

B.COM IN LOGISTICS MANAGEMENT

Type of Course	Course Code	Course Credits	Course Title	Course Type	No of Papers	Total Credits
Semester I						
Core - Discipline Specific Course (DSC)	DSC 1	4	Fundamentals of Logistics	Skill Course	1	20
Core - Discipline Specific Course (DSC)	DSC 2	4	Materials Management	Skill Course	2	
Core - Discipline Specific Course (DSC)	DSC 3	4	Warehousing & Distribution Centre Operations	Skill Course	3	
Minor Course (MC)	MC 1	6	Financial Accounting	Core Course	4	
Ability Enhancement Course (AEC)	AEC 1	2	General Hindi	General Course	5	
Semester II						
Core - Discipline Specific Course (DSC)	DSC 4	4	Freight Forwarding (Ocean & Air Cargo)	Skill Course	1	20
Core - Discipline Specific Course (DSC)	DSC 5	4	Forecasting and Inventory Management	Skill Course	2	
Core - Discipline Specific Course (DSC)	DSC 6	4	Surface Transportation	Skill Course	3	
Minor Course (MC)	MC2	6	Business Statistics	Core Course	4	
Ability Enhancement Course (AEC)	AEC 2	2	General English	General Course	5	
Semester III						
Core - Discipline Specific Course (DSC)	DSC 7	4	MIS for Logistics	Skill Course	1	20
Core - Discipline Specific Course (DSC)	DSC 8	4	Retail Logistics & E-Commerce	Skill Course	2	
Core - Discipline Specific Course (DSC)	DSC 9	4	Liner Logistics	Skill Course	3	
Minor Course (MC)	MC 3	6	Cost Accounting	Core Course	4	
Skill Enhancement Course (SEC)	SEC 1	2	Communicative English	General Course	5	
Semester IV						
Core - Discipline Specific Course (DSC)	DSC 10	4	Port Terminal Logistics	Skill Course	1	20
Core - Discipline Specific Course (DSC)	DSC 11	4	Specialisation Module-Course I	Skill Course	2	
Discipline Specific Elective (DSE)	DSE 12	4	Specialisation Module-Course II	Skill Course	3	
Minor Course (MC)	MC 4	6	Income Tax	Core Course	4	
Skill Enhancement Course	SEC 2	2	Practical MS Excel	General Course	5	

(SEC)						
Semester V						
		20	Apprenticeship	NA		20
Semester VI						
		20	Apprenticeship	NA		20
Grand Total					25	120

B.COM IN LOGISTICS MANAGEMENT	
First Year	
First Semester	
Code of Course	DSC 1
Title of the Course	Fundamentals of Logistics
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> To develop competencies and knowledge of students to become logistics professionals To orient students in the field of Logistics To help students understand Fundamentals of Logistics
Learning outcomes	<ul style="list-style-type: none"> Students will be able to apply the Basic knowledge of Logistics in the real-life situation This subject will enable them to enhance their ability and professional skills in Logistics
SYLLABUS	
UNIT – 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
UNIT – 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-Benefit of Logistics Outsourcing-Critical Issues in Logistics Outsourcing
UNIT – III	Global Logistics-Global Supply Chain-Organizing for Global Logistics-Strategic Issues in Global Logistics-Forces driving Globalization-Modes of Transportation in Global Logistics-Barrier to Global Logistics-Markets and Competition-

	Financial Issues in Logistics Performance-Integrated Logistics Centres in Integrated Logistics. Role of 3PL & 4PL.	-Need for Integration-Activity
UNIT – IV	<ul style="list-style-type: none"> a) Warehouse: Warehouse-Meaning, Types of Warehouses Benefit of Warehousing. b) Transportation-Meaning; Types of Transportations, efficient transportation system and Benefit of efficient transportation systems. c) Courier/Express-Courier/Express-Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier-Express Sector for international and domestic shipping. d) E-Commerce - Meaning, Brief on Fulfillment Centers, Reverse logistics in e-commerce sector, Marketing in e-commerce and future trends in e-commerce. 	
UNIT – V	<ul style="list-style-type: none"> a) EXIM: Brief on EXIM/FF&CC, Multi-modal transportation, brief on customs clearance, bulk load handling and brief on trans-shipment. b) Supply chain. c) Cold chain. d) Liquid Logistics. e) Rail Logistics. 	
Suggested Readings:	<ul style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Fundamentals of Logistics Management (The Irwin/McGraw-Hill Series in Marketing), Douglas Lambert, James R. Stock, Lisa M. Ellram, McGraw-Hill/Irwin, First Edition, 1998. 3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited. 4. Logistics Management for International Business: Text and Cases, Sudalaimuthu & Anthony Raj, PHI Learning, First Edition, 2009. 5. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997. 6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008 	

B.COM IN LOGISTICS MANAGEMENT	
First Year	
First Semester	
Code of Course	DSC 2
Title of the Course	Materials Management
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> To help Students to understand basic Principles and concept of material Management To orient students on contemporary development in the field of material management To develop competencies and knowledge of students to become effective professionals
Learning outcomes	<ul style="list-style-type: none"> To apply the knowledge about material management in the real-life business situation Understand the contemporary practices followed in the field of Materials Management To enhance their managerial ability and professional skills
SYLLABUS	
UNIT – I	Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions.-Supply Chain Management-Objectives-Components, Trade off Customer Service & Cost. Supply Chain Analytics.
UNIT – II	Purchasing: purchasing and procurement activities under Materials management- Purchasing Methods- Purchasing and quality Assurance- Purchase Cycle – governmental purchasing practices and procedures - Negotiation & Bargaining– Vendor relations
UNIT – III	Inventory - Need of Inventory -Types of Inventory - Basic EOQ Model - EOQ with discounts – Different types of Analysis. Forecasting – method of forecasting- Material Requirement Planning (MRP)- Input and output of MRP system- BOM Explosion- MRPII.

UNIT – IV	Quality control of material: Incoming material quality control- statistical quality control (Various control charts)- Inventory control & Cost Reduction techniques. Value Analysis & Value Engineering. Standardization – need and importance. Codification - concept, benefits.
UNIT – V	Stores-Functions-Store layout-documentation-Material handling and storage systems,- Principles of Materials Handling system–Safety issues
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Materials management: procedures, text and cases - A.K. Datta 3. Materials management: An integrated approach - P. Gopalakrishnan 4. Introduction to Materials management - J.R. Tony Arnold & Stephen N. Chapman 5. Purchasing and Materials Management - K.S. Menon 6. Handbook of Materials Management – Gopalakrishnan

B.COM IN LOGISTICS MANAGEMENT	
First Year	
First Semester	
Code of Course	DSC 3
Title of the Course	Warehousing & Distribution Centre Operation
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to become Warehouse professionals • To help Students to understand Warehousing and distribution centre operations • To orient students about contemporary practices followed in Warehousing & Logistics
Learning outcomes	<ul style="list-style-type: none"> • To apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation • To enhance their ability and professional skills • To Understand the contemporary Practices in the Industry
SYLLABUS	
UNIT – I	Introduction to Warehouse (Storage and Packaging) Background- Types of Warehouses- Broad functions in a warehouse- warehouse layouts and layout related to functions. Equipment requirement in warehouse- Strategic Aspect of Warehouse.
UNIT – II	Receiving of Goods- Advanced shipment notice (ASN)- Goods Receipt note- (GRN)- Stages involved receipt of goods- Visual inspection of goods unloaded- Formats for recording of goods unloaded from carriers- Procedure for Arranging of goods on dock- Put away of Goods- its activity- Put away list and its need- Put away of goods into storage locations- storage location codes and its application
UNIT – III	Procedure to prepare warehouse dispatches- Preparing Packaging List/Dispatch Note- Packaging- its importance of packing- Packing Materials- reading Labels- quality parameters in packaging significance-

	Cross Docking Method-and its application- Automation: Pick/Put to Light-A Frame-Automated Order Selection-Pick-N-Go-Outbound Sorters- Automatic Truck Loading.
UNIT – IV	Distribution-Definition-Need for physical distribution-concept-system perspective- functions of distribution -marketing forces affecting distribution. Channels of distribution: role of marketing channels- channel functions -channel structure-designing distribution channel-choice of distribution channels
UNIT – V	Warehouse Safety Rules and Procedures: Hazardous cargo- Procedure for Identification of Hazardous Cargo- safety data sheet- Familiarization with the industry. Health, Safety & Environment-5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.
Suggested Readings:	1. Course Material Prepared by LSC 2. Definitive Guide to Warehousing, The: Managing the Storage and Handling of Materials and Products in the Supply Chain (Council of Supply Chain Management Professionals) 1st Edition 3. Warehouse Management: A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse- III Edition- Gwynne Richards

B.COM IN LOGISTICS MANAGEMENT	
First Year	
First Semester	
Code of Course	MC 1
Title of the Course	Financial Accounting
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	To aware students about accounting environment and develop accounting skills to make them able to maintain accounting records of specific business.

Learning outcomes	<p>The students would be able to understand:</p> <ul style="list-style-type: none"> • Application of Accounting Standards while preparing financial statements. • Classification and accounting of Investment and Preparation of Investment account as per AS -13 • Preparing accounting records of Consignment and Joint Venture • Determination of profits from incomplete records • Accounting for insurance in case of loss of stock, loss of profits • Accounting for Branches
SYLLABUS	
UNIT – I	Introduction of Accounting Standards: Meaning, objectives and function of accounting standard board, Procedure of formulation of accounting standards. Accounting for Investments (AS-13): Applicability and Scope, Classification of Investment, Cost of Investment, Carrying Amount of Investment, Investment Treatment on Disposal, Investment account: cum and Ex treatment, including columnar Investment account
UNIT – II	<p>Consignment: Features, Accounting treatment in the books of the consignor and consignee.</p> <p>Joint Venture: Accounting procedures: Joint Bank Account, different methods of recording transactions</p>
UNIT – III	<p>Accounts from Incomplete Records: Ascertainment of profits by capital comparison, techniques of complete accounting information</p> <p>Sectional and Self-Balancing Ledgers</p>
UNIT – IV	<p>Accounts from Incomplete Records: Ascertainment of profits by capital comparison, techniques of complete accounting information</p> <p>Insurance Claims: Determination of Insurance Claim for Loss of Stock (including abnormal goods), and Loss of Profit</p>
UNIT – V	Branch Accounts (excluding foreign branch)
Suggested Readings:	<ol style="list-style-type: none"> 1. Agarwal, A. N., Agarwal, K. N., Higher Sciences of Accountancy: Kitab Mahal, Allahabad. 2. Compendium of Statement and Standards of Accounting, The Institute of Chartered Accountants of India, New Delhi. 3. Gupta, R. L. and Radhaswamy, M., Financial Accounting, Sultan Chand Sons, New Delhi. 4. Jain, S. P., Narang, K. L., Agrawal, Simmi and Monika Sehgal, Advanced Accountancy Principles of Accounting including GST Volume-1, Kalyani Publishers, Ludhiana. 5. Monga, J. R., Ahuja, Girish and Sehgal, Ashok, Financial Accounting, S. Chand & Sons, New Delhi.

	6. Shukla, M. C., Grewal, T. S. and Gupta, S. C., Advanced Accounts, S. Chand & Co., New Delhi.
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B.COM IN LOGISTICS MANAGEMENT	
First Year	
First Semester	
Code of Course	AEC 1
Title of the Course	General Hindi
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	2
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	भाषाकेउद्भवएवंविकासकीप्रक्रियातथाव्याकरणकेसिद्धांतोंकाज्ञानकराना।विद्यार्थियोंमेंहिन्दीभाषाकेप्रतिरुचिऔरसकारात्मकदृष्टिकोणविकसितकरना।विद्यार्थियोंकोहिन्दीव्याकरणकेआधारभूतज्ञानसेपरिचितकरानाताकिवेभाषाकाशुद्धऔरप्रभावीप्रयोगकरसकें।
Learning outcome	विद्यार्थीभाषाकेउद्भवऔरविकासकीप्रक्रियाकोसमझसकेंगे। विद्यार्थियोंमेंहिन्दीभाषाकेप्रतिरुचिऔरजागरूकताविकसितहोगी,तथावेआर्यभाषाओंकेविकासऔर

mes	उनकीविशेषताओंकाज्ञानप्राप्तकरेंगे। विद्यार्थीहिन्दीव्याकरणकेआधारभूतज्ञानसेपरिचितहोकर, भाषाकेशुद्धएवंउपयुक्तप्रयोगमेंदक्षहोसकेंगे।
SYLLABUS	
UNI T – I	हिन्दीभाषाकाविकास <ul style="list-style-type: none"> भाषाकीपरिभाषाएवंविशेषताएँ। प्राचीनभारतीयआर्यभाषाएँ। मध्यकालीनआर्यभाषाएँ। आधुनिकआर्यभाषाकाविकासएवंविशेषताएँ। हिन्दीकीउपभाषाएँएवंबोलियाँ।
UNI T – II	शब्दभंडार विकारीशब्द <ul style="list-style-type: none"> संज्ञा,सर्वनाम, विशेषणक्रिया। अविकारीशब्द <ul style="list-style-type: none"> क्रियाविशेषणसंबंधबोधकसमुच्चयबोधकविस्मयादिबोधकतथानिपात।
UNI T – III	लिंग,वचन,कारक,काल।
UNI T – IV	संधि,समास,उपसर्ग,प्रत्यय।
UNI T – V	पर्यायवाचीशब्द। विलोमशब्द। एकशब्दमेंअनेकवाक्य। शब्द-युग्म। अनेकार्थकशब्द।
Sugg ested Read ings:	1. सुकान्तकुमारत्रिपाठी – भाषाविज्ञान, पुस्तकभवन, इलाहाबाद। 2. डा. हरिदत्तचतुर्वेदी – हिन्दी: शब्द-अर्थ-प्रयोग, अभिव्यक्तिप्रकाशन, इलाहाबाद। 3. डा. वासुदेवआनंदशुक्ल – आधुनिकहिन्दीव्याकरणऔररचना, भारतीयभवन, पटना। 4. डा. रामसंज्ञासिन्हा – सामान्यहिन्दी, राजस्थानहिन्दीग्रन्थअकादमी, जयपुर। 5. श्यामचन्द्रद्विवेदी – व्यावहारिकहिन्दीव्याकरण, प्रभाकरप्रकाशन, नईदिल्ली।

B.COM IN LOGISTICS MANAGEMENT	
First Year	
Second Semester	
Code of Course	DSC 4
Title of the Course	Freight Forwarding (Ocean & Air Cargo)
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> To develop competencies and knowledge of students to become freight forwarding professionals To develop competencies on documentation procedures To help Students to understand freight forwarding.
Learning outcomes	<ul style="list-style-type: none"> Students will be able to apply the Basic knowledge of freight forwarding including ocean and air cargo in the real-life situation Students will be able to demonstrate their skill on documentation in their profession. This subject will enable them to enhance their ability and professional skills
SYLLABUS	
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 – process of freight forwarding.
UNIT – II	Operation Procedures of Freight Forwarding - The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment/consignment
UNIT – III	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
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. and their roles. Technical knowledge on Containers; Pallets; Palletization; Fumigation- Letters of Credit and payment Terms. Etc. computer and its application in internal systems of documentation.
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. JPSaxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt Ltd, First Edition, 2003. 3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer verlag, First Edition, 2006. 4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982. 5. Swapna Pillai, Export Import Procedures & Documentation, Sahitya Bhawan Publication, 2020.

B.COM IN LOGISTICS MANAGEMENT	
First Year	
Second Semester	
Code of Course	DSC 5
Title of the Course	Forecasting and Inventory Management
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to become Forecasting and inventory management professionals • To orient students in the field of Forecasting and inventory management • To help Students to understand forecasting and inventory management
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to apply the Basic knowledge of forecasting and inventory management in their real life situation • It will enable them to enhance their ability and professional skills in inventory management
SYLLABUS	
UNIT – I	Forecasting: Meaning–Need-Types of forecasts–Demand Forecasting-Types of Demand Forecasting-Importance-Demand planning v/s Forecasting-Sources of demand-Supply chain dynamics
UNIT – II	Sales and Operations Planning-Goals and objectives of S&OP-Collaborative Planning-Types Collaborative planning, forecasting and replenishment- Cyclic decomposition techniques. Short- term forecasting techniques- Technology Forecasting and Methodologies: Role of Technology Information Forecasting and Assessment Council (TIFAC).
UNIT – III	Inventory: Purpose of Inventory- -Types of Goods -General Management of Inventory- Multi-Echelon Inventory Systems -Use of Computers in Inventory Management- Evaluation of Performance of Materials Function–Latest trends in Inventory Management

UNIT – IV	Codification–Classification–Methodology–Requirement of codes–Coding Structure and Design Advantages - International Codification – Right Quantity – Economic Ordering Quantity - Costs associated with Inventories-Models in logistics
UNIT – V	Influence of production policy on inventory levels–inventories and customer service level– steps to improve inventory management – optimum inventory –Inventory management uncertainty (fixed order quantity model) - Calculation of safety stocks
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007 3. Chaman L Jain, “Fundamentals of Demand Planning & Forecasting”, Graceway Publishing Company 3rd edition. 4. Operations Research – Concepts, Problems & Solutions- Kapoor V.K.-Sultan Chand & Sons/2017- 978-81-8054-854-3 (TC-532) 5. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai <p>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.</p>

B.COM IN LOGISTICS MANAGEMENT	
First Year	
Second Semester	
Code of Course	DSC 6
Title of the Course	Surface Transportation
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> To help Students to understand basics of surface transportation including road and rail transport To develop competencies and knowledge of students to become transportation professionals
Learning outcomes	<ul style="list-style-type: none"> Students will be able to apply the knowledge of surface transportation in the real-life situation Enhancement of professional skills with regard to the field.
SYLLABUS	
UNIT – I	Introduction to surface transportation -Need - functions of transportations in logistics -Types of transportations metrics-various land transport carriers and their Load capacities-types of temperature-controlled carriers-inter modal transport -verification of carriers and drivers -transit rules
UNIT – II	- Transportation Optimisation -Documentation for transportation – GST – E Waybill Filing - Importance of consignment number -Transportation Telematics -Vehicle tracking system - GPS systems -Procedure for downloading and reading tracking data from devices -Probable reasons for delay or any issues during transit-Solutions-re-routing
UNIT – III	Organisation structure in a Transport organization- Incident management systems & Processes - hazmat goods rules-Importance of safety data sheet and labels- Procedure for Consolidation of consignments for optimal loads -Reporting discrepancies such as pilferages, loss or damage of goods in transit-Checking insurance and claims-step to closed deliveries.
UNIT – IV	Benefits of efficient transportation systems-emerging trends in transportation sector-pricing in

	<p>transportation sector-</p> <p>govt regulations on transportation in India. Safety procedures during transit and emergency response steps- List of good practices in driving.</p>
UNIT – V	<p>Customer Management-Vendor coordination for return truck loads-DG Handling-features and facilities offered by railways – innovative schemes-facilities to popularize rail logistics in India</p>
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. JPSaxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt Ltd, First Edition, 2003. 3. A Practical Guide to Logistics: An Introduction to Transport, Warehousing, Trade and Distribution- Jerry Rudd- Kogan Page publications 4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982. 5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India

B.COM IN LOGISTICS MANAGEMENT	
First Year	
Second Semester	
Code of Course	MC2
Title of the Course	Business Statistics
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop analytical and interpretations skills in students in order to understand the behavior of business data by applying graphic and univariate data analysis techniques.
Learning outcomes	<ul style="list-style-type: none"> • The students would be able to: • Apply and summarize data using descriptive statistics • Analyze the relationship between 2 variables • Discuss basic idea of linear regression and correlation
SYLLABUS	
UNIT – I	<p>Introduction to Business Statistics: Origin and development, Meaning and Definition, Uses in Business, Distrust and limitations of statistics.</p> <p>Collection of Data: Primary and Secondary Data, Classification, Frequency Distribution and Tabulation of Data, Data Measurement Scale: Nominal ,Ordinal, Interval and Ratio</p>
UNIT – II	<p>Measures of Central Tendency: Meaning, requisites of ideal average, arithmetic mean, median, mode, geometric mean and harmonic mean, empirical relationship among measures of central tendency.</p>
UNIT – III	<p>Measures of Dispersion: Meaning, Objectives, Types, Methods of Measuring Dispersion: Range, Inter-quartile range, Percentile range, Quartile Deviation, Mean Deviation, Standard Deviation, Lorenz Curve, Other Measures based on Standard Deviation, Mathematical properties of Standard deviation</p>
UNIT – IV	<p>Measures of Skewness: Meaning, Frequency distribution, Test of Skewness, Methods of Measuring Skewness: Karl Pearson's Measure, Bowley's</p>

	Measures and Kelly's Measures. Measures of Kurtosis
UNIT – V	<p>Correlation Analysis: Meaning, Types, Degree and Interpretation of coefficient of correlation, Methods: Graphic, Karl Pearson's Coefficient of correlation (both ungrouped and grouped), Spearman's Rank Difference, concurrent deviation, least square, Coefficient of Determination and Non-Determination, relationship between 'r' and 'r²', Probable Error, standard error, linear relationship.</p> <p>Regression Analysis: Meaning, Utility, Types, Regression Lines, Methods of creating Regression line: Graphic and Algebraic, application in business, Standard Error of Estimate.</p>
Suggested Readings:	<ol style="list-style-type: none"> 1. Bhanawat Shurveer S., Business Statistics (English), R.B.D. Publication, Jaipur New Delhi. 2. Bhanawat Shurveer S., Pipara Dilip and Vardia Shilpa: Business Statistics (Hindi), R.B.D. Publication, Jaipur-New Delhi. 3. Gupta, B.N. Statistics (Hindi), SBID Publication, Nai Sarak, Delhi. 4. Gupta, S.P.: Statistical Methods, Sultan Chand & Sons, New Delhi.

Table Caption 2

B.COM IN LOGISTICS MANAGEMENT	
First Year	
Second Semester	
Code of Course	AEC 2
Title of the Course	General English
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	2
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To upgrade the understanding of English grammar • To train students in writing skills • To introduce the basics of spoken English and Phonetics
Learning outcomes	<ul style="list-style-type: none"> • Gaining efficiency in writing skills. • Proficiency in grammar. • Understanding the fundamentals of Phonetics.
SYLLABUS	
UNIT – I	Basic Sentence Patterns
UNIT – II	Tenses
UNIT – III	Direct-Indirect Speech Active Passive Voice
UNIT – IV	Synonyms- Antonyms Word Formation: Prefix, Suffix, Conversion and Compounding
UNIT – V	Comprehension of an Unseen Passage Précis Writing
Suggested Readings:	<ol style="list-style-type: none"> 1. Allen, S. Living English Structure. Pearson India, 2009. 2. Bright, J.S. Improve Your Idioms and Phrases. Goodwill Publishing House, 2013. 3. Hornby, A.S. Practical English Grammar – Vols. I & II (E.L.B.S.). OUP, 1997. 4. Thomson and Martinet. A Practical English Grammar, 4th ed. Oxford India, 1997.

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Third Semester	
Code of Course	DSC 7
Title of the Course	MIS for Logistics
Qualification Level of the Course	NHEQF Level 5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objective s of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to become MIS for logistics professionals • To orient students in the field of Logistics • To help Students to understand MIS for Logistics
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to apply the Basic knowledge of MIS for Logistics in the real-life situation • This subject will enable them to enhance their ability and professional skills in Logistics
SYLLABUS	
UNIT – I	Introduction- IT and management opportunities and challenges-Strategic planning and models - Information management & IT Architecture – IT Architecture & infrastructure, cloud computing and services, Virtualization and Virtual Machines.
UNIT – II	Database Technology-Data warehouse-Data Mart Technologies-Data and Text mining- Business Intelligence & Analytics, Digital and physical document management. Networks, collaboration & sustainability: Business IT networks & components, communication technologies – Sustainability and Ethical issues- Internal control- Business Control and Auditing.
UNIT – III	Dissemination of technology information- and strategic planning – Technology choice and evaluation methods – Analysis of alternative technologies – Implementing technology programmes - Intellectual Capital- An introduction to Intellectual Property Right - Patent - Copyrights - Trademarks and other issues.
UNIT – IV	Functional Area & Compliance systems: Management levels and functional systems Enterprise Systems and

	<p>applications:Enterprisesystems,EnterpriseResourcePlanning(ERP),SupplyChainManagement(SCM), CollaborativePlanning,Forecasting,andReplenishmentsystem(CPFR),CustomerRelationship Management (CRM). Performance Management: Data visualization, Mashups, and Mobile intelligence, Fleet Management InformationSystem</p>
UNIT – V	<p>BusinessProcess andProject Management: -Architecture & IT design, System development,Software &Applicationsformanagement(Businesssoftwaretools),Supportsystem.ERPmodules -salesandMarketing,Accounting,Finance,MaterialsandProductionmanagementetc.</p>
Suggested Readings:	<ol style="list-style-type: none"> 1. CourseMaterialPreparedbyLSC 2. KENNETH C. L., JANE P. L., & RAJANISH DASS (2001) Management Information System - Managing the Digital Firm. PearsonEducation:NewDelhi. 3. RAVI,K.,&ANDREW,B.W.FrontiersofElectronicCommerce.PearsonEducation:NewDelhi. 4. KENNETH,C.L.,&JANEP,L.(2001)EssentialsofMIS.PrenticeHallIndia:NewDelhi. 5. SADAGOPAN,S.(2003)ManagementInformationSystem.PrenticeHallIndia:NewDelhi. 6. EFF,O.Z.(2003)ManagementInformationSystems.VikasPublishingHousePvt.Ltd.:NewDelhi.

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Third Semester	
Code of Course	DSC 8
Title of the Course	Retail Logistics and E-Commerce
Qualification Level of the Course	NHEQF Level 5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to become Retail logistics and E-commerce professionals • To orient students in the field of Logistics • To help Students to understand Retail logistics and E-commerce
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to apply the basic knowledge of Retail logistics and E-commerce in the real-life situation • This subject will enable them to enhance their ability and professional skills in Logistics and E-commerce
SYLLABUS	
UNIT – I	Concept and Scope: Concepts of Retail Logistics and supply chain- Importance of Logistics in these days global Sourcing, Dimension of Logistics: Macro and Micro aspects- Supply chain contours: Backward and forward linkages
UNIT – II	Logistics and Retail Marketing: Logistics as a Support function of Order Fulfilment, Assembling & Labelling from Multi-storage points and Delivery- Logistics as an interface of Market forecasting, Stock level management and other relevant activities till transportation, preparation for dispatch and outbound documentation and customer facilitation tracking out-bound shipments.
UNIT – III	Reverse Logistics: Basic of reverse logistics - concept, key activities , coordinating with carriers, route map optimization, collecting pickup and feedback - Types of reverse logistics –Roles and responsibilities-Best practices in reverse logistics

UNIT – IV	E-Commerce: Introduction to E-commerce logistics including delivery and pickup models and the overall logistic setup–Order Processing–Activities in order processing–Types of order processing–Procedures for generating plans and schedule through MIS
UNIT – V	Types of E-commerce-B2B-B2C and intrabusiness. Retail E-commerce–Retailing through internet, Direct Online Sales model and its types–Business Models for e-commerce. Electronic Payments system, Electronic CRM Applications. E-Security
Suggested Readings:	<ol style="list-style-type: none"> 1. John Fernie & Leigh Sparks, "Logistics and Retail Management: Emerging Issues and New Challenges in the Retail Supply Chain", Kogan Page 3rd Edition, 2009 2. James B. Ayers & Mary Ann Odegaard, "Retail Supply Chain Management", Taylor & Francis, 2nd edition 3. Mr. Gibson G, "Retail Management: Functional Principles & Practices", Jaico Publishing house, 6th Edition, 2003. 4. Ray, Supply Chain Management For Retailing, TMH, 2010. 5. James B. Ayers, Retail Supply Chain Management, Auerbach Publications, 2007.

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Third Semester	
Code of Course	DSC 9
Title of the Course	Liner Logistics
Qualification Level of the Course	NHEQF Level 5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to Liner logistics professionals • To orient students in the field of Logistics • To help Students to understand Liner logistics
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to apply the Basic knowledge of Liner Logistics in the real-life situation • This subject will enable them to enhance their ability and professional skills in Logistics.
SYLLABUS	
UNIT – I	Definitions of liner trades; tramp trades; containerization- Unitization - containerization, liner operations, port organization – Vessel loading and discharging, liner trade routes, The major ports, liner service options - Liner trade–ship types– Tonnages; basic ship layout, types of container ships, Ro-Ro barge carrying vessels, The refrigerated cargo ship conventional (Break bulk) vessels future vessel developments, economy of scale, shipboard handling equipment.
UNIT – II	Cargoes & cargo equipment – Dangerous goods IMO special goods, cargo handling other methods of lifting cargo port handling equipment, port terminals; port and terminal management; the role of ship officers - agent. Liner Shipping operations- Management and policy, ship management and operations, independent ship management, insurance, trade of commercial department, accounting, budgeting, freight collection and port disbursements agency duties.
UNIT – III	Containerization unitization and inter-modalism- Growth in world trade unitization; container dimensions, types

	<p>of container other container expressions container inventory, owning, leasing meeting the demand for containers</p> <p>tracking the container fleet, container control, FCL SLCL & ICDS, legal & insurance implications in the container trade.</p>
UNIT – IV	<p>The Bill of Lading and other Documentation-</p> <p>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</p> <p>The printed clauses – The evidence of the contract, other forms of Bill of Lading other liner documents, Intl conventions relating to Bill of Lading, paperless trading</p>
UNIT – V	<p>The Exchange of goods transfer-</p> <p>Transfer of funds from country to country, methods of payments in International trade who are the merchants, International contracts of sale INCOTERMS; Legal aspects of the liner trades -</p> <p>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.</p>
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Ship Operation Management, Fujita, N.H. Publisher, 1974. 3. Ship Operation Management, Bertrams Publication, 2010. 4. Handbook of Ship Calculations, Construction and Operation, Charles H. Hughes, Wexford College Press, 2008. 5. Ocean Shipping- Elements of Practical Steamship Operation, Robert Edwards Annin, Thompson Press, 2010.

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Third Semester	
Code of Course	MC 3
Title of the Course	Cost Accounting
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To impart knowledge among students about the concepts of cost and cost accounting and various cost elements and their calculation.
Learning outcomes	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Understand the basic concepts of costs and fundamentals of cost accounting. • Equipped with the calculation of cost of material, labour and overhead. • Understand the accounting for employee cost and Overheads. • Understand the basic concept of ABC costing
SYLLABUS	
UNIT – I	Cost Accounting: Meaning, evolution, Nature, Scope and Objectives, Cost Accounting Methods and Techniques, Cost Accounting standard-1 (Revised): Classification of cost
UNIT – II	Accounting for Material: Material Control, Purchase of Material, Valuation of material at the time of receipt and issue as per CAS-6, Material Storage, Inventory Control Techniques: EOQ, Levels, ABC, Inventory Turnover Ratio, Input-Output Ratio. Treatment of material losses: Waste, Scrap, Spoilage and Defective.
UNIT – III	Accounting for Employee Cost: Timekeeping and Time booking, labour turnover, Idle time and overtime, Methods of wage payment and Incentive schemes (Individual and group both).Determination of employee cost as perCAS7, Treatment of Specific items of employee cost
UNIT – IV	Accounting for Overhead: Meaning, Classification, codification, Accounting for production overhead: Primary and Secondary Distribution, Allocation, Apportionment and Absorption. Accounting of

	Administration overheads and Selling Overheads, Under and Over absorption of overheads. CAS-3 (Revised 2015): Definition, Principal of measurement and Assignment.
UNIT – V	Methods of Costing: Unit Costing Activity Based Costing: Comparison of ABC and traditional product cost, meaning, stages in ABC, Determination of cost.
Suggested Readings:	<ol style="list-style-type: none"> 1. Bhanawat Shurveer S., “Cost Accounting”, R.B.D. Publication, Jaipur-New Delhi 2. Rao, N.S.; Gupta, S.L. and Mundra, M.D.: Cost Accounting (Hindi) Apex Publishing House, Udaipur 3. Arora M. N: Cost Accounting - Principles and Practice; Vikas, New Delhi. 4. Horngren, Charles, Foster and Datar: Cost Accounting -A Managerial Emphasis: Prentice-Hall of India, New Delhi. 5. Jain S.P. and Narang K. L: Cost Accounting; Kalyani, New Delhi. 6. Kaplan R.S. and Atkinson A. A.: Advanced Management Accounting; Prentice India International. 7. Khan, M.Y. and Jain, P.K.: Management Accounting. Tata McGraw Hill. 8. Maheshwari, S.N.: Advanced Problems and Solutions in Cost Accounting. Sultan Chand, New Delhi. 9. Tulsian, P.C.: Practical Costing. Vikas, New Delhi 10. Van Home J.C.: Financial Management and policy, Prentice Hall of India, New Delhi

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Third Semester	
Code of Course	SEC 1
Title of the Course	Communicative English
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	2
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To equip the learner with the basic knowledge of the English Language • To sharpen the learner's communicative skills- Listening, Speaking, Reading, Writing (LSRW) • To combine classroom procedures like individual work, pair work, small group work, and whole class work, to ensure that each student acquires the skills taught
Learning outcomes	<p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Ability to Communicate in English • Writing and Speaking correct English • Readiness to take Jobs that require use of English Language
SYLLABUS	
UNIT – I	Introduction Definition of communication; Verbal and Non-Verbal communication; Barriers to communication; Formal and Informal communication
UNIT – II	Active Listening Definition of active Listening; Understanding other Viewpoints; Suspending Judgement; Listening for hidden meaning; Grasping non-verbal signals; Barriers and filters in listening Activities and Tasks: Listening Comprehension; Quizzes
UNIT – III	Fluent Speaking Understanding Formal and Informal styles of Speech; Removing grammatical errors; Learning fluent speaking, using fillers, pauses Personality Building Activities: Extempore, Just-a-Minute(JAM), Debate,

	Group Discussion
UNIT – IV	Reading and Writing Reading comprehension; Skimming and Scanning Activities: Reading aloud practice; Comprehension passages with focus on Current Affairs, Social issues, Environmental concerns Writing Skills: Paragraph writing; Precis writing; Writing the title/heading; Writing letters/emails (Invitations/Enquiries/Complaints/Thanks and responding to them)
UNIT – V	Grammar in Context Common errors in grammar and Remedial exercises; Homonyms and Homophones; One-word substitution
Suggested Readings:	<ol style="list-style-type: none"> 1. Allen, Stannard. Living English Structure. 5th edition, Pearson India, 2009. 2. Bhatia, H.S. and P.S. Bhatia. Spoken and Communicative English. Ramesh Publishing, 2021. 3. Bhatnagar, R. P., Rajul Bhargava. English for Competitive Examinations. Macmillan, 2021. 4. Lee, W.R. English at Home. OUP, 1966. 5. Leech, Geoffrey and Jan, Swartvik. A Communicative Grammar of English. Routledge, 2002. 6. Leech, Geoffrey, Margaret Deucher and Robert, Hoogenarad. English Grammar for Today. Springer, 1982. 7. Mittens et al. Attitude of English Uses. OUP, 1970. 8. Quirk, Randolph & Sidney Greenbaum. A University Grammar of English. ELBS, 1973. 9. Sharma, R.C. and Krishna Mohan. Business Correspondence & Report Writing. McGraw Hill, 2017. 10. Shreedharan, Josh. The Four Skills for Communication. Cambridge UP, 2014 11. Suresh Kumar, E. and P. Sreehari. Communicative English. Orient Blackswan, 2007. 12. Thomson & Martinet. Practical English Grammar. OUP, 1997. 13. Tickoo C. & Sasikumar. Writing with a Purpose. OUP, 1997

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Fourth Semester	
Code of Course	DSC 10
Title of the Course	Port Terminal Logistics
Qualification Level of the Course	NHEQF Level 5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop competencies and knowledge of students to Port terminalslogisticsprofessionals • Toorientstudentsinthe fieldofLogistics • TohelpStudentstounderstandPortterminalslogistics
Learning outcomes	<ul style="list-style-type: none"> • StudentswillbeabletoapplytheBasicknowledgeofPort terminalsLogisticsin thereal-lifesituation • Thissubjectwillenablethemtoenhancetheirabilityand professionalskillsinLogistics
SYLLABUS	
UNIT – I	DifferencebetweenMajorandMinorPorts -PortsinIndia-NaturalHarbours-NewPortstobedevelopedin India-MajorPortsoftheWorld-LargestPortintheworld-PortOfficialsandtheirroles-RoleofPorts-Whoare Portusers
UNIT – II	ContainerTerminals-PrivatisationofTerminals-ReasonforPrivatisation-MajorTerminalOperatorsinIndia - Terminal Operators of the world - Privatisation the need of the hour - Agreement between and existing Port Terminalandthenewoperator
UNIT – III	Import Cycle - Export Cycle - Positions and Places in a Terminal - Facilities in a Terminal - Container Monitoring andstacking-CFSinsideaTerminal-ReasonsforCongestionofaterminal-de-congestingtheterminal-Window

	system in a terminal.
UNIT – IV	Major Port Trust Act - Port as a custodian of the cargo - Transit sheds - Cargo receivers - Wharfs and Berths - Various berths in a Port - Meaning of Berth Restrictions - Port equipment's and damage - Extra services - Berth reservations schemes
UNIT – V	Port Tariff - Pilots and their duties - Tugs and its usage - Night navigations - Light Dues - Tariff Authorities of Major Port - Revision of rates - Port Trustees - Safety Procedures - Introduction of ISPS - Damage to Port property by ships - Compensation and confiscation of cargo to adjust dues
Suggested Readings:	<ol style="list-style-type: none"> 1. Course Material Prepared by LSC 2. Major Port Trust Act – Government of India 3. Port Industry Statistics, American Association of Port Authorities 4. APMOLLORG Guidebook on Terminal 5. DUBAI PORT AUTHORITIES Manual

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Fourth Semester	
Code of Course	DSC 11
Title of the Course	Specialisation Module-Course I
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	•
Learning outcomes	•
SYLLABUS	
UNIT – I	
UNIT – II	
UNIT – III	
UNIT – IV	
UNIT – V	
Suggested Readings:	

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Fourth Semester	
Code of Course	DSE 12
Title of the Course	Specialisation Module-Course II
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	4
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	•
Learning outcomes	•
SYLLABUS	
UNIT – I	
UNIT – II	
UNIT – III	
UNIT – IV	
UNIT – V	
Suggested Readings:	

B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Fourth Semester	
Code of Course	MC 4
Title of the Course	Income Tax
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To develop the understanding of basic provisions of Income Tax Act, 1961 relating to different heads of income.
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to: 1. Understand the basics of income tax. 2. They will be able to determine residential status of an assessee and 3. Compute income under the heads Salaries, House Property, Other Sources and Capital Gains
SYLLABUS	
UNIT – I	Basic Concepts of Income Tax Law: Definitions – Previous Year, Assessment Year, Assessee, Person, Gross Total Income, Agricultural Income, Income. Residential Status and Scope of Tax: Determination of the residential status of different persons and the scope of income to be included in their total income based on residential status.
UNIT – II	Head of Income: Computation of Income under the head Salaries
UNIT – III	Head of Income: Computation of Taxable Income under the head Income from House Property
UNIT – IV	Head of Income: Profits and gains of Business or Profession including Depreciation
UNIT – V	Head of Income: Computation of Taxable income under the head Capital gains and Income from other sources
Suggested Readings:	<ol style="list-style-type: none"> 1. Income Tax Act 2. Income Tax Rules. 3. Mehrotra, H.C.: Income Tax Law and Accounts (Sahitya Bhawan),

	<p>(Hindi/ English)</p> <ol style="list-style-type: none"> 4. Patel & Choudhary: Income Tax (Choudhary Prakashan), (Hindi/ English) 5. Singhanian, Vinod K.: Student guide to Income Tax. 6. Bhanawat, Shurveer, S., Kaduniya, Hemant and Singh, Durga, Income Tax (Hindi and English) Arya Publications
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B.COM IN LOGISTICS MANAGEMENT	
Second Year	
Fourth Semester	
Code of Course	SEC 2
Title of the Course	Practical MS Excel
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	2
Delivery type of the course	Lecture, 60 Hours. The 60 lectures for content delivery.
Prerequisites	None
Co-requisites	To None
Objectives of the course	<ul style="list-style-type: none"> • To enhance the skills in the students in order to well verse with MS Excel so that business problems may be solved with the help of MS excel.
Learning outcomes	<ul style="list-style-type: none"> • Students will be able to: • Enter and edit data in Excel, • Modify a worksheet and workbook, work with cell references and • Learn to use functions and formulas
SYLLABUS	
UNIT – I	MS-Excel: - Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, working with formula, creating graph and chart, using various types of function, filter.
UNIT – II	Data Linking: Understanding Data Linking, Linking between Worksheets, Linking between Workbooks, Updating Links Between Workbooks.
UNIT – III	Reference Function: Understanding Reference Functions, Using ROW and ROWS, Using COLUMN and COLUMNS, Using ADDRESS, Using INDIRECT, Using OFFSET.
UNIT – IV	Lookup Function: Understanding Data Lookup Functions, Using CHOOSE, Using VLOOKUP, Using VLOOKUP For Exact Matches, Using HLOOKUP, Using INDEX, Using MATCH
UNIT – V	Data Consolidation: Understanding Data Consolidation, Consolidating with Identical Layouts, Creating a Linked Consolidation, Consolidating from Different Layouts, and Consolidating Data Using the SUM Function
Suggested Readings:	Alexander, M., Kusleika, R. and Walkenbach, J. Microsoft Excel 2019 BIBLE

B.COM IN LOGISTICS MANAGEMENT	
Third Year	
Fifth Semester	
Code of Course	
Title of the Course	Apprenticeship I
Qualification Level of the Course	NHEQF Level 6
Credit of the course	22
Delivery type of the course	
Prerequisites	None
Co-requisites	To None
Objectives of the course	During Apprenticeship Training students would be assigned on-the-job-training by companies.
Learning outcomes	On completion of the Apprenticeship Training, students shall submit Apprenticeship Report in the form of Work Diary to the Collaborating Institutions. The Report would be evaluated and Viva conducted by the Collaborating Institution

B.COM IN LOGISTICS MANAGEMENT	
Third Year	
Sixth Semester	
Code of Course	
Title of the Course	Apprenticeship II
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	22
Delivery type of the course	
Prerequisites	None
Co-requisites	To None
Objectives of the course	.DuringApprenticeship Training studentswouldbeassignedon-the-job-trainingby companies
Learning outcomes	On completion of the Apprenticeship Training, students shall submit Apprenticeship Report in the form of Work Diary to the Collaborating Institutions. The Report would be evaluated and Viva conducted by the Collaborating Institution.