

**MANGALORE**



**UNIVERSITY**

**MANGALAGANGOTRI**

## **Syllabus**

**Bachelor of Business Administration**

**(BBA in Logistics)**

**As per the resolutions of UG BOS**

**Department of Business Administration  
(Faculty of Commerce)  
Mangalore University, Mangalagangotri**

# **Bachelor of Business Administration**

## **(BBA in Logistics)**

### **1. Programme Objectives:**

The objectives of BBA (Logistics Management) Programme are:

- To impart knowledge of the fundamentals of Logistics Management and its application in problem solving.
- Select and apply appropriate tools for decision making required for solving complex logistics problems.
- To develop problem-solving skills through experiential learning and innovative pedagogy to ensure utilization of knowledge in professional careers.
- To develop sound knowledge of the entrepreneurial process and inculcate creativity and innovation among students.
- To produce industry ready graduates have highest regard for Personal & Institutional Integrity, Social Responsibility, Teamwork and Continuous Learning.
- To develop a positive attitude and life skills to become a multi-faceted personality with a sense of environmental consciousness and ethical values.

### **2. Programme Outcomes (PO):**

**On successfully completing the program the student will be able to:**

- Understand concepts and principles of logistics management; identify the opportunities in the corporate environment and manage the challenges
- Demonstrate the knowledge of management science to solve complex corporate problems using limited resources. Display enhanced personality and soft skills
- Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- Demonstrate entrepreneurial competencies
- Exhibit managerial skills in the areas of logistics management and allied subjects.
- Identify business opportunities, design and implement innovations in workspace.
- Possess a sturdy foundation for higher education

### **3. Program Specific Outcomes (PSO):**

On the successful completion of B.B.A., the students will be able to:

**PSO1:** Acquire Practical learning through summer internship, industrial visit and Business Plan etc.

**PSO2:** Demonstrate analytical and problem-solving skills through specialization in logistics to solve the business issues.

**PSO3:** Understand and develop the new dimensions of knowledge through optional electives to cater the need of the industry.

**PSO4:** Comprehend the core concepts, methods and practices in logistics management.

**PSO5:** Venture into his/her own business or excel in executive roles in private /government sector.

**PSO6:** Demonstrate the ability to create business plans

**PSO7:** Develop an understanding of logistics business that reflects the moral responsibility of business to all relevant stakeholders and the natural environment.

**PSO8:** Matured Individuals and responsible Citizens to the country

**PSO9:** Demonstrate Ability to work in Groups

#### 4. Structure of BBA ( Logistics) Programme:

##### SEMESTER I

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
1	LANG 1.1	Language - I	Lang	4	80	20	100	3
2	LANG 1.2	Language - II	Lang	4	80	20	100	3
3	BBAL 1.1	Principles of Management	Core	5	80	20	100	5
4	BBAL 1.2	Fundamentals of Logistics	Core	5	80	20	100	5
5	BBAL 1.3	Materials Management	Core	5	80	20	100	5
6	BBAL 1.4	Introduction to Shipping	Core	4	80	20	100	3
7	BBAL 1.5	Constitutional Values	Compulsory	3	40	10	50	2
<b>Total</b>				<b>30</b>	<b>520</b>	<b>130</b>	<b>650</b>	<b>26</b>

##### SEMESTER II

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
8	LANG 2.1	Language – I	Lang	4	80	20	100	3
9	LANG 2.2	Language – II	Lang	4	80	20	100	3
10	BBAL 2.1	Cost and Management Accounting	Core	5	80	20	100	5
11	BBAL 2.2	Forecasting and Inventory Management	Core	5	80	20	100	5

12	BBAL 2.3	Freight Forwarding (Ocean & Air Cargo)	Core	5	80	20	100	5
13	BBAL 2.4	Marketing Management	Core	4	80	20	100	3
14	BBAL 2.5	Environmental Studies	Compulsory	3	40	10	50	2
<b>Total</b>				<b>30</b>	<b>520</b>	<b>130</b>	<b>650</b>	<b>26</b>

### SEMESTER III

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
1	LANG 3.1	Language – I	Lang	4	80	20	100	3
2	LANG 3.2	Language – II	Lang	4	80	20	100	3
3	BBAL 3.1	Surface Transportation	Core	5	80	20	100	5
4	BBAL 3.2	Supply Chain Management	Core	5	80	20	100	5
5	BBAL 3.3	Warehousing & Distribution Centre Operations	Core	5	80	20	100	5
6	BBAL 3.4	Business Law	Core	3	40	10	50	2
7	BBAL 3.5	Practical Aspects of Freight Forwarding	Compulsory*	3	40	10	50	2
<b>Total</b>				<b>29</b>			<b>600</b>	<b>25</b>

**\*Compulsory Course (Skill based) from Business Administration**

### SEMESTER IV

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
1	LANG 4.1	Language – I	Lang	4	80	20	100	3
2	LANG 4.2	Language – II	Lang	4	80	20	100	3
3	BBAL 4.1	Customer Relationship Management	Core	5	80	20	100	5
4	BBAL 4.2	Logistics Information System	Core	5	80	20	100	5
5	BBAL 4.3	Fundamentals of Operation Research	Core	5	80	20	100	5
6	BBAL 4.4	International Logistics Management	Core	3	40	10	50	2
7	BBAL 4.5	Business Leadership Skills	Compulsory*	2	40	10	50	2
<b>Total</b>				<b>29</b>			<b>600</b>	<b>25</b>

\*Compulsory Course (Skill based) from Business Administration

### SEMESTER V

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
1	BBAL 5.1	Entrepreneurship Development	Core	6	80	20	100	5
2	BBAL 5.2	Principles of Export Management	Core	6	80	20	100	5
3	BBAL 5.3	Air Cargo Logistic Management	Core	6	80	20	100	5
4	BBAL 5.4	Logistic Network Design	Core	4	80	20	100	3
5	BBAL 5.5	Retail Logistics	Core	4	80	20	100	3
6	BBAL 5.6	Research Methodology	Skill Enhancement	2	40	10	50	2

<b>Total</b>		<b>29</b>			<b>550</b>	<b>23</b>
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### SEMESTER VI

Sl No.	Course Code	Title of the Course	Category of Course	Teaching Hours per Week	Sem. End Exam	IA	Total Marks	Credit
1	BBAL 6.1	Introduction to Strategic Management	Core	6	80	20	100	5
2	BBAL 6.2	Legal Principles of logistics and Shipping	Core	6	80	20	100	5
3	BBAL 6.3	E-Commerce and ERP	Core	6	80	20	100	5
4	BBAL 6.4	Shipping Finance and Marine Insurance	Core	4	80	20	100	3
5	BBAL 6.5	Port Terminal Logistics	Core	4	80	20	100	3
6	BBAL 6.6	Project Work	Skill Enhancement	2	40	10	50	2
<b>Total</b>				<b>29</b>			<b>550</b>	<b>23</b>

**Note:** All Core Courses, Optional Courses, Elective Courses & Skill Enhancement Courses are under Studies in Business Administration only.

### 5. Pedagogy:

**In addition to Conventional Time-Tested Lecture Method, the following approaches may be adopted as and when found appropriate and required:**

1. **Case Based Learning:** Practical exposure can be given to students through Case based learning/critical learning tool. It enhances skills of students in analyzing the organizational problems and learning to arrive at critical decisions. They learn to apply concepts, principles and analytical skills to solve the real situation problems.
2. **Experiential/Live Projects/Grass Root Projects:** To bridge the gulf between the theory and practice, the students have to be encouraged to take up experiential projects/Live Projects/Grass

Root Projects in companies/organizations/factories.

3. **Team Spirit and Building:** To internalize the core curriculum, working in teams and developing team spirit is essential. Interdisciplinary learning across outside the faculty would help students in equipping with these skills.
4. **ICT enabled teaching with global touch:** With the use of modern ICT technology students' learning in class room marches towards digitization. Getting connected to people through e-mode who are located all over the world and who bring real-time insights from their industries, their customers, happenings in their local place and environment.
5. **Leadership Building:** Apart from developing a strong background in the functional areas of Commerce and Business, the Model Curriculum focuses on developing New Age Leadership capabilities among the students.
6. **Emphasis on Indian Business Models:** Over the past two decades, several Indian Business domains and organizations have made remarkable contribution in developing innovative business models by occupying a space in the global business scenario. The academia can make use of such examples in the pedagogy.



## 6. Scheme of Examination

- a. There shall be University examination at the end of each semester.
- b. The maximum marks for the university examination in the courses with 3 credits and above paper shall be evaluated in pattern 10 + 10 (Internals assessments) + 80 (Semester end exam) marks.
- c. Courses with less than 3 credits shall be evaluated in the pattern 5 + 5 (Internals assessments) + 40 (Semester end exam) marks.
- d. All courses of this program except courses that are common to all other graduate program of the Mangalore University shall be set/valued/reviewed by BOE of BBA Programme for a maximum of 80 marks. The pattern of question paper will be as follows:

Part- A: Answer any four out of six questions..	$4 \times 05 = 20$
Part- B: Answer any three out of five questions.	$3 \times 10 = 30$
Part- C: Answer any two out of four questions.	$2 \times 15 = 30$
<b>Total:</b>	<hr/> <b>80</b> <hr/>

The pattern of question paper for 40 marks courses will be as follows:

Part- A: Answer any three out of six questions.	$3 \times 05 = 15$
Part- B: Answer any one out of two questions.	$1 \times 10 = 10$
Part- C: Answer any one out of two questions.	$1 \times 15 = 15$
<b>Total:</b>	<hr/> <b>40</b> <hr/>

## BBA FIRST SEMESTER

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 1.1 <b>Name of the Course:</b> Principles of Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. An Understanding of management theory from functional perspectives.</li> <li>2. Ability to develop the basic managerial skills.</li> <li>3. Ability to demonstrate planning, organizing, leading &amp; controlling.</li> <li>4. Ability to develop skills necessary for effective work team performance.</li> <li>5. Ability to accept the challenges and opportunities in management.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: MANAGEMENT CONCEPTS</b>		<b>12</b>
Management: Meaning – Process □ Science or Art □ a Profession □ Administration v/s Management – Significance □ Functions of Management □ Levels of Management □ Managerial Skills □ Roles of Managers. Classical Theory □ Scientific Management □ Administrative Management □ Bureaucracy Modern Theory System approach □ Contingency Theory □ Z quality management, Behavioural Theory □ Hawthorne Studies □ Maslow’s need hierarchy theory □ Theory X, Y and Z.		
<b>ModuleNo.2: PLANNING</b>		<b>12</b>
Definition – Need – Benefits – Steps □ Nature and Importance – Objectives Concepts of Management by Objective – Steps □ Difficulties in MBO.		
<b>Module No. 3: ORGANISING</b>		<b>12</b>
Nature – Purpose – Steps □ Types of Organization: Formal & Informal – Power □ Authority and Responsibility. Centralisation v/s Decentralisation □ Span of control – Departmentalization □ Project organization □ matrix organization.		
<b>ModuleNo.4:STAFFING AND DIRECTING</b>		<b>12</b>
Nature – Significance □ Recruitment & Selection Meaning □ Training and Placement – Meaning □ Difference between Recruitment and Selection Difference between Training and development. Directing □ Meaning – Definition □ Key elements.		
<b>ModuleNo.5: MANAGERIAL CONTROL</b>		<b>12</b>
Definition, Characteristics □ Significance – Limitations – Process □ Requirement of an effective control system □ Feedback mechanisms resistance to control □ Overcoming resistance to control.		
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Collect the photograph and Bio□data of any three contributors to Management thought.</li> <li>2. Draft organizational chart and discuss the authority relationship.</li> <li>3. Identify the feedback control system of an organization.</li> <li>4. List out your strengths and weaknesses considering you as a manager.</li> <li>5. Visit any recruitment firm and write down their process of recruitment.</li> </ol>		
<b>Text Books:</b>		

1. T. N Chhabra, Principles of Management
2. Samuel C Certo And S. Trevis Certo, Modern Management
3. L. M Prasad, Principles and Practices of Management
4. Koontz, Essentials of Management.
5. Daft, R. L, Management.
6. Stephen P. Robins and Marry Coulter, Management.

**Note: Latest edition of text books may be used.**

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 1.2 <b>Name of the Course:</b> Fundamentals of Logistics		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies & Field work etc.,		
<b>Course Outcomes: On successful completion of the course, the Students will demonstrate</b> <ul style="list-style-type: none"> <li>• The ability to understand concepts of logistics and fundamentals of logistics.</li> <li>• The ability to explain the process of logistics management.</li> <li>• The ability to use technology and information for effective management of logistics.</li> <li>• The ability to explain the significance of Global Supply Chain.</li> <li>• The ability to understand the allied activities of logistics.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: INTRODUCTION TO LOGISTICS</b>		<b>12</b>
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		
<b>Module No. 2: LOGISTICS AND CUSTOMER SERVICE</b>		<b>12</b>
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		
<b>Module No. 3: GLOBAL LOGISTICS</b>		<b>12</b>
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 Centers in Integrated Logistics. Role of 3PL & 4PL.		
<b>ModuleNo.4: ALLIED ACTIVITIES OF LOGISITICS - I</b>		<b>12</b>
a) Warehousing: Warehouse □ Meaning, Types of Warehouses, and 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.		
<b>ModuleNo.5: ALLIED ACTIVITIES OF LOGISITICS - II</b>		<b>12</b>
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.		

**Skill Developments Activities:**

1. Two cases on the above syllabus should be analyzed by the teacher in the classroom and the same needs to be recorded by the student in the Skill Development Book.
2. Draft different activities involved in logistics management.
3. Draft Logistics Control charts.

**Text Books:**

1. Course Material Prepared by LSC
2. Fundamentals of Logistics Management (The Irwin/Mc.graw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, Mc Graw-Hill/Irwin, First Edition, 1998.
3. VinodV. Sople (2009) Logistic Management (2ndEdn.) 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, JamesR. Stock, Lisa M.Ellram, McGrawHill Higher Education, 1997.
6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008.

Note: Latest edition of text books may be used.

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 1.3 <b>Name of the Course:</b> Materials Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, and Problem solving methods.		
<b>Course Outcomes: On successful completion of the course, the Students will demonstrate</b> <ul style="list-style-type: none"> <li>• Understand the framework of materials management.</li> <li>• The Ability to manage materials requirement in organizations.</li> <li>• The Ability to develop vendor relations.</li> <li>• The Ability to prepare materials requirements plans.</li> <li>• Construct cost reduction technique for inventory control.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>ModuleNo.1: INTRODUCTION TOMATERIALSMANAGEMENT</b>		<b>12</b>
Introduction: Materials Management□ Evolution, Importance, Scope and Objectives □ Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL □ SupplyChainManagement □ Objectives, Components, Significance, Trade off Customer Service & Cost.		
<b>ModuleNo.2: MATERIALS PURCHASING</b>		<b>12</b>
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		
<b>ModuleNo.3: INVENTORY MANAGEMENT</b>		<b>14</b>
Inventory □ Need of Inventory □ Types of Inventory □ Basic EOQ Model □ EOQ with discounts □ Classification of material □ ABC Analysis □ VED, HML, FSN, GOLF, SOS (Numerical expected on Basic EOQ, EOQ with discounts & ABC)  Material Requirement Planning (MRP) □ Advantages over conventional planning (Order Point Method) –Input and output of MRP system □  Forecasting– Overview of quantitative and qualitative methods of forecasting □ Master Production Schedule □ Bill of Materials– BOM Explosion □ Material flow in MRP. MRPII. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements)		
<b>Module No. 4: QUALITY CONTROL</b>		<b>10</b>
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.		
<b>ModuleNo.5: MATERIALS HANDLING</b>		<b>12</b>
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.		

**Skill Developments Activities:**

1. Work out the material requirement decisions.
2. Prepare a materials requirement plan.
3. Analyse the quantitative and qualitative methods of forecasting.
4. Prepare a list of Materials Handling Equipments and discuss safety issues.

**Text 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 □ KS Menon
6. Hand book of Materials Management □ Gopalakrishnan
7. Materials & Logistics Management □ L.C.Jhamb

Note: Latest edition of text books may be used.

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 1.4 <b>Name of the Course: Introduction to Shipping</b>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>3 Credits</b>	<b>4Hrs</b>	<b>48Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, and Problem solving methods.		
<b>Course Outcomes: On successful completion of the course, the Students will demonstrate</b> <ul style="list-style-type: none"> <li>• Understand the significance of sea transportation.</li> <li>• The ability to manage shipping activities.</li> <li>• Developing shipping business.</li> <li>• The Ability to prepare documents required for shipping.</li> <li>• Maintain shipping accounts.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>ModuleNo.1: INTRODUCTION TOSHIPPING</b>		<b>08</b>
The Importance for Sea Transport –Different Shipping markets – Participation of Shipping Trade□ The Supply of Ships: Supply of Shipping –Why operate Ships –Protectionism –Ship Registration –Port State Control –Ship Classification□Brief history of Shipping.		
<b>ModuleNo.2: SHIP REGISTRATION</b>		<b>10</b>
Ship registration Tonnage & Load lines –Description of various tonnage and types of Ships, cargo gears, Crude oil and Croduct tankers. The Dry Cargo Chartering market: Introduction –Chartering – various charter parties and description of charter parties.		
<b>ModuleNo.3: LINERS AND DOCUMENTATION</b>		<b>10</b>
Liners: Introduction –The Development of Tankers & the Tanker Market –Types of tankers –Tanker Charter Parties □Negotiating Charter, Brief History of Containerisation –Conferences & Freight Tariffs –Liner Documentation: Bill of Lading Terms & Conditions.		
<b>Module No. 4: SHIPPING BUSINESS</b>		<b>10</b>
The Practitioners in Shipping Business –The Institute of Chartered Ship Brokers –Ship Sale & Purchase –Ship Management, Maritime Geography –Introduction –Ocean & Seas –Ports –Geography of trade.		
<b>ModuleNo.5: SHIPPING LAW</b>		<b>10</b>
Law of Carriage –Introduction –Fundamentals of English Law –Arbitration –The Contract –Remedies for breach of Contract – TORT□Contracts Relating to the carriage of goods by sea –Liner Bill of Lading –the Hague vis by Rules – Hamburg rules –Agency□Breach of Warranty of Authority – Protection & Indemnity Associations.		



**Text Books:**

1. Introduction to Shipping, Institute Of Chartered Shipbrokers, Witherby Seamanship International Ltd, 2<sup>nd</sup> Revised edition, 2009.
2. Jacob Kamm, Sean Connaughton, Gustaf Erikson, Robert Moran, Sir George Renwick, □ Shipping Biography Introduction: 1st Baronet, Llc Book, 1994.
3. Lambert M Surhone, Miriam T. Timpledon, Susan F. Marseken (2010) Vdm Verlag Dr. Mueller Ag & Co.
4. Introduction to Shipping (2016), Cheong Kwee Thiam (Author), 2<sup>nd</sup> Edition, LexisNexis Emerging Issues Analysis CLE.

**Common Syllabus for all UG Programmes**

<b>BBAL 1.5: Constitutional Values (Compulsory)</b>
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## BBA SECOND SEMESTER

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 2.1 <b>Name of the Course:</b> Cost and Management Accounting		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5 Hrs</b>	<b>60 Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, and Problem solving methods.		
<b>Course Outcomes: On successful completion of the course, the Students will demonstrate</b> <ul style="list-style-type: none"> <li>• The ability to prepare cost accounts.</li> <li>• The ability to decide cost per unit/process</li> <li>• The ability to do Break even analysis to understand the position of the company</li> <li>• The ability to prepare Budget and apply Budgetary control techniques</li> <li>• The ability to analyse and interpret the Financial Statements.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>ModuleNo.1: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING</b>		<b>12</b>
Cost Accounting □ Concept of Cost Centers □ Cost Units □ Classification of Cost – Overheads □ Simple Cost Sheet – historical and estimated cost sheets. □ Tenders and quotations □ Contract costing □ Activity based costing (ABC). Management Accounting: Meaning and Definition □ Nature and Scope □ Objectives of Management Accounting □ Importance and Limitations □ Management Accounting v/s Cost Accounting.		
<b>Module No. 2: MARGINAL COSTING</b>		<b>12</b>
Marginal Costing and Break even analysis: Marginal Costing and Cost □ Volume □ Profit (CVP) analysis: meaning, concept □ assumptions and practical applications of Break □ even analysis–decisions regarding sales mix □ make or buy □ limiting factor □ export decision □ plant merger □ shut down of a product line □ Du Pont Analysis.		
<b>ModuleNo.3: BUDGETARY CONTROL</b>		<b>12</b>
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		
<b>ModuleNo.4: FINANCIAL STATEMENTS ANALYSIS</b>		<b>12</b>
Analysis of Financial Statements: Analysis and Interpretation of Financial Statements: Objects □ importance □ Types of financial analysis □ Comparative statements □ Common size statements, Ratio analysis □ Preparation of Balance sheet using ratios, Fund flow analysis: Fund flow statement □ Preparation □ Cash flow statement □ cash flow analysis □ Analysis of income statements of ports/ shipping companies.		
<b>ModuleNo.5: STANDARD COSTING AND VARIANCE ANALYSIS</b>		<b>12</b>

Standard Costing and Variance Analysis: Meaning of Standard Cost □ Relevance of Standard Cost for Variance Analysis–Significance of Variance Analysis– Computation of Standard Costs for Materials, Labour and Overhead Variances □ Comparison between Budgeting and Standard Costing – Variance reporting □ Responsibility Accounting – Meaning and Objects – types of Responsibility Centres □ Management Reporting.

**Skill Developments Activities:**

1. Collect financial statement of a company for five years and analyse the same using ratios.
2. Problems and solution on practical applications of Break-even analysis.
3. Draft a cost sheet so as to estimate and decide the actual cost per unit or per process.
4. Preparation of different budgets.

**Text Books:**

1. Maheshwari, S.N.,(2013) Cost and Management Accounting. 14th Edition
2. Jain, S.P. & Narang, K.L. (2014) Cost and Management Accounting. 14th Edition, Kalyani Publishers: New Delhi.
3. Tulsian, P.C. (2000) Practical Costing. Vikas Publications: New Delhi.
4. Saxena, V.L. & Vashisht (2014) Advanced Cost & Management Accounting □ Problems & Solutions. Prentice Hall of India.
5. Maheshwari, S.N. (2014) Principles of Management Accounting. Sultan Chand & Sons.
6. Murthy & Gurusamy (2009) Management Accounting. Tata McGraw Hill: New Delhi.
7. Reddy T.S. & Hari Prasad Reddy (2014) Cost & Management Accounting. Margham Publications.

Note: Latest edition of text books may be used.

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 2.2 <b>Name of the Course:</b> Forecasting and Inventory Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5 Hrs</b>	<b>60 Hrs</b>
<b>Pedagogy:</b> Classroom's lecture, Tutorials, Group discussion, Seminar, Case studies & Field work etc.,		
<b>Course Outcomes: On successful completion of the course, the students will be able to demonstrate</b> <ul style="list-style-type: none"> <li>• Ability to forecast the requirement of inventories.</li> <li>• Ability to plan sales and operations of a business</li> <li>• Ability to describe and classify inventories.</li> <li>• Ability to explain the techniques of inventory classifications.</li> <li>• Ability to demonstrate production policy and inventory levels.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: DEMAND FORECASTING</b>		<b>12</b>
Forecasting: meaning – need for forecasts – types of forecasts – time frame □ Demand Forecasting □ Types of Demand Forecasting □ Survey methods and statistical methods □ importance of demand forecasting □ Demand planning v/s forecasting □ Sources of demand □ Supply chain dynamics □ Key roles and responsibilities		
<b>Module No. 2: SALES AND OPERATIONS PLANNING</b>		<b>12</b>
Sales and Operations Planning □ S&OP goals and objectives □ □ S&OP best practices □ S&OP meeting activity □ Collaborative Planning □ Types of collaboration □ Collaborative Forecasting □ Collaborative planning, forecasting and replenishment □ Ingredients of successful CPFR □ Regression analysis and cyclic decomposition techniques. Short □ term forecasting techniques □ Technology Forecasting – Methodologies: □ Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation, System Dynamic □ Role of Technology Information Forecasting and Assessment Council (TIFAC).		
<b>Module No. 3: INVENTORY CLASSIFICATION</b>		<b>12</b>
Purpose of Inventory □ Goods □ Types of Goods □ Finished Goods Inventories □ General Management of Inventory, Stocks Types of Stocks, Tracking the Paper Life □ Work □ in □ Process Inventories □ Finished Goods & Spare Parts Inventories □ Multi □ Echelon Inventory Systems □ Spare Parts Inventories □ Use of Computers in Inventory Management Evaluation of Performance of Materials Function □ Criteria and methodology of evaluation □ Forecasting model run □ On going improvement		
<b>Module No. 4: COST AND CONSEQUENCES</b>		<b>12</b>

Codification– Classification– Methodology– Requirement of codes– Coding Structure and Design  
 –Advantages □ International Codification – Cost and Consequences – Right Quantity – Economic Ordering  
 Quantity– Derivations of EOQ □ Costs associated with Inventories □ Du Pont model □ Turnover & Modeling in  
 logistics

**ModuleNo.5: PRODUCTION POLICY AND INVENTORY LEVELS**

**12**

Influence of production policy on inventory levels – inventories and customer service level – steps to improve  
 inventory management– optimum inventory to improve profit performance– inventory management under condition for  
 substantial EOQ) – inventory management uncertainty (fixed order quantity model) □ Calculation of safety stocks □  
 Importance of role of inventory □ Inventory Management Systems □ execution □ Ratio Analysis on Inventory, Profit  
 Margin.

**Skill Developments Activities:**

1. Identify, design, and implement the appropriate inventory replenishment policy for each segment
2. Choose any MNC and present your observations on inventory management.
3. Develop material forecasting techniques.
4. Carry out calculation of safety stocks
5. Demonstrate the various forecasting techniques.

**Textbooks:**

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3<sup>rd</sup> 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, 3<sup>rd</sup> Edition, 2007.
6. David E Mulcahy, “Warehouse Distribution and Operations Handbook, McGraw Hill, 6<sup>th</sup> Edition, 1993.

Note: Latest edition of text books may be used.

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 2.3 <b>Name of the Course:</b> Freight Forwarding (Ocean & Air Cargo)		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5 Hrs</b>	<b>60 Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. An Understanding of components of Freight Forwarding.</li> <li>2. Ability to analyse the Multimodal transportation and documents required.</li> <li>3. Ability to demonstrate Operation Procedures of Freight Forwarding.</li> <li>4. Ability to explain the cargo handling techniques.</li> <li>5. Ability to analyse the documentation in Freight Forwarding.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: INTRODUCTION TO FREIGHT FORWARDING</b>		<b>12</b>
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.		
<b>ModuleNo.2: SHIPMENT PROCEDURES</b>		<b>12</b>
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 Customs Clearance		
<b>Module No. 3: OPERATION PROCEDURES</b>		<b>12</b>
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 v/s volume.		
<b>ModuleNo.4: CARGO HANDLING</b>		<b>12</b>
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'Ts while handling different cargo□ Basic Regulations pertaining to Cargo movement by Air, Sea, and Land. Climatic conditions of different routes in different seasons.		
<b>ModuleNo.5: DOCUMENTATION IN FREIGHT FORWARDING</b>		<b>12</b>
DocumentationofFreightForwardingprocessaspercustomertimelinesandrequirements□ Carting, unloading, Stacking, Loading; and Stuffing □ Procedure for dealing with loss or damage to goods □ DifferentP.G.Aandtheirroles.TechnicalknowledgeonContainers;Pallets;Palletization;Fumigation □ The general reporting processes and time frames □ Different airline / shipping line available for different routes □ Letters of Credit and payment Terms. Etc. □ Movement policy □ Details of the transport available in Different routes □ Organization fees, charges structure and Organizational procedures□ computer and its application in internal systems of documentation.		

**Skill Developments Activities:**

- a) List out the custom clearances procedures.
- b) Give your observation on how technology helped Freight forwarding.
- c) Draw documentation procedure in Freight Forwarding process.
- d) Identify the basic Regulations pertaining to Cargo movement.

**Text Books:**

1. Course Material Prepared by LSC
2. JP Saxena, Warehouse Management and Inventory Control □ Vikas Publication House Pvt. Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With 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

Note: Latest edition of text books may be used.

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 2.4 <b>Name of the Course:</b> Marketing Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>3 Credits</b>	<b>4Hrs</b>	<b>48Hrs</b>
<b>Pedagogy:</b> Classroom's lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate ;</b> <ol style="list-style-type: none"> <li>An understanding of the marketing management concept.</li> <li>Ability to examine Consumer Behaviour in marketing.</li> <li>Ability to analyse various segmentations.</li> <li>Ability to analyse various marketing mix elements.</li> <li>An understanding of Information Technology in marketing management.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>ModuleNo.1: FUNDAMENTAL CONCEPT OF MARKETING</b>		<b>08</b>
Market □ meaning, definition, features, classification of markets. marketing □ introduction, definition of marketing, evolution of marketing concept (marketing philosophy), objective of marketing, features, market and marketing , marketing and selling, Importance of marketing, modern marketing, features, marketing functions (Scope), Marketing management, task of marketing management/ marketing manager. Marketing mix □ meaning, definition, elements of marketing mix. Marketing environment □ the marketing process □ marketing strategy		
<b>MODULENO.2: MARKET SEGMENTATION</b>		<b>10</b>
Market Segmentation, targeting and positioning Segmentation □ meaning, definition, benefits, patterns of segmentation, methods of segmentation (bases). Targeting □ meaning, strategies, benefits. Positioning □ meaning, benefits, techniques of product positioning.		
<b>ModuleNo.3: MARKETING RESEARCH</b>		<b>10</b>



Meaning, definition, objectives, benefits, scope, types, MR process, methods of data collection observation, experimental, survey etc., marketing information system □ meaning, need and importance of marketing information system, Marketing information system and marketing research, marketing intelligence.

<b>ModuleNo.4: RETAIL MARKETING</b>	<b>10</b>
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Introduction -Product: Decisions related to selection of goods (Merchandise Management revisited) – Decisions related to delivery of service. Pricing: Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Place: Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. Promotion: Setting objectives – communication effects – promotional mix.

<b>ModuleNo.5: PRODUCT MANAGEMENT</b>	<b>10</b>
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Product: Meaning, definition, classification, product hierarchy, product policies □ product planning and development, product line, product mix, product standardization, branding, positioning, packaging, branding, brand loyalty, brand equity, brand rejuvenation, labeling, product life cycle □ strategies in different phases , stages in new product development, marketing myopia.

**Text Books:**

1. Principles of Marketing □ Armstrong/ Philip Kotlar
2. Marketing Management □ Philip Kotlar
3. Marketing Management □ Sherlaker
4. Marketing Management □ Kotler, Keller, Koshy
5. Suja Nair; Retail Management, HPH
6. Karthic – Retail Management, HPH

**Common Syllabus for all UG Programmes**

<p><b>BBAL 2.5 – Environmental Studies (Compulsory)</b></p>
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<p align="center"><b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics  <b>Course Code:</b> BBAL 3.1  <b>Name of the Course:</b> Surface Transportation</p>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lectures, Tutorials, Group discussion, Seminar, Case studies.		
<p>Course Outcomes: On successful completion Student will demonstrate</p> <ol style="list-style-type: none"> <li>1. An understanding of need and role of surface transportation in logistics.</li> <li>2. Ability to develop the docking procedure and safety steps.</li> <li>3. Ability to demonstrate Tracking of Transport.</li> <li>4. Ability to develop skills necessary for efficient transportation system.</li> <li>5. Ability to accept the challenges and opportunities in Customer Management.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Introduction to surface transportation □ Need for transportations □ Role of transportations in logistics □ Importance of transportations □ Types of transportations metrics □ functions of transportations □ inter modal transport □ various land transport carriers and their Load capacities □ pricing and availability □ verification of carriers and drivers □ transit rules □ traffic rules inside warehouse premises □ Docking procedure and safety steps. Procedure to Confirm vehicle for loading of goods.		
<b>ModuleNo.2: Tracking of Transport</b>		<b>12</b>
Transportation Optimisation □ Documentation for transportation – GST – E Waybill Filing □ Transportation Telematics □ Vehicle tracking system □ Communication with vehicle driver or transport company □ Probable reasons for delay or any issues during transit □ Solutions for corrective actions (such as talking to local authorities or break down service assistance) □ Road signs, List good practices in driving.		
<b>Module No. 3: Trucks and Load Capacity</b>		<b>12</b>

Types of Trucks and Load capacity / Organisation structure in a Transport organization / Incident management systems & Processes □ Explain types of temperature □ controlled carriers □ Discuss hazmat goods rules □ Importance of safety data sheet and labels □ Procedure for Consolidation of consignments for optimal loads, to verify count of material □ Reporting discrepancies such as pilferages, loss or damage of goods in transit □ Checking insurance and claims □ steps to close deliveries and Coordinate with loading / unloading supervisor.	
<b>ModuleNo.4: Efficient Transportation System</b>	<b>12</b>
Benefits of efficient transportation systems / Study on emerging trend in transportation sector/ pricing in transportation sector / Govt. regulations on transportation in India. Safety procedures during transit and emergency response steps□keeping track of news on traffic and communicate with drivers to identify delays and suggested routing □ Explain tracking systems□Importance of consignment number □ GPS systems and tracking devices □ Procedure for downloading and reading tracking data from devices.	
<b>ModuleNo.5: Customer Management</b>	<b>12</b>
Customer Management / Vendor coordination for return truck loads / DG Handling – features and facilities offered by railways factors influencing growth in rail logistics – suitability for different cargo and distance ranges segments– innovative schemes□ facilities to popularize rail logistics in India.	
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Collect the documentation forms required for transportation.</li> <li>2. Draft Safety procedures during transit and emergency response.</li> <li>3. Identify the Organisation structure in a Transport organization.</li> <li>4. Develop a comprehensive Customer Management system.</li> <li>5. Visit any Transport organization and write down the process of transportation.</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. Course Material Prepared by LSC</li> <li>2. David M Boche, Surface Transportation – Nova science Publishers Inc.</li> <li>3. Keith A Libermann, Surface Transportation: Infrastructure, Environmental Issues and Safety</li> <li>4. R Agor, Surface Transportation, Kanna Publishers</li> <li>5. Kapoor Satish K., and Kansal Purva, ‘Basics of Distribution Management : A Logistical Approach, PHI</li> </ol> <b>Note: Latest edition of text books may be used.</b>	

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 3.2 <b>Name of the Course:</b> Supply Chain Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> 1. To understand supply chain management concepts.. 2. To learn the importance of supply chain management in the current business scenario. 3. To identify various dimensions of supply chain management. 4. To learn the perspective of supply chain and its legal aspects. 5. Practical aspects of supply chain management planning.		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Supply Chain: Defining Supply Chain - Importance of Supply chain - Types of Supply Chain - Supply Chain Management- Objectives of Supply Chain - Analysis of Supply chain - Supply Chain Constituents -SCM activities.		
<b>ModuleNo.2: Demand forecasting</b>		<b>10</b>
Planning demand and Supply in a Supply Chain - Demand forecasting in supply chain – Aggregate planning in supply chain - Planning supply and Demand in Supply Chain: Managing predictable variability.		
<b>Module No. 3: Supply Chain Strategy</b>		<b>12</b>
Supply Chain Strategy and Implementations - Web-centric Supply Chain - Supply Chain in E-business - e-collaboration - E-Procurement - Structure of Supply Chain Management. Factors driving Global Supply Chain Management - Customs and Global Supply Chain Management - Management of the Inventory in the Supply Chain Analysis including Vendor Management.		
<b>ModuleNo.4: Lean Supply Chain Management</b>		<b>14</b>
Lean Supply Chain Management - Lean Supply Workforce -Dimensions of Supply Chain Excellence- Political Forces- Legal Forces- Cultural Forces- Technological Forces- Economic Forces- Dimensions : Collaborative, Operational, Strategic Co-ordinating a supply chain and the role of E-business- Coordination in a supply chain – E-business and the supply chain- Financial evaluation of Supply Chain decisions.		
<b>ModuleNo.5: Types of Supply Chains</b>		<b>12</b>

Types of Supply Chains : Emotional, Physical and Financial - Checklist for excellence- Objectives and target setting - Organisational alignment - changes in the business process – manufacturing - information flow in supply chain - inventory reduction - inventory management - Supplier relationship

**Skill Developments Activities:**

1. Plan demand and supply (Forecasting) in a Supply Chain.
2. Develop supply chain strategy with its merits and demerits.
3. Identify Web-centric Supply Chain of any organization.
4. List out the dimensions of Supply Chain Excellence.
5. Visit any firm to understand the structure of Supply Chain Management.

**Text Books:**

1. Sarika Kulkarni, Ashok Sharma, “*Supply Chain Management*”, Tata McGraw-Hill Publishing Company Limited, New Delhi 2004
2. Alan E. Branch, “*Global Supply Chain Management and International Logistics*”, Routledge, New York, 2009
3. Gattorna, J.L and D.W. Walters, “*Managing the Supply Chain : A Strategic Perspective*”, Macmillan, Hampshire,
4. Gupta, S. , “*Supply Chain Management in Complex Manufacturing*”, IIE Solutions, 97

**Note: Latest edition of text books may be used.**

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 3.3 <b>Name of the Course:</b> Warehousing & Distribution Centre Operations		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To develop competencies and knowledge of students to become Warehouse professionals</li> <li>2. To orient students in the field of Logistics</li> <li>3. To help Students to understand Warehousing and distribution centre operations</li> <li>4. Ability to accept the challenges and opportunities in Warehousing &amp; Distribution Centre Operations</li> <li>5. To understand the safety rules and procedures to be observed in a warehouse.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Introduction to Warehouse (Storage and Packaging) Background – Need for Warehouse – Importance of warehouse <input type="checkbox"/> Types of Warehouses <input type="checkbox"/> Broad functions in a warehouse <input type="checkbox"/> warehouse layouts and layout related to functions. Associate warehouse <input type="checkbox"/> Its functions <input type="checkbox"/> equipment available in associate ware house <input type="checkbox"/> Video on warehouse – Visits to warehouses <input type="checkbox"/> Warehouse Organization Structure <input type="checkbox"/> Benefits of Warehousing.		
<b>ModuleNo.2: Receiving and Dispatch of Goods</b>		<b>12</b>
Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods – Stages involved receipt of goods <input type="checkbox"/> Advanced shipment notice (ASN) or invoice items list <input type="checkbox"/> Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded <input type="checkbox"/> Formats for recording of goods unloaded from carriers <input type="checkbox"/> Generation of goods receipt note using computer <input type="checkbox"/> Put away of Goods <input type="checkbox"/> Put away list and its need <input type="checkbox"/> Put away of goods into storage locations <input type="checkbox"/> storage location codes and its application <input type="checkbox"/> Process of put away activity <input type="checkbox"/> Procedure to Prepare Warehouse dispatches		
<b>Module No. 3: Warehouse Activities</b>		<b>12</b>

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	
<b>Module No.4: Warehouse Management</b>	<b>12</b>
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.	
<b>Module No.5: Warehouse Safety</b>	<b>12</b>
The safety rules and Procedures to be observed in a Warehouse □ Hazardous cargo – Procedure for Identification of Hazardous Cargo □ safety data sheet □ Instructions to handle hazardous cargo □ Familiarization with the industry. Health, Safety & Environment □ safety Equipment's and their uses □ 5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.	
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Visits to warehouses and understand Warehouse Organization Structure.</li> <li>2. List out Warehouse Activities.</li> <li>3. Identify the safety rules and procedures.</li> <li>4. Practicing 5S Concept on shop floor.</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. Course Material Prepared by LSC</li> <li>2. JP Saxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt. Ltd.</li> <li>3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CD ROM], Michael Ten Hompel, Thorsten Schmidt, Springer – Verlag.</li> <li>4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower.</li> <li>5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management : A Logistical Approach, Prentice Hall of India</li> </ol> <b>Note: Latest edition of text books may be used.</b>	



<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 3.4 <b>Name of the Course:</b> Business Law		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>2 Credits</b>	<b>3Hrs</b>	<b>36Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To provide basic principles of general contracts and other special contracts.</li> <li>2. To orient students in the field of business law</li> <li>3. To help Students to understand special contracts like Bailment/ Pledge/ Indemnity and Guarantee etc.</li> <li>4. Ability to accept the challenges and opportunities in the field of business law</li> <li>5. To understand the application of business law in logistics management.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Introduction to Business Law – Definition – Meaning □ Scope of Business Law □ The Indian Contract Act 1872 □ Essentials of a valid Contract □ Classification of contracts – Offer □ Meaning – Definition □ Types □ Acceptance – Meaning – Definition – Consideration □ Meaning □ Definition and Essentials □ Exceptions to the rule ‘No Consideration No Contract’. Doctrine of privity of contract,		
<b>ModuleNo.2: Contract of Agency</b>		<b>12</b>
The Contract of Agency □ Definition of Agent and Principal – Essentials □ Kinds of agents □ Rights and Duties of an agent and Principal □ Creation of agency and Termination of agency. Cyber Law, importance, major categories of cybercrimes, introduction to IT Act, Authorities, Enforcement powers, offences and penalties.		
<b>Module No. 3: Parties in contract, Indemnity and Guarantee</b>		<b>12</b>

Capacity of parties □ Contract with a Minor – Effect □ Free Consent – Coercion □ Undue influence – Fraud – Misrepresentation – Mistake □ Quasi contract □ Legality of Object □ Performance of contract □ Termination of contract □ Breach of a contract and Remedies.

Indemnity □ Meaning – Definition □ Rights of Indemnifier – Rights of Indemnified. Guarantee – Meaning □ Definition – Parties to Contract of Guarantee and their Rights and Duties. Distinction between Indemnity and Guarantee □ Kinds of Guarantee □ Discharge of Surety. Bailment and Pledge – Definition □ Essential elements □ difference between Pledge and Bailment □ Rights and Duties of Bailer and Bailee □ Pawner and Pawnee.

**Skill Developments Activities:**

1. Prepare a chart showing sources of business law
2. Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
3. Draft an Indemnity Bond with imaginary contents
4. Presentations of real case studies
5. Prepare a chart showing different kinds of Agencies

**Text Books:**

1. Legal aspects of Business □ Akileswar Pathak
2. Business Law for Management □ Saravanavel and Sumitha
3. Company Law & Secretarial Practice G.K. Kapoor
4. Labour Law □ Ajay Garg
5. Business Laws – Bhagavathi and Pillai

**Note: Latest edition of text books may be used.**

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 3.5 <b>Name of the Course: Practical Aspects of Freight Forwarding</b>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>2 Credits</b>	<b>3Hrs</b>	<b>36Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To understand the Practical Aspects of Freight Forwarding.</li> <li>2. To orient students about procedure of Freight Forwarding</li> <li>3. To examine and verify customs related documents.</li> <li>4. To demonstrate practical approaches.</li> <li>5. To apply practical aspects of freight forwarding</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Exercise No. 1</b>		
Prepare the documents related to the movement of Carrier, Transporter, Custodian and Customs. Plan for Stuffing or Cargo. Prepare Invoice, packing list, Annexure and Booking Etc.		
<b>Exercise No. 2</b>		
Prepare of Note for Special requirement during Custom Clearance examination, drawback, export promotion, etc. Prepare documents as per the format given by the Customs. Prepare documents for pre □ shipment / import. Follow the DO's and DON'T's while handling different documents		
<b>Exercise No. 3</b>		
Examine and verify customs related documents. Record and document for future. Read of Documents Ascertain the common errors and correct them. Check shipping bill, Airway bill based on invoice and packing list Received. Handle Cargo documents. Receive the Importer□Exporter Code (IEC) from shipper.		
<b>Exercise No. 4</b>		
Obtain the registered PAN based business Identification number. Receive different type of cargo including quantity and value details.		

<b>Exercise No. 5</b>	
Prepare note of any packaging requirement for the cargo during shipment from the shipper Supervise Carting unloading; Stacking; Loading; Stuffing.	
<b>Exercise No. 6</b>	
Inspect the cargo while unloading. Follow procedure and ensure there is no damage during the transit. Draft certificates of Origin and other certificate. Supervise Containers; Pallets; palletisation; Fumigation. Follow the DO's and DON'T's while handling different cargo.	
<b>Exercise No.7</b>	
Plan for transportation of Import & Export cargo. Follow Basic Regulations. Apply Climatic conditions of different routes in different seasons. Use Different airline / shipping line available for different routes.	
<b>Exercise No. 8</b>	
Track schedule for cargo movement from the supplier destination to the customer destination.	
<b>Skill Developments Activities and Evaluation:</b> <ol style="list-style-type: none"> <li>1. Student need to maintain a record book and prepare a report at the end of semester.</li> <li>2. Record book and report shall be submitted to the concerned teacher for evaluation.</li> <li>3. First evaluation of the Record book and report shall be done by the internal teacher for 20 marks.</li> <li>4. Second evaluation of the Record book and report shall be done by the external teacher/industry expert for 20 marks.</li> <li>5. Internal assessment (IA) marks 10.</li> </ol>	

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 4.1 <b>Name of the Course:</b> Customer Relationship Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To understand relationship management.</li> <li>2. To orient students in the field of Customer Relationship Management</li> <li>3. To help Students to understand Relationship Marketing V/s CRM.</li> <li>4. Ability to accept the challenges and opportunities in the field of CRM</li> <li>5. To understand the application of CRM in logistics management.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Overview of Relationship management – Meaning and Definition, Basis of building relationship – Types of relationship management, Customer information Database – Customer Profile Analysis □ Customer perception, customer life cycle.		
<b>ModuleNo.2: Relationship Marketing</b>		<b>12</b>
Overview of Relationship marketing –Types of relationship marketing, CRM and Relationship marketing, Transactional V/s Relationship Approach, CRM as a strategic marketing tool – CRM significance to the stakeholders		
<b>Module No. 3: CRM Structures</b>		<b>12</b>
Elements of CRM – CRM Process – Strategies for Customer acquisition – Retention and Prevention of defection – Models of CRM – CRM road map for business applications.		
<b>ModuleNo.4: CRM Planning and Implementation</b>		<b>12</b>

Strategic CRM planning process – Implementation issues – CRM Tools □ Analytical CRM – Operational CRM – Call centre management – Role of CRM Managers.	
<b>ModuleNo.5: Trends in CRM</b>	<b>12</b>
e □ CRM Solutions – Data Warehousing – Data mining for CRM – an introduction to CRM software packages, Database Marketing – Prospect database	
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Prepare a CRM plan</li> <li>2. Draft a CRM road map for business applications</li> <li>3. Presentations of real case studies</li> <li>4. Practice database management</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. Saroj Kumar and Supriya Singh – Customer Relationship Management, Thakur Publishers Chennai</li> <li>2. S. Shajahan – Relationship Marketing – Mc Graw Hill,</li> <li>3. Paul Green Berg – CRM – Tata Mc Graw Hill,</li> <li>4. Philip Kotler, Marketing Management, Prentice Hall,</li> <li>5. Barry Berman and Joel R Evans – Retail Management – A Strategic Approach □ Prentice Hall of India,</li> </ol> <p><b>Note: Latest edition of text books may be used.</b></p>	

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 4.2 <b>Name of the Course:</b> Logistics Information System		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
1. To understand the general concepts of logistics information. 2. To have better analyses of the distribution channels. 3. To identify various dimensions of logistics information. 4. To learn the perspective of logistics information. 5. To apply the global trends in logistics information.		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Logistics Information □ Meaning, Real time accurate information, Need, Forms of information: LIS □ Definition □ Information functionality □ Activities of LIS, Activities involved in transaction system □ Principles of designing or evaluating LIS applications.		
<b>ModuleNo.2: LIS Architecture</b>		<b>10</b>
LIS Architecture: Components: Two forms of activities; Planning & co □ ordination flows & operating flows □ Flow and use of integrated logistics information.		
<b>Module No. 3: Information forecasting</b>		<b>12</b>
Information forecasting: Definition □ Process □ components □ characteristics. Information Approaches, forecasting techniques □ Forecasting errors.		
<b>ModuleNo.4: Logistics and Information Technology</b>		<b>14</b>

Information Technology & Logistics: Electronic Data Interchange□Personal Computers□Artificial Intelligence□Expert System□ Bar coding &scanning. Electronic Data Interchange standards of Communication, Information, Future directions.	
<b>ModuleNo.5: Recent Trends</b>	<b>12</b>
Information Technology for supply chain management: Bull whip effect□IT in supply chain□Business Process Reengineering□ERP and EDI problem; Impact of Internet on SCM.	
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Plan application of logistics information.</li> <li>2. Develop logistics information system.</li> <li>3. Identify Web-centric logistics information.</li> <li>4. List out the dimensions of logistics information.</li> <li>5. Visit any firm to understand the significance of logistics information.</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. Benhard Tilanus, Information System in Logistics Pergamon Press.</li> <li>2. Batuhan Kocaglu, Logistics Information Systems: Digital Transformation and Supply Chain Applications in the 4.0 Era, Springer</li> <li>3. Edward Frazelle, Logistics and Supply Chain Information System, Tata Mc. Graw Hill.</li> <li>4. Vinod V Sople, Logistics Information System: A Vehicle for Supply Chain Competency, Oreilly Publication</li> </ol> <p><b>Note: Latest edition of text books may be used.</b></p>	



<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 4.3 <b>Name of the Course:</b> Fundamentals of Operation Research		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>5 Credits</b>	<b>5Hrs</b>	<b>60Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> 1. To understand the fundamental concepts of operation research. 2. To provide the practical relevance of the various business networking problems. 3. To identify the optimizing of cost. 4. To learn the perspective of Operation Research. 5. To evaluate the practical aspects of Operation Research.		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
Concept of OR, Historical Background, Scope , Features, Phases, Types of Operations Research Models, Operations Research Methodology □ Operations Research Techniques and Tools□ Limitations of Operations Research □ Application of Linear Programming Problem – formulation: solution by graphical and simplex method in solving business Practical problems		
<b>ModuleNo.2: Transportation Model</b>		<b>10</b>
Initial Basic Feasible solutions – optimum solution for non – degeneracy and degeneracy model –Assignment Model – Travelling Salesmen problem.		
<b>Module No. 3: Index Numbers</b>		<b>12</b>
Index numbers: concepts, Simple and Weighted Index numbers –Economic and business index numbers published in India.		

<b>ModuleNo.4: Queuing Theory</b>	<b>12</b>
Introduction to Queuing Theory, Operating Characteristics of a Queuing System, Constituents of a Queuing System, Service Facility, Queue Discipline – Practical problems	
<b>ModuleNo.5: Project Scheduling</b>	<b>14</b>
Project Scheduling and PERT□CPM: Introduction, Difference between PERT and CPM, PERT/CPM Network Components and Precedence Relationship, Project Management – PERT□ Practical problems in Networking Methods.	
<p><b>Skill Developments Activities:</b></p> <ol style="list-style-type: none"> <li>1. Plan the various business networking problems and issues.</li> <li>2. Develop the optimizing cost concept.</li> <li>3. Identify the method of solving business related practical problems.</li> <li>4. List out the dimensions of Operation Research.</li> <li>5. Visit any firm to understand the Project Management process.</li> </ol>	
<p><b>Text Books:</b></p> <ol style="list-style-type: none"> <li>1. F. S. Hiller and G. J. Leiberman □ Introduction to Operation Research, McGraw Hill Education</li> <li>2. L.R. Potti – Operation Research, Yamuna Publications, Trivandrum.</li> </ol> <p><b>Note: Latest edition of text books may be used.</b></p>	

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 4.4 <b>Name of the Course:</b> International Logistics Management		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>2 Credits</b>	<b>3Hrs</b>	<b>36Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To develop competencies and knowledge of students to become International logistics management professionals</li> <li>2. To orient students in the field of international Logistics</li> <li>3. To help Students to understand international Logistics management</li> <li>4. To enhance their ability and professional skills in Logistics</li> <li>5. To apply the Basic knowledge of International Logistics management in the real life situation</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>12</b>
International Logistics: Definition, Evolution, Concept, Components, Importance, Objectives; Logistic Subsectors; The work of Logistics; Integrated Logistics; Barrier to Internal Integration. International Marketing: Introduction, Definition, Customer Focused Marketing; 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.		
<b>ModuleNo.2: International Transportation and Containerization</b>		<b>12</b>
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. 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.		

<b>Module No. 3: International Commercial Documents</b>	<b>12</b>
International commercial documents □ International contracts, terms of payments, international insurance, packaging for export, custom clearance and infrastructure: transportation, communication and utilities □ Brokerage.	
<b>Skill Developments Activities:</b> <ol style="list-style-type: none"> <li>1. Prepare a list of International commercial documents.</li> <li>2. Visit nearest Inland Container Depot.</li> <li>3. Draft a report on Multimodal Transport.</li> <li>4. Presentations of real case studies</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. International logistics by Pierre David, Publisher: Biztantra</li> <li>2. Logistic Management and World Sea Borne Trade by Multiah Krishnaveni, Publisher: Himalaya Publication</li> <li>3. Logistic and Supply Chain Management by Donald J. Bowerson, Publisher: Prentice Hall of India</li> <li>4. <a href="http://164.100.133.129:81/econtent/Uploads/International_Logistics_Management.pdf">http://164.100.133.129:81/econtent/Uploads/International_Logistics_Management.pdf</a></li> <li>5. <a href="http://library.aceondo.net/ebooks/Business_Management/logistics-an_introduction_to_supply_chain_management%5Bpalgrave.macmillan%5D%5B2003%5D.pdf">http://library.aceondo.net/ebooks/Business_Management/logistics-an_introduction_to_supply_chain_management%5Bpalgrave.macmillan%5D%5B2003%5D.pdf</a></li> </ol> <b>Note: Latest edition of text books may be used.</b>	

<b>Name of the Program:</b> Bachelor of Business Administration (BBA) in Logistics <b>Course Code:</b> BBAL 4.5 <b>Name of the Course:</b> Business Leadership Skills		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>2 Credits</b>	<b>2Hrs</b>	<b>24Hrs</b>
<b>Pedagogy:</b> Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies.		
<b>Course Outcomes: On successful completion Student will demonstrate</b> <ol style="list-style-type: none"> <li>1. To understand the significance of leadership skills in business.</li> <li>2. To orient students about leadership theories</li> <li>3. To analyse leadership styles, patterns and functions.</li> <li>4. To demonstrate leadership approaches</li> <li>5. To apply ethical leadership practices</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction</b>		<b>04</b>
Leadership concept and importance, Business leadership, evolution and growth of leadership, functions and characteristics of leadership, Business professionalism and leadership.		
<b>ModuleNo.2: Theoretical Perspective</b>		<b>05</b>
Leadership theories- Contingency theory, Great man theory, Trait theory, Situational leadership theory, Transactional leadership theory, Transformational leadership theory, Blake and Mouton's managerial grid theory.		
<b>Module No. 3: Leadership Styles</b>		<b>05</b>
Charismatic leadership, Autocratic leadership, Bureaucratic leadership/Authoritative leadership, Democratic leadership, Pacesetting leadership, Coaching leadership, Affiliative leadership, Transformational leadership, Laissez-faire leadership, Servant leadership.		
<b>ModuleNo.4: Leadership Skills</b>		<b>05</b>
Decision making skill, Public relation skill, Communication skill, Motivation skill, Interpersonal skill, Human relation skill, Conflict resolution skill, Negotiation skill, Personal values & ethics		
<b>ModuleNo.5: Managerial Perspective</b>		<b>05</b>

Team leadership, strategic leadership, qualities of an effective leader, leader v/s manager, authority /s leadership, formal v/s informal leadership.

Different roles of leader in business- Leading strong teams, delegation, conflict management, lead effective meetings  
emotional intelligence

**Skill Developments Activities:**

6. Prepare a chart showing sources of business law
7. Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
8. Draft an Indemnity Bond with imaginary contents
9. Presentations of real case studies
10. Prepare a chart showing different kinds of Agencies

**Text Books:**

1. International logistics by Pierre David, Publisher: Biztantra
2. Logistic Management and World Sea Borne Trade by Multiah Krishnaveni, Publisher: Himalaya Publication
3. Logistic and Supply Chain Management by Donald J. Bowerson, Publisher: Prentice Hall of India
4. [http://164.100.133.129:81/econtent/Uploads/International\\_Logistics\\_Management.pdf](http://164.100.133.129:81/econtent/Uploads/International_Logistics_Management.pdf)
5. [http://library.aceondo.net/ebooks/Business\\_Management/logistics-an\\_introduction\\_to\\_supply\\_chain\\_management%5Bpalgrave.macmillan%5D%5B2003%5D.pdf](http://library.aceondo.net/ebooks/Business_Management/logistics-an_introduction_to_supply_chain_management%5Bpalgrave.macmillan%5D%5B2003%5D.pdf)

**Note: Latest edition of text books may be used.**