

SYLLABUS

FOR

BBA- LOGISTICS II SEM

(THREE YEARS PROGRAM)

Program: BBA LOGISTICS
Semester: II
Subject: Environmental Studies
Code: L21C08

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Objectives:

- The course will provide a critical survey of the contemporary field of environmental policy, planning and management in the Indian contexts
- The course is centrally based with understanding deliberate efforts to translate environmental knowledge into action in order to achieve particular outcomes in the way landscapes, societies and/or natural ecosystems are used and managed.
- The course will critically examine contemporary thinking on these environmental themes including: sustainable use practices, political-ecology, decentralized environmental management.

Learning Outcomes:

- Understand key concepts from economic, political, and social analysis as they pertain to the design and evaluation of environmental policies and institutions.
- Appreciate concepts and methods from ecological and physical sciences and their application in environmental problem solving.
- Appreciate the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.

Unit-I:

Definition, scope and importance need for public awareness, Renewable and non-renewable resources, Natural resources and associated problems, Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. Water resources: Use and over-utilization of surface and ground water, floods, drought,

conflicts over water, dams-benefits and problems Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.

Unit II

Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies. And resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification, Role of an individual in conservation of natural resources and Equitable use of resources for sustainable lifestyles.

Unit-III

Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of the following ecosystem: a. Forest ecosystem, b. Grassland ecosystem, c. Desert ecosystem, d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries), Introduction - Definition: genetic, species and ecosystem diversity and Hot-spots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts and Endangered and endemic species of India

Unit IV:

Environmental Pollution, Social Issues and the Environment: Definition, Cause, effects and control measures of:-

a. Air pollution, b. Water pollution, c. Soil pollution, d. Marine pollution, e. Noise pollution f. Thermal pollution, g. Nuclear hazards

Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution.

Unit-V: Human Population and the Environment: Population growth, variation among nations, Population explosion - Family Welfare Programme, Environment and human health, Human

Rights, Value Education., HIV/AIDS, Women and Child Welfare, Role of Information Technology in Environment and human health.

Suggested Readings:

1. G. Kiely - Environmental Engineering Irwin/ McGraw Hill International Edition, 1997
2. M. L. Davis and S. J. Masen, Principles of Environmental Engineering and Science, McGraw Hill International Edition 2004

Program: BBA LOGISTICS
Semester: II
Subject: Business Communication
Code: L21C09

L	P	T	C
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Objectives:

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

Learning Outcomes:

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

Unit-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.

Unit-II:

Academic Vocabulary and English for Business-Creative Writing Critical Thinking: Introduction to critical thinking - Benefits -Barriers - Reasoning —Arguments -Deductive and inductive arguments - Fallacies -Inferential comprehension Critical thinking in academic writing -Clarity - Accuracy - Precision - Relevance.

Unit-III:

1. Business letters - layout of Business letters -types -Business enquiries and replies - offers - quotations - orders - complaints and adjustments - collection letters - circular letters - status enquiries.
2. Email Writing-The Process of Writing 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

Unit-IV:

1. Communication in Business Environment: Business Meetings, Notice, Agenda, Minutes -Press Releases -Corporate Communication: Internal and External, Group Discussion, Seminars, Presentations. -Reporting of Proceedings of a meeting. Office Memorandum, Office Orders, Press Release
2. Listening: Active listening - Barriers to listening - Listening and note taking - Listening to announcements - Listening to news on the radio and television.

Unit-V:

1. Reports and Presentations -Business reports and Proposals, Format, visual aids and contents, Oral Business presentations.
2. Job Application and Resume Writing

Suggested Readings:

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

Program: BBA LOGISTICS

Semester: II

Subject: Freight Forwarding (Ocean and Air Cargo)

Code: L21C10

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Objectives:

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

Learning Outcomes:

- Students will be able to apply the Basic knowledge of freight forwarding including ocean and air cargo in the real-life situation
- This subject will enable them to enhance their ability and professional skills

Unit-I:

Introduction to EXIM, Freight forwarding and custom clearance - types of custom clearances - Importance of custom clearance - certificate of origin, ICEGATE and insurance - custom Act - Regulations pertaining to custom clearance - different modes of freight forwarding - domestic and international freight forwarding networks - process of freight forwarding.

Unit-II:

Multimodal transportation -Vendor management -bulk load handling -brief on transshipment -DG handling -customer acquisition and management -Customs clearance procedure -Documents and its importance -Stages of Documentations process and procedures -Documentation types and filing processes -Details of documents as per the format approved by the Customs -The requirement of documents for pre-shipment and requirement of documents for Import -DO's and DON'T's while handling different documents during Custom Clearance

Unit-III:

Operation Procedures of Freight Forwarding -The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment /consignment -List of basic handling of

errors and the Operational errors that occur in common -Procedure for checking of shipping bill, Airway bill based on invoice and packing list received from department for Freight Forwarding. Regulations (EXIM/IATA/Countries)/COM based on permutations and combinations of weight vs volume.

Unit-IV:

Cargo handling, INCO terms and terminologies used in Cargoes -Different Types of Cargoes for transportation. Full Export and Import value of the cargo - Importer and exporter Code (IEC),The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade -Different type of Cargo, Their quantity and value -Packaging requirement for the cargo during shipment from the shipper -Inspection procedure for the cargo while unloading -DO's and DON'T's while handling different cargo -Basic Regulation pertaining to Cargo movement by Air, Sea, and Land. Climatic conditions of different routes in different seasons.

Unit-V:

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

Suggested Readings:

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

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Program: BBA LOGISTICS

Semester: II

Subject: Forecasting and Inventory Management

Code: L21C11

Objectives:

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

Learning Outcomes:

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

Unit-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

Unit-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).

Unit-III:

Inventory:

Purpose of Inventory-Goods-Types of Goods-Finished Goods Inventories-General Management of Inventory, Stocks Types of Stocks, Tracking the Paper Life-Work-in-Process Inventories-Finished Goods & Spare Parts Inventories-Multi-Echelon Inventory Systems-Spare Parts Inventories-Use of Computers in Inventory Management Evaluation of Performance of Materials Function-Criteria and methodology of evaluation-Forecasting model run -Ongoing improvement

Unit-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

Unit-V:

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

Suggested Readings:

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

Program: BBA LOGISTICS
Semester: II
Subject: Surface Transportation
Code: L21C12

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Objectives:

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

Learning Outcomes:

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

Unit-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.

Unit-II:

Tracking of transport:

Transportation Optimisation -Documentation for transportation - GST - E Waybill Filing - Transportation Telematics -Vehicle tracking system -Communication with vehicle driver or transport company -Probable reasons for delay or any issues during transit -Solutions for corrective actions (such as talking to local authorities or break down service assistance) -Road signs, List good practices in driving.

Unit-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.

Unit-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

Unit-V:

Customer Management/ Vendor coordination for return truck loads/DG Handling - features and facilities offered by railways factors influencing growth in rail logistics - suitability for different cargo and distance ranges segments - innovative schemes-facilities to popularize rail logistics in India

Suggested Readings:

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

Program: BBA LOGISTICS
Semester: II
Subject: Human Resource Management
Code: L21C13

L	P	T	C
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Objectives:

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

Learning Outcomes:

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

Unit-I:

Introduction To HRM -Functions of HR Management -Qualities of HR Manager-Role of HR Executives International Human Resource Management -Concepts of IHRM Approaches to IHRM-Features of IHRM -Importance of IHRM -Factors affecting IHRM

Unit-II:

Human Resource Planning-Objectives of HR Planning-HR Planning at different Planning Levels-Process of HR Planning Job Analysis and Design : Job Analysis Information-Uses of Job Analysis-Process of Job Analysis-Methods of collecting Job Analysis Data-Job Description. Recruitment and Selection-Recruitment Policy-Objectives of Recruitment-Selection Procedure-Essentials of Selection Procedure-Steps in Selection Procedure.

Unit-III:

Promotion, Transfer, Job Rotation & Career Planning, Career Development-Need for Career Planning-Career Development-Suggestions for Effective Career Development. Performance Appraisal-Evaluation Process-Performance Appraisal Methods-Management by Objectives-

Behaviorally Anchored Rating Scale-Pitfalls in Performance Appraisal-Use of Performance Appraisal.

Unit-IV:

Employee Training and Development-Steps in Training Programmes -Training Evaluation-Areas of Training-Importance of Learning-Employee Training Methods-Evaluating Management Development Program Compensation Management-Process of Job Evaluation-Techniques of Job Evaluation-Advantages of Job Evaluation-Types of Incentive Plans-Employee Benefits-Objectives of Employee Benefits.

Unit-V:

Occupational Safety and Health-Causes of Safety and Health problems at the work Place-Provisions to prevent Accidents in the work place-Stress and Consequences on Employee Performance. Grievance Handling-Concept of Grievance-Causes of Grievance-Effective Grievance Redressal -Steps in Grievance Redressal Procedures. Discipline Action-Aims and Objectives of Discipline-Forms and Types of Discipline-Principles of Maintaining Discipline-Disciplinary Procedure-Types of Disciplinary Actions-Dismissal.

Suggested Readings:

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

Program: BBA LOGISTICS	L	P	T	C
Semester: II				
Subject: Management & Cost Accounting	4	0	0	4
Code: L21C14				

Objectives:

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

Learning Outcomes:

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

Unit-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.

Unit-II:

Marginal Costing and Break even analysis:

Marginal Costing and Cost-Volume-Profit (CVP) analysis: meaning, concept -assumptions and practical applications of Break-even analysis - decisions regarding sales mix -make or buy - limiting factor -export decision -plant merger -shut down of a product line-Du Pont Analysis.

Unit-III:

Budgeting and Budgetary control:

Budget and Budgetary Control: Meaning, -establishing a system of Budgetary Control - Preparation of Sales -Production -Cash Budget -Fixed and Flexible budgets, Master budget -Zero based budgeting (ZBB)-Performance budgeting

Unit-IV:

Analysis of Financial Statements:

Analysis and Interpretation of Financial Statements: Objects-importance-Types of financial analysis -Comparative statements -Common size statements, Ratio analysis -Preparation of Balance sheet using ratios Fund flow analysis: Fund flow statement-Preparation-Cash flow statement-cash flow analysis -Analysis of income statements of ports/shipping companies.

Unit-V:

Standard Costing and Variance Analysis:

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

Suggested Readings:

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.