

Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur



Bachelor of Business Administration

(B.B.A- Logistics)

Three Year Programme

(In Six Semesters)

COURSE STRUCTURE

(Under Choice Based Credit System)

Department of Business Administration

Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur

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Department of Business Administration

BACHELOR OF BUSINESS ADMINISTRATION-Logistics (BBL)

The three year full time Degree in Bachelor of Business Administration (BBA) shall be governed by the Department of Business Administration, DDU Gorakhpur University, Gorakhpur-273009

The Programme Structure

The Bachelor of Business Administration- Logistics (BBL) is divided into three parts as under. Each Part will consist of two semesters.

Year	Semester-Odd	Semester-Even
1 st	Semester-I	Semester-II
2 nd	Semester-III	Semester-IV
3 rd	Semester-V	Semester-VI

Classification of Credits as per Year and Semesters

Year	Semester	Major	Ability Enhancement Course	Skill Enhancement Course	Research/Internship Project	Total Credit
1 st	I	20	2	3	-	25
	II	20	2	3	-	25
2 nd	III	20	2	3	-	25
	IV	20	2	-	-	22
3 rd	V	16	-	-	4	20
	VI	20	-	-	-	20
Total		116	08	09	04	137

Note: One lecture will be of 60 minutes i.e one hour duration



Course Structure

		Major	Credits	Skill Enhancement Course	Ability Enhancement Course	Research /Project/Dissertation/Internship/Field work/Survey	Total Credits
Year	Semester	THREE Semesters		Post Graduate at university Level			
Year I							
I	I	Fundamentals of logistics	4+0	1 (3 Credits)	1 (2 Credits)	-	25
		Principles of management	4+0				
		Statistics for business decisions	4+0				
		Materials management	4+0				
		Materials management- practical	0+4				
I	II	Business regulatory framework	4+0	1 (3 Credits)	1 (2 Credits)	-	25
		Operations research	4+0				
		Business environment and ethics	4+0				
		Warehousing and distribution operation	4+0				
		Warehousing and distribution operation - practical	0+4				
Year 2							
2	III	Business communication	4+0	1 (3 Credits)	1 (2 Credits)	-	25
		Logistics management	4+0				
		Human resource management	4+0				
		Surface transportation	4+0				

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		Surface transportation – practical	0+4				
2	IV	Supply chain management	4+0	-	1 (2 Credits)		22
		Management and cost accounting	4+0				
		Freight forwarding (ocean & air cargo)	4+0				
		Forecasting and Controlling inventory	4+0	.			
		Forecasting and Controlling inventory -practical	0+4				
Year 3							
3	V	Export and import documentation	4+0	-	-		20
		Financial management	4+0				
		Transportation	4+0				
		Inventory management	4+0				
		Summer training		.		0+4	
3	VI	Retail logistics and e-commerce	4+0				20
		LOGISTICS NETWORK DESIGN	4+0				
		MIS for logistics	4+0				
		Linear logistics	4+0				
		Summer training Report, Presentation, its Evaluation & Viva-Voce	0+4	.			

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Semester Wise Course Structure

Year Ist Semester I

Year	Semester	Paper Code	Paper Name	Credit
Major Course				
1st	I	BBL101	FUNDAMENTALS OF LOGISTICS	4+0
		BBL102	PRINCIPLES OF MANAGEMENT	4+0
		BBL103	STATISTICS FOR BUSINESS DECISIONS	4+0
		BBL104	MATERIALS MANAGEMENT	4+0
		BBL105	MATERIALS MANAGEMENT-PRACTICAL	0+4
Skill Enhancement Courses (SEC)				
		Any one course (From pool of courses offered at University level)		3+0
Ability Enhancement Course (AEC)				
		Any one course (From pool of courses offered at University level)		2+0

Total Credits-25

Note:

Select one course from the Ability Enhancement Course (AEC) and one course from the Skill Enhancement Course (SEC) categories, from the pool of courses offered at the university level. For more details, please refer to the university's website.

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Year 1st Semester II

Year	Semester	Paper Code	Paper Name	Credit
Major Courses				
1 st	II	BBL106	BUSINESS REGULATORY FRAMEWORK	4+0
		BBL107	OPERATIONS RESEARCH	4+0
		BBL108	BUSINESS ENVIRONMENT AND ETHICS	4+0
		BBL109	WAREHOUSING AND DISTRIBUTION OPERATION	4+0
		BBL110	WAREHOUSING AND DISTRIBUTION OPERATION - PRACTICAL	0+4
Skill Enhancement Courses (SEC)				
		Any one course (From pool of courses offered at University level)		3+0
Ability Enhancement Courses (AEC)				
		Any one course (From pool of courses offered at University level)		2+0

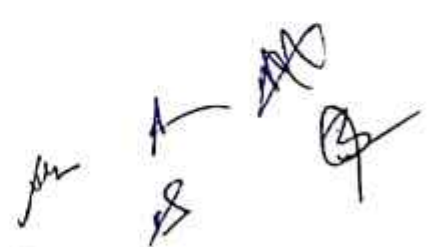
Total Credits-25

Note:

Select one course from the Ability Enhancement Course (AEC) and one course from the Skill Enhancement Course (SEC) categories, from the pool of courses offered at the university level. For more details, please refer to the university's website.

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Year 2nd Semester III

Year	Semester	Paper Code	Paper Name	Credit	
Major Course					
2 nd	III	BBL201	BUSINESS COMMUNICATION	4+0	
		BBL202	LOGISTICS MANAGEMENT	4+0	
		BBL203	HUMAN RESOURCE MANAGEMENT	4+0	
		BBL204	SURFACE TRANSPORTATION	4+0	
		BBL205	SURFACE TRANSPORTATION – PRACTICAL	0+4	
		Skill Enhancement Courses (SEC)			
		Any one course (From pool of courses offered at University level)			3+0
		Ability Enhancement Courses (AEC)			
		Any one course (From pool of courses offered at University level)			2+0

Total Credits-25

Note:

Select one course from the Ability Enhancement Course (AEC) and one course from the Skill Enhancement Course (SEC) categories, from the pool of courses offered at the university level. For more details, please refer to the university's website.

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Year 2nd Semester IV

Year	Semester	Paper Code	Paper Name	Credit
Major Course				
2 nd	IV	BBL206	SUPPLY CHAIN MANAGEMENT	4+0
		BBL207	MANAGEMENT AND COST ACCOUNTING	4+0
		BBL208	FREIGHT FORWARDING (OCEAN & AIR CARGO)	4+0
		BBL209	FORECASTING AND CONTROLLING INVENTORY	4+0
		BBL210	FORECASTING AND CONTROLLING INVENTORY - PRACTICAL	0+4
		Ability Enhancement Courses (AEC)		
		Any one course (From pool of courses offered at University level)		2+0

Total Credits-22

Note:

Select one course from the Ability Enhancement Course (AEC) category, from the pool of courses offered at the university level. For more details, please refer to the university's website.

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, Year 3rd Semester V

Year	Semester	Paper Code	Paper Name	Credit
Major Course				
3 rd	V	BBL301	EXPORT AND IMPORT DOCUMENTATION	4+0
		BBL302	FINANCIAL MANAGEMENT	4+0
		BBL303	TRANSPORTATION	4+0
		BBL304	INVENTORY MANAGEMENT	4+0
		BBL305	*SUMMER TRAINING	0+4

Total Credits-20

Summer Training:

At the end of the fifth semester, every student is required to undertake a Research Project, Dissertation, Internship, Field Work, or Survey, which will carry 3 credits. The internship, with a duration of 4-6 weeks, is to be completed during the break between the fifth and sixth semesters. Upon completion, students must submit a report accompanied by certification from the respective institute or organization. The report will be evaluated by a panel comprising two experts (one internal and one external), and there will be no internal evaluation for this component. Additionally, in the sixth semester, a Viva-Voce examination will be conducted based on the Summer Training Report and overall course, with the evaluation consisting of 50 marks for the report and 50 marks for the Viva-Voce.

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Year 3rd Semester VI

Year	Semester	Paper Code	Paper Name	Credit
Major Course				
3rd	VI	BBL 306	RETAIL LOGISTICS AND E-COMMERCE	4+0
		BBL307	LOGISTICS NETWORK DESIGN	4+0
		BBL308	MIS FOR LOGISTICS	4+0
		BBL309	LINEAR LOGISTICS	4+0
		BBL 300	Summer Training Report, Presentation, its Evaluation & Viva- Voce	0+4

Total Credits- 20

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DEPARTMENT OF BUSINESS ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION (BBA – LOGISTICS)

DISTRIBUTION OF DIFFERENT COURSES AND CREDITS IN VARIOUS SEMESTERS

Course Code: BBL 101

Credits- 4+0

Course Title: FUNDAMENTALS OF LOGISTICS

COURSE OBJECTIVE:	
To develop competencies and knowledge of students to become logistics professionals. To orient students in the field of Logistics and to help Students to understand Fundamentals of Logistics.	
COURSE OUTCOME:	
1. To develop competencies and knowledge of students to become logistics professional	
2. To orient students in the field of Logistics	
3 To help Students to understand Fundamentals of Logistics	
Unit	Topics
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
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. 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
III	Logistics Allied Concepts: Warehouse- Warehouse □ Meaning, Types of Warehouses Benefits of Warehousing. Transportation □ Meaning; Types of Transportations, efficient transportation system and Benefits of efficient transportation systems. Courier/Express □ Courier/Express □ Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier □ Express Sector for international and domestic shipping. E □ Commerce □ Meaning, Brief on Fulfilment Centres, Reverse logistics in e □ commerce sector, Marketing in e □ commerce and future trends in e □ commerce.
IV	Logistics Policy: Brief on EXIM/FF & CC, Multi □ modal transportation, brief on customs clearance, bulk load handling and brief on trans □ shipment, Supply chain, Cold chain, Rail Logistics.
Books Recommended:	
1. Course material reference from 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.	

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Course Code: BBL 102

Credits- 4+0

Course Title: PRINCIPLES OF MANAGEMENT

COURSE OBJECTIVE:

The aim of the course is to make students understand the basic concepts of management and to teach them the importance of the various functions of management.

COURSE OUTCOME:

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

Unit	Topics
I	Management: Management- Meaning - Significance - Management Vs Administration - Functions of Management - Levels of Management - Skills of Management - Leadership - Leader Vs Manager - Traits of successful leaders - Scientific Management - Features - Fayol's principles of Management.
II	Planning and Decision Making: Planning - Meaning - Objectives - Nature - Policies and procedures - Significance and Limitations - Types of plans - Techniques and process of planning - Management by objectives (MBO)- Decision making - Meaning and importance - Forms of decision making - Steps in decision making process.
III	Organization: Meaning - Organization - Features - The process of organization - Principles of organization - Elements of Organization - Organization chart - Delegation of authority - Meaning - Elements - Principles - Types - Difficulties in delegation - Guidelines for making delegation effective - Centralization - Decentralization - Meaning - Difference between delegation and decentralization
IV	Directing and Controlling: Meaning - Principles -Techniques of direction - Leadership - Meaning and importance - Traits of a leader - Leadership styles - Motivation - Meaning - Nature and principles - Theories of Maslow, Herzberg, X, Y and Z Controlling: Meaning - Needs - Principles - Process and techniques - Coordination- Meaning - Need - Importance - Types - Types and principles

Books Recommended:

1. L M Prasad, Principles and Practices of Management, Himalaya Publishing House (2013)
2. Rao. P.S. Principles of Management, Himalaya Publishing House (2013)
3. Sharma, R.K & Gupta, S.K. Business Management (3rd edition), New Delhi: Kalyani Publishers.

Course Code: BBL 103

Credits- 4+0

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BBL 103

Course Title: STATISTICS FOR BUSINESS DECISIONS

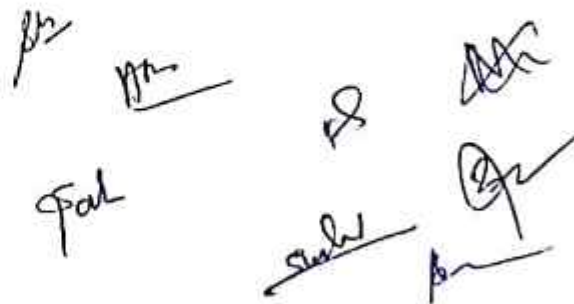
COURSE OBJECTIVE:	
To familiarize the students with various statistical Data Analysis tools that can be used for effective decision making. Emphasis will be on the application of the concepts learned.	
COURSE OUTCOME:	
1. Understand the basic concepts in statistics	
2. To impart the knowledge to the student about statistical tools and its application	
3. To learn the Time series and index numbers	
4. To get an idea about the application of statistics	
5. To learn and apply the Time series and index numbers	
Unit	Topics
I	Measures of Central value- characteristics of an ideal measure- Measures of Central tendency – mean, median, mode – Application in Business decisions – Measures of Dispersion – absolute and relative measures of dispersion – Range, Quartile Deviation, Mean Deviation, Standard Deviation, Co-efficient of Variation – Moments, Skewness, Kurtosis - (Conceptual framework only)
II	Correlation analysis: Meaning and Significance – Correlation and Causation, Types of Correlation, Methods of studying Simple Correlation – Scatter diagram, Karl Pearson's Co- efficient of Correlation, Spearman's Rank Correlation co-efficient 20 3 Regression Analysis – Regression Vs Correlation, Linear Regression, Regression lines, Standard error of estimates
III	Time Series-Meaning and significance – utility, components of Time series Measurement of Trend: Method of least squares, Parabolic Trend and Logarithmic trend
IV	Meaning and significance, problems in construction of index numbers, methods of constructing index numbers – weighted and un-weighted, test of adequacy of index numbers, chain index numbers, base shifting, splicing and deflating index numbers
Books Recommended:	
1. Gupta, S.P (2008). Statistical Methods, Sulthan Chand & Sons, New Delhi.	
2. Richard Levin & David Rubin, (1998). Statistics for Management, Prentice Hall, New Jersey	
3. Anderson, Sweeney & Williams, (2013). Statistics for Business and Economics, South - Western Publishing Company, Ohio, USA	

Course Code: BBL 104

Credits- 4+0

Course Title: MATERIALS MANAGEMENT

COURSE OBJECTIVE:	
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	
COURSE OUTCOME:	
1. To develop competencies and knowledge of students to become effective professionals	
2. To orient students on recent changes and development in the field of material management	
3. To help Students to understand basic Principles and concept of material Management	
Unit	Topics
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.
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.
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)
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. 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.
Books Recommended:	
1. Course material reference from LSC	
2. Materials management: An integrated approach -P. Gopalakrishnan	
3. Materials management: procedures, text and cases □ A.K. Datta	



Course Code: BBL 105

Credits- 0+4

Course Title: MATERIALS MANAGEMENT- PRACTICAL

COURSE OBJECTIVE:

To help students in understanding the issues and challenges faced in the actual management of materials, so as to equip them with necessary skills and knowledge set to resolve it effectively.

COURSE OUTCOME:

1. To provide practical exposure of Materials Management, Materials Procurement, Inventory Control as well as Warehousing for both service as well as manufacturing sector
2. To provide practical exposure for application of such concepts

Unit

Topics

- | Unit | Topics |
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| 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. 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 |
| II | 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. Perform Total Production Management, 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. Identify and familiarize with lubricants and spares used in routine maintenance |
| III | 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. |
| IV | 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. Detect & resolve issues during execution, demonstrate possible solutions and agree tasks within the team. Build on effective communication with inter departments, sub-ordinates and super-ordinates for smooth operations and safety procedures. |

Books Recommended:

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

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Course Code: BBL 106

Credits- 4+0

Course Title: BUSINESS REGULATORY FRAMEWORK

COURSE OBJECTIVE:	
To impart in depth knowledge of the law of contracts, and the legal framework influencing business operations.	
COURSE OUTCOME:	
1. To enable the students to understand the essential elements of Indian Contract Act 1872	
2. To impart the knowledge of contract of sales	
3. To know the different negotiable instrument Act 1881 & Partnership Act 1932	
4. Acquire the knowledge of GST	
5. Understand the concept of Consumer protection Act 6. To learn the basic business law concepts and apply in the practice in the business	
Unit	Topics
I	Definition of Contract - Law of Contracts - Nature of Contract - Classifications - Essential Elements of Contract - Offer and Acceptance - Consideration - Capacity of Parties - Free Consent - Legality of Object and Considerations - Performance of Contract - Discharge of Contract - Breach of Contract - Remedies for Breach of Contract.
II	Indemnity - Definition - Nature of Liability of Surety - Rights of Surety - Discharge of Surety - Meaning and Definition of Guarantee, Essentials - Bailment and Pledge - Bailment - Definition - Essential Elements - Rights and Duties of Bailor and Bailee - Finder of Lost Goods - Pledge - Essentials - Rights and Duties of Pawnee and Pawner. Law of Agency - Kinds of Agents - Rights and Duties of Agent and Principal - Creation of Agency - Termination of Agency - Sub Agents and Substituted Agents - Relationships
III	Sale of Goods Act-Formation of Contract of Sale - Essentials of Contract - Sale Goods and Their Classifications - Condition on Warranties - Transfer of Property in Goods - Performance of Contract of Sale - Unpaid Seller and his Rights, Consumer Protection Act-Consumerism- Objectives of the Act- Rights of A Consumer, Consumer Protection Council-Central and State- Dispute Redressal Agencies - Forums and Commission-Filing of Appeals at The District Level - State Level - National Level- Other legislations: National Food Security Act, 2013
IV	Goods and Services Tax- Evolution of GST in India Meaning - Definitions - Objectives - Features - Basic Concepts- Challenges and Opportunities - Dual GST- Applicability of CGST and SGST- indirect taxes include under GST
Books Recommended:	
1. Kapoor, N.D (2014). Business Law. New Delhi: Sultan Chand & Sons.	
2. Saravanavel, S. Mohapatra, S.R. and Balakumar, S. (2014). Business and Corporate Law, Mumbai: Himalaya Publishing House Pvt.Ltd	
3. Garg K.C, V.K Sareen, Mahesh Sharma and Chawla R.C. Business Regulatory Framework, New Delhi: Kalyani Publishers	
4. Tulsian, P.C.(2014). Business Laws. New Delhi: Tata McGraw- Hill Publishings Co. Ltd	
5. Avtar Singh (2016) Company Law. Lucknow: Eastern Book Co.	

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Course Code: BBL 107

Credits- 4+0

Course Title: OPERATIONS RESEARCH

COURSE OBJECTIVE:	
To acquaint students with the construction of mathematical models for managerial decision situations. The emphasis is on understanding the concepts, formulation and interpretation.	
COURSE OUTCOME:	
1. Understand the mechanism to select an optimum solution with profit maximization	
2. Formulate a real-world problem as a mathematical programming approach	
3. Proficiency with tools like optimization, simulation, inventory and applications of those tools in industry and in contexts involving uncertainty and scarce or expensive resources	
4. Application of how to reduce the cost under Transportation.	
5. Assigning jobs scientifically and preparation of EOQ and application of the method in Inventory management	
6. Determine critical path analysis to solve real life project scheduling time and timely delivery and use CPM and Pert for timely project scheduling projects execution and completion	
7. Learn to increase the managerial responsibility for operations tasks.	
Unit	Topics
I	Linear Programming- Formulation of L.P. Problems, Graphical Solutions (Special Cases: Multiple optimal solutions, infeasibility, unbounded solution); Simplex Method (Special Cases: Multiple optimal solutions, infeasibility, unbounded solution); Big-M method and Two-phase method: Duality and Sensitivity (emphasis on formulation and economic interpretation) Formulation of Integer Programming, Zero-one programming, Goal Programming.
II	Formulation of Transport problem- Solution by N.W.Corner Rule, Least Cost Method, Vogel's Approximation Method (VAM), Modified Distribution Method (Special cases: Multiple solutions, Maximization Case, Unbalanced case, prohibited routes) Elementary assignment: Hungarian Method,(Special cases: Multiple solutions, Maximization Case, Unbalanced case, Restrictions on assignment) Network Analysis: Construction of the network diagram- Critical Path- float and slack analysis (Total float, free float, independent float), PERT, Project Time Crashing.
III	Decision Theory-Pay Off Table – Opportunity Loss Table- Expected Monetary Value – Expected Opportunity Loss, Expected Value of Perfect Information and Sample Information – Markov Chains: Predicting Future Market Shares, Equilibrium Conditions (Questions based on Markov analysis) limiting Probabilities, Chapman Kolmogorov equation.
IV	Probability- Meaning and need, Theorems of addition and multiplication. Conditional Probability. Bayes 'Theorem, Random variable – discrete and continuous. Probability distribution: Meaning, characteristics (Expectation and variance) of Binomial, Poisson and Normal distribution. Central Limit theorem.
Books Recommended:	
1. Vohra, N.D (2007). Quantitative Techniques in Management, Tata McGraw- Hill, New Delhi	
2. Kanti Swarup, Man Mohan, Gupta P.K, (2007). Operations Research, Sultan Chand and Sons, New Delhi	
3. Kapoor, V.K (2014). Operations Research, Sultan Chand & Sons, New Delhi.	
4. Sharma, J.K (2006). Operations Research Theory & Applications, Macmillan India Limited.	
5. Gupta S P & Gupta P K, (2013). Business Statistics and Operations Research, Sultan Chand and Sons, New Delhi.	

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Course Code: BBL 108

Credits- 4+0

Course Title: BUSINESS ENVIRONMENT AND ETHICS

COURSE OBJECTIVE:	
The objective of this paper is to acquaint students with the issues of business environment in which corporate sector has to operate. It will also familiarize them with the techniques available for scanning and monitoring the environment. It also aims at providing some basic knowledge about international environment pertaining to business and ethics.	
COURSE OUTCOME:	
1. To Identify and evaluate the complexities of business environment and their impact on the business.	
2. To analyze about the relationships between Government and business and understand the political, economic, legal and social policies of the country.	
3. To understand the current economic conditions in developing emerging markets, and evaluate present and future opportunities.	
4. To be acquainted with prerequisite knowledge required to understand the Probability and applications of probability theory.	
5. To understand the concept of the business ethics and its application in business	
Unit	Topics
I	Business Environment -Concept-Significance-Types-Internal-External-Micro and Macro- Environment-Environmental Economic Sectors Analysis-Environmental Audit, Economic environment-Significance-Elements-Economic systems and business environment- Industrial Policies 1948-56, 1991-Fiscal policy -Monetary policyExim Policy-Economic Reforms
II	Environmental Sectors & IPR-Political, Legal, and Technological Environment-Meaning Definition-Concept-Elements Of Political Environment-Legal Environment and Business- Meaning-DefinitionConcept-Legal Environment in India-FEMA-SEBI-Intellectual Property Rights-Technology Transfer
III	Corporate Social responsibility (CSR) and Socio Cultural Sectors- Socio-Cultural Environment- Elements -Social Instructions and systems-Values and attitudes-Social Groups Social Responsibility of business-Social Audit
IV	Values – concepts – types and formation – principles of managerial ethics – relevance of ethics and values in business – ethical practices and types
Books Recommended:	
1. Naresh Malhotra, John Hall, Mike Shaw & Peter (2002). Market Research, Second Edition,	
2. Francis Cherunilam., Business Environment, Himalaya Publishing House, Mumbai.	
3. Aswathappa K., Essentials of Business Environment. Himalaya Publishing House Mumbai	
4. Adhikari, M Economic Environment of Business, Sulthan Chand and Sons, New Delhi.	
5. Kaur Tripat, Values and ethics in management, Galgotia publications, 2010	
6. Chakraborty S.K, Human values for managers, Excel Books, 2010 7. Badi R.V & Badi N.V., Business ethics, Vrinda Publications, 2010	

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Course Code: BBL 109

Credits- 4+0

Course Title: WAREHOUSING AND DISTRIBUTION OPERATION

COURSE OBJECTIVE:

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.

COURSE OUTCOME:

1. To develop competencies and knowledge of students to become Warehouse professionals
2. To orient students in the field of Logistics
3. To help Students to understand Warehousing and distribution centre operations

Unit

Topics

- | Unit | Topics |
|------|--|
| 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. |
| 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 |
| 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 |
| 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 |

Books Recommended:

1. Course material reference from 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 Hompel, Thorsten Schmidt, Springer-verlag, First Edition, 2006.

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Course Code: BBL 110

Credits- 0+4

Course Title: WAREHOUSING AND DISTRIBUTION OPERATION- PRACTICAL

COURSE OBJECTIVE:	
To help students in understanding the issues and challenges faced in the actual management of warehouse, so as to equip them with necessary skills and knowledge set to resolve it effectively.	
COURSE OUTCOME:	
1. To provide practical exposure of Warehousing for both service as well as manufacturing sector	
2. To provide practical exposure for application of such concepts	
Unit	Topics
I	Identify the uses and limitations of various types of goods coming in the warehouse based on organization requirements and list them. Perform inspection process on the physical availability of the goods, against the goods and the invoice. Identify whether it is a fresh order, a partial order, left over ones, returns, etc. Carryout counting of goods unloaded. Cross verification of the physical count with the invoice and advanced shipment notice (ASN).
II	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. Carry out the Dispatch activities in warehouse. Arrange items for inspection in staging area before dispatch. Follow quality assurance procedures.
III	Collect items after unloading from truck. Initiate allocation of items to storage at proper location. Use standard storing procedure. Check for the document requirements after unloading till it is put away.
IV	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. 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. 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

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Course Code: BBL 201

Credits- 4+0

Course Title: BUSINESS COMMUNICATION

COURSE OBJECTIVE:	
This course will develop the necessary communication skills in students which will help them grow in business or other fields.	
COURSE OUTCOME:	
1. To develop written and verbal communication skills for effective business communication.	
2. To identify various communication skills involved in the business organization.	
3 To develop business communication skills among the students.	
4. To improve language skills – reading, writing and listening	
Unit	Topics
I	Introduction to Business Communication □ Characteristics of Effective Organizational Communication □ Basic Forms of Communication □ Process of Communication □ Principles of Effective Business Communication □ 7 C's. Academic Vocabulary and English for Business □ Creative Writing Critical Thinking: Introduction to critical thinking – Benefits □ Barriers – Reasoning —Arguments □ Deductive and inductive arguments – Fallacies □ Inferential comprehension Critical thinking in academic writing □ Clarity □ Accuracy – Precision – Relevance.
II	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 □ Teleconferencing, video conferencing.
III	Communication in Business Environment: Business Meetings, Notice, Agenda, Minutes □ Press Releases □ Corporate Communication: Internal and External, Group Discussion, Seminars, Presentations. □ Reporting of Proceedings of a meeting. Office Memorandum, Office Orders, Press Release. Listening: Active listening – Barriers to listening – Listening and note taking – Listening to announcements – Listening to news on the radio and television.
IV	Reports and Presentations □ Business reports and Proposals, Format, visual aids and contents, Business presentations. Job Application and Resume Writing.
Books Recommended:	
1. Lesikar R.V & Flately M V, Basic Communication Skills for empowering the internet generation, Tata McGraw Hill, 2009	
2. R.K. Madhukar. Business Communication	

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Course Code: BBL 202

Credits- 4+0

Course Title: LOGISTICS MANAGEMENT

COUSE OBJECTIVE:

To familiarize students with the introduction to logistics management, the variables of logistics and its importance in the business function

COURSE OUTCOME:

1. To understand about Logistics management concepts
2. To learn the importance on logistic in the current business Scenario
3. To identify various dimensions of logistics management
4. To Understand the Global logistics concepts

Unit	Topics
I	Logistics : introduction, definition, Meaning, Concept of Logistics, scope, functions, Evolution, Nature and Importance
II	Logistics Management: introduction to LM, Concept of Logistics Management, objectives of LM, Principles of LM
III	Components of Logistics Management, Functions of Logistics management, Competitive advantages of LM, Logistics Network, Integrated Logistics system, Logistics Management -Types: Business logistics, marketing logistics, Logistics Design, logistics and customer services, physical supply and distribution
IV	Elements and evolution of purchasing and integrated logistics, integrated logistical activities, strategic integrated logistics management 25 5 Logistical Competency, Logistical Mission Logistics Service: Total Cost, Logistical Renaissance Technological Advancement, Regulatory Change IT Revolution, TQM initiatives, customer service and logistics

Books Recommended:

1. Raghuram G. & Rangaraj. N., Logistics and supply Chain Management, Macmillan Publication, 2012
2. K. Shridhara Bhat, "Logistics Management", Himalaya Publishing House, Mumbai, 2008
3. Bowerson, Donald J., David J. Closs and Owner K. Heflerich, "Logistical Management", Macmillan, New York, 1986
4. Alan E. Branch, "Global Supply Chain Management and International Logistics", Routledge, New York, 2009

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Course Code: BBL 203

Credits- 4+0

Course Title: HUMAN RESOURCE MANAGEMENT

COURSE OBJECTIVE:	
To acquaint students with the fundamentals of Human Resource Management and the recent developments in Human Resource Management	
COURSE OUTCOME:	
1. To impart knowledge in Human resource planning and Development	
2. To understand Human resource functions	
3. To develop decision making skills	
4. To apply the Human resources concepts and practice in organization	
5. To learn the basic idea about Human resources management	
Unit	Topics
I	Introduction- Definition- Scope and significance- Approaches to HRM- Personnel management Vs Human Resource Management- functions of HRM- role of human resource manager- Systems approach to HRM.
II	Human Resource Planning (HRP) - Need and importance- process of HRP- Job analysis- Job description- Job design- Recruitment – meaning- sources- Selection and meaning and importance- steps in selection procedure- interview- types of interview and Induction- Placement and Training and Development- meaning- importance- methods of training and Development- objectives- types of management development..
III	Performance Appraisal and Compensation- Performance appraisal: meaning nature- objectives- process and methods of performance appraisal, Compensation to employees- Wage System- Incentive wage plan- Profit sharing- Morale- Fringe benefits.
IV	Development Initiative- Workers participation in management- Team building- Collective bargaining- Absenteeism and turnover- QWL, Definition- Concepts- Constitution of QWL- Quality circle- Outsourcing.
Books Recommended:	
1. Gupta .C.B. Human Resource Management- - Sultan Chand & sons	
2. Subba Rao, P Personnel and Human Resource Management — Himalaya Publishing House	
3. Prasad, L.M. Human Resource Management— Sultan chand & sons	
4. Aswathappa, K. Human Resource Management— McGraw Hill Education	

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Course Code: BBL 204

Course Title: SURFACE TRANSPORTATION

Credits- 4+0

COURSE OBJECTIVE:	
To develop competencies and knowledge of students to become transportation professionals	
COURSE OUTCOME:	
1. To orient students in the field of Logistics	
2. To help Students to understand surface transportation including road and rail transport	
Unit	Topics
I	Introduction to surface transportation - Need for transportations - Role of transportations in logistics -Importance of transportations - Types of transportations metrics - functions of transportations - inter modal transport -various land transport carriers and their Load capacities - pricing and availability - verification of carriers and drivers - transit rules - traffic rules inside warehouse premises – Docking procedure and safety steps. Procedure to Confirm vehicle for loading of goods.
II	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.
III	Types of Trucks and Load capacity/Organisation structure in a Transport organization/ Incident management systems & Processes - Explain types of temperature-controlled carriers – Discus 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.
IV	Benefits of efficient transportation systems/Study on emerging trend in transportation sector/ pricing in transportation sector/govt regulations on transportation in India. Safety procedures during transit and emergency response steps - keeping track of news on traffic and communicate with drivers to identify delays and suggest re-routing - Explain tracking systems-Importance of consignment number - GPS systems and tracking devices - Procedure for downloading and reading tracking data from devices. 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.
Books Recommended:	
1. Course Material Prepared by LSC	
2. J P Saxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt Ltd, First Edition, 2003.	
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer-verlag, First Edition, 2006.	

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Course Code: BBL 205

Credits- 0+4

Course Title: SURFACE TRANSPORTATION – PRACTICAL

COURSE OBJECTIVE:	
The objective is to give opportunity to the students to face the real issues and challenges in the surface transportation	
COURSE OUTCOME:	
1. To provide practical exposure of surface transportation	
2. To provide practical exposure for application of such concepts	
Unit	Topics
I	Identify various land transport carriers, Load capacities, pricing and availability Check Statutory documents for verification of carriers and drivers Follow transit rules and place indent for land transport vehicles. Follow traffic rules inside warehouse premises. Adopt Docking procedure and safety steps. Ascertain vehicle fitness .Confirm vehicle for loading of goods Check vehicle tracking system. Communicate with vehicle driver or transport company Identify the reasons for delay or any issues during transit and take Corrective actions and verify shipments status.
II	Follow road signs, Good practices of driving and safety procedures. Carryout Consolidation of consignments for optimal loads. Carryout booking, loading, receiving and unloading of consignments. Coordinate with supervisor. Verify discrepancies such as pilferages, loss or damage of goods in transit Check insurance and claims. Follow the Steps to close deliveries.
III	Identify routes and transit rules. Estimate transit time, delay and decide on routing of shipments. Keep track of news on traffic. Communicate with drivers to identify delays. Suggest re-routing of shipments. Use GPS System tracking devices, consignment number. Download, read tracking data from devices and Track transport vehicles.
IV	Use various types of temperature controlled carriers and transport temperature controlled and hazardous goods Follow the hazmat goods rules, safety data sheet and labels.

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Course Code: BBL 206

Credits- 4+0

Course Title: SUPPLY CHAIN MANAGEMENT

COURSE OBJECTIVE:	
The course acquaints the students about supply chain management basics and concepts. The planning for demand and supply, forecasting and other finer aspects of supply chain are discoursed during the course	
COURSE OUTCOME:	
1. To understand about Supply chain management concepts	
2. To learn the importance of supply chain management in the current business Scenario	
3. To identify various dimensions of financial supply chain management	
4. To learn the perspective of E-Finance and its Legal Aspects	
5. Students have get some idea about supply chain management Planning	
Unit	Topics
I	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. 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
II	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
III	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 Coordinating 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
IV	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
Books Recommended:	
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, 1986	
4. Gupta, S. , "Supply Chain Management in Complex Manufacturing", IIE Solutions, 199	

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Course Title: MANAGEMENT AND COST ACCOUNTING

COURSE OBJECTIVE:

To develop competencies and knowledge of students to become Management and cost accounting professionals

COURSE OUTCOME:

1. To orient students in the field of Logistics
2. To help Students to understand Management and cost accounting

Unit	Topics
I	Cost Accounting □ Concept of Cost Centres □ 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 vs Cost Accounting.
II	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.
III	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. 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.
IV	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.

Books Recommended:

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.

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Course Code: BBL 209

Credits- 4+0

Course Title: FORECASTING AND CONTROLLING INVENTORY

COURSE OBJECTIVE:	
To develop competencies and knowledge of students to become Forecasting and inventory management professionals.	
COURSE OUTCOME:	
1. To orient students in the field of Forecasting and inventory management	
2. To help Students to understand forecasting and inventory management	
Unit	Topics
I	Forecasting: meaning – need for forecasts – types of forecasts – time frame □ Demand Forecasting □ Types of Demand Forecasting □ Survey methods and statistical methods □ importance of demand forecasting □ Demand planning v/s forecasting □ Sources of demand □ Supply chain dynamics □ Key roles and responsibilities
II	Sales and Operations Planning □ S&OP goals and objectives □ S&OP best practices □ S&OP meeting activity □ Collaborative Planning □ Types of collaboration □ Collaborative Forecasting □ Collaborative planning, forecasting and replenishment □ Ingredients of successful CPFR □ Regression analysis and cyclic decomposition techniques. Short term forecasting techniques □ Technology Forecasting – Methodologies: □ Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation, System Dynamic □ Role of Technology Information Forecasting and Assessment Council (TIFAC).
III	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 □ Ongoing improvement
IV	Codification – Classification – Methodology – Requirement of codes – Coding Structure and Design – Advantages □ International Codification – Cost and Consequences – Right Quantity – Economic Ordering Quantity – Derivations of EOQ □ Costs associated with Inventories □ Du Pont model □ Turnover & Modeling in logistics. 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.

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Course Code: BBL 210

Credits- 0+4

Course Title: FORECASTING AND CONTROLLING INVENTORY - PRACTICAL

COURSE OBJECTIVE:

To develop practical understanding of forecasting and inventory management

COURSE OUTCOME:

1. To provide practical exposure in inventory management and forecasting
2. To provide practical exposure for application of such concepts

Unit	Topics
I	Carry out computerized inventory system Carry out basic inventory management which include Issues of Stock, sold, transferred, reordered for production
II	Issue stock based on customer orders and rules Place indent for replenishment orders Follow Rules of replenishment orders
III	List and explain Importance of stock counting Follow Stock counting procedures and perform Stock Counting Ascertain inventory counts Follow Do's and Don'ts in inventory counting Observe general Reasons for discrepancies in Inventory mismatch Identify the issues for Inventory mismatch and take corrective actions
IV	Use technologies for Inventory counting Track Inventory within the warehouse Apply Knowledge on Computer and Associated software Use Communication Devices in warehouse environment Use Scanning equipment's including Bar Scanner and RFID Use proper Tools for measurements Maintain Records, Goods Receipt, Issues and inventory balance Use inventory module in ERP.

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Course Code: BBL 301

Credits- 4+0

Course Title: EXPORT AND IMPORT DOCUMENTATION

COURSE OBJECTIVE:	
1. To familiarize the student with the basic concept of formalities for export trade, and the documentation process required for import and export.	
COURSE OUTCOME:	
1. To make students understand the documentation requirements in export and import trade	
2. To create interest in students towards international trade so as to secure the future foreign exchange earnings.	
Unit	Topics
I	Introduction to Export and Import, Basics of Exports □ Classification of goods □ Preparation for Exports □ Methods of Exporting □ Export Marketing Organizations □ Functions □ Registration formalities IEC Number □ Procedure of obtaining IEC Number □ RCMC (Registration Cum Membership Certificate) –Export Credit Guarantee Council(ECGC)□Application for import and export of restricted items
II	Documentation Framework and Contracts, Aligned Documentation System: Commercial Documents □ Auxiliary Commercial Documents □ Regulatory Documents □ Documents related to goods □ Documents related to Shipment □ Documents related to Payments □ Documents related to Inspection □ Documents related to Excisable Goods □ Types of Contracts □ Export Contracts.
III	Payments and Finance, Factors □ Methods of receiving Payment □ Instruments of Payments□ Letter of Credit Pre□shipment Finance □ Post□shipment Finance □ Post□shipment Credit in Foreign Currency □ Negotiation of documents with bank □ CENVAT □ Duty Draw back Quality Control and Clearance of Cargo, Objective of Quality Control □ Methods □ Procedure for Pre□shipment Inspection □ Role of Clearing and Forwarding Agents – Role of Inspection Agents□ Clearance of Cargo Central Excise Clearance Procedure □ Central Excise Clearance Option □ Shipment of Export Cargo.
IV	Customs Clearance, Risk and Insurance Policy, Customs Clearance of Export Cargo □ Customs Clearance of Import Cargo □ Risk: Types □ Types of cover issued by ECGC □ Cargo Insurance. Processing of an export order □ Major laws governing export contract.

Books Recommended:

1. RAMA, GOPAL C. (2008) Export Import Procedures Documentation and Logistics. New Age International Publishers: New Delhi.
2. KHUSHPAT, S. J. (2013) Export Import Procedures and Documentation. Himalaya Publishing House: New Delhi.
3. PAWAN, KUMAR (2001) Export of India's Major Products Problems and Prospects. New Century Publications: New Delhi.
4. KAPOOR, D. C. (2002) Export Management. Vikas Publications: New Delhi.
5. CHERUNILAM, F. (2004) International Trade and Export Management. Himalaya Publications: New Delhi.

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Course Code: BBL 302

Credits- 4+0

Course Title: FINANCIAL MANAGEMENT

COURSE OBJECTIVE:	
To acquaint students with the techniques of financial management and their applications for business decision making	
COURSE OUTCOME:	
1. To make the student to know the importance and objectives of FM.	
2. To enable the student to estimate the working capital.	
3. Understanding the concept and determination of cost of capital.	
4. To make the student to prepare financial plan in budgets.	
5. To know the financial plans for practical decision making for manager	
Unit	Topics
I	Finance-Public Finance Vs. Private Finance- Financial Management: Finance and related disciplines- Nature and Scope- of financial Management, Traditional and Modern Approach; Profit Maximization, Wealth Maximization - Finance Function – Concept of Time Value of Money, present value, future value, and annuity- Risk and Return- Systematic and unsystematic risk
II	Concept of Cost of Capital- Explicit and Implicit costs-Significance of Cost of capital- Measurement of specific costs of capital- Cost of debt-Cost of Equity Share-Cost of Preference Share- Cost of Retained Earning- Measurement of overall cost of capital based on Historical and Market value weights.- Capital structure-Meaning-Capital structure Vs financial structure- Optimal capital structure- Factors determining capital structure-Capital structure theories-Net income approach-Net-operating income approach-Modigliani and Miller Approach-Arbitrage process-Traditional approach
III	Capital Budgeting –Nature and meaning of capital budgeting- Cash flowCapital budgeting techniques – Payback period-Accounting Rate of Return, Net Present Value, Internal Rate of Return -Profitably Index Method Dividend decisions-Dividend policy- Determinants of dividend, Conservative vs. liberal policy- Payout ratio-Retention ratio-Dividend theories-Walters model-Gordon model- MM hypothesis policy-Bonus shares- Stock splits
IV	Working Capital-concept-Types- Operating and cash cycle-Importance, Determinants of working capital-Sources of working capital-Estimation of working capital-Cash management-Receivable management-Inventory management
Books Recommended:	
1. Khan, M.Y & P.K. Jain: Financial Management Text Problem and Cuses (7th edition), Tata Mc Graw Hill Publishing Co. Ltd. New Delhi (2014)	
2. Rustogi, R.P: Fundamentals of Financial Management (11th Edition), Taxman's Publication, New Delhi (2016).	
3. Pandey, I.M Financial Management (11th Edition): Theory and Practices, Vikas Publishing House, New Delhi (2015).	

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4. Chandra Prasanna. Financial management: Theory and Practice (8th Edition). Tata Mc Graw Hill Publishing Co. Ltd. (2011).

Course Code: BBA 303

Credits- 4+0

Course Title: TRANSPORTATION

COURSE OBJECTIVE:

The students shall learn the types and methods of selection of transportation for the logistics function.

COURSE OUTCOME:

1. Students will learn the methods of transportation and its relevance
2. The purpose of forecasting the demand and its impacts is learnt
3. Multiple modes of transportation and its merits and demerits
4. Comprehend the insurance and documentation process

Unit	Topics
I	Transportation – Meaning, importance, Functions – Types of transportation – Methods of Selection of transportation – factors considering fixation of freight charges – Role of containers in modern Transportation Demand Forecasting – Impact of Forecasts on Logistics and Supply chain Management- Performance measurements- Position of Transportation in Logistics and Supply chain management
II	Road, Rail, Ocean Transport –Ships-Types- Measurement capacity of ships – shipping information, Air Transport Multi model transport – containerization – CFS – ICDS-Cross Docking- Selection of transportation mode – Transportation Network and Decision
III	Insurance aspects of logistics-Importance of effective transportation system – Road, Rail, Ocean, Air, Transportation Documentation – Packaging and its perspectives
IV	Transportation infrastructure – transport functionality – principles –modal classification transportation formats – suppliers of transportation service – Government policies and regulations – Multimodal Transportation Act – Provisions

Books Recommended:

1. Thomas Goldby etal, The definitive guide to Transportation, Pearson, 2014.
2. John Coyole, Transportation, Cengage, 2015.
3. Jim Hendrikson, Transportation Management, Heartland, 2019.
4. Paul Murphy, Contemporary Logistics, Pearson, 2014

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Course Code: BBL 304

Credits- 4+0

Course Title: INVENTORY MANAGEMENT

COURSE OBJECTIVE:	
To provide an insight into the fundamentals of social science research and to impart practical knowledge and required skills in carrying out research project independently.	
COURSE OUTCOME:	
1. The student should be able to manage the inventory while working in industry	
2. They should be able to comprehend the costs involved in inventory management	
3. Understand and assimilate the various analyses of inventory	
4. Comprehend the materials and stores management aspects	
Unit	
Topics	
I	Background, Significance and Objectives of Inventory Management- Types of Inventory- ordering cost- inventory carrying cost-stock out cost-set up time cost. ABC analysis- procedure for conducting analysis- HML- FSN- VED analyses SDE-GOLF-XYZ-SOS analyses- methods and techniques
II	Economic order quantity- problems- Safety stock: Minimum and maximum inventory level- Reorder point - 'P' System- Fixed order interval system- 'Q' System- Fixed order quantity system
III	Classification of materials- Codification of materials- Standardization and variety reduction- Use of IT in inventory management
IV	Aspects of storage- land , water and air contamination- Spillages, leakages, dumping and disposal of materials- Storage and disposal of hazardous wasteExplosive storage precautions during- loading, unloading, storage, transportation and usage- Fire and other hazards & precautions
Books Recommended:	
1. RS Saxena, Inventory Management, Global India Publishing, Delhi	
2. Max Muller, Essentials of Inventory Management, Amacon,2011	
3. David J, Inventory Management Explained, Ops publishing, 2009	
4. Mathew Waller etal, The Definitive guide to Inventory Management, Pearson, 2014	

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Course Code: BBL 305

Course Title: *SUMMER TRAINING

Credits- 0+4

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Course Code: BBL 306

Credits- 4+0

Course Title: RETAIL LOGISTICS AND E-COMMERCE

COURSE OBJECTIVE:	
1. To make students aware of the developments taking place in retail logistics and e-commerce	
COURSE OUTCOME:	
1. To develop competencies and knowledge of students to become Retail logistics and E-commerce professionals	
2. To orient students in the field of Logistics	
Unit	Topics
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 □ Logistics as a competitive edge driver □ Peculiarities and diversity of needs of Logistics for Retailing.
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 shipping out by loading into containers □ customer facilitation tracking out bound shipments
III	E-commerce: introduction to E-commerce logistics including delivery and pickup models and the overall logistic setup – Order Processing – Activities associated with order processing like identifying order request from MIS, creating customer account for new customers, identifying the order requirements and placing a processing request in MIS, notifying customers through system, updating the delivery requirements, checking with stock, coordinating with vendor, etc □ Types of order processing □ Roles and responsibilities associated with order processing □ Procedures for generating plans and schedules through MIS. Reverse Logistics: Basic of reverse logistics □ The concept of reverse logistics.
IV	. Types of Ecommerce □ B2B □ B2C and intra business. Retail Ecommerce – Retailing through internet, Direct Online Sales model and its types □ Business Models for e-commerce □ meaning definition importance. E business models based on the relationships of transaction types □ manufacture model, advertising model, value chain model, brokerage Model Marketing on the web □ marketing strategies, creating web presence, advertising, customer service and support, web branding strategies, web selling models.
Books Recommended:	
1 Course Material Prepared by I.SC	
2. James B. Ayers, Retail Supply Chain Management, Auerbach Publications, 2007.	

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Course Code: BBL 307

Credits- 4+0

Course Title: LOGISTICS NETWORK DESIGN

COURSE OBJECTIVE:	
1. To develop competencies and knowledge of students to become Logistics network design professionals	
2. To orient students in the field of design and configuration of the logistics network	
COURSE OUTCOME:	
1. To understand Logistics network design.	
2. To apply the Basic knowledge of design and configuration of the logistics network. in the real life situation.	
3. To enhance their ability and professional skills in design and configuration of the logistics network	
Unit	Topics
I	Introduction □ Components of Logistics network: Facilities □ Plants/Vendors □ Ports □ Warehouse Retailers/Distribution Centres □ Customers □ Raw materials and finished products that flow between the facilities. The three models of Network Design: Logistics network design with differentiated delivery lead time Logistics network design with price discount, Consolidated logistics network design using consolidation hubs.
II	Key issues of Network design: Pick the optimal number, location, and size of warehouses and/or plants □ Determining optimal sourcing strategy □ Which plant/vendor should produce which product? □ Determining best distribution channels □ Which warehouses should service which customers? 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
III	The strategic decisions in terms of warehouses when plants and retailer locations are fixed; Pick the optimal number □ location □ size of warehouses □ Determining optimal sourcing strategy □ Which plant/vendor should produce which product □ Determining best distribution channels □ Which warehouses should service which retailers □ The objective is to design or reconfigure the logistics network so as to minimize annual system-wide costs, including Production/ purchasing costs Inventory carrying costs, and facility costs (handling and fixed costs) Transportation costs. Find a minimal □ annual □ cost configuration of the distribution network that satisfies product demands at specified customer service levels.
IV	Data Collection □ information on: Location of customers, stocking points and sources—location theory □ A listing of all products □ Demand for each product by customer location—forecast technique – Transportation Cost □ Transportation rates by mode—information system, like routing engine □ Mileage estimation— Warehousing costs (handling and fixed)—inventory management Service level requirement—probabilistic technique Shipment sizes by product. Data Aggregation □ The impact of aggregate demand □ a heuristic to aggregate data. Data Validation and Model Optimization.
Books Recommended:	
1. Course Material Prepared by LSC	
2 Supply Chain Management: Logistics Network Design by Donglei Du, Faculty of Business	

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Course Code: BBL 309

Credits- 4+0

Course Title: LINEAR LOGISTICS

COURSE OBJECTIVES:

1. To develop competencies and knowledge of students to Linear logistics professionals

COURSE OUTCOME:

1. To orient students in the field of Logistics
2. To help Students to understand Linear logistics
3. To apply the Basic knowledge of Linear Logistics in the real life situation
4. To enhance their ability and professional skills in Logistics

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

Books Recommended:

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.

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Course Code-BBL-310

Credits 0+4

Course Title: Summer Training Report, Presentation, its Evaluation & Viva-
Voce

(based on Summer Training Report)

Viva-voce carrying 100 marks shall be based on the Summer Training report submitted
by fifth semester students.

Project Evaluation shall be made by a panel of two Examiners comprising one External
and one Internal at the end of Sixth Semester.

Out of 100 marks, 50 marks shall be for evaluation of the project and 50 marks shall be
for Viva-voce.

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