



PSG College of Arts & Science
An Epitome of Quality Learning

BBA (LOGISTICS)

**BACHELOR OF
BUSINESS ADMINISTRATION
(LOGISTICS)**

2019 - 2022

DEPARTMENT OF MANAGEMENT SCIENCES

BBA LOGISTICS

VISION

To help students achieve pinnacle of success and groom them to become successful management professionals and entrepreneurs through imparting continuous learning and attitude development.

MISSION

To impart quality education in diverse management domain, reinforce business ethics and social values among students, fine tune the students to be dynamic to the changing world and provide the platform to have smooth take-off to the corporate world.

PROGRAMME EDUCATIONAL OBJECTIVES

The Bachelor of Business Administration (Logistics) Programme has four overall objectives to enable students

PEO1: To demonstrate ability to adapt to a rapidly changing logistics environment and acquiring needed competencies.

PEO2: To acquire right attitude, knowledge and skill in the field of logistics.

PEO3: To get wide exposure through experiential learning in logistics environment.

PEO4: To build professional excellence for a successful logistics career.

PROGRAMME OUTCOMES

Graduates of Bachelor of Business Administration (Logistics) Programme will be able to

- **PO1:** Understand and apply knowledge gained on global logistics management
 - **PO2:** Develop the ability to communicate effectively in marketing language
 - **PO3:** Analyze and address logistic problems
 - **PO4:** Acquire leadership skills in core areas including supervising, purchasing, inventory control, supply chain, production, and retail aspects of the business
 - **PO5:** succeed at various levels of logistics career.
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BBA LOGISTICS
SCHEME OF EXAMINATIONS
(For Students admitted from 2019 – 2020 & onwards)

Code No	Subject	Exam Duration (Hours)	Max. Marks			Credit Points
			CA	CE	Total	
FIRST SEMESTER						
	PART I					
18LAU01/ L19C01	Tamil / Hindi / French - I	3	25	75	100	3
	PART – II					
18EU01/ L19C02	Communicative English – I Interpersonal Communication	3	25	75	100	3
	PART – III					
19BLU01/ L19C03	Core Course Fundamentals of Logistics	3	25	75	100	3
19BLU02/ L19C04	Principles of Management	3	25	75	100	3
19BLU03/ L19C06	Materials Management	3	25	75	100	4
19BLU04/ L19C07	Warehousing and Distribution Centre Operations	3	25	75	100	3
19BLU05/ L19C05	Interdisciplinary Course Business Statistics	3	25	75	100	4
	PART – IV					
19AECU01	Ability Enhancement Compulsory Course – I : Value Education	-	100	-	100	2
SECOND SEMESTER						
	PART – III					
19BLU06/ L19C08	Materials Management – Practical	-	25	75	100	2
19BLU07/ L19C09	Warehousing Management – Practical	-	25	75	100	2
19BLU08A/ L19A01A 19BLU08B/ L19A01B	Allied Course Warehouse Automation Or Best Practices for Transportation	3	-	-	100	3
19BLU09/ L19C10	Apprenticeship – I *	-	-	400	400	34
<i>Apprenticeship – I: Students undergo 6 Month training provided by LSC during the second semester.</i>						
<i>* As per company norms</i>						

Allied Courses -Students shall choose any ONE Course out of the TWO scheduled for Semester II

Code No	Subject	Exam Duration (Hours)	Max. Marks			Credit Points
			CA	CE	Total	
THIRD SEMESTER						
	PART I					
18LAU02	Tamil / Hindi / French – II	3	25	75	100	3
	PART – II					
18EU02/ L19C11	Communicative English – II Academic Communication	3	25	75	100	3
	PART – III					
19BLU10/ L19C12	Core Course Business Communication	3	25	75	100	3
19BLU11/ L19C13	Freight Forwarding (Ocean & Air Cargo)	3	25	75	100	3
19BLU12/ L19C14	Forecasting and Inventory Management	3	25	75	100	4
19BLU13/ L19C15	Surface Transportation	3	25	75	100	3
19BLU14/ L19C16	Human Resources Management	3	25	75	100	3
19BLU15/ L19C17	Interdisciplinary Course Management and Cost Accounting	3	25	75	100	4
	PART – IV					
18AECU02	Ability Enhancement Compulsory Course – II Environmental Studies	-	100	-	100	2
18SECU01	Skill Enhancement Course-I Information Security	-	100	-	100	2
FOURTH SEMESTER						
	PART – III					
19BLU16/ L19C18	Surface Transportation – Practical	-	25	75	100	2
19BLU17/ L19C19	Forecasting and Inventory Management – Practical	-	25	75	100	2
19BLU18A/ L19A02A 19BLU18B/ L19A02B	Allied Course Inland Waterways & Coastal Shipping or Courier, Express & Parcel Services	3	-	-	100	3
19BLU19/ L19C20	Apprenticeship – II *	-	-	400	400	34
<p><i>Apprenticeship – II: Students undergo 6 months training provided by LSC during the fourth semester.</i></p> <p>*As per Company norms</p>						

Allied Courses-Students shall choose any ONE Course out of the TWO scheduled for Semester IV.

Code No	Subject	Exam Duration (Hours)	Max. Marks			Credit Points
			CA	CE	Total	
FIFTH SEMESTER						
PART – III						
19BLU20/ L19C21	MIS for Logistics	3	25	75	100	4
19BLU21/ L19C22	International Logistics Management	3	25	75	100	3
19BLU22/ L19C23	Marketing Management	3	25	75	100	3
19BLU23/ L19C24	Retail Logistics and E-Commerce	3	25	75	100	3
19BLU24/ L19C25	Logistics Network Design	3	25	75	100	4
19BLU25/ L19C26	Port Terminal Logistics	3	25	75	100	3
19BLU26/ L19C27	Liner Logistics	3	25	75	100	3
PART – IV						
18GECEDC	General Elective Course – EDC	3	100		100	2
18SECU02	Skill Enhancement Course-II Online Test – General Awareness	1½	-	100	100	2
SIXTH SEMESTER						
PART – III						
19BLU27/ L19C28	Logistics Network Design– Practical	-	25	75	100	2
19BLU28/ L19C29	Freight Forwarding – Practical	-	25	75	100	2
19BLU29A/ L19A03A 19BLU29B/ L19A03B	Allied Course Inplant Logistics Or Documentation for Export & Imports	3	-	-	100	3
19BLU30/ L19C30	Apprenticeship – III *	-	-	400	400	34
<p><i>Apprenticeship – III: Students undergo 6 months training provided by LSC during the sixth semester.</i></p> <p><i>*As Per company norms</i></p>						

GENERIC ELECTIVE COURSE

18GECMSU

EVENT MARKETING AND MANAGEMENT

Course Code & Title	CODE: 19BLU01/L19C03 FUNDAMENTALS OF LOGISTICS		
Class	I BBA LOGISTICS	Semester	I
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ 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 		

SYLLABUS

UNIT	Content	No. of Hours
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	11
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	11
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.	11
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.	11
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.	11

References	Text & Reference Books: 1. Course Material Prepared by LSC 2. Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGraw-hill/Irwin, First Edition, 1998. 3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited. 4. Logistics Management for International Business: Text and Cases, Sudalaimuthu & Anthony Raj, PHI Learning, First Edition, 2009. 5. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997. 6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008.	
Course Outcomes	On Completion of the Course, the students will be able to CO1: to apply the Basic knowledge of Logistics in the real-life situation CO2: to enhance their ability and professional skills in Logistics	



Since - 1947

Course Code & Title	CODE: 19BLU02/L19C04 PRINCIPLES OF MANAGEMENT		
Class	I BBA LOGISTICS	Semester	I
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become effective professionals ➤ To orient students on recent changes and development in the field of management ➤ To help Students to understand basic Principles and concepts of Management 		

SYLLABUS

UNIT	Content	No. of Hours
I	Management: Nature, Definition, Characteristics and Scope of Management - Management as a Science or Art or Profession- Contemporary Issues and Challenges in Management of 21st Century- Levels of Management-Skills of a manager- Roles of a manager.	11
II	Planning and Decision Making: (a) Planning: The Process of Planning, Objectives, Policy and Procedures, Forecasting and Decision Making. Strategic Planning – meaning and process MBO – meaning, process and requirements for implementation; (b) Decision Making – Meaning; Types of decisions; Process; Significance; Limitations; – Rational economic model and Administrative model; -Programmed and non-programmed decisions-Creativity and innovation- Blue Ocean & Red Ocean Strategy	11
III	Directing and Staffing: Directing-Principles-Theory X & Y- Motivation and Behaviour- Theories of Motivation- Maslow’s theory and Herzberg theory, Leadership: Styles and Theories Staffing - Manpower Planning-Recruitment and Selection - Training and Development- Performance Appraisal	11
IV	Organisation Design and Structure Organisation – Meaning; Process; Principles; Organisation structure – Determinants and forms: line, functional, line and staff, project, matrix and committees; Formal and Informal Organisation; Departmentation – Meaning and Bases; Span of Control – Meaning and Factors influencing; Authority, Responsibility and Accountability; Delegation – Meaning, Process; Principles; Centralisation and Decentralisation – Meaning; Degree of decentralisation; Difference between delegation and decentralisation	11
V	Ethics in the contemporary management and corporate social responsibility; Macro and Micro environmental factors of business-Controllable and uncontrollable factors, SWOT analysis and 7s model of analysis, Management challenges in 21st century	11

References	Text & Reference Books: <ol style="list-style-type: none"> L M Prasad, Principles and Practices of Management, Himalaya Publishing House Rao, P.S. Principles of Management, Himalaya Publishing House. Rao, V.S.P. & Krishna, V. H. Management: Text and Cases, Excel Books Sharma, R.K & Gupta, S.K. Business Management (3rd edition), New Delhi: Kalyani Publishers. 	
Course Outcomes	On completion of the course, students will be able to CO1: to apply the knowledge about management in the real-life business situation CO2: to enhance their managerial ability and professional skills	

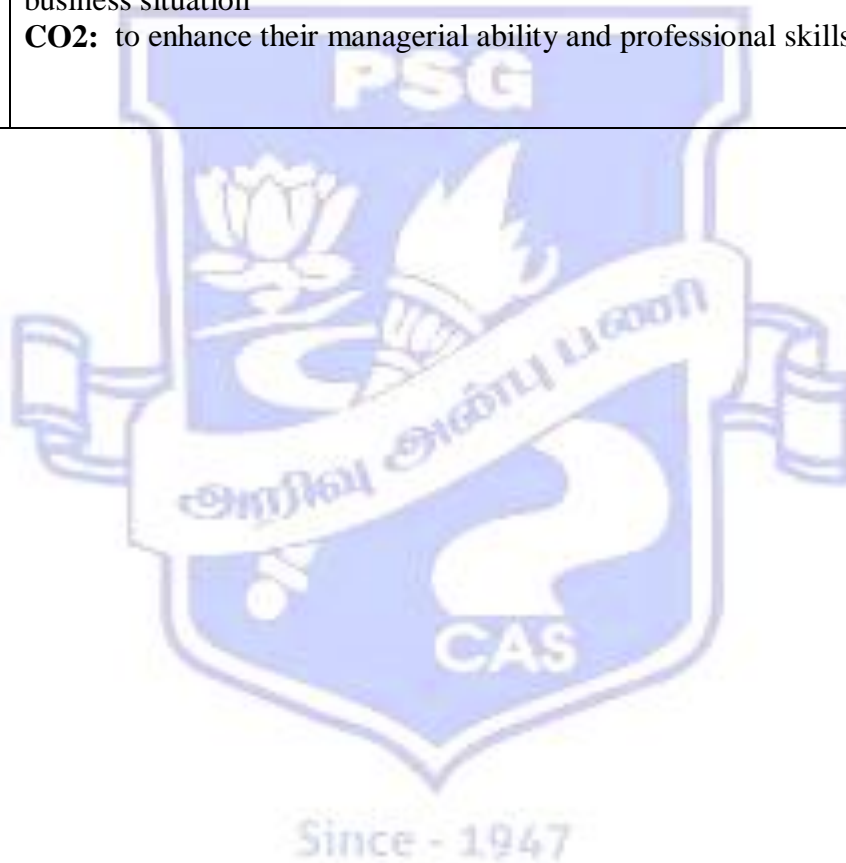


Course Code & Title	CODE: 19BLU03/L19C06 MATERIALS MANAGEMENT		
Class	I BBA LOGISTICS	Semester	I
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become effective professionals ➤ To orient students on recent changes and development in the field of material management ➤ To help Students to understand basic Principles and concept of material Management 		

SYLLABUS

UNIT	Content	No. of Hours
I	Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL-Supply Chain Management - Objectives, Components, Significance, Trade off Customer Service & Cost.	11
II	Purchasing: Purchasing in Materials management- system concept- purchasing and procurement activities under Materials management- Value Analysis and value Engineering- Purchasing and quality Assurance- Purchase Cycle – Negotiation & Bargaining – Vendor relations - Purchasing Methods - Global Sourcing-Stores – Functions, Importance, Organization of stores & Stores layout. Stores procedure – documentation	11
III	Inventory - Need of Inventory -Types of Inventory - Basic EOQ Model - EOQ with discounts - Classification of material - ABC Analysis -VED, HML, FSN, GOLF, SOS (Numerical expected on Basic EOQ, EOQ with discounts & ABC) Material Requirement Planning (MRP) - Advantages over conventional planning (Order Point Method) – Input and output of MRP system - Forecasting – Overview of quantitative and qualitative methods of forecasting - Master Production Schedule - Bill of Materials – BOM Explosion - Material flow in MRP. MRP II. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements)	11
IV	Quality control of material: Incoming material quality control- statistical quality control- governmental purchasing practices and procedures-Inventory control & Cost Reduction techniques: Inventory turns ratios-Standardization – need and importance. Codification – concept, benefits. Value Engineering and Value Analysis – concept and process.	11
V	Materials handling and storage systems, Physical distribution logistics- transportation, Traffic and claims management- operations research and related techniques- Principles of Materials Handling system - Materials Handling Equipment – Safety issues.	11

References	Text & Reference 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 7. Materials & Logistics Management - L.C. Jhamb	
Course Outcomes	On completion of the course, the students will be able to CO1: to apply the knowledge about material management in the real-life business situation CO2: to enhance their managerial ability and professional skills	

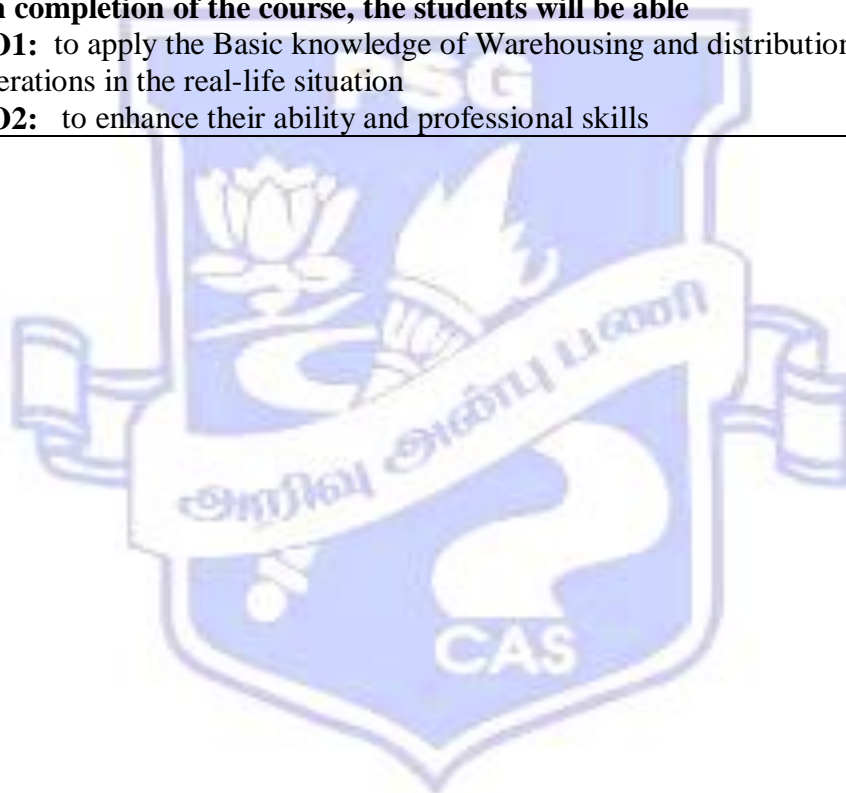


Course Code & Title	CODE: 19BLU04/L19C07 WAREHOUSING & DISTRIBUTION CENTRE OPERATIONS		
Class	I BBA LOGISTICS	Semester	I
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become Warehouse professionals ➤ To orient students in the field of Logistics ➤ To help Students to understand Warehousing and distribution centre operations 		

SYLLABUS

UNIT	Content	No. of Hours
I	Introduction to Warehouse (Storage and Packaging) Background – Need for Warehouse – Importance of warehouse - Types of Warehouses - Broad functions in a warehouse - warehouse layouts and layout related to functions. Associate warehouse -Its functions - equipment available in associate ware house - Video on warehouse – Visits to ware houses - Warehouse Organization Structure - Benefits of Warehousing.	11
II	Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods – Stages involved receipt of goods- Advanced shipment notice (ASN) or invoice items list- Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded- Formats for recording of goods unloaded from carriers- Generation of goods receipt note using computer- Put away of Goods- Put away list and its need-Put away of goods into storage locations - storage location codes and its application- Process of put away activity- Procedure to Prepare Warehouse dispatches	11
III	Warehouse Activities Explain receiving, sorting, loading, unloading, Picking Packing and dispatch, activities and their importance in a warehouse - quality parameters - Quality check-need for quality check-importance of quality check. Procedure to develop Packing list / Dispatch note-Cross docking method - Situations suited for application of cross docking -Information required for coordinating cross docking- Importance of proper packing-Packing materials -Packing machines -Reading labels	11
IV	Warehouse Management: Warehouse Utilization Management - Study on emerging trends in warehousing sector - DG handling -use of Material Handling Equipment's in a warehouse - Inventory Management of a warehouse - Inbound & Outbound operations of a warehouse and handling of Inbound & Outbound operations. Distribution – Definition – Need for physical distribution – functions of distribution – marketing forces affecting distribution. The distribution concept – system perspective. Channels of distribution: role of marketing channels – channel functions – channel structure –designing distribution channel – choice of distribution channels	11
V	Warehouse Safety Rules and Procedures: The safety rules and Procedures to be observed in a Warehouse - Hazardous cargo – Procedure for Identification of Hazardous Cargo - safety data sheet- Instructions to handle hazardous cargo - Familiarization with the industry. Health, Safety	11

	& Environment - safety Equipment's and their uses - 5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.
References	<p>Text & Reference Books:</p> <ol style="list-style-type: none"> 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 Hompe, Thorsten Schmidt, Springer-verlag, First Edition, 2006. 4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982. 5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India
Course Outcomes	<p>On completion of the course, the students will be able</p> <p>CO1: to apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation</p> <p>CO2: to enhance their ability and professional skills</p>



Since - 1947

Course Code & Title	CODE:19BLU05/L19C05 BUSINESS STATISTICS		
Class	I BBA LOGISTICS	Semester	I
Course Objectives	<ul style="list-style-type: none"> ➤ This course aims at aiding the students in reaching a level of increased competence in business statistics and expands understanding of the applications of statistical concepts in business. ➤ Emphasis is placed upon learning statistical concepts through common business problems. 		

SYLLABUS

UNIT	Content	No. Of Hours
I	<p>Data collection and Measures of Central Tendency :</p> <p>Collection and Presentation of Data - Statistical data – Primary and Secondary; Methods of collection of Primary data; Presentation of Data – Textual, Tabular and Diagrammatic form (Line chart, Bar chart, Pie chart, Histogram, Frequency polygon and Ogive); Frequency distribution.</p> <p>Measures of Central Tendency – Mean (A.M., G.M., H.M.), Median, Mode – different properties; Partition values – Quartiles, Deciles, Percentiles; Partion values from Ogives.</p> <p>Measures of Dispersion – Range, Q.D., M.D., S.D. – their coefficients; Comparing consistency; Different properties.</p> <p>Moments, Skewness and Kurtosis – Moments about an arbitrary number; Central Moments; Relation between central and non-central moments up to 4th order 2 3 and – coefficients.</p>	11
II	<p>Correlation Analysis: Methods of Studying Correlation for Grouped and Ungrouped Frequency Distribution. Regression Analysis: Equation of Regression Lines for Grouped and Ungrouped Frequency Distribution, Standard Error Estimate.</p>	11
III	<p>Index Number – Construction, Price and Quantity index numbers, Laspeyres', Paasche's, EdgeworthMarshall's, Fisher's method, Relative methods, Tests of index number formulae: Time and Factor reversal tests, General index number, Chain base index number, Cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers</p> <p>Analysis of Time Series - Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods (linear and quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, De-seasonalisation.</p>	11
IV	<p>Transportation and Assignment Problems Nature and scope of transportation and allocation models, different methods for finding initial solution - N-W Corner Rule, Least Cost Method and VAM. Unbalanced TP, Test for optimality – MODI method, AP a variant of Transportation model, Hungarian method, Restricted Assignment problems.</p> <p>Queuing Theory – Models – Simple Problem – Introduction to simulation</p>	11
V	<p>Probability and Sampling: Probability theory – concept and approaches; Probability rules – addition and multiplication theorem, Binomial, Poisson and Normal Distribution and their applications. Sampling – Purpose and Methods of Sampling, Merits and limitations of Sampling.</p>	11

References	Text & Reference Books: 1. Gupta and Gupta, Business Statistics. (Sultan Chand & Sons: New Delhi). 2. Chandan, J. Statistics for Business Economics. (Vikas: New Delhi) 3. Sharma, Shenoy and Srivastava, Quantitative Analysis for Managerial Decision Making	
Course Outcomes	On Completion of the course, the students will be able to CO1: gain conceptual and working knowledge of Business Statistics and use it in the applications of business. CO2: learn the methods of solving problems on basic concepts and analytical business statistical model. CO3: to use introductory level of Transportation and queuing theory.	



Since - 1947

Course Code & Title	CODE: 19BLU06/L19C08 MATERIALS MANAGEMENT - PRACTICAL		
Class	I BBA LOGISTICS	Semester	II
	<ul style="list-style-type: none"> ➤ Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry. ➤ The exercises shall be assigned in equal proportion during the six months of Apprenticeship. 		

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

Corse Code & Title	CODE: 19BLU07/L19C09 WAREHOUSING MANAGEMENT – PRACTICAL		
Class	I BBA LOGISTICS	Semester	II
	<ul style="list-style-type: none"> ➤ Indicative list of exercises is given below. The Industry Mentor can modify the exercises, and assign exercises relevant to the particular industry. ➤ The exercises shall be assigned in equal proportion during the six months of Apprenticeship. 		

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

Course Code & Title	CODE: 19BLU08A/ L19A01A WAREHOUSE AUTOMATION		
Class	I BBA LOGISTICS	Semester	II
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ 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. 		

SYLLABUS

UNIT	Content
I	Overview of the Traditional Warehouse Operations - Warehouse Automation Systems: Over- view, Applications, Costs, Benefits, ROI – Receiving Automation: PalletInverter - Palletizers
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
III	Material Flow Automation - Conveyors - Lifts - Automated Guided Vehicles - Monorail
IV	Picking/Outbound Automation : Pick / Put To Light - A Frame - Automated Order Selection – Pick-NGo - Outbound Sorters - Automatic Truck Loading .
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.
References	Text & Reference Books: <ol style="list-style-type: none"> 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
Course Outcomes	The students will be able to: CO1: to recognize the Knowledge of the common and latest automation solutions for ware-housing CO2: to understand and Recognize the costs and pre-requisites for each automation solution and the expected benefits of the different solutions CO3: to complete the analysis and to select the most appropriate solution for ware- house automation

Course Code & Title	CODE: 19BLU08B/L19A01B BEST PRACTICES FOR TRANSPORTATION		
Class	I BBA LOGISTICS	Semester	II
Course Objectives	The Course aims ➤ To familiarize the student with the information about transportation considerations for the import, export and domestic trade processes		

SYLLABUS

UNIT	Content
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.
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
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
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 age 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.
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.

References	Text & Reference Books: <ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. "Self-Compliance Strategies and the Administrative Monetary Penalty System", a Manual for Importers and Exporters : PF Collins Customs Broker Ltd., November 2002 3. OAG® Air Cargo Guide TM May 1997, published by OAG, a division of Reed Elsevier Inc., OAG, 2000 Clearwater Drive, Oak Brook Illinois. 4. International Air Transport Association (IATA) Dangerous Goods Regulations
Course Outcomes	On completion of the course, students will be able to CO1: to assess transportation operations towards increased logistics efficiency while discovering opportunities for saving time, expense and hassle.



Course Code & Title	CODE: 19BLU09/L19C10			APPRENTICESHIP I	
Class	I BBA LOGISTICS		Semester		II
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ to provide knowledge about business ethics and its importance ➤ to enable application of theories of ethics in resolving controversial issues in business ➤ to help know the impact of ethics on business ➤ to help understand emerging challenges in business, corporate governance concept, mechanism and models ➤ to support understanding of Corporate Social Responsibility 				

SYLLABUS

UNIT	Content
I	Industry Health, Safety, Security & Environment: Familiarization with the industry. Health, Safety & Environment and Follow health, safety and security procedures - Introduction to safety Equipment's and their uses - Demonstration of 5S Concept on shop floor -Use of Personal protective Equipment's (PPE).
II	Warehousing: Perform warehouse activities like receiving, sorting, Picking, packaging, kitting, labelling and binning, Loading, unloading, dispatch, and maintaining quality parameters Develop knowledge on the layout of the warehouse and explore the various storage happening at different locations. Understand the uses and limitations of various types of goods coming in the warehouse based on organization requirements - Forecasting and trend analysis - Forecasting and trend analysis - Maintain integrity and ethics in operations - Perform material handling activities pertaining to warehouse - Perform preventive and breakdown maintenance checks - Handle perishable goods, FMCG goods, automotive goods, bulk cargo in warehouse – Perform the operations of Material Handling Equipment Like BOPT, Reach truck, Forklift, order picker - Supervise loading and unloading - Feed data into ERP and analyse in warehouse - Maintain integrity and ethics in operations - Perform Inbound and outbound documentation - Perform quality check and inventory check documentation - Perform transport coordination – perform the Verification of GST invoices - perform Forecasting and trend analysis
III	Material Handling and Management: Practice on different types of material handling equipment's (MHEs) that is being handled inside the organization follow the operating procedure, pre-operating conditions of the Handle pallet loads, boxes load and various loads as per the company's needs - Perform TPM (Total Production Management), TQM (Total Quality Management) and record keeping system -Perform various activities of MHE maintenance operations, identify critical parts, tools and equipment required to perform select repairs or replacement of parts in various types of MHE

Course Outcomes	On completion of the course, students will be able to CO1: to perform the activities of Warehousing and distribution centres in the real-life situation CO2: to enhance their ability and professional skills in Logistics
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Since - 1947

Course Code & Title	CODE: 20BLU10/L20C12 BUSINESS COMMUNICATION		
Class	II BBA LOGISTICS	Semester	II
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ To provide an overview of Prerequisites to Business Communication. ➤ To Familiarize the student about various communication skills involved in the business organization. ➤ To develop business communication skills among the students. 		

SYLLABUS

UNIT	Content	No. of Hours
I	Introduction to Business Communication- -Basic Forms of Communication-Process of Communication-Principles of Effective Business Communication-7 C's- Characteristics of Effective Organizational Communication.	07
II	Academic Vocabulary and English for Business-Creative Writing Introduction – Benefits -Barriers – Reasoning —Arguments -Deductive and inductive arguments – Fallacies – Relevance. Listening: Active listening – Barriers to listening – Listening and note taking – Listening to announcements – Listening to news on the radio and television	07
III	Business letters – layout of Business letters -types -Business enquiries and replies – offers – quotations – orders – complaints and adjustments – collection letters – circular letters – status enquiries. Email Writing-The Process of Writing E Mails, breaking it Down – The PAIBO Technique, Structuring an E-Mail – The 3 T's – Introduction, Body and Conclusion, Effective Subject lines, Salutation and Signing off.	10
IV	Communication in Business Environment: Business Meetings- Notice,- Agenda, -Minutes -Press Releases -Corporate Communication: Internal and External-, -Reporting of Proceedings of a meeting. Office Memorandum, Office Orders, Press Release .	08
V	Reports and Presentations -Business reports and Proposals, Format, visual aids and contents, Oral Business presentations. Job Application and Resume Writing -Group Discussion, -Seminars	08
References	Text & Reference Books: <ol style="list-style-type: none"> 1. R.C. Bhatia. Business Communication. 2. R.K. Madhukar. Business Communication. 3. Shraf Ravi. Effective Technical Communication. 4. Marilyn Anderson, Pramod K Nayar and Madhu Chandra Sen. Critical Thinking, 5. Lesikar R.V & Flatley M V, Basic Communication Skills for empowering the internet generation, Tata-McGraw Hill, 2009. 2. 6. Sharma R C & Mohan K, Business Correspondence & Report Writing, TMH, 2009. 	

Course Outcomes	On Completion of the Course, the students will be able to CO1: The student will get familiarized with the various communication skills CO2: The student will apply the skills in real life situations
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Since - 1947

Course Code & Title	CODE: 20BLU11/L20sC13 FREIGHT FORWARDING (Ocean & Air Cargo)		
Class	II BBA LOGISTICS	Semester	II
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become freight forwarding professionals ➤ To help Students to understand freight forwarding. 		

SYLLABUS

UNIT	Content	No. of Hours
I	Introduction to EXIM, Freight forwarding and custom clearance – types of custom clearances – Importance of custom clearance – certificate of origin, ICEGATE and insurance – custom Act – Regulations pertaining to custom clearance – different modes of freight forwarding – domestic and international freight forwarding networks – process of freight forwarding.	08
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 - Documentation types and filing processes - Details of documents as per the format approved by the Customs - The requirement of documents for pre-shipment and requirement of documents for Import - DO's and DON'T's while handling different documents during Custom Clearance	08
III	Operation Procedures of Freight Forwarding - The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment /consignment - List of basic handling of errors and the Operational errors that occur in common - Procedure for checking of shipping bill, Airway bill based on invoice and packing list received from department for Freight Forwarding. Regulations (EXIM/IATA/Countries)/COM based on permutations and combinations of weight vs volume.	08
IV	Cargo handling, INCO terms and terminologies used in Cargoes - Different Types of Cargoes for transportation. Full Export and Import value of the cargo – Importer and exporter Code (IEC), The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade - Different type of Cargo, Their quantity and value - Packaging requirement for the cargo during shipment from the shipper - Inspection procedure for the cargo while unloading - DO's and DON'T's while handling different cargo - Basic Regulation pertaining to Cargo movement by Air, Sea, and Land.	08
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 -	08

	Different P.G.A and their roles. -Containers; Pallets; Palletization; Fumigation - Different airline / shipping line available for different routes - Letters of Credit and payment Terms. Etc. - Movement policy - Details of the transport available in Different routes - Organization fees, charges structure and Organizational procedures - computer and its application in internal systems of documentation.	
References	Text & Reference Books: <ol style="list-style-type: none"> 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 Hompe, Thorsten Schmidt, Springer verlag, First Edition, 2006. 4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982. 	
Course Outcomes	On completion of the course, students will be able to CO1: Students will be able to apply the Basic knowledge of freight forwarding including ocean and air cargo in the real-life situation CO2: This subject will enable them to enhance their ability and professional skills	



Course Code & Title	CODE: 20BLU12/ L20C14 FORECASTING & INVENTORY MANAGEMENT
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Class	II BBA LOGISTICS	Semester	II
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ 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 		

SYLLABUS

UNIT	Content	No. of Hours
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-Key roles and responsibilities	09
II	Sales and Operations Planning- Goals and objectives -S&OP meeting activity-Collaborative Planning-Types -Collaborative Forecasting-Collaborative planning, forecasting and replenishment- Cyclic decomposition techniques. Short-term forecasting techniques- Technology Forecasting – Methodologies: - Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation, System Dynamic-Role of Technology Information Forecasting and Assessment Council (TIFAC).	07
III	Inventory: Purpose of Inventory-Goods-Types of Goods - General Management of Inventory- Types of Stocks-Multi-Echelon Inventory Systems -Use of Computers in Inventory Management Evaluation of Performance of Materials Function-Criteria and methodology of evaluation–Latest trends in Inventory Management	09
IV	Codification – Classification – Methodology–Requirement of codes – Coding Structure and Design –Advantages - International Codification – Right Quantity – Economic Ordering Quantity -Costs associated with Inventories- Du Pont model –Turnover &Modeling in logistics	08
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	08
References	Text & Reference Books: <ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007 3. Operations Research – Concepts, Problems & Solutions- Kapoor V.K.-Sultan Chand & Sons/2017- 978-81-8054-854-3 (TC-532) 4. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai Further Reading Source 5. Simchi-Levi, David, “Designing and Managing Supply Chain”, Tata McGraw Hill, 	

	3rd Edition, 2007. 6. David E Mulcahy, “Warehouse Distribution and Operations Handbook, McGraw Hill,6thEdition, 1993.
Course Outcomes	<p>On completion of the course, students will be able to</p> <p>CO1: Students will be able to apply the Basic knowledge of forecasting and inventory management in the real life situation</p> <p>CO2:It will enable them to enhance their ability and professional skills in inventory management</p>



Course Code & Title	CODE: 20BLU13/L20C15 SURFACE TRANSPORTATION		
Class	II BBA LOGISTICS	Semester	II
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ 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 		

SYLLABUS

UNIT	Content	No. of Hours
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 -traffic rules inside warehouse premises -Docking procedure and safety steps.	08
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	09
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.	09
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.	08
V	Customer Management-Vendor coordination for return truck loads-DG Handling – features and facilities offered by railways -factors influencing growth in rail logistics – innovative schemes-facilities to popularize rail logistics in India	06
References	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	

	<p>4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.</p> <p>5. Kapoor Satish K., and KansalPurva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India</p>
Course Outcomes	<p>On Completion of the Course, the students will be able to</p> <p>CO1: Students will be able to apply theknowledge of surface transportation in the real-life situation</p> <p>CO2: Enhancement of professional skills with regard to the field.</p>



Course Code & Title	CODE: 20BLU14/ L20C16 HUMAN RESOURCE MANAGEMENT		
Class	II BBA LOGISTICS	Semester	II
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become Human resource management professionals ➤ To orient students on Human resource management in the field of Logistics 		

SYLLABUS

UNIT	Content	No. of Hours
I	Introduction to HRM -Functions -Qualities & Role of HR Manager-International Human Resource Management - Features and Importance of IHRM - Factors affecting IHRM	07
II	Human Resource Planning-Objectives -HR Planning at different Planning Levels-Process Job Analysis and Design-Uses -Methods of collecting Job Analysis Data-Job Description and specification Recruitment and Selection-Recruitment Policy-Objectives of Recruitment- Selection Procedure--Steps in Selection Procedure	09
III	Employee Training and Development-Steps in Training Program - Training Evaluation- Areas of Training-Importance Training Methods Performance Appraisal Process-Performance Appraisal Methods-Management by Objectives-Behaviorally Anchored Rating Scale-Pitfalls & Use of Performance Appraisal	08
IV	Compensation and Benefits – Process of Job Evaluation- Techniques of Job Evaluation -Types of Incentive Plans-- Objectives of Employee Benefits Career Planning - Promotion, Transfer, Job Rotation & Career Planning, Career Development-Need for Career Planning & Career Development	07
V	Occupational Safety and Health-Causes of Safety and Health problems at the work Place- Provisions to prevent Accidents in the work place-Stress and Consequences on Employee Performance. Grievance Handling- Causes of Grievance-Effective Grievance Redressal and - Grievance Redressal Procedures. Disciplinary Action- Objectives of Discipline- Forms of Discipline-Principles -Disciplinary Procedure-Types of Disciplinary Actions-Dismissal	09
References	Text & Reference Books: <ol style="list-style-type: none"> 1. VSP Rao, Human Resource Management : Text and cases, First edition, Excel Books, New Delhi - 2000. 	

	<p>2. Dr.R.Venkatapathy&AssisiMenacheri, Industrial Relations & Labour Welfare, Adithya Publications, CBE, 2001.</p> <p>3. Robert L.Gibson and Marianne H.Mitchell, Introduction to Counseling and Guidance, VI edition, PHI, 2</p> <p>4.Aswhappa.k, Human Resource Management Text And Cases , ISBN 13: 9780070682139 ,ISBN 10: 0070682135 Paperback; Noida, Uttar Pradesh, India: Tata Mcgraw Hill, 2010.</p>	
Course Outcomes	<p>On completion of the course, students will be able to</p> <p>CO1: Students will be able to apply the basic knowledge of Human resource management in the real life situation</p> <p>CO2: It will enable them to enhance their ability and professional skills</p>	



Since - 1947

Course Code & Title	CODE: 20BLU15/L20C17 MANAGEMENT AND COST ACCOUNTING		
Class	II BBA LOGISTICS	Semester	II
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ To help Students to understand basics of Accounting ➤ To develop competencies and knowledge of students to become well versed in transportation accounting 		

SYLLABUS

UNIT	Content	No. of Hours
I	Cost Accounting -Concept of Cost Centres -Cost Units -Classification of Cost – Overheads-Simple Cost Sheet (Simple problems only)- Management Accounting: Meaning and Definition -Nature and Scope - Objectives of Management Accounting -Importance and Limitations - Management Accounting vs Cost Accounting.	08
II	Marginal Costing and Break even analysis: Marginal Costing and Cost-Volume-Profit (CVP) analysis: meaning, concept -assumptions and practical applications of Break-even analysis -Du Pont Analysis.	09
III	Budgeting and Budgetary control: Budget and Budgetary Control: Meaning, -establishing a system of Budgetary Control -Preparation of Sales -Production -Cash Budget - Fixed and Flexible budgets, Master budget -Zero based budgeting (ZBB)-Performance budgeting	10
IV	Analysis of Financial Statements: Analysis and Interpretation of Financial Statements: Objects-importance-Types of financial analysis -Comparative statements -Common size statements, Ratio analysis - Analysis of income statements of Logistics- shipping companies-solvency-liquidity-profitability ratios(Simple problems only)	11
V	Standard Costing and Variance Analysis: Standard Costing and Variance Analysis: Meaning of Standard Cost-Relevance of Standard Cost for Variance Analysis – Significance of Variance Analysis – Computation of Standard Costs for Materials, Labour and Overhead Variances-Comparison between Budgeting and Standard Costing – Variance reporting.	10
References	1.JAIN, S. P. & NARANG, K. L. (2014) Cost and Management Accounting. 14th Edition, Kalyani publishers: New Delhi. 2. TULSIAN, P.C. (2000) Practical Costing. Vikas Publications: New Delhi. 3. SAXENA, V.L. & VASHISHT (2014) Advanced Cost & Management Accounting-Problems & Solutions. Prentice Hall of India. 4. MAHESHWARI, S. N. (2014) Principles of Management Accounting. Sultan Chand & Sons. 5. MURTHY & GURUSAMY (2009) Management Accounting. Tata McGraw Hill: New Delhi. 6. REDDY T. S & HARI PRASAD REDDY (2014) Cost & Management Accounting. Margham Publications	

Course Outcomes	<p>On Completion of the Course, the students will be able to</p> <p>CO1: Students will be able to apply the Basic knowledge of Management and cost accounting in the real-life situation</p> <p>CO2: This subject will enable them to enhance their ability and professional skills</p>
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Course Code & Title	20BLU19/L20C20	APPRENTICESHIP II
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Class	II BBA LOGISTICS	Semester	III
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To make Students perform Freight forwarding and Land transportation ➤ To develop competencies and Skills of students to become Logistics professionals 		

SYLLABUS

UNIT	Content
I	<p>Freight Forwarding:</p> <p>Performing the various activities for Freight Forwarding on export and import Cycle. Performing the various activities of cargo operations in Freight Forwarding area. Use the processes; sequence; time frames and compliances of different type of Custom Clearance -Applying the correct procedure of the Freight Forwarding like filing; Examination; export order; stacking; loading; out of Customs charge; post Clearance processes; etc - Plan for Stuffing or Cargo. (which involves booking the container, take delivery order from shipping line, give it to transporter for both water and Air Cargo.)- Use the different documents available for Freight Forwarding. Prepare / update documents for handling of cargoes. - Process irregularities like damage / loss etc -Perform PGA processing or specific certificate of origin related Processing - Prepare documents for Export and Import processing including EDI filing- Maintain integrity and ethics in operations - Follow health, safety and security procedures - Verify GST invoices - Plan and arrange for cargo movement - Perform custom clearance field activities- Perform custom clearance office activities - Perform customs clearance supervisory activities - Feed data into ERP and analyse in courier hub.</p>
II	<p>Land Transportation: Perform Customer support activities like booking, tracking and claims processing - Follow loading and unloading procedures for various consignments -Understand the uses and limitations of various types of vehicles, transit rules and carry out the activities -Apply knowledge on the various routes and explore the various alternate routes to reach key destinations-Carry out various vehicle operations activities such as placement on time, keeping track of loading and unloading time, verifying material count, inspection of vehicle, etc-Carry out the inspection process on the physical vehicle and safety check list-Cross verify the goods loaded / unloaded and signoff from the drivers-Follow safety instructions while handling dangerous goods -Locate the missing items for reconciliation and preparation of detailed reports for the management-Complete closure of deliveries and prepare the vendor rating report - Undertake route planning and vendor coordination-Undertake gate operations-Arrange and track movement of consignment-Undertake transport data processing and analysis Coordinate with internal and external employees-Maintain integrity and ethics in operations -Follow health, safety and security procedures -Verify GST invoices - Arrange and track movement of articulated trucks - Arrange and track movement of reefer vehicles - Perform inbound/ outbound documentation - Transport consolidation and consignment tracking - Transport consolidation and consignment tracking-Feasibility assessment and route optimization - Feasibility assessment and route optimization - Perform</p>

	transport consolidation -Conduct feasibility assessment - Prepare EXIM documentation - Use telematics to drive efficiency
Course Outcomes	<p>On completion of the course, students will be able to</p> <p>CO1: Students will be able to perform the activities of Freight forwarding, Land transportation and Logistics terminals operations in the real-life situation</p> <p>CO2: This On-the job training will enable them to enhance their ability and professional skills in Logistics</p>



Course Code & Title	CODE: 20BLU20/L20C21	MIS FOR LOGISTICS	
Class	III BBA LOGISTICS	Semester	IV/V

Course objectives	The Course aims <ul style="list-style-type: none"> ➤ To help Students to understand MIS for Logistics ➤ To develop competencies and knowledge of students to become MIS professionals in Logistics
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SYLLABUS

UNIT	Content	No. of Hours
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.	08
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 - Internal control- Business Control and Auditing.	07
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	08
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.	09
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..	07
References	1. Course Material Prepared by LSC 2. KENNETH C. L., JANE P. L., & RAJANISH DASS, Management Information System - Managing the Digital Firm. (2001) Pearson Education. 3. RAVI, K., & ANDREW, B. W. Frontiers of Electronic Commerce.(1995) Addison Wesley, 4. KENNETH, C. L., & JANEP, L. (2001) Essentials of MIS. Prentice Hall India: 5. SADAGOPAN, S. Management Information System. (2003) Prentice Hall India: 6. Nirmalaya Bagchi. Management Information Systems. (2010) Vikas Publishing House Pvt. Ltd.: New Delhi.	
Course Outcomes	On Completion of the Course, the students will be able to CO1: Students will be able to apply the Basic knowledge of MIS for Logistics in the real-life situation CO2: This subject will enable them to enhance their ability and professional skills	



Since - 1947

Course Code & Title	CODE: 20BLU21/L20C22 INTERNATIONAL LOGISTICS MANAGEMENT		
Class	III BBA LOGISTICS	Semester	IV/V
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become International logistics management professionals ➤ To orient students in the field of Logistics ➤ To help Students to understand international Logistics management 		

SYLLABUS

UNIT	Content	No. of Hours
I	International Logistics: Definition, Evolution, Concept, Components, Importance, Objectives; Logistic Subsectors; The work of Logistics; Integrated Logistics; Global issues and challenges	07
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 & its cost, Choice and Issues for Each Mode of transport	09
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	08
IV	Containerization: Genesis, Concept, Classification, Benefits and Constraints; Inland and Container Depot (ICD): Roles and Functions, CFS, Export Clearance at ICD; CONCOR; ICDs under CONCOR Chartering: Kinds of Charter, Charter Party, and Arbitration.	07
V	International commercial documents - International contracts, terms of payments, international insurance, packaging for export, custom clearance and infrastructure: transportation, communication and utilities - Brokerage	09
References	Text & Reference Books: <ol style="list-style-type: none"> 1. International Marketing by Gupta and Varshing, 2015 ; Sultan Chand and Sons publication 2. International logistics by Pierre David, 2003, Biztantra publication 3. Logistic Management and World Sea Borne Trade by Multiah Krishnaveni, Himalaya Publication 4. Logistic and Supply Chain Management by Donald J. Bowerson, Prentice Hall of India Publication 	

Course Outcomes	On Completion of the Course, the students will be able to <ul style="list-style-type: none">• CO1: Students will be able to apply the Basic knowledge of International Logistics management in the real- life situation• CO2: This subject will enable them to enhance their ability and professional skills in Logistics
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Since - 1947

Course Code & Title	CODE: 20BLU22/L20C23 MARKETING MANAGEMENT		
Class	III BBA LOGISTICS	Semester	IV/V
Course objectives	The Course aims <ul style="list-style-type: none"> ➤ To emphasize the importance of the marketing function in an organization. ➤ To understand the core concepts right from deciding the segment till customer satisfaction ➤ To impart knowledge with respect to latest trends in Marketing, Marketing Mix, Social responsibility and ethical issues in Marketing 		

SYLLABUS

UNIT	Content	No. of Hours
I	Meaning and concepts of Marketing, Sales Concept, Marketing concept, Social Marketing concepts, Societal Marketing concept, Marketing Mix, 4 Ps of Marketing, Marketing Environment in India.	08
II	Consumer Behaviour – Factors influencing buying behaviour – consumer buying decision process – Buying motives – influences-Market segmentation – criteria - Bases of segmentation – benefits. Marketing research process: Defining research problem, research objective research techniques	07
III	Product Planning & Development -Definition, Classification of Product, Stages of Product Life Cycle (PLC) and Factors affecting PLC.-Product Planning – Genesis and Importance of Product Planning in Marketing. - Product Development: Meaning, Principle of Product Development, Stages of New Product Development and Factors affecting development of New Products- Pricing-Meaning, Objectives, Price Policies and Strategies and Methods of fixing prices.	08
IV	Distribution Channel- meaning, Types of Distribution channel- Direct & Indirect. Role of intermediaries and distribution channel management. Channel Management Decisions, Promotion- elements of promotion mix- Advertising, sales promotion, personal selling and sales management. Public and customer relations, direct and online marketing,	09
V	An overview. Advertising, sales promotion, personal selling and sales management. Public and customer relations, direct and online marketing, multilevel marketing-the new marketing .Marketing and society-Social responsibility and ethical issues in marketing. Global marketing program.	07
References	1. C.B.Gupta and N. Rajan Nair , Marketing Management, 19 th Edition,2020,Sultan Chand & Sons. 2. Ramasamy V.S. and Namakumary S, Marketing Management-Global Perspective, Indian context,4 th Edition,2009, Macmillan. 3. Rajagopal, Marketing Management-Text & Cases,2000,1 st Edition, Vikas Publishing House Pvt., Ltd., 4. S. Jayachandran, Marketing Management, 2004Excel Books India.	

	5. Rajan Saxena, Marketing Management, 4 th Edition, 2009 McGraw Hill Education.
Course Outcomes	<p>On Completion of the Course, the students will be able to</p> <p>CO1: Differentiate the consumer and institutional buyer behavior.</p> <p>CO2: Justify the importance of products, branding and new product development</p> <p>CO3: Understand the importance of Channel of distribution.</p>



Since - 1947

Course Code & Title	CODE: 20BLU23/L20C24 RETAIL LOGISTICS AND E-COMMERCE		
Class	II BBA LOGISTICS	Semester	IV/V
Course Objectives	The Course aims <ul style="list-style-type: none"> ➤ To develop competencies and knowledge of students to become Retail logistics and E- commerce professionals ➤ To orient students in the field of Logistics ➤ To help Students to understand Retail logistics and E- commerce 		

SYLLABUS

UNIT	Content	No. of Hours
I	Concept and Scope: Concepts of Retail Logistics and supply chain- Importance of Logistics in these days global Sourcing, Production and consumption- Dimension of Logistics: Macro and Micro aspects- Supply chain contours: Backward and forward linkages- Supply chain efficiency	07
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, invoice or sales documentation, picking products, consolidation, transport- packaging, packing, marking, preparing outbound documentation and customer facilitation tracking out- bound shipments.	08
III	Reverse Logistics: Basic of reverse logistics - The concept of reverse logistics. The key activities involved in terms of identifying daily pickups, scheduling pickup for the day, coordinating with carriers, route map optimization, collecting pickup and feedback - Types of reverse logistics – Return from customer, return by carrier, return of damaged product, etc- Roles and responsibilities - best practices and statistics associated with reverse logistics.	09
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 - Roles and responsibilities associated with order processing - Procedures for generating plans and schedules through MIS	07
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- Understanding of Key terms of E- Commerce:	09
References	Text & Reference Books:	

	<p>1. John Fernie & Leigh Sparks ,”Logistics and Retail Management: Emerging Issues and New Challenges in the Retail Supply Chain “,Kogan Page 3rd Edition,2009</p> <p>2. Mr. Gibson G, “Retail Management: Functional Principles & Practices”, Jaico Publishing house, 6th Edition, 2003.</p> <p>3. Ray, Supply Chain Management For Retailing, TMH, 2010.</p> <p>4. James B. Ayers, Retail Supply Chain Management, Auerbach Publications,2007.</p> <p>5. Sharma R C & Mohan K, Business Correspondence & Report Writing, TMH, 2009.</p>
Course Outcomes	<p>On Completion of the Course, the students will be able to</p> <p>CO1: Students will be able to apply the basic knowledge of Retail logistics and E- commerce in the real- life situation</p> <p>CO2: This subject will enable them to enhance their ability and professional skills in Logistics and E commerce</p>



Course Code & Title	CODE: 20BLU24/L20C25 LOGISTICS NETWORK DESIGN		
Class	III BBA LOGISTICS	Semester	IV/V

Course objectives	<p>The Course aims</p> <ul style="list-style-type: none"> ➤ 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
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SYLLABUS

UNIT	Content	No. of Hours
I	Introduction - Components of Logistics network: Facilities - Plants/Vendors - Warehouse Retailers/Distribution Centres - Customers -Flow of materials between the facilities-The three models of Network Design: Logistics network design with differentiated delivery lead time- Logistics network design with price discount. Consolidated logistics network design using consolidation hubs	07
II	Key issues of Network design: The optimal number-location- and size of warehouses and plants - Determining optimal sourcing strategy - Which plant/vendor should produce which product.	09
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.	08
IV	Distribution Channels- Determining best distribution channels - Which warehouses should service which customers. Which warehouses should service which retailers, costs, including Production/ purchasing costs Inventory carrying costs, and facility costs (handling and fixed costs) Transportation costs Concept of minimal-annual-cost.	07
V	Data Collection information on:-a) Location of customers, stocking points and sources-b) A listing of all products - c) Demand for each product by customer location-forecast technique used-d)Transportation Cost-Transportation rates by mode- e)Mileage estimation-f) Warehousing costs (handling and fixed)-inventory management g) Service level requirement-h) Shipment sizes by product Data Aggregation -Data Validation and Model Optimization.	09
References	<p>Text & Reference Books:</p> <ol style="list-style-type: none"> 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. 	
Course	On Completion of the Course, the students will be able to	

Outcomes	CO1: Students will be able to apply the knowledge of design and configuration of the logistics network. CO2: to enhance their ability and professional skills in Logistics network design
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Course Code & Title	CODE: 20BLU25/L20C26 PORT TERMINAL LOGISTICS		
Class	III BBA LOGISTICS	Semester	IV/V

Course objectives	The Course aims <ul style="list-style-type: none"> ➤ To help Students to understand Liner logistics ➤ To develop competencies and knowledge of students to become Liner logistics professionals
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SYLLABUS

UNIT	Content	No. of Hours
I	Definitions of liner trades; containerization- Unitization - inter-modalism, liner operations,- Vessel loading and discharging , liner trade routes, , liner service options -ship types –; basic ship layout-Tonnages, types of container ships, Ro-Ro barge carrying vessels, The refrigerated cargo ship conventional (Break bulk) vessels future vessel developments-, shipboard handling equipment	07
II	Cargoes & cargo handling equipment, methods of lifting cargo port terminals; 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.	09
III	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.	08
IV	The Bill of Lading, 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, legal aspects of the Bill of Lading paperless trading	08
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; Legal aspects of the liner trades - The carrier insurance the carrier's liability for the cargo the liabilities of the agent, , cargo claims general average (GA), security, ISPS code	08
References	Text & Reference Books: <ol style="list-style-type: none"> 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. 5.Ocean Shipping - Elements of Practical Steamship Operation, Robert Edwards Annin, Thompson Press, 2010 	
Course Outcomes	On Completion of the Course, the students will be able to CO1: This subject will enable students to enhance their ability and	

professional skills with regard to Logistics Industry.

CO2: Students will be able to apply the Basic knowledge of Liner Logistics in the real-life situation



Course Code & Title	CODE: 20BLU09/L20C10	APPRENTICESHIP III	
Class	III BBA LOGISTICS	Semester	VI
Course Objectives	The Course aims ➤ To make Students perform E-Commerce, and Logistics terminals operations		

- To develop competencies and Skills of students to become logistics professionals

SYLLABUS

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

Course Outcomes	On completion of the course, students will be able to CO1: Students will be able to perform the activities of E -Commerce, and Logistics terminals operations in the real-life situation CO2: to enhance their ability and professional skills in Logistics
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