

MATS University
BACHELOR OF BUSINESS ADMINISTRATION

**Apprenticeship-based BBA Degree Programme
in Logistics
Regulations and Policies
(2022-23)**



**MATS School
of
Management Studies and Research**

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COURSE OBJECTIVES AND DESIGN



Regulation & Policies

1.A. INTRODUCTION TO THE COURSE

The business world today is more complex, dynamic and ever demanding than before. Computers, information-technology, liberalization and globalization all together are shipping our businesses and lives at an inconceivably fast pace. The technologies are heavy, the challenges are many. The MATS School of Management Studies & Research and Research (MSMSR) has designed management programs to suit dynamic and responsive business and management.

The MATS School of Management Studies & Research and Research strives to embody and usher in a new concept in the field of business studies in India. The relevance and usefulness of these programs is underlined by their pragmatic and innovative yoking together of the theories and practices of management with those of information technology. Such an interdisciplinary integration aims at achieving and inculcating in the students a strategic perspective and edge necessary for effective and incisive decision making within an ever-fluid Indian business and industry scenario. The School offers an interactive learning process through spontaneity in teacher-student relationship. The skills imparted here are in conformity with those demanded by the ever-changing corporate expectations. The industrial exposure vitally supports the honing of the budding managers and provides them with the cutting edge know-how, a primary prerequisite of the new age manager.

One of the key foci of the MATS University Bachelors of Business Administration (BBA) is on fostering closer interactions with trade and industry. The school strongly believes in imparting knowledge and training to the students which can be applied in practice and has relevance to the business firms. With this objective in mind, the school invites professionals and practitioners for delivering special lectures to the students.

1.B. OBJECTIVES OF THE COURSE

The Institute proposes to make its students agents of social change, and acting as a catalyst in the economy of the nation, who see their future not primarily as a career for self-enrichment but as a way of contributing their part to the basic evolution in the field of business that is taking place in India today.

In this context, the imparting of knowledge and skills is of vital importance, but even more crucial is the purpose for which this knowledge and these skills are utilized. Will they contribute to justice for the poor and oppressed, more social concern, more honesty and

cultural understanding, along with the strong managerial and business skills rather than the maintenance of the status quo and a lopsided distribution of power and benefits? This will, to a great extent, depend on the values that students carry with them when leaving the Institute.

In order to prepare students for the challenging tasks that await them, the programme equips them with knowledge, skills and values. This can be spelled out as follows:

- 1.B.1 Students are acquainted with the conceptual knowledge of different aspects of management, business, industry, and industrial and social administration. This is done through a broadening of horizons by making available information in the form of books and magazines, research reports and by generating in students the desire to learn more as a lasting inclination for the rest of their professional lives.
- 1.B.2 Students are taught to reflect for themselves. The analytical and logical powers are developed so that they can comprehend problems and their implications. This is done through case studies, industrial visits, foreign visits, exposure camps and seminars.
- 1.B.3 Efforts are made to awaken in the students a scientific interest in management problems and to equip them with a workable knowledge of research principles and techniques.
- 1.B.4 Every effort is taken to transform a student from job seeker to job provider by inculcating their entrepreneurial skills.

By the time a student leaves the Institute, she/he is expected to have acquired a scientific bent of mind and an analytical ability to carry out the complete business and management practices.

Students are therefore asked to submit a project report so that they can be exposed to the current business and management practices.

- 1.B.5 The communication and interpersonal skills of the students are developed, so that they can express themselves clearly and with self-confidence and exert influence on others. Students are also trained to be good listeners, who are sensitized to the expectations of others, especially small people, and who can play an effective role in group situations.

The Institute tries to achieve this objective through courses and practical exercises in communication, mock interviews, role playing, group dynamics, besides classes to enhance skills in both English and Hindi languages.

- 1.B.6 Practical Training assumes, in the light of the objectives of the Institute, great importance and is therefore given considerable institutional support through industrial visits, placement as an apprentice.
- 1.B.7 Motivational Training: The programme tries to cultivate in the students values, attitudes and a strong understanding of business that make them agents of social change.

1.C. COURSE DESIGN

The subjects in the syllabus of the Under-Graduate course in Business Administration can be classified under three major headings.

- 1.C.1. CORE COURSES
- 1.C.2. GE
- 1.C.3. AECC
- 1.C.4. DSE

The following table indicates the coverage of courses along with the marks they carry.

1.D. Scope and Content:

1.D.1. The user of this document is notified to go through the contents scrupulously. There are certain Regulations and Policies, which would be applicable only for certain, programmes.

As such the applicability of their Regulations and Policies must be understood in the content of the given Course Matrix and Syllabus of each programme.

1.D.2. The Regulations and Policies given here are in addition to the rules and regulation notified at the time of admission.

1.D.3. The authorities of University may modify, add, delete, expand or substantiate any part of the Regulations and Policies without the prior approval of the student.

1.E. Course Matrix

1.E.1. Each semester of the programme will consists of the following subjects:

- 1.E.1.2 CORE COURSES
- 1.E.1.3 GE
- 1.E.1.4 AECC
- 1.E.1.5 DSE

1.E.2. Core Courses

Core courses including electives comprise subjects that form an integral part of a high quality BBA (HR / Finance & Marketing) programme. These courses provide a strong grounding in basic Management discipline. The course matrix for these courses has been developed by Board of Studies, represented by Professionals from Industry as well as Academia.

1.E.3. AECC –Ability enhancement compulsory course. This section enhances the personal skill of the students from different stream.

1. E.4 DSE –Discipline specific electives. It covers the specializations from HR and Finance to give students deep insight.

1.F. Assessment and Examination

1.F.1. Credits

Credit Points will be awarded for all CORE and AECC and GE subjects. One credit is equivalent to 1 classroom contact hours.

1.F.2. Internship

The duration for the internship programme will be four weeks in an industry of repute or in self managed family business. The internship will carry a total of 100 marks. of this, 70 marks are for the report, 30 marks for the presentation and the viva-voce examination which will be conducted by external experts in the relevant disciplines.

1.F.3. Eligibility to appear for the Term-end Exam.

Students, who have put in a minimum of 75% attendance in each subject, shall be eligible to appear for the Term-end examination. Minimum of 40% marks in mid-term examination individually in all papers

1.G Award of Degree:

A student will awarded Degree after successful completion of six semesterssecuring 4 grade in each paper or minimum 40 marks out of 100 as per examination ordinance.

1.H. Classification of successful candidates

1.H.1. GRADE POINT, LETTER GRADE

Grade Pointe is an integer indicating the numerical equivalent of the letter grade.

- a) Two methods – relative grading or absolute grading have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut – off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre- determined class intervals.
- b) MATS University will follow the absolute grading system.

Following Grading system will be applicable for UG courses of BBA

Marks Secured (in %)	Grade Point	Letter Grade
80 and above	10	Outstanding (O)
70 and above but below 80	9	Excellent (A+)
60 and above but below 70	8	Very Good (A)
55 and above but below 60	7	Good (B+)
50 and above but below 55	6	Above Average (B)
45 and above but below 50	5	Average (C)
40 and above but below 45	4	Pass (P)
Below 40	0	Fail (F)
	0	Absent (AB)

1.H.2. Ranks

Only candidates who have passed each of the semester examination at the first appearance shall be eligible for award of Ranks. The first ten ranks shall be notified.

1.J. Academic Integrity and Ethics

A student who has committed an act of academic dishonesty will be deemed to have failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but also is relevant to the evaluation of student's level of performance and progress.

Where there has been violation of the basic ethos and principles of academic integrity and ethics, the Director/Board of Examiners/Course coordinator may use their discretion in terms of disciplinary action to be taken.

Academic dishonesty includes, but is not necessarily limited, to the following

- 1.J.1. Cheating or knowingly assisting another student in committing an act of cheating
- 1.J.2. Unauthorized possession of examination materials, destruction or hiding of relevant materials
- 1.J.3. Act of plagiarism.
- 1.J.4. Unauthorized changing of marks or marking on examination records.

1.I. Attendance

Students are required to attend and participate in all scheduled class sessions, guest lectures, workshops, activities of both academic and non-academic nature.

A student is eligible for the end-term exam, amongst other regulations, only if he/she has a minimum of 75% attendance in each subject individually.

Students may be dropped from the programs due to excessive and non-intimated absences.

Students must notify the program coordinator in writing, the reasons for absence, if any, from class sessions, activities and assessment components.

On notification of absences (including anticipated absences) The Director/Programme coordinator would determine whether the absences could be rectified or whether it is possible to satisfactorily complete the subject with the number of identified absences.

1.J. General Guidelines

- 1.J.1. The students are expected to spend a considerable amount of time in research, reading and practice.
- 1.J.2. All students are expected to develop and maintain a positive professional attitude and approach throughout the Programme and in conduct of all other activities.
- 1.J.3. Attendance alone is not sufficient. Students are expected to Participate, to help the class learn and understand the topics under consideration.
- 1.J.4. Food and drinks are not permitted in the classroom / conference hall.
- 1.J.5. All students are expected to dress as per stipulated dress code.

Curriculum Matrix

BBA- Logistics : 2021 - 2022 CBCS PATTERN

BBA- Logistics SEMESTER I

Sl. No.	Board of Studies	Subject Code	Subject	Category	Periods Per Week			Scheme of Examination		Total Marks	Credits
					L	T	P	Exam Marks	Internal Exam		
1	MGMT	MSMSR/BBA-L/101	COMMUNICATIVE ENGLISH	General	2	0	0	35	15	50	2
2	MGMT	MSMSR/BBA-L/102	WORD PRESENTATION & PROCESSING PRACTICAL	General	0	0	2	70(Pra ctical)	30 (VIVA)	100	2
3	MGMT	MSMSR/BBA-L/103	FUNDAMENTALS OF LOGISTICS	Skill	2	1	0	70	30	100	3
4	MGMT	MSMSR/BBA-L/104	PRINCIPLES OF MANAGEMENT	General	2	1	0	70	30	100	3
5	MGMT	MSMSR/BBA-L/105	FINANCIAL ACCOUNTING	General	3	1	0	70	30	100	4
6	MGMT	MSMSR/BBA-L/106	MATERIALS MANAGEMENT	Skill	3	1	0	70	30	100	4
7	MGMT	MSMSR/BBA-L/107	WAREHOUSING & DISTRIBUTION CENTRE OPERATIONS	Skill	2	1	0	70	30	100	3
Total credits Semester I											21

BBA- Logistics SEMESTER II

Sl. No.	Board of Studies	Subject Code	Subject	Category	Periods Per Week			Scheme of Examination		Total Marks	Credits
					L	T	P	Exam Marks	Internal Exam		
1	MGMT	MSMSR/BBA-L/201	Data Analysis using spread sheet(Practical)	General	0	0	3	70	30	100	3
2	MGMT	MSMSR/BBA-L/202	Environmental Studies	General	2	1	0	35	15	50	2
3	MGMT	MSMSR/BBA-L/203	Freight Forwarding (Ocean & Air Cargo)	Skill	2	1	0	70	30	100	3
4	MGMT	MSMSR/BBA-L/204	Forecasting and Inventory Management	Skill	3	1	0	70	30	100	4
5	MGMT	MSMSR/BBA-L/205	Surface Transportation	Skill	2	1	0	70	30	100	3
6	MGMT	MSMSR/BBA-L/206	Business Communication	General	2	1	0	70	30	100	3
7	MGMT	MSMSR/BBA-L/207	Business Mathematics	General	3	1	0	70	30	100	4
Total credits Semester II											22

BBA- Logistics SEMESTER III											
Sl. No.	Board of Studies	Subject Code	Subject	Category	Periods Per Week			Scheme of Examination		Total Marks	Credits
					L	T	P	Exam Marks	Internal Exam		
1	MGMT	MSMSR/BBA-L/301	MIS for Logistics	Domain	3	1	0	70	30	100	4
2	MGMT	MSMSR/BBA-L/302	International Logistics Management	Domain	2	1	0	70	30	100	3
3	MGMT	MSMSR/BBA-L/303	Human Resource Management	General	3	1	0	70	30	100	4
4	MGMT	MSMSR/BBA-L/304	Retail Logistics and E-Commerce	Domain	2	1	0	70	30	100	3
5	MGMT	MSMSR/BBA-L/305	Cost Accounting	General	4	1	0	70	30	100	5
6	MGMT	MSMSR/BBA-L/306	Production and Operations Management	General	4	1	0	70	30	100	5
7	MGMT	MSMSR/BBA-L/307	Liner Logistics	Domain	2	1	0	70	30	100	3
Total credits Semester III											27

BBA- Logistics SEMESTER IV											
Sl. No.	Board of Studies	Subject Code	Subject	Category	Periods Per Week			Scheme of Examination		Total Marks	Credits
					L	T	P	Exam Marks	Internal Exam		
1	MGMT	MSMSR/BBA-L/401	Port Terminal Logistics	Skill	3	1	0	70	30	100	4
2	MGMT	MSMSR/BBA-L/402	Organizational Behaviour	General	4	1	0	70	30	100	5
3	MGMT	MSMSR/BBA-L/403	Commercial Geography	Skill	2	1	0	70	30	100	3
4	MGMT	MSMSR/BBA-L/404	Logistics Network Design	Skill	2	1	0	70	30	100	3
5	MGMT	MSMSR/BBA-L/405	Logistics 4.0	Skill	2	1	0	70	30	100	3
6	MGMT	MSMSR/BBA-L/406	Multimodal Transportation	General	2	1	0	70	30	100	3
7	MGMT	MSMSR/BBA-L/407	Commercial Aspects of Transportation	General	2	1	0	70	30	100	3
Total credits Semester IV											24

BBA- Logistics Semester V

No.	Course	Code	Type	Hours	Credit	CIA	ESE	Marks
1	Allied course - MOOC	MSMSR/BBA-L/501	Domain	60	2	50	50	100
2	Allied course - MOOC		Domain	60	2	50	50	100
3	Apprenticeship – I	MSMSR/BBA-L/502	Domain	1008	22	250	150	400
	<i>Total</i>			1128	26	350	250	600

BBA- Logistics Semester VI

No.	Course	Code	Type	Hours	Credit	CIA	ESE	Marks
1	Allied Course - MOOC	MSMSR/BBA-L/601	Domain	60	2	50	50	100
2	Allied Course - MOOC		Domain	60	2	50	50	100
3	Apprenticeship – II	MSMSR/BBA-L/602	Domain	1008	22	250	150	400
	<i>Total</i>			1128	26	350	250	600

Allied Courses - MOOC

Sem.	No.	Type	Course	Code	Hours	Credit	Marks		
							CIA	Exam	Total
V	1	Domain	Warehouse Automation	MSMSR/BBA-L/501	60	2	50	50	100
V	2	Domain	Best Practices in Transportation	MSMSR/BBA-L/501	60	2	50	50	100
V	3	Domain	Inland Waterways & Costal Shipping	MSMSR/BBA-L/501	60	2	50	50	100
VI	1	Domain	Courier, Express & Parcel Services	MSMSR/BBA-L/601	60	2	50	50	100
VI	2	Domain	In plant Logistics	MSMSR/BBA-L/601	60	2	50	50	100
VI	3	Domain	Documentation for Exports & Imports	MSMSR/BBA-L/601	60	2	50	50	100

COMMUNICATIVE ENGLISH

MSMSR/BBA-L/101

LEARNING OBJECTIVE:

- A good communicator is a great in this world; so our main objective is to enable the students to be a good communicator in the chosen field.

MODULE I

Introduction

Introduction and types of Communication, Purpose of Communication, Process of Communication, Scopes or functions of communication, Elements of communication, Types of communication, Verbal Communication, Important advantages of communication

MODULE II

S.L.R. skills

What is Listening, Types of Listening, Active Listening or effective Listening Skills, Barriers in good listening, Importance of Reading, Definition of Reading, Reading : meaning and process, Components of Reading Skills, Improvement of Reading skills, Importance of Speaking skills, Pronunciation, Pause, Tone, Stress

MODULE III

Writing skills

General principal of Writing, Improving Writing skills, Essentials of good Style Grammar and usage, Writing business letter, importance and difference between personal and business letters, Circulars, Memos and notices, Report writing

MODULE IV

Oral Communication skills,

Oral Presentation, Objectives of Presentation, Types of Presentation, Communication in an organization, Channels of internal and external Communication, Communication Network: upward, downward, horizontal, diagonal

MODULE V

Employment Communication

Resume; content of good Resume, guidelines for writing Resume and different types of Resumes, Job Interview; importance and factors involving job Interview, Characteristics and process of Job interview, Technique of Job Interview, Manners and Etiquettes to be followed in Job Interview

TEXT BOOKS/ REFERENCE BOOKS:

1. Professional Communication: Dr. T.N. Chhabra (Sun Indira Publication)
2. Essentials of Business Communication, Rajendra Pal and J.S. Korlhalli (Sultan Chand & Son's)
3. Business Communication, K.K. Sinha (Galgotia Publishing Company)
4. Business Correspondence and Report Writing R.C. Sharma & Krishna Mohan (Tata Megrow Hill Publishing Company Limited)
5. Communicate to Winruchard Denny (Kogan Page Indira)
6. English Essential English: E. Suresh Kumar, P.Srihari
7. Busniss Communication for Success: By Scott Mear
8. Stand Up, Speak Out the Prachis & Ethics of Publlic Speaker By Jason S. Wrenchanne Goding Communication in The Real World
9. An Introduction to Communication-Stuies (Rechard G.Jhones)
Organizational Communication by Jason S. Wrench Naussra Punyaneent Carter

WORD & PRESENTATION PROCESSING- PRACTICAL MSMSR/BBA-L/102

MODULE I

Introduction to Computers

Computer System Characteristics and Capabilities: Speed, Accuracy; Reliability; Memory capability; Repeatability. Computer Hardware and Software: Block Diagram of a Computer; Different Types of Software's. Data Processing: Data; Data Processing System; Storing Data; Processing Data. Types of Computers: Analog; Digital; Hybrid General and Special Purpose Computers. Computer Generations: Characteristics of Computer Generations Computer Systems; Micros; Minis & Main-frames. Introduction the Embedded Systems and its application areas, Artificial Intelligence (AI).

MODULE II

Classification of Computers

Classification as per logic used by computer; Major Component of Computer; Organization of Computer; Memory Types; Communication Paths; Working of CPU; System Software and Application Software.

Operating System: Concepts; Types of Operating System; Features of Operating System; Objective of Operating System, Layers of Computer system, Operating system Overview, Services provided by the operating system, OS as a resource manager , Mobile OS Preemptive Scheduling and Non-Preemptive Scheduling. Introduction to DBMS.

MODULE III

Data Representation

Introduction: Decimal Number System; Binary Number System; Octal Number System; Hexa Decimal Number System; Conversion of number from any other number system to decimal number system; Conversion of Octal number to Decimal number; Conversion of Hexa Decimal number to Decimal number; Conversion of Decimal number to any other number system; Conversion of Decimal number to Binary numbers.

MODULE IV

Network Technologies & Internet

Introduction; Type of Networks: Local Area Network (LAN); Wide Area Network (WAN); Intranet; Extranet; Network Topologies; Network Architecture & Protocols, ITES, Call Centers, GIS.

Internet: History; Indian Internet History, Application in Internet Environment, uploading and downloading files, internet protocols TCP/IP, URL, IP Addresses, Domain Name System, IP Addresses; World wide web (WWW); browsing and Information retrieval, exploring the WWW, Concept of Website, Web standards Internet Security & Applications. Introduction to HTML, What is HTML, HTML documents/file, Search Engines, E-Commerce, M-Commerce, Online Marketing.

MODULE V

Word Processor & Working with Spreadsheet

Word processor, features of word processor, creating & editing word documents, Formatting documents, working with tables, using tools, working with menus, creating flowchart, creating templates, working with Mail – Merge,

Presenting with power point : Creating presentation, working with slides, Different type of slides ,setting page layout, selecting background & applying design, adding Graphics to slide, adding sound & Movie, working with table, creating chart & Graph, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.

Features of spreadsheet, basic terms of spreadsheet, Introducing Excel, Use of Excel sheet, saving, opening & printing workbook, Apply formats in cell & text, Divide worksheet into pages, setting page layout, adding Header & Footer, Using multiple documents, arranging windows i.e. (Cascade, Tiled, and Split), protecting your work, password protection, Working with Functions & Formulas, cell addressing, Working with Excel Graphics, creating chart & graphs. Working with lists & database, sorting a database, Filtering a database, using auto filter, Criteria Range, Calculating total & subtotal, Use of Freeze option.

TEXT BOOKS/ REFERENCE BOOKS:

1. Using IT - Williams, Tata McGraw Hills
2. Fundamentals of Information Technology- Chetan Srivastav, Kalyani Publication
3. Fundamental of computers - P.K Sinha
4. Data Communication and Network Tanunbaum

FUNDAMENTALS OF LOGISTICS MSMSR/BBA-L/103

LEARNING OBJECTIVE:

- 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

MODULE 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-sectors of Logistics.

MODULE 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.

MODULE III

Global Logistics - Global Supply Chain - Organizing for Global Logistics-Strategic Issues 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.

MODULE 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.

MODULE 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.

TEXT BOOKS/ 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.

PRINCIPLES OF MANAGEMENT MSMR/BBA-L/104

LEARNING OBJECTIVES:

- To make the students understand the basic concepts and Principles of Management
- To develop the acumen to extend these concepts to business situations in particular and to life in general

MODULE I

Introduction to Management

Definition, Concept, Nature, Scope, Process and Significance of Management, Managerial Levels, Skills, Functions and Roles; Management vs. Administration, Coordination as Essence of Management, Social Responsibility of Managers.

Theories of Management

Evolution of Management Thoughts, The Pre-Scientific Management Contribution; Scientific Management School, Human Relations Theory; The Behavioral Approach; The System Approach; The Quantitative Approach; The Contingency Approach.

MODULE II

Planning

Meaning; Definition; Nature Scope and Objectives of Planning; Essentials of a Good Plan; Limitation of Planning; Steps in Planning; Types of Plans.

Decision Making

Meaning; Definition; Characteristics; Importance; Types of Decisions; Techniques of Decision Making, Process of Decision making

Management by Objectives (MBO)

Meaning; Definition; Process of MBO; Advantages; Limitation; Suggestion for Improving Effectiveness of MBO

MODULE III

Organizing

Concept, Nature, Process and Significance; Principles of an Organization; Span of Control; Departmentation; Types of an Organization; Authority-Responsibility; Delegation and Decentralization; Formal and Informal Organization; Line and Staff Relationships.

Staffing

Concept, Nature and Importance; Factors Affecting Staffing; Selection Process; Techniques & Instruments; Delegation of Authority.

MODULE IV

Direction

Meaning; Definition; Scope; Element of Direction; Principles of Direction; Importance of Effective Direction; Direction and Supervision; Effective Supervision.

Motivation

Meaning; Definition; Importance; Theories of Motivation; Maslow's Theory of Motivation; Herzberg's Theory of Motivation; McClelland's Needs Theory; Theory X and Theory Y of McGregor's; Vroom's Expectancy Theory; Equity Theory; Carrot and Stick Approach Motivation; Theory Z; Methods of Motivation-Financial and Non-financial.

Leadership

Meaning; Definitions; Importance; Approaches to Leadership; Personal characteristics of Effective Leader; Styles of Leadership.

Communication

Meaning; Definitions; Characteristics; Communication Process; Importance of Communication; Types of Communications; Barriers to Communication; How to ensure Effective Communication.

MODULE V

Controlling

Meaning; Definitions; Features or Characteristics of Managerial Control; Essential pre-requisites of control system; Objectives and Importance of Control; Steps in Controlling; Types of Control; Controlling and Management by Exemption.

TEXT BOOKS/ REFERENCE BOOKS:

1. Harold Koontz and Heinz Weihrich; "*Management a Global Perspective*"
2. Stoner, Freeman and Gilbert Jr., "*Management*", Prentice Hall of India, New Delhi, 2003.
3. Gupta, C.B., "*Management Concepts and Practices*", Sultan Chand and Sons, New Delhi, 2003.
4. Koontz and O'Donnell "*Essentials of Management*".
5. O'Donnel, Koontz and Weirich, "*Management*", Tata McGraw Hill publishing Company, New Delhi, 2001.
6. Chopra, R.K. "*Principles & Practices of Management*", Sun India publication, 2005.
7. Tripathi, P.C and Reddy, P.N., "*Principles & Practices of Management*", 2nd edition, Tata McGrawHill, 2003.
8. L M Prasad "*Principles and Practices of Management*"
9. Peter F Druker "*Essentials of Management*"
10. Business Today, Business World, The Economic Times

FINANCIAL ACCOUNTING **MSMSR/BBA-L/105**

LEARNING OBJECTIVES:

- To acquaint the students with the basics of financial accounting system which processes transactions and other business through a book – keeping mechanism to prepare and analyzing any financial statements.
- The purpose of this subject is to explain the way in which accounting information can be used by the manager in performing his managerial function of planning and control.

MODULE I

Need for Accounting; Learning Objectives; Definition of Accounting; Functions of Accounting; Book Keeping and Accounting; Branches of Accounting: Financial Accounting, Cost Accounting and Management Accounting. Single Entry System: Introduction; Difference between Single Entry and Double Entry

MODULE II

Meaning of Accounting Principles; Accounting Concepts; Accounting Conventions; Accounting Standards; Systems in Book-Keeping; Journal; Rules Of Debit And Credit; Journal Entries; Ledger Posting; Trial Balance.

MODULE III

Preparation and Analysis of Financial Statements: Manufacturing Account; Trading Account; Profit & Loss and Balance Sheet with& without adjustments

MODULE IV

Rectification of Errors: Meaning; Type of Errors; Rectification of the errors; Suspense Accounts

Bank Reconciliation Statement: Advantages of Keeping Bank Account; Causes of Difference; Meaning and Objective of Reconciliation; Technique for Preparation.

MODULE V

Depreciation Accounting: learning Objectives; Concept of Depreciation; Causes of Depreciation; Meaning of Depreciation Accounting; Fixation of Depreciation Amount; Methods of Recording Depreciation; Provisions & Reserves

TEXT BOOKS/ REFERENCE BOOKS:

1. Financial Accounting – S. M. Shukla
2. Financial Accounting - S. N. Maheshwari
3. Company accounts Hanif Mukherjee, 2nd Edition Vol-2, TATA Mc Graw Hill publishing company Ltd.

MATERIALS MANAGEMENT MSMSR/BBA-L/106

LEARNING OBJECTIVE

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

MODULE I

Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions. -Supply Chain Management -Objectives- Components , Trade off Customer Service & Cost. Supply Chain Analytics.

MODULE II

Purchasing: purchasing and procurement activities under Materials management- Purchasing Methods- Purchasing and quality Assurance- Purchase Cycle – governmental purchasing practices and procedures - Negotiation & Bargaining – Vendor relations.

MODULE III

Inventory - Need of Inventory -Types of Inventory - Basic EOQ Model - EOQ with discounts – Different types of Analysis . Forecasting –methods of forecasting-Material Requirement Planning (MRP) -Input and output of MRP system -BOM Explosion -MRP II

MODULE IV

Quality control of material: Incoming material quality control- statistical quality control(Various control charts)-Inventory control & Cost Reduction techniques. Value Analysis & Value Engineering. Standardization – need and importance. Codification - concept, benefits.

MODULE V

Stores - Functions- Stores layout -documentation- Materials handling and storage systems, - Principles of Materials Handling system – Safety issues

TEXT BOOKS/ REFERENCES BOOKS:

1. Course Material Prepared by LSC
2. Materials management: procedures, text and cases - A.K. Datta
3. Materials management: An integrated approach - P. Gopalakrishnan
4. Introduction to Materials management - J.R. Tony Arnold & Stephen N. Chapman
5. Purchasing and Materials Management - K S Menon
6. Handbook of Materials Management – Gopalakrishnan

WAREHOUSING & DISTRIBUTION CENTRE OPERATIONS MSMSR/BBA-L/107

LEARNING OBJECTIVE

- To develop competencies and knowledge of students to become Warehouse professionals
- To help Students to understand Warehousing and distribution centre operations
- To orient students about contemporary practices followed in Warehousing & Logistics

MODULE I

Introduction to Warehouse– Significance of Warehouses - Types of Warehouses - Broad functions in a warehouse - warehouse layouts - equipment requirement in ware house. Strategic Aspects of Warehousing.

MODULE II

Receiving of Goods – Advanced shipment notice (ASN)- Goods Receipt Note(GRN) - Stages involved receipt of goods- Visual inspection of goods unloaded - Formats for recording of goods unloaded from carriers-Procedure for Arranging of goods on dock -Put away of Goods- Put away list and its need - storage location codes and its application.

MODULE III

Procedure to Prepare Warehouse dispatches -Procedure to develop Packing list / Dispatch note- Packing- Importance of proper packing-Packing materials -Packing machines -Reading labels- quality parameters in packing-Significance of Quality parameters in packing- Cross docking method
- Situations suited for application of cross docking

MODULE IV

Distribution – Definition – Significance of Physical Distribution(Need & Importance)– Channels of distribution -Factors affecting distribution. -Study on emerging trends in warehousing sector.

MODULE 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 - Instructions to handle hazardous cargo . - safety data sheet - Health, Safety & Environment - safety Equipment's and their uses - 5S Concept on shop floor.

TEXT BOOKS/ REFERENCES BOOKS:

1. Course Material Prepared by LSC
2. Definitive Guide to Warehousing, The: Managing the Storage and Handling of Materials and Products in the Supply Chain (Council of Supply Chain Management Professionals) 1st Edition
3. Warehouse Management: A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse- III Edition-Gwynne Richards

**DATA ANALYSIS USING SPREAD SHEET-PRACTICAL
MSMSR/BBA-L/201**

MODULE I

Introduction to Excel, About Excel & Microsoft, Uses of Excel, Excel software, Spreadsheet windowpane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets Columns & Rows

MODULE II

Selecting Columns & Rows, Changing Column Width & Row Height, Auto fitting Columns & Rows, Hiding /Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell – Format, value, formula, Use of paste and paste special Functionality Using Ranges. Using Ranges, Selecting Ranges, Entering Information into a Range, Using AutoFill

MODULE III

Creating Formulas, Using Formulas, Formula Functions – Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum, Advance Formulas Concatenate, Lookup, Lookup, Match, Count if, Text, moving between Spreadsheets, Selecting Multiple Spreadsheets, Inserting and Deleting Spreadsheets Renaming Spread sheets, Splitting the Screen, Freezing Panes, Copying and Pasting Data between Spreadsheets, Hiding, Protecting work sheets

MODULE IV

Creating Charts, Different types of chart, Formatting Chart Objects, Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data Table Data Analysis Sorting, Filter, Text to Column, Data Validation

MODULE V

PivotTables, Creating PivotTables, manipulating a PivotTable, Using the PivotTable Toolbar, Changing Data Field, Properties, Displaying a PivotChart, Setting PivotTable Options, Adding Subtotals to PivotTables Spreadsheet Tools, Making Macros, Recording Macros, Running Macros, Deleting Macros

ENVIRONMENTAL STUDIES **MSMSR/BBA-L/202**

LEARNING OBJECTIVES:

- To acquaint the students with all types of pollution and their causes.
- To introduce them to waste management, causing pollution.
- To make them understand the social problems and solutions related to environment protection.
- To make them aware of legal issues related to environment.
- To familiarize them with their rights, dreadful diseases, family, women, child welfare and basics of information technology involved in environmental sciences

MODULE I

Introduction to Environmental studies

Multidisciplinary nature of environmental studies; Scope and importance; the need for environmental education. Concept of sustainability and sustainable development.

Ecosystems

What is an ecosystem? Structure: food chains, food webs and function of ecosystem: Energy flow in an ecosystem, nutrient cycle and ecological succession, Ecological Interactions. **Case studies**

MODULE II

Environmental Pollution

Definition: Cause, effects and control measure of - Air pollution, water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards.

Solid waste management: Causes, effects and control measures of urban and Industrial waste, Role of an individual in prevention of pollution,

Disaster management: floods, earthquake, cyclone and landslides. **Case Studies**

MODULE III

Social Issues and the Environment:

Urban problems related to energy, Water conservation, rain water harvesting, Water shed management: Re-settlement and rehabilitation of people, its problems and concerns, Case Studies. Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust,

Wasteland reclamation, Consumerism and waste products. **Case Studies.**

MODULE IV

Environment Protection Act

Air (Prevention and Control of Pollution) Act. Water (Prevention and Control of Pollution) Act. Wild-life Protection Act. Forest Conservation Act. Issues involved in enforcement of environmental legislation.

MODULE V

Public Awareness

Human Population and the Environment. Population growth, variation among nations. Population explosion – Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV / AIDS. Women and Child Welfare. Role of Information Technology in Environment and human health. Case Studies.

FIELD WORK

Visit to a local area to document environmental assets- river/forest/grassland/hill/mountain Visit to local polluted site: Urban/rural/industrial/agricultural. Study of common plants, insects, birds Study of simple ecosystems-ponds, river, hill slopes, etc.

TEXT BOOKS/ REFERENCE BOOKS:

1. Agarwal K.C. 2001 Environmental Biology Nidi Publ. Ltd. Bikaner
2. A Text book of Environmental studies by S .S.Purohit, Shammi, Agrawal.
3. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB).
4. Odum, E.P. 1971, Fundamentals of Ecology, W.B. Saunders Co.
5. Bruinner R.C., 1989, Hazardous Waste Incineration, Mc Graw Hill Inc.
6. Clark R.S., Marine Pollution, Clarendon Press Oxford (TB).
7. Cuningham, W.P. Cooper, T.H. Gorhani, E & Hepworth,
8. Dr A.K. Environmental Chemistry, Wiley Estern Ltd.
9. Down to Earth, Centre for Science and Environment (R)

FREIGHT FORWARDING(OCEAN & AIR CARGO) **MSMSR/BBA-L/203**

LEARNING OBJECTIVES:

- To develop competencies and knowledge of students to become freight forwarding professionals
- To develop competencies on documentation procedures
- To help Students to understand freight forwarding.

MODULE 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 -- process of freight forwarding.

MODULE II

Multimodal transportation - Vendor management - bulk load handling - brief on transshipment - DG handling - customer acquisition and management - Customs clearance procedure - Documents and its importance - Stages of Documentations process and procedures - - DO's and DON'T's while handling different documents during Custom Clearance

MODULE 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.

MODULE IV

Cargo handling, INCO terms and terminologies used in Cargoes - Different Types of Cargoes for transportation– Importer and exporter Code (IEC), The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade - 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.

MODULE V

Documentation of Freight Forwarding process as per customer timelines and requirements - Carting, unloading, Stacking, Loading; and Stuffing - Procedure for dealing with loss or damage to goods - Different P.G.A and their roles. -Containers; Pallets; Palletization; Fumigation - Letters of Credit and payment Terms. Etc. - computer and its application in internal systems of documentation.

TEXT BOOKS/ REFERENCE BOOKS:

1. Course Material Prepared by LSC
2. J P 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 CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Swapna Pillai, Export Import Procedures & Documentation, Sahitya Bhawan Publication, 2020.

FORECASTING AND INVENTORY MANAGEMENT MSMSR/BBA-L/204

LEARNING 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

MODULE I

Forecasting: Meaning -Need -Types of forecasts -Demand Forecasting- Types of Demand Forecasting-
-Importance - Demand planning v/s Forecasting-Sources of demand-Supply chain dynamics

MODULE II

Sales and Operations Planning- Goals and objectives of S&OP -Collaborative Planning-Types
-Collaborative planning, forecasting and replenishment- Cyclic decomposition techniques. Short- term forecasting techniques- Technology Forecasting and Methodologies: Role of Technology Information Forecasting and Assessment Council (TIFAC).

MODULE III

Inventory: Purpose of Inventory- -Types of Goods -General Management of Inventory- Multi-Echelon Inventory Systems -Use of Computers in Inventory Management- Evaluation of Performance of Materials Function-Latest trends in Inventory Management

MODULE IV

Codification - Classification - Methodology-Requirement of codes - Coding Structure and Design
-Advantages - International Codification - Right Quantity - Economic Ordering Quantity -Costs associated with Inventories- Models in logistics

MODULE V

Influence of production policy on inventory levels - inventories and customer service level - steps to improve inventory management - optimum inventory -Inventory management uncertainty (fixed order quantity model) - Calculation of safety stocks.

TEXT BOOKS/ REFERENCE BOOKS:

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007
3. Chaman L Jain, "Fundamentals of Demand Planning & Forecasting", Graceway Publishing Company 3rd edition.
4. Operations Research - Concepts, Problems & Solutions- Kapoor V.K.-Sultan Chand & Sons/2017- 978-81-8054-854-3 (TC-532)
5. 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,6thEdition, 1993.

SURFACE TRANSPORTATION

MSMSR/BBA-L/205

LEARNING OBJECTIVES:

- To help Students to understand basics of surface transportation including road and rail transport
- To develop competencies and knowledge of students to become transportation professionals

MODULE I

Introduction to surface transportation -Need - functions of transportations in logistics - Types of transportations metrics -various land transport carriers and their Load capacities - types of temperature-controlled carriers- inter modal transport -verification of carriers and drivers -transit rules.

MODULE II

Transportation Optimisation -Documentation for transportation – GST – E Waybill Filing - Importance of consignment number -Transportation Telematics -Vehicle tracking system - GPS systems.

-Procedure for downloading and reading tracking data from devices -Probable reasons for delay or any issues during transit -Solutions - re-routing.

MODULE III

Organisation structure in a Transport organization- Incident management systems & Processes - hazmat goods rules -Importance of safety data sheet and labels -Procedure for Consolidation of consignments for optimal loads -Reporting discrepancies such as pilferages, loss or damage of goods in transit -Checking insurance and claims -steps to close deliveries.

MODULE IV

Benefits of efficient transportation systems-emerging trends in transportation sector-pricing in transportation sector-govt regulations on transportation in India. Safety procedures during transit and emergency response steps - List of good practices in driving.

MODULE V

Customer Management-Vendor coordination for return truck loads-DG Handling – features and facilities offered by railways – innovative schemes-facilities to popularize rail logistics in India.

TEXT BOOKS/REFERENCE BOOKS:

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control-Vikas Publication House Pvt Ltd, First Edition, 2003.
3. A Practical Guide to Logistics: An Introduction to Transport, Warehousing, Trade and Distribution -Jerry Rudd-Kogan Page publications
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and KansalPurva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India

BUSINESS COMMUNICATION
MSMSR/BBA-L/206

LEARNING OBJECTIVE:

- To imbue students with high values forming the basis of the profession, so that they can live up to those standards in their professional life.

MODULE I

Communication-Defining communication, Process of communication, Communication Model, Objectives of communication, Principles of communication, Importance of Business communication, Importance Feedback

MODULE II

Channels of communication, Types of communication, Dimensions of communication, Barriers to communication Verbal, Non-Verbal, Formal, Informal communication. Barriers to Effective Communication and ways to overcome them, Listening: Importance of Listening, Types of Listening, Barriers to Listening and overcoming them, Listening situations, Developing Listening Skills

MODULE III

Fundamental of Business writing, Format of Business, Types of Business letter, Inquiry letter, complaint letter Persuasive letter, Proposal, Report Writing.

MODULE IV

Employment Messages Writing Resume, Application letter, Writing the opening paragraph, Writing the closing paragraph, summarizing

MODULE V

Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.

TEXT BOOKS/ REFERENCES BOOKS:

1. Business Communication by Vikram Bisen
2. Business Communication by Namita Gopal
3. Business Communication by Meenakshi Raman
4. Business Communication by K.K. Sinha
1. Essentials of Business Communication by Sangeeta Magan
2. Professional Communication by Jain AK & et. al.
3. Written Communication by Piyush Bhatnagar
4. Know Your Worth: Stop Thinking Start Doing by N K Sondhi & Vibha Malhotra

BUSINESS MATHEMATICS
MSMSR/BBA-L/207(CORE)

LEARNING OBJECTIVE

- To provide basic knowledge of quantitative methods and their application to commercial situations and for decision making in business.

MODULE I

Number System

Introduction – Natural Numbers - Even Numbers – Odd Numbers – Integers – Prime Numbers – Rational & Irrational numbers, Real Numbers, HCF & LCM (Simple problems)

MODULE II

Theory of Equations

Introduction – Meaning – Types of Equations – Simple, Linear and Simultaneous Equations (only two variables) Eliminations and Substitution Method only. Quadratic Equation – Factorization and Formula Method ($ax^2 + bx + c = 0$ form only). Problems on Commercial Application.

MODULE III

Progressions

Introduction – **Arithmetic Progression** - Finding the n th term of an AP and Sum to ' n ' th term of AP. Insertion of Arithmetic Means in given terms of AP and representation of 3 terms of AP. **Geometric Progression** – Finding n th term of GP – Sum to ' n ' th Term of GP – Insertion of Geometric Means in given Geometric Progression and also representation of 3 terms of GP.

MODULE IV

Matrices and Determinants

Introduction, Meaning, types of matrices – operations of addition, subtraction, multiplication of two matrices – problems, transpose of a square matrix. Determinant of a square matrix- minor of an element, co-factor of an element of a determinant. Adjoint of a square matrix, singular and non-singular matrices –inverse of a square matrix – Problems on linear equations in two variables using Cramer's rule.

MODULE V

Commercial Arithmetic

Simple interest, Compound interest including half yearly and quarterly calculations, annuities, Percentages, bills discounting, concepts of Ratios, duplicate-triplicate and sub-duplicate of a ratio, Proportions, third, fourth and inverse proportion - problems.

TEXT BOOKS/ REFERENCES BOOKS:

1. Business Mathematics by D.C. Sancheti, V.K Kapoor
2. "Quantitative Methods" by D R Agrawal
3. Business Mathematics, HPH by Dikshit & Jain
4. Business Mathematics (Sahitya Bhawan) by Dr. S.M Shukla
5. Business Mathematics (HPH) by G.K. ranganath
6. Business Mathematics and Statistics by G.R. Veena & Seema
7. Business Mathematics and Statistic by Dr. Sancheti & Kapoor

MIS FOR LOGISTICS
MSMSR/BBA-L/301(CORE)

LEARNING OBJECTIVE

- 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

MODULE 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.

MODULE II

Database Technology- Data warehouse- Data Mart Technologies- Data and Text mining- Business Intelligence & Analytics, Digital and physical document management. Networks, collaboration & sustainability: Business IT networks & components, communication technologies – Sustainability and Ethical issues - Internal control- Business Control and Auditing.

MODULE III

Dissemination of technology information- and strategic planning – Technology choice and evaluation methods –Analysis of alternative technologies – Implementing technology programmes - Intellectual Capital - An introduction to Intellectual Property Right - Patent -Copyrights - Trademarks and other issues.

MODULE 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.

MODULE V

Business Process and Project Management: - Architecture & IT design, System development, Software & Applications for management (Business software tools), Support system. ERP modules -sales and Marketing, Accounting, Finance, Materials and Production management etc.

Text & Reference Books:

1. Course Material Prepared by LSC
2. KENNETH C. L., JANE P. L., & RAJANISH DASS (2001) Management Information System - Managing the Digital Firm. Pearson Education: New Delhi.
3. RAVI, K., & ANDREW, B. W. Frontiers of Electronic Commerce. Pearson Education: 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 Hall India: New Delhi.
6. EFF, O.Z. (2003) Management Information Systems. Vikas Publishing House Pvt. Ltd.: New Delhi.

INTERNATIONAL LOGISTICS MANAGEMENT MSMSR/BBA-L/302(CORE)

LEARNING OBJECTIVE

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

MODULE I

International Logistics: Definition, Evolution, Concept, Components, Importance, Objectives; Logistic Subsectors; The work of Logistics; Integrated Logistics; Barrier to Internal Integration.

MODULE 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.

MODULE 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

MODULE IV

Containerization: Genesis, Concept, Classification, Benefits and Constraints; Inland Container Depot (ICD): Roles and Functions, CFS, Export Clearance at ICD; CONCOR; ICDs under CONCOR; Chartering: Kinds of Charter, Charter Party, and Arbitration.

MODULE V

International commercial documents - International contracts, terms of payments, international insurance, packaging for export, custom clearance and infrastructure: transportation, communication and utilities - Brokerage

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

HUMAN RESOURCE MANAGEMENT MSMSR/BBA-L/303(CORE)

LEARNING OBJECTIVES:

- To impart knowledge of Human Resource Management to the students
- To imbibe the inseparable competency in students of motivating, utilizing fully the capacities and potential of human resources.

MODULE I

Introduction to HRM

Meaning, definition, Philosophy; Nature and scope of HRM, Objectives of HRM; Importance of HRM, Personnel Management Vs. HRM; Problems of HRM, HRM as a profession; HRM practices in Indian Industries

MODULE II

Human Resource Planning

Meaning, basis, need and factors affecting Human Resource Planning; Objective of human Resource Planning – short-term and long term; Prerequisites for Human Resource Planning; Human Resource planning process.

MODULE III

Job Analysis, Job Description, Job Specification, Evaluation, Design

Meaning, purpose, steps and techniques of Job Analysis; Meaning, purpose, contents, preparation and Characteristics of a good Job description; Meaning, purpose, contents, preparation and Characteristics of a good Job Specification; Meaning, approaches and Guidelines for job Designing Jobs; Job simplification, Job Enlargement, Job Rotation, and Job Enrichment.

MODULE IV

Recruitment, Selection and Placement

Meaning of Recruitment- Internal and External, Evaluation of sources of Recruitment; Meaning of Selection, factors affecting selection, Selection Policy, steps in selection, techniques of selection; Placement and Induction of Employees.

MODULE V

Interviews and Test

Meaning, purpose and Importance of Interviews; Employment Interview and importance of Interview in selection of Employees; Essentials of a good Interview, Preparation, conduct and Evaluation of the Interview, Limitations of Interview, Methods of Interview; Meaning and various methods of Testing.

TEXT BOOKS/REFERENCE BOOKS:

1. "Personnel: The Management of Human Resources"- Robbins, Stephen, P., Prentice Hall.
2. "Personnel Management and Industrial relations" – Yodar and Dale, Prentice Hall, India.

RETAIL LOGISTICS AND E-COMMERCE MSMSR/BBA-L/304(CORE)

LEARNING OBJECTIVE

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

MODULE I

Concept and Scope: Concepts of Retail Logistics and supply chain- Importance of Logistics in these days global Sourcing, Dimension of Logistics: Macro and Micro aspects-Supply chain contours: Backward and forward linkages

MODULE II

Logistics and Retail Marketing: Logistics as a Support function of Order Fulfilment, Assembling & Labelling from Multi-storage points and Delivery- Logistics as an interface of Market forecasting, Stock level management and other relevant activities till transportation, preparation for dispatch and outbound documentation and customer facilitation tracking out-bound shipments.

MODULE III

Reverse Logistics: Basic of reverse logistics - concept, key activities , coordinating with carriers, route map optimization, collecting pickup and feedback - Types of reverse logistics –Roles and responsibilities -Best practices in reverse logistics

MODULE IV

E-Commerce: Introduction to E-commerce logistics including delivery and pickup models and the overall logistic setup – Order Processing – Activities in order processing - Types of order processing - - Procedures for generating plans and schedules through MIS

MODULE V

Types of Ecommerce- B2B-B2C and intra business. Retail Ecommerce – Retailing through internet, Direct Online Sales model and its types- Business Models for ecommerce. Electronic Payment system, Electronic CRM Applications. E-Security

Text & Reference Books:

1. John Fernie & Leigh Sparks ,“Logistics and Retail Management: Emerging Issues and New Challenges in the Retail Supply Chain “,Kogan Page 3rd Edition,2009
2. James B. Ayers & Mary Ann Odegaard , “Retail Supply Chain Management “taylor & francis, 2nd edition
3. Mr. Gibson G, “Retail Management: Functional Principles & Practices”, Jaico Publishing house, 6th Edition, 2003.
4. Ray, Supply Chain Management For Retailing, TMH, 2010.
5. James B. Ayers, Retail Supply Chain Management, Auerbach Publications,2007.

COST ACCOUNTING
MSMSR/BBA-L/305(CORE)

LEARNING OBJECTIVES:

- The emphasis is laid on costing concepts and its implementation in decision making
- To give an insight about elements of cost
- To differentiate between types of costing

MODULE I

Introduction to Cost Accounting:

Learning Objectives, Difference between the Financial and Cost Accounting. Cost Concepts For Control, Cost Concepts Of Decision Making. Elements of Cost.

MODULE II

Costing and Control:

Material Costing - Control Of Material, Cost Of Inventory And Costing Methods. Labour Costing-Different Remuneration Method & Difference Between Halsey & Rowan Plan and Group Bonus Plan.

Overheads - Cost Allocation, Absorption of Factory Overheads & apportionment of Expenses.

MODULE III

Job, Order, Process Costing:

Introduction to Job Order Costing, Batch Costing, Contract Costing. Process Cost, Joint Costing and By-product Costing. Practical Problems.

MODULE IV

Standard Costs:

Introduction, Meaning of Standards, Establishing Cost Standards Components of Standard Cost. Calculation of MV, LV, SOHV.

MODULE V

Budgets:

Introduction, The Planning Process, Budget Purpose, Preparation Types Of Budgets.

TEXT BOOKS/ REFERENCE BOOKS:

1. "Cost Accounting" by M.L. Agrawal, Jain Narang, Maheshwari
2. "Cost Accounting" by M.L. Agrawal, Sahitya Bhawan publication,
3. "Cost Accounting" by Jain Narang, Kalyani Publishers
4. "Cost Accounting" by S.N. Maheshwari,
5. "Cost Accounting" by Saxena and Vashist, Sultan Chand and Sons

PRODUCTION AND OPERATIONS MANAGEMENT MSMR/BBA-L/306(GE)

LEARNING OBJECTIVE

- The objective of the subject is to make the students understand the concepts of production and operations management of an industrial undertaking and the benefits of automation.

MODULE I

Introduction to Production and Operations Management

Introduction - Meaning & Definition – Classification - Objectives and Scope of Production and operation Management -Automation: Introduction – Meaning and Definition – Need – Types - Advantages and Disadvantages.

MODULE II

Plant Location and Layout

Introduction – Meaning & Definition - Factors affecting location, theory and practices, cost factor in location - Plant layout principles - space requirement- Different types of facilities, Organization of physical facilities – building, sanitation, lighting, air conditioning and safety.

MODULE III

Materials Management

Introduction – Meaning & Definition - Purchasing, Selection of Suppliers, Inventory Management, Material Handling Principles and Practices, Economic Consideration, Criteria for Selection of Materials Handling Equipment, Standardization, Codification, Simplification, Inventory Control Techniques

MODULE IV

Production Planning and Quality Control

Objectives and Concepts, capacity planning, corresponding production planning, controlling, scheduling routing – Quality Control - Statistical Quality Control, Quality Management, Control charts and operating characteristic curves, acceptance sampling procedures, Quality Circle, Meaning of ISO and TQM.

Productivity – factors influencing productivity - Concept of Standard Time, Method study, Time and Motion Study, Charts and Diagrams, Work Measurements

MODULE V

Maintenance and Waste Management

Introduction – Meaning – Objectives - Types of maintenance, Break down, spares planning and control, preventive routine, relative advantages, maintenance scheduling, equipment reliability and modern scientific maintenance methods - Waste Management - Scrap and surplus disposal, salvage and recovery.

TEXT BOOKS/ REFERENCE BOOKS:

1. Alan Muhlemann, John Oaclank and Keith Lockyn, Production & Operations Management, PHI
2. Thomas E. Morton, Production Operations Management, South Western College.
3. Everett E Adam Jr., and Ronald J Ebert, Production & Operations Management, Sage Publishers.
4. Ghousia Khaloon, Production & Operation Management, VBH.
5. Ashwathappa. K & Sridhar Bhatt: Production & Operations Management, HPH.
6. Gondhalekar & Salunkhe: Productivity Techniques, HPH.
7. SN Chary, Production & Operations Management, McGraw Hill.
8. K KAhuja, Production Management, CBS Publishers.
9. S.A. Chunawalla& Patel: Production & Operations Management, HPH.

LINER LOGISTICS
MSMR/BBA-L/307(GE)

LEARNING OBJECTIVE

- 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.

MODULE 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, The refrigerated cargo ship conventional (Break bulk) vessels future vessel developments, economy of scale, shipboard handling equipment.

MODULE II

Cargoes & cargo equipment – Dangerous goods IMO special goods, cargo handlings other 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.

MODULE 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, FCLS LCLS & ICDS , legal & insurance implications in the container trade.

MODULE 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

MODULE 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.

TEXT BOOKS/ 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. Handbook of Ship Calculations, Construction and Operation, Charles H. Hughes, Wexford College Press, 2008.

PORT TERMINAL LOGISTICS **MSMSR/BBA-L/401**

LEARNING OBJECTIVE

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

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

MODULE 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

MODULE 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

MODULE 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.

MODULE 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

MODULE 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 adjust dues

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. AP MOLLOR Guide book on Terminal
5. DUBAI PORT AUTHORITIES Manual

ORGANIZATIONAL BEHAVIOR

MSMSR/BBA-L/402

LEARNING OBJECTIVES:

- To imbibe in the students, understanding of Organizational behavior.
- To make the students understand the leadership theories and group behavior.

MODULE I

Focus and Purpose

Definition; need and importance of Organisational Behaviour; Nature and scope; Framework - Organisational Behaviour Models.

MODULE II

Individual Behaviour

Personality; Types; Factors influencing personality; Theories; Learning: Types of Learners; The Learning Process - Learning Theories Organizational Behaviour Modification. Attitudes - Characteristics - Components - formation - measurement. Perception - Importance - Factors influencing perception - Interpersonal perception. Motivation - Importance - Theories - Effects on work behaviour.

MODULE III

Group Behaviour

Organisation Structure - Formation- Groups in Organisations - Influence - Group Dynamics - Emergence of informal leaders and working norms- Group Decision Making Techniques interpersonal relations - Communication - Control.

MODULE IV

Leadership and Power

Meaning - Importance- Leadership styles - Theories- Leaders vs Managers - Sources of Power - Power Centers -Power and Politics.

MODULE V

Dynamics of Organisational Behaviour

Organisational Climate - Factors affecting Organisational climate - Importance. Job Satisfaction - Determinants - Measurement - Influence on behaviour. Organisational change - Importance - Stability vs. change - Proactive vs. Reactive change - The change process - Resistance to change - Managing change. Organisational Development - Characteristics - Objectives - Team building. Organisational Effectiveness - Perspectives - Effectiveness vs. efficiency - Approaches - The Time Dimension - Achieving organisational effectiveness.

TEXT BOOKS/REFERENCE BOOKS:

1. Stephen P. Robbins, "*Prentice Hall of India*" 9th Edition, 2001.
2. Hellriegel, Slocum and Woodman, "*Organisational Behavior*" South-Western, Thomson Learning, 9th edition, 2001.
3. Schermerhorn, Hunt and Osborn, "*Organisational Behavior*" John Wiley, 7th edition, 2001.
4. "***Organisational Behavior***", Jit S.Chand, Vikas Publishing House Pvt. Ltd, 2nd edition, 2001.
5. Fred Luthans, "*Organisational Behavior*", McGraw-Hill Book Co., 1998.
6. New Strom and Davis, "*Organisational Behaviour*", McGraw-Hill, 2001.
7. Jeff Harris and Sandra Hartman, "*Organisational Behaviour*", Jaico, 2002.

COMMERCIAL GEOGRAPHY **MSMSR/BBA-L/403**

LEARNING OBJECTIVES:

- Acquiring Knowledge of Physical Geography
- Ability of Problem Analysis:
- Knowing the bases of commercial and marketing activities related to the earth.

COURSE OBJECTIVES:

- To acquaint the students about dynamic aspects of Commercial Geography.
- To acquaint the students about dynamic nature of Industrial field in India.
- To make the students of commerce aware about the relationship between the geographical factors and economic activities

MODULE I

Introduction to Geography

Definition, nature and scope, relation with other branches. -Meaning of environment, physical or natural environment and cultural or manmade environment, -Commercial activities: Primary, secondary, tertiary, and quaternary activities, -Factors affecting commercial activities of man, Physical or natural factors: Location, climate, physiography.

MODULE II

Physical Factors

Location of India in the World map, longitudes, latitudes and equator, Size of country including land mass, List of States their capitals, important cities and towns / Union Territories, -India's population size & distribution-India and the world, its neighbours- Exercise: Oxford school atlas Maps – India Political Map, Population Map, Locating states / cities on maps.

MODULE III

Transportation systems in India

Inland & Overseas. Roadways -National Highway including Golden Quadrilateral, E-W corridor, N-S corridor, NH numbers. Railway junctions & connections. Airports international & domestic airport locations. Seaports- Industrial belts in India, Industrial Estates, SEZs, Export Processing zones, Textile zones, Leather zones, chemical zones, etc. {Oxford School Atlas provides for following maps with detailing: India – Road & inland waterways (pg. 51) / India – Railways (pg. 52) / India – Air and sea routes (pg. 53) -Exercise: Locating NHs, Junctions, Airports, Seaports on Maps}

MODULE IV

Introduction to World Time Zone

Time Zones – Greenwich Mean Time-Calculation of time zone – by using longitude-Local Time-Standard Time- International Date Line -Exercise: Various exercises can be prepared around time zones including calculation / use of maps, Local time of Flight in origin country to Local time of flight in destination country etc. {Oxford School Atlas provides for following map: World Time Zone (pg. 122)}.

MODULE V

IATA Airport Codes & World Geography

Introduction to IATA Airport Codes, its history importance and use in the air transportation business.-

Continents of the world and the countries in these continents and regions-Capital of the countries, important

and commercial cities in the world,-Currencies of the countries-Important commercial Airports, Travel time for

shipments/ cargo to various countries from India and vice versa.-Trade lines to the world from India-Types of

trade between the countries- {Oxford Atlas – World Political & Physical Map}

Text Books:

1. Course material from LSC
2. NCERT Class 6 / 9 / 10 Geography
3. Oxford School Atlas – Latest Edition should be used.

LOGISTICS NETWORK DESIGN MSMSR/BBA-L/404

LEARNING OUTCOMES:

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

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

MODULE I

Introduction - Components of Logistics network: Facilities - Plants/Vendors - Ports - - Warehouse Retailers/ Distribution Centres - Customers - Raw materials and finished products that flow between the facilities.

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

MODULE II

Key issues of Network 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?

MODULE III

Data required for Network Design: A listing 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

MODULE IV

1. Determining best distribution channels - Which warehouses should service which retailers - The objective is to design or reconfigure the logistics 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.

2. Find a minimal-annual-cost configuration of the distribution network that satisfies product demands at specified customer service levels.

MODULE V

1. Data Collection -information on :a) Location of customers, stocking points and sources—location theory- b) A listing 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

2. Data Aggregation - The impact of aggregate demand - a heuristic to aggregate data.

3. Data Validation and Model

4. Optimization.

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, NB Canada Fredericton.
3. Joseph D. Patton, Logistics Technology and Management, Soloman, 1986.
4. Philip T. Frohne, Quantitative Measurements for Logistics, McGraw Hill, 2007

LOGISTICS 4.0

MSMSR/BBA-L/405

LEARNING OUTCOMES:

- Students will be able to apply the basic knowledge of technology and ITC development
- This subject will enable them to enhance their ability and professional skills in Logistic

COURSE OBJECTIVES:

- To develop competencies and knowledge of students to understand the revolution in Logistics Industry
- To orient students in the field of Logistics
- To help students to learn the recent technology changes and challenges in Logistics Industry

MODULE I

First Three Industrial Revolutions: Industry 1.0–3.0

Introduction to Industry 4.0

Digitalisation and the Connected Economy

Drivers, Enablers, Compelling Forces and Challenges for Industry 4.0

The Journey so far: Developments in USA, Europe, China, and other countries

Comparison of Industry 4.0 Factory and Today's SMART Factory

Trends of Big Data (Evolution) along with the Maturity framework and Predictive Analytics for Smart Business Transformation

MODULE II

Evolution of Logistics

Introduction to Logistics 4.0

Digital Transformation of Supply Chain Management

Advanced robots, Augmented Reality, Digital Twins

Simulation — Network simulation and optimization

The Industrial Internet of Things

Cloud Computing

Cyber Security

Big data and analytics – Data Warehouse v/s Data Mart

MODULE III

Digitalization of Logistics and Challenges in Logistics 4.0

Inventory Control Systems (ICS)-MRP-1-MRP-2-ERP-1 3.3 The Internet of Things

Challenges of The Internet of Things

Changes in Business Models and Production Processes

Telematics Technology – Application in Logistics

MODULE IV

Technology in Procurement 4.0 (Consignor Inventory Model)

Technology in Inventory Management 4.0 (Impact of Digital Technologies on the Inventory Management Techniques)

Technology in Logistics and Warehousing 4.0

Logistics and Supply Chain Analytics

MODULE V

Business issues in Logistics 4.0

Opportunities and Challenges

Future of Works and Skills for Workers in the Logistics 4.0 Era

Advantages and disadvantages of Logistics 4.0

Strategies for competing in a Logistics 4.0 world

MULTIMODAL TRANSPORTATION **MSMSR/BBA-L/406**

LEARNING OUTCOMES:

After completing this Course, the student will have the following learnings:

- The importance and role played by Multi-modal transport in the efficient and cost-effective movement of cargo
- Types of multi-modal movement and the role of containerisation for security and speed
- The provisions and procedures for Exim trade and INCOTERMS
- Indian Government's policies and vision R for development of seamless multi-modal transport.

COURSE OBJECTIVES:

- Introduce Multi-modal and Intermodal Transport concepts.
- Explain Regulatory framework and policies for Multi-modal transportation.
- Describe Indian Railways' initiatives to promote Multimodal Logistics in India.
- Overview evolution of infrastructure facilitating Multi-modal Logistics in India.

MODULE I

Transportation Systems & Multi modal Transport –Concept of Multi modal & Intermodal Transport – introduction to Multi modal transport, the difference between Multi modal and Intermodal transport-Type of transport Modes
– detail and characteristics of air, road, rail, water, pipelines, package carriers-Need, Aim and Key Issues of Multi modal transport.

MODULE II

How to organise Multi modal transport-Role of Containerisation in MMT- history, utility, types, ease of handling, cost saving-Types of Multi modal transport – combined container transport, rolling Road & forwarding of trailers, RORO & LASH transportation-National Multi modal Transport Committee (NMTC) and Logistics Policy of India – key features and importance

MODULE III

Multi modal Transportation Act & Procedures-MMTG Act of 1993-Custom procedures for Export & Import - Bill Of Lading – Hague Rules, Visby Rules, Hamburg Rules, Voyage by Sea-INCOTERMS – meaning, explanation, list, and types

MODULE IV

MMT and Indian Railways-PFT Policy – maintenance of rolling stock, cargo handling, customs, etc-Warehousing Policy – stuffing, de-stuffing, stacking, use of MHE, etc-Layout and design of Multi modal Logistics parks

MODULE V

Multi modal transport & Practice Today-India's growing conflict between Trade & transport – issues, policy, problems & pricing-Integrated Transport – Bharatmala, Sagarmala, IWT, DFC, the concept of ICP (International Check Posts-Scenario in India and neighbouring countries with a case study

TEXT BOOKS

1 Course Material Prepared by LSC

COMMERCIAL ASPECTS OF TRANSPORTATION

MSMSR/BBA-L/407

LEARNING OUTCOMES:

- Develop a clear perspective of various commercial aspects in transportation
- Distinguish between the Operational feasibility of a work and its commercial viability
- Know the issues involved in booking and reservation of passengers,
- Know the various types of costs involved and understand the concept of cost-of-service vs value of service

COURSE OBJECTIVES:

- To highlight vital part of commercial considerations in providing transport services for Freight and Passengers movement.
- To Understand the importance and need for marketing and strategies involved.
- To Describe the principles in fixing Railway Freight and Rates
- To evaluate Competition in rates of Road and Rail mode of transportation.

MODULE I

Commercial Aspects in Transportation – A Perspective-Role and importance of Commercial Aspects, relative strengths of rail vs road-Concept of commercial viability vis a vis operational feasibility-Issues/ functions included in the commercial aspects, organisational set up to handle these

MODULE II

Commercial Aspects involving Passenger transportation –Passenger Services on Indian Railways; Booking and Reservation of passengers, Various class of services, types of tickets, concessions etc-Passengers Services in Road Sector, A state subject- differences from State to state-Supplementary and related services such luggage, parcel, refunds, catering etc.

MODULE III

Commercial Aspects involving Goods / Freight transportation–Different components of freight traffic, Booking and delivery of freight traffic on Railways, Demurrage and Wharfage, sidings-Booking and delivery of goods in roadways, agencies involved and their role-Claims and liabilities, Organisational set-up and procedure for Claims' compensation,

MODULE IV

Pricing of Transport-Basic consideration in pricing; Different type of costs involved in computing price, Relativity index of passenger fares in Indian Railways; surcharges and discounts-Principles of classification and Rate fixation and routing of traffic-Cost of service vs value of service, Cross subsidisation etc

MODULE V

Marketing Strategies for Commercial growth –Need for marketing, Rail vs Road: Complementary and not competitive role, High profit yielding commodities-Incentive schemes, IT-enabled user-friendly solutions for Booking, payment, tracking consignments and trains, Passenger movement – PRS, etc-Future trends: technology-induced improvements in various aspects of commercial working

Textbooks

1.Course Material Prepared by LSC

WAREHOUSE AUTOMATION MSMSR/BBA-L/501

LEARNING 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

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.

MODULE I

Overview of the Traditional Warehouse Operations - Warehouse Automation Systems: Overview, Applications, Costs, Benefits, ROI – Receiving Automation: PalletInverter – Palletizers

MODULE 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

MODULE III

Material Flow Automation - Conveyors - Lifts - Automated Guided Vehicles – Monorail

MODULE IV

Picking/Outbound Automation : Pick / Put To Light - A Frame - Automated Order Selection – Pick-N-Go - Outbound Sorters - Automatic Truck Loading

MODULE 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.

Textbooks

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

BEST PRACTICES FOR TRANSPORTATION MSMR/BBA-L/501

LEARNING OUTCOMES:

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

COURSE OBJECTIVES:

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

MODULE I

Transportation Strategy Considerations: An Overview of the Import Process - An Overview 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.

MODULE 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

MODULE III

Airfreight: Introduction - Documents - The Air Waybill (AWB) - Moving Goods by Air - Export Packaging - Air Cargo Handling, Delivery - The Role of IATA - Shipping Dangerous Goods by Air - Glossary of Airfreight Terminology. Oceanfreight: Documents - Containers - FCL/LCL - Handling the LCL - Handling the Ocean Freight Shipment - Shipping Dangerous Goods by Ocean

MODULE 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 Checklist 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 - Over Dimensional and Heavy Lift Cargo by Rail.

MODULE V

Intermodal 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 - INCOTERMS Structures - Mode of Transport Relate to INCOTERMS. Advantages of multi module transport document.

Textbooks

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.,

INLAND WATERWAYS & COASTAL SHIPPING MSMSR/BBA-L/501

LEARNING OUTCOMES:

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

COURSE OBJECTIVES:

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

MODULE 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.

MODULE II

Inland waterways: Introduction –Scope –Sources (lakes, Rivers, Canals, Back water, creeks, water courses inlets and bays)-Working principles -Impact - Inland waterways in India: locations

MODULE III

Roll and importance of inland waterways: Infrastructure facility required - Roll and importance of inland water ways in transportation- Transportation through creeks

MODULE IV

Inland waterways : Road connectivity – Availability of cargo (scarcity)-Navigation (night navigation)- Draft restriction

MODULE 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

Textbooks

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

APPRENTICESHIP-I
MSMSR/BBA-L/502

The students would be onboarded in Logistics Processes of companies by the Logistics Sector Skill Council for Apprenticeship Training. The duration of Apprenticeship Training is 6 months. During Apprenticeship Training students would be assigned on-the-job-training by companies. Being a legal engagement, students would receive a monthly stipend during Apprenticeship Training as per the existing norms.

On completion of the Apprenticeship Training, students shall submit Apprenticeship Report in the form of Work Diary to the Collaborating Institutions. The Report would be evaluated and Viva conducted by the Collaborating Institution.

COURIER, EXPRESS & PARCEL SERVICES **MSMSR/BBA-L/601**

LEARNING 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

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

MODULE 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

MODULE II

Customer declarations – verification of customer declarations and consignment package - Clarification procedure in case of discrepancies noticed - Generation of bill of lading / shipping bill for export consignments – Coordination for import/export consignments clearance

MODULE III

Hub-Spoke Operations & Inbound and Outbound activities: Introduction – Hub spoke activities inbound and outbound 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 inbound sorted and outbound consignments

MODULE IV

Tracking and tracing; AWB –essential time of arrival delivery - Last mile delivery – LMD - First mile delivery

MODULE V

Customer satisfaction- quality, delivery time, costs (shortest cost, loss prevention) - Weighment rate, cube scan–diversions/LBW/Volumetric density of cargo

Textbooks

1. Course Material Prepared by LSC
2. Logistics and Supply chain management – Martin Christopher
3. Basics of Distribution Management; A Logistical Approach Prentice HALL of India - Kapoor Sathish
4. Ware house management and Inventory control - Vikas Publication House

INPLANT LOGISTICS MSMSR/BBA-L/601

LEARNING OUTCOMES:

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

COURSE OBJECTIVES:

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

MODULE 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

MODULE II

Job shop- work allocation - Production scheduling - selection of products/ models/parts/ Team table/Time table
- Material flow - production line -feeding just in time inventory, Vendor management -

MODULE III

Inbound logistics- inventory management, importance, Value addition, stock counts, audits

MODULE IV

Out bound logistics - Finished goods (FG)- tooling, binding ,creating, input process, output - packaging, Kitting, far goods(FH), Spare parts, , After markets process, schedule of transport, vendor coordination

MODULE V

Timely supply - scheduling, vendor co ordination quality control, pre delivery Inspection, Quality assurance, on time in full (OTIF)

Textbooks

1. Course Material Prepared by LSC

EXPORT AND IMPORT DOCUMENTATION MSMSR/BBA-L/601

LEARNING 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.

COURSE OBJECTIVES:

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

MODULE 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.

MODULE II

Documentation Framework 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.

MODULE 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

MODULE IV

Quality Control and Clearance of Cargo 15Hrs 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.

MODULE 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.

Textbooks

1. RAMA, GOPAL C. (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: New Delhi.
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: New Delhi.
5. CHERUNILAM, F. (2004) International Trade and Export Management. Himalaya Publications: New Delhi.

APPRENTICESHIP-II
MSMSR/BBA-L/602

The students would be onboarded in Logistics Processes of companies by the Logistics Sector Skill Council for Apprenticeship Training. The duration of Apprenticeship Training is 6 months. During Apprenticeship Training students would be assigned on-the-job-training by companies. Being a legal engagement, students would receive a monthly stipend during Apprenticeship Training as per the existing norms.

On completion of the Apprenticeship Training, students shall submit Apprenticeship Report in the form of Work Diary to the Collaborating Institutions. The Report would be evaluated and Viva conducted by the Collaborating Institution.