</p>	Analytical
IV	<p>1. The strategic decisions interm software houses when plants and retailer locations are fixed; Pick the optimal number - location - size of warehouses - Determining optimal sourcing strategy - Which plant / vendor should produce which product - Determining best distribution channels - Which warehouses should service which retailers - The objective is to design or reconfigure the logistics</p>	Analytical
	<p>network so as to minimize annual system - wide costs, including Production / purchasing costs Inventory carrying costs, and facility costs (handling and fixed costs)Transportation costs.</p> <p>2. Find a minimal - annual - cost configuration of the distributionnetwork that satisfies product demands at specified customer service levels.</p>	
V	<p>1. Data Collection - informationon : a) Location of customers, stockingpoints and sources - location theory - b)Alisting of all products - c) Demand for each product by customer location – forecast technique – d) Transportation Cost - Transportation rates by mode—information system, like rating engine - e) Mileage estimation - f) Warehousing costs (handling and fixed) - inventory management g) Service level requirement - probabilistic technique h) Shipment sizes by product</p> <p>2. Data Aggregation The impact of aggregate demand - aheuristic to aggregate</p>	Analytical

	data.	
	3. Data Validation and Model	
	4. Optimization.	

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of design and configuration of the logistics network in there al-life situation
- This subject will enable them to enhance their ability and professional skills in design and configuration of the logistics network.

Text & Reference Books:

1. Course Material Prepared by LSC
2. Supply Chain Management: Logistics Network Design by Donglei Du, Faculty of Business Administration, University of New Brunswick, NBC anada Fredericton.
3. Joseph D. Patton, Logistics Technology and Management, Soloman, 1986.
4. Philip T. Frohne, Quantitative Measurements for Logistics, Mc GrawHill, 2007

L19C26 PORT TERMINALS LOGISTICS

Course Description

Terminal is a multifunctional logistics complex providing a full range of services for handling container and general cargo. Terminals and ports can be ocean, sea, river and dry ports. Dry ports are normally located in the industrial zones, which are connected with the nearest sea/river terminal, and most often by a single IT-system. A terminal provides handling of cargoes of clients of all sea terminals as well as container freight stations (CFS) and any forwarding companies.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to Port terminals logistics professionals
- To orient students in the field of Logistics
- To help Students to understand Port terminals logistics

Unit	Topics	Focus
I	Difference between Major and Minor Ports - Ports in India - Natural Harbours - New Ports to be developed in India-Major Ports of the World - Largest Port in the world - Port Officials and their roles - Role of Ports - Who are Port users	Conceptual
II	Container Terminals - Privatisation of Terminals - Reason for Privatisation - Major Terminal Operators in India - Terminal Operators of the world - Privatisation the need of the hour - Agreement between and existing Port Terminal and the new operator	Conceptual
III	Import Cycle - Export Cycle - Positions and Places in a Terminal - Facilities in a Terminal - Container Monitoring and stacking - CFS inside a Terminal - Reasons for Congestion of a terminal - de - congesting the terminal - Window system in a terminal.	Conceptual
IV	Major Port Trust Act - Port as a custodian of the cargo - Transit sheds - Cargo receivers - Wharfs and Berths -Various berths in a Port - Meaning of Berth Restrictions - Port equipment's and damage- Extra services - Berth reservation schemes	Conceptual
V	Port Tariff - Pilots and their duties - Tugs and its usage - Night navigations - Light Dues - Tariff Authorities of Major Port - Revision of rates - Port Trustees - Safety Procedures - Introduction of ISPS - Damage to Port property by ships- Compensation and confiscation of cargo to adjustdues	Conceptual

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Port terminals Logistics in their al-life situation
- This subject will enable them to enhance their ability and professional skills in Logistics

Text & Reference Books:

1. Course Material Prepared by LSC
2. Major Port Trust Act – Government of India
3. Port Industry Statistics, American Association of Port Authorities
4. APMOLLOR Guide book on Terminal
5. DUBAI PORT AUTHORITIES Manual

L19C27 LINER LOGISTICS

Course Description

Liner shipping is the process of transporting goods and cargo from one destination to another by large ocean ships that move through regular routes on fixed schedules. Most of these liner services provide weekly sailing from the ports of call.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to Liner logistics professionals
- To orient students in the field of Logistics
- To help Students to understand Liner logistics

Unit	Topics	Focus
I	Definitions of liner trades; tramp trades; containerization- Unitization - containerization, liner operations, port organization–Vessel loading and discharging, liner trade routes, The major ports, liner service options - Liner trade – ship types–Tonnages; basic ship layout, types of container ships, Ro-Ro barge carrying vessels, There frigerated cargo ship conventional (Break bulk) vessels future vessel developments, economy of scale, ship board handling equipment.	Conceptual
II	Cargoes & cargo equipment – Dangerous goods IMO special goods, cargo handling so ther methods of lifting cargo port handling equipment, port terminals; port and terminal management; the role of ships officers - agent. Liner Shipping operations - Management and policy, ship management and operations, independent ship management, insurance, trade of commercial department, accounting, budgeting, freight collection and port disbursements agency duties.	Conceptual
III	Containerization unitization and inter - modalism - Growth in world trade unitization; container dimensions, types of container other container expressions container inventory, owning, leasing meeting the demand for containers tracking the container fleet, container control, FCLSLCLS & ICDS, legal & insurance implications in the container trade.	Conceptual
IV	The Bill of Lading and other Documentation - The Bill of Lading UK bill of lading Act 1855 and UK carriage of goods by sea Act 1992, The use of Bill of Lading in liner trades, Bill of Lading documentary credits, Bill of Lading clauses The printed clauses – The evidence of the contract, other forms of Bill of Lading other liner documents, Intl conventions relating to Bill of Lading, paperless trading	Conceptual
V	The Exchange of goods transfer - Transfer of funds from country to country, methods of payments in International trade who are the merchants, International contracts of sale INCO terms; Legal aspects of the liner trades - The carrier insurance the carrier’s liability for the cargo the liabilities of the agent, legal aspects of the Bill of Lading, cargo claims general average (GA), security, ISPS code.	Conceptual

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of Liner Logistics in the real-life situation
- This subject will enable them to enhance their ability and professional skills in Logistics.

Text & Reference Books:

1. Course Material Prepared by LSC
2. Ship Operation Management, Fujita, N.H. Publisher, 1974.
3. Ship Operation Management, Bertrams Publication, 2010.
4. Hand book of Ship Calculations, Construction and Operation, Charles H.Hughes, Wexford College Press, 2008.
5. Ocean Shipping Elements of Practical Steamship Operation, Robert Edwards Annin, Thompson Press, 2010.

LOGISTICS NETWORK DESIGN - PRACTICAL

COURSE OBJECTIVES

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No	Exercises
I	Select any one of the following model for Network. 1. Logistics network design with differentiated delivery lead time 2. Logistics network design with price discount 3. Consolidated logistics network design using consolidation hubs.
II	Pick the optimal number, location, and size of warehouses and / or plants
III	Determine optimal sourcing strategy - Which plant/vendor should produce which product?
IV	Determine best distribution channels - Which warehouses should service which customers?
V	Collect information like list of all products, Location of customers, stocking points and sources, Demand for each product by customer location Transportation rates, Warehousing costs, Shipment sizes by product, Order patterns by frequency, size, and season, content. Order processing costs and Customer service goals
VI	Adopt the strategic decisions: 1. interms of warehouses when plants and retailer locations are Fixed; 2. Findaminimal - annual - cost configuration of the distribution network that satisfies product demands at specified customer service levels.
VII	Follow all major steps of network design (Data Collection, Data aggregation, Data Validation and Optimization) and complete the process.

FREIGHT FORWARDING - PRACTICAL

- Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry.
- The exercises shall be assigned in equal proportion during the six months of Apprenticeship.

No	Exercises
I	Prepare the documents related to the movement of Carrier, Transporter, Custodian and Customs. Plan for Stuffing or Cargo. Prepare Invoice, packing list, Annexure and Booking Etc.
II	Prepare of Note for Special requirement during Custom Clearance examination, drawback, export promotion, etc. Prepare documents as per the format given by the Customs. Prepare documents for pre - shipment / import. Follow the DO's and DON'T's while handling different documents
III	Examine and verify customs related documents. Record and document for future. Read of Documents Ascertain the common errors and correct them. Check shipping bill, Airway bill based on invoice and packing list Received. Handle Cargo documents. Receive the Importer-Exporter Code (IEC) from shipper.
IV	Obtain the registered PAN based business Identification number. Receive different type of cargo including quantity and value details
V	Prepare note of any packaging requirement for the cargo during shipment from the shipper Supervise Carting unloading; Stacking; Loading; Stuffing
VI	Inspect the cargo while unloading. Follow procedure and ensure there is no damage during the transit. Draft certificate of Origin and other certificate. Supervise Containers; Pallets; palletization; Fumigation. Follow the DO's and DON'T's while handling different cargo.
VII	Plan for transportation of Import & Export cargo. Follow Basic Regulations. Apply Climatic conditions of different routes in different seasons. Use Different airline / shipping line available for different routes
VIII	Track schedule for cargo movement from the supplier destination to the customer destination

INPLANT LOGISTICS

Course Description:

In-plant logistics covers movements of raw materials, components and sub-assemblies – either from/to stocking points to/from line-sides, within the manufacturing plant for turning them into finished goods, as well as managing finished products after they come out of the production line.

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to become In-plantlogistics professionals
- To orient students in the field of Logistics
- To help Students to understand In - plant logistics operations

Unit	Topics	Focus
I	Introduction to Logistics in a manufacturing setup - Manufacturing process - physical flow - Assembly line – OTIF (on time in full) - Basic activities of in-plant logistics : Loading, Unloading, Receiving, sorting, Storing, Picking and dispatch activities-process of coordination with assembly line	Conceptual
II	Jobshop - work allocation - Production scheduling – selection of products / models / parts / Teamtable / Time table-Material flow – production line – feeding just in time inventory, Vendor management-	Conceptual
III	Inbound logistics- inventory management, importance, Value addition, stock counts, audits	Conceptual
IV	Out bound logistics – Finished goods (FG) - tooling, binding, creating, input process, output - packaging, Kitting, far goods (FH), Spareparts, After markets process, schedule of transport, vendor coordination	Conceptual
V	Timely supply – scheduling, vendor coordination quality control, predelivery Inspection, Quality assurance, ontime infull (OTIF)	Conceptual

COURSE OUTCOMES:

- Students will be able to apply the Basic knowledge of In-plant operations in their life situation
- This subject will enable them to enhance their ability and professional skills

Text & Reference Books :

1. Course Material Prepared by LSC

EXPORT AND IMPORT DOCUMENTATION

Course Description

Proper documentation helps you and your overseas buyer in handling your transactions in all means including time management, payment protection, claim on loss etc.

COURSE OBJECTIVES:

- To familiarize the student with the basic concept of formalities for export trade, and the documentation process required for import and export.

Unit	Topics	Focus
I	Introduction to Export and Import 12 Hrs Basics of Exports - Classification of goods - Preparation for Exports - Methods of Exporting - Export Marketing Organizations - Functions - Registration formalities IEC Number-Procedure of obtaining IEC Number - RCMC (Registration Cum Membership Certificate) – Export Credit Guarantee Council (ECGC)- Application for import and export of restricted items.	Conceptual
II	Documentation Frame work and Contracts 15 Hrs Aligned Documentation System : Commercial Documents-Auxiliary Commercial Documents - Regulatory Documents - Documents related to goods - Documents related to Shipment-Documents related to Payments - Documents related to Inspection - Documents related to Excisable Goods - Types of Contracts- Export Contracts.	Conceptual
III	Payments and Finance 15 Hrs Factors - Methods of receiving Payment - Instruments of Payments - Letter of Credit Pre-shipment Finance - Post - shipment Finance - Post - shipment Credit in Foreign Currency- Negotiation of documents with bank - CENVAT - Duty Draw back	Analytical
IV	Quality Control and Clearance of Cargo 15 Hrs Objective of Quality Control - Methods - Procedure for Pre - shipment Inspection-Role of Clearing and Forwarding Agents – Role of Inspection Agents - Clearance of Cargo Central Excise Clearance Procedure - Central Excise Clearance Option - Shipment of Export Cargo.	Analytical
V	Customs Clearance, Risk and Insurance Policy 15 Hrs Customs Clearance of Export Cargo - Customs Clearance of Import Cargo-Risk: Types - Types of cover issued by ECGC - Cargo Insurance. Processing of an export order - Major laws governing export contract.	Analytical

COURSE OUTCOMES:

- Recognize the impact of information and communication technologies, especially of the internet in business operations.
- Recognize the fundamental principles of eBusiness and eCommerce.
- Explain the security protocols and the issues in internet security.

Text & Reference Books:

1. RAMA, GOPALC. (2008) Export Import Procedures Documentation and Logistics. New Age International Publishers : New Delhi.
2. KHUSHPAT, S.J. (2013) Export Import Procedures and Documentation. Himalaya Publishing

House : NewDelhi.

3. PAWAN, KUMAR (2001) Export of India's Major Products Problems and Prospects. New Century Publications : New Delhi.
4. KAPOOR, D.C. (2002) Export Management. Vikas Publications : NewDelhi.
5. CHERUNILAM, F. (2004) International Trade and Export Management. Himalaya Publications : New Delhi.

Websites:

1. [www.cbec.gov.in / customs / cs-act / cs-act-idx.htm](http://www.cbec.gov.in/customs/cs-act/cs-act-idx.htm) (Central Board of Excise and Customs - Customs Act, 1962, Customs Tariff Act-1975, Other Acts)
2. www.epckeny.org / (Export Promotion Council)
3. [commerce.nic.in / MOC / index.asp](http://commerce.nic.in/MOC/index.asp) (Ministry of Commerce and Industry)
4. www.dgft.gov.in / (Directorate General of Foreign Trade)

APPRENTICESHIP III

COURSE OBJECTIVES:

- To orient students in the practical field of Logistics
- To make Students perform E-Commerce, and Logistics terminals operations
- To develop competencies and Skills of students to become logistics professionals

Unit	Skill components to be covered during the Apprenticeship Training in Industry
I	<p>E- Commerce:</p> <p>Allocate resource and streamline operations in E-commerce - Process data and forecast demand - Maintain integrity and ethics in operations - Follow health, safety and security procedures - Perform order processing - Perform reverse logistics-Monitor in bound and out bound operations Business development and stake holder relations - Execute category management Reading various MIS – OMS, WMS and TM Stoccheck. Generating customer accounts and creating order requests in the MIS as well as updating the same - Coordinating with ITteam, order request team, Accounts team, Inventory manager, vendors and delivery managers for different activities along the order processing - Carry out the basic checks on products like product match, quantity match, tampering dcheck, physical damage check, etc. prior to order processing. Developing daily and weekly reports. Plan and organize assigned work - Coordinate with customers, carriers for timely pickup and ensuringhigh satisfaction of the customer.Carryout the basic checks on products returned via reverse logistics like product match, quantity match, tampering check, physical damage check, etc. Carryout the scheduling activities like identifying carrier, making pickup planand schedule, collecting customer feedback. Develop daily and weekly reports - Classify anddemarcate the products for re-use, re-manufacturing, recycling etc. based on product verification. Count the goods physically, accurately and track the reverse logistics shipments received daily</p>
II	<p>Port Terminals:</p> <p>Verify cargo and vessel information - Perform cargo valuation and certify - Survey containerized cargo and certify - Survey liquid bulk cargo and certify - Survey dry bulk cargo and certify - Verify EXIM documentation - Al locate resources and stream line operations in ports, ICD and CFS - Extract and analyse shipment information from IT system - Plan and ensure optimalutilization of yard space - Plan and coordinate for optimalutilization of containers - Plan and execute repair and maintenance of containers</p> <p>-Handlehazardous goods Yard planning and cargo handling - Collect vessel and cargo details and coordinate for smooth cargo movement - Perform stevedoring activities - Perform mooring activities- Perform signalman activities - Perform basic navigation - Perform mooring and rope work in vessel-Perform customs clearance field activities - Cargo Equipment Handler - Perform preventive and first-linemaintenance of MHE at ports - Operate Rail mounted quay (RMQ)crane - Operate Grabship unloader (GSU) crane - Operate Rubber tyre gantry (RTG) crane - Operate reach stacker - Operate Rail mounted quay (RMQ) crane</p> <p>- Operate Grab ship unloader (GSU) crane - Operate Rubberty regantry (RTG) crane - Operater each stacker Operate and maintain conveyor belt - Operate and maintain pipeline - Operate port control systems and trouble shoot issues - Perform ship and yard planning</p>

COURSE OUTCOMES:

- Students will be able to perform the activities of E-Commerce, and Logistics terminals operations in there al-life situation
- This On-the job training will enable them to enhance their ability andprofessional skills in Logistics.