

**UNIVERSITY OF MUMBAI**

**No. UG/120 of 2016-17**

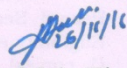
**CIRCULAR:-**

A reference is invited to the Syllabi relating to the B.Com. (Transport Management) degree course **vide** this office Circular No. UG/12 of 2014 dated 1<sup>st</sup> July, 2014 the Principals of affiliated Colleges in Commerce are hereby informed that the approved by the Academic Council at its meeting held on 24<sup>th</sup> June, 2016 **vide** item No.4.75 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for B. Com (Transport Management) for (Sem. I to VI)-Course Structure (Sem. I & II), which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032

27 October, 2016

To,

  
(Dr.M.A. Khan)  
REGISTRAR

The Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

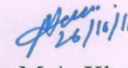
**A.C/4.75 /24/06/2016**

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No. UG/120-A of 2016-17      MUMBAI-400 032      27 October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.

  
(Dr.M.A. Khan)  
REGISTRAR

PTO..

AC 24-06-2016

Item No. 4.75

# University of Mumbai



**B.Com. (Transport Management)  
Programme  
Three Year Integrated Programme -  
Six Semesters  
*Course Structure***

**Under Choice Based Credit System**

**To be implemented from Academic Year- 2016-2017  
Progressively**

***Board of Studies-in-Trade, Transport and Industry,  
University of Mumbai***

# B.Com. (Transport Management) Programme

## Under Choice Based Credit, Grading and Semester System

### Course Structure

#### F.Y.B.Com. (Transport Management)

(To be implemented from Academic Year- 2016-2017)

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
<b>1</b>	<b>Elective Courses (EC)</b>		<b>1</b>	<b>Elective Courses (EC)</b>	
1	Transport Management	<b>03</b>	1	Logistic and Supply Chain Management	<b>03</b>
2	Road and Road Transport	<b>03</b>	2	Air Transport	<b>03</b>
3	Railway Transport	<b>03</b>	3	Shipping and Water Transport	<b>03</b>
<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>		<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>	
<b>2A</b>	<b>Ability Enhancement Compulsory Course (AECC)</b>		<b>2A</b>	<b>Ability Enhancement Compulsory Course (AECC)</b>	
4	Business Communication-I	<b>03</b>	4	Business Communication-II	<b>03</b>
<b>2B</b>	<b>*Skill Enhancement Courses (SEC)</b>		<b>2B</b>	<b>**Skill Enhancement Courses (SEC)</b>	
5	Any one course from the following list of the courses	<b>02</b>	5	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b>Core Courses (CC)</b>		<b>3</b>	<b>Core Courses (CC)</b>	
6	Business Economics-I	<b>03</b>	6	Traffic Management	<b>03</b>
7	Business Mathematics	<b>03</b>	7	Financial Accounting	<b>03</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

<b>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</b>		<b>**List of Skill Enhancement Courses (SEC) for Semester II (Any One)</b>	
1	Foundation Course - I	1	Foundation Course - II
2	Foundation Course in NSS - I	2	Foundation Course in NSS - II
3	Foundation Course in NCC - I	3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - I	4	Foundation Course in Physical Education - II
<b>Note: Course selected in Semester I will continue in Semester II</b>			

## S.Y.B.Com. (Transport Management)

*(To be implemented from Academic Year- 2017-2018)*

No. of Courses	Semester III	Credits	No. of Courses	Semester IV	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>		<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1, 2 & 3	*Any three courses from the following list of the courses	<b>09</b>	1,2 & 3	*Any three courses from the following list of the courses	<b>09</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>		<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
4	Information Technology in Transport-I	<b>02</b>	4	Information Technology in Transport-II	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>		<b>3</b>	<b><i>Core Courses (CC)</i></b>	
5	Service Marketing	<b>03</b>	5	Multi Modal Transport	<b>03</b>
6	Warehousing and Inventory Control	<b>03</b>	6	Surveys in Transport	<b>03</b>
7	Transport Law	<b>03</b>	7	Business Economics-II	<b>03</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

<b><i>*List of Discipline Related Elective(DRE) Courses for Semester III (Any Three)</i></b>		<b><i>*List of Discipline Related Elective(DRE) Courses for Semester IV (Any Three)</i></b>	
1	Production and Quality Management	1	Procurement Management
2	Customs Procedures and Cargo Handling	2	Traffic Management
3	Transport Project Management	3	Transportation , Containerization and Distribution Management
4	Financial Accounting	4	Taxation and Transportation
5	Managerial Skill Development	5	Health and Safety and Facility Management

## T.Y.B.Com. (Transport Management)

*(To be implemented from Academic Year- 2018-2019)*

No. of Courses	Semester V	Credits	No. of Courses	Semester VI	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>		<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1,2,3 & 4	*Any four courses from the following list of the courses	<b>12</b>	1,2,3 & 4	*Any four courses from the following list of the courses	<b>12</b>
<b>2</b>	<b><i>Core Courses (CC)</i></b>		<b>2</b>	<b><i>Core Courses (CC)</i></b>	
5	Port Operations and Management	<b>04</b>	5	Transport Policy and Documentation	<b>04</b>
<b>3</b>	<b><i>* Project Work</i></b>		<b>3</b>	<b><i>*Project Work</i></b>	
6	Project on Internship Training	<b>04</b>	6	Project work	<b>04</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

**Note:** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits each. A project work may be undertaken in any area of Elective Courses/ study area

<b><i>*List of Elective Courses for Semester V (Any Four)</i></b>		<b><i>*List of Elective Courses for Semester VI (Any Four)</i></b>	
1	Human Resource Management and Industrial Relations	1	International Trade and Transport
2	Transport Costing and Pricing	2	Fleet Operations and Management
3	Transport Insurance and Risk Management	3	Analytical Modelling in Transport
4	Strategic Management	4	Re-Engineering and Turnaround Management
5	Maritime Transport and Economics	5	Business Environment and Ethics
6	Transport Planning (Urban, Rural, Public, Mass)	6	Community Development Project

# University of Mumbai



**Revised Syllabus of Courses  
of  
B.Com. (Transport Management)  
Programme  
at  
First Year  
Semester I and II**

**Under Choice Based Credit, Grading and  
Semester System**

***(To be implemented from Academic Year- 2016-2017)***

***Board of Studies-in-Trade, Transport and Industry,  
University of Mumbai***



**B.Com. (Transport Management) Programme**  
**Under Choice Based Credit, Grading and Semester System**  
**Course Structure**

**F.Y.B.Com. (Transport Management)**

(To be implemented from Academic Year- 2016-2017)

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
<b>1</b>	<b>Elective Courses (EC)</b>		<b>1</b>	<b>Elective Courses (EC)</b>	
1	Transport Management	<b>03</b>	1	Logistic and Supply Chain Management	<b>03</b>
2	Road and Road Transport	<b>03</b>	2	Air Transport	<b>03</b>
3	Railway Transport	<b>03</b>	3	Shipping and Water Transport	<b>03</b>
<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>		<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>	
<b>2A</b>	<b>Ability Enhancement Compulsory Course (AECC)</b>		<b>2A</b>	<b>Ability Enhancement Compulsory Course (AECC)</b>	
4	Business Communication-I	<b>03</b>	4	Business Communication-II	<b>03</b>
<b>2B</b>	<b>*Skill Enhancement Courses (SEC)</b>		<b>2B</b>	<b>**Skill Enhancement Courses (SEC)</b>	
5	Any one course from the following list of the courses	<b>02</b>	5	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b>Core Courses (CC)</b>		<b>3</b>	<b>Core Courses (CC)</b>	
6	Business Economics - I	<b>03</b>	6	Traffic Management	<b>03</b>
7	Business Mathematics	<b>03</b>	7	Financial Accounting	<b>03</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

<b>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</b>		<b>**List of Skill Enhancement Courses (SEC) for Semester II (Any One)</b>	
1	Foundation Course - I	1	Foundation Course - II
2	Foundation Course in NSS - I	2	Foundation Course in NSS - II
3	Foundation Course in NCC - I	3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - I	4	Foundation Course in Physical Education - II

***Note: Course selected in Semester I will continue in Semester II***



# B.Com. (Transport Management)

## Under Choice Based Credit, Grading and Semester System Course Structure

(To be implemented from Academic Year- 2016-2017)

### Semester I

No. of Courses	Semester I	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1	Transport Management	<b>03</b>
2	Road and Road Transport	<b>03</b>
3	Railway Transport	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
<b>2A</b>	<b><i>Ability Enhancement Compulsory Course (AECC)</i></b>	
4	Business Communication-I	<b>03</b>
<b>2B</b>	<b><i>*Skill Enhancement Courses (SEC)</i></b>	
5	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
6	Business Economics-I	<b>03</b>
7	Business Mathematics-I	<b>03</b>
<b>Total Credits</b>		<b>20</b>

<b><i>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</i></b>	
1	Foundation Course - I
2	Foundation Course in NSS - I
3	Foundation Course in NCC - I
4	Foundation Course in Physical Education - I

**Revised Syllabus and Question Paper Pattern of Courses of**

***Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester I  
with effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

**1. Transport Management**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Transport Management and System	15
2	Transport Planning	15
3	Transport Services , Costing and Performance	15
4	Administration and Control	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules/ Units
1	<b>Introduction to Transport Management and System</b>
	<ul style="list-style-type: none"> <li>• Transportation- meaning, features, importance, functions, role, operational characteristics of transport, development of transport in India.</li> <li>• Transport functions and systems.</li> <li>• Challenges faced by Indian transport system.</li> <li>• Impact of Transportation</li> <li>• Modes of transport- air, water, land and others</li> <li>• Means of transportation in India - Traditional Public road transport, Urban rail transport, Other local transport, Long distance transport, Aviation, Ports &amp; shipping, Waterways, Pipelines, Utility vehicle, Heavy hauler, BRTS..</li> <li>• Elements and components of transport.</li> <li>• Transport Units</li> <li>• Multi- Modal Transport.</li> <li>• Intermodal Transport.</li> </ul>
2	<b>Transport Planning</b>
	<ul style="list-style-type: none"> <li>• Transportation planning- Importance Methods, Steps, Interventions, Policy instrument transportation planning process, metropolitan planning</li> <li>• Comprehensive Transport Planning- Factors required for planning process (Issues, Current Practices, and future recommendations), comparing conventional and comprehensive planning, Best practices in comprehensive planning.</li> <li>• Integrated public transport planning.</li> <li>• System Approach to transportation planning.</li> <li>• Transportation Principles &amp; participants</li> <li>• Transport Forecasting.</li> </ul>
3	<b>Transport Services , Costing and Performance</b>
	<ul style="list-style-type: none"> <li>• Transportation Services-</li> <li>• Terminal Services- Consolidation, dispersion, shipment services, vehicle services, interchange, loading and unloading, weighing, tracing, expediting.</li> <li>• Line Haul Services- reconsignment, diversion, pulling, stopping in transit, transit privilege</li> <li>• Transportation Documentation- domestic and international.</li> <li>• Transportation costing and pricing- concepts, key cost driver, modal rate development, current issues and practices.</li> <li>• Transportation performance analysis- symptoms of poor transportation management, main key performance indicators. Performance by transport mode.</li> </ul>

Sr. No.	Modules/ Units
4	<b>Administration and Control</b>
	<ul style="list-style-type: none"> <li>• Organization in transport sector - National and International levels , Functions and Role.</li> <li>• Indian road network - Problems classification, Institutional framework, Rural road transport program, Road maintenance</li> <li>• Urban public transport in India- Current status, Recent development, Responsibility of government &amp; public agency, Future scenario, Urban public transport modes, Issue in urban transport Strategies for urban transport in India.</li> <li>• Transport Regulations- Need, Importance and Benefits, Areas of Regulation – economic, physical and social.</li> <li>• Routing and Scheduling- Importance, benefits and problems of route planning and scheduling, principles of effective routing and scheduling.</li> <li>• Land use forecast.</li> <li>• Transportation problems- Issues, Goals &amp; Objectives , Evaluation, Stakeholders input, Environment, Smart growth &amp; sustainability, Energy , Technology, Economic &amp; financial issues and other</li> <li>• New Development in transport sector</li> </ul>

**Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester I  
with effect from the Academic Year 2016-2017**

**Elective Courses (EC)**

**2. Roads and Road Transport**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Road Transport System in India	15
2	Road Transport in India	15
3	Passenger Transport	15
4	Recent Development in Roads & Road Transport	15
<b>Total</b>		<b>60</b>

Sr. No	Modules / Units
1	<b>Road Transport System in India</b>
	<p>Road Network - Historical growth of road network - Nagpur Plan - Development in Planned Economy Classifications of Roads in India : National Highways, Freeways Highways, International Highways, State Highways, District Roads, Village Roads, Border Roads - Advantage of Road Transport - Problems of Road Transport</p> <p>National Highway network - National Highway Development Plan - NHDP Phase I - NHDP Phase II - NHDP Phase III - NHDP Phase IV - NHDP Phase V - NHDP Phase VI - NHDP Phase VII - Status of Development of Golden Quadrilateral</p>
2	<b>Road Transport in India</b>
	<p>Passenger Road Transport System (PRTS) in India - Operational Framework of passenger Road Transport System in India - (a) State Road Transport Corporations; (b) Departmental undertaking; (c) Municipal undertaking; (d) Government Companies</p> <p>Problems of PRTS in India - Legal constraints - Heavy burden of tax - Issue of Industrial relation. Nationalisation of Road Transport Industry - Privatisation - Change of outlook - Social welfare. Regulatory Mechanism</p>
3	<b>Passenger Transport</b>
	<p>Urban Transport : means of transport - Mass Transport System - Passenger Bus Service - Intermediate Public Transport (IPT) - Motorbikes - Auto Rickshas - Cycle Rickshas - Personal Modes - Urban Transport Problems - Rural Transport - Means of rural transport - Importance of rural transport</p> <p>Freight Transport: Road Goods Transport Industries (RGTI) / Trucking Industries - Competition and Regulation in the Road Goods Transport Industry - Freight Rates, Operator Costs and Industry Profitability - Structure of the highway freight industry - Freight rates and industry profitability - Quality of service The vehicle fleet - Costs of truck delays and facilitation payments - Trucking safety</p>
4	<b>Recent Development in Roads &amp; Road Transport</b>
	<p>National Urban Renewal Mission (NURM) - National Highways, Strategic roads, Roads of Economic and Inter- State importance, Road development in sensitive border areas and tribal roads. Review and Monitoring of National Highway Development Project comprising Golden Quadrilateral and North-South, East-West corridor projects. Examination of proposals from various States in the North- Eastern region for providing assistance through Non- lapsable Central Pool of Resources. Examining proposals received for the consideration of High Powered Committee on BOT projects. Examining proposals relating to National Highway Development Project for consideration of National Highways Authority of India Board. FDI, Build-Operate-Transfer (BOT) - NABARD - Rural Infrastructure Development Fund (RIDF).</p>





**Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester I  
with effect from the Academic Year 2016-2017**

**Elective Courses (EC)**

**3. Rail Transport**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Indian Railways	15
2	Mobility of Indian Railways to Passengers	15
3	Mobility of Indian Railways to Goods & Supplies	15
4	Railways Operation Managements	15
	<b>Total</b>	<b>60</b>

Sr. No	Modules / Units
1	<b>Introduction to Indian Railways</b>
	<ul style="list-style-type: none"> <li>• Background of Indian Railways Railway Transportation in India Today and its Significance, Railway Organization</li> </ul>
2	<b>Mobility of Indian Railways to Passengers</b>
	<ul style="list-style-type: none"> <li>• Types of Travel</li> <li>• Convenience and Comfort</li> <li>• Variations over time and space.</li> <li>• Railway Tourism</li> </ul>
3	<b>Mobility of Indian Railways to Goods &amp; Supplies</b>
	<ul style="list-style-type: none"> <li>• Node &amp; Links</li> <li>• Supply Chain</li> <li>• Commodity Transport across India and other countries</li> </ul>
4	<b>Railways Operation Managements</b>
	<ul style="list-style-type: none"> <li>• Costing &amp; Pricing of Railway Transport Services</li> <li>• HRM in Indian Railways</li> <li>• Financial / Aspects and Revenue Generation</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Ability Enhancement Courses (AEC)**

**4. Business Communication - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Theory of Communication	15
2	Obstacles to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Theory of Communication</b>
	<p><b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p><b>Channels and Objectives of Communication: Channels-</b> Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p><b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p><b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p>
2	<b>Obstacles to Communication in Business World</b>
	<p><b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p><b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p><b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>
3	<b>Business Correspondence</b>
	<p><b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p><b>Personnel Correspondence:</b></p>

	Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]
<b>Sr. No.</b>	<b>Modules / Units</b>
<b>4</b>	<b>Language and Writing Skills</b>
	<p><b>Commercial Terms used in Business Communication</b></p> <p><b>Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>▪ Listening Comprehension</li> <li>▪ Remedial Teaching</li> <li>▪ Speaking Skills: Presenting a News Item, Dialogue and Speeches</li> <li>▪ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.</li> <li>▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Skill Enhancement Courses (SEC)**

**5. Foundation Course - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Overview of Indian Society	05
2	Concept of Disparity- 1	10
3	Concept of Disparity-2	10
4	The Indian Constitution	10
5	Significant Aspects of Political Processes	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Overview of Indian Society</b>
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
2	<b>Concept of Disparity- 1</b>
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
3	<b>Concept of Disparity-2</b>
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
4	<b>The Indian Constitution</b>
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
5	<b>Significant Aspects of Political Processes</b>
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics



**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Skill Enhancement Courses (SEC)**

**5. Foundation Course in NSS - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to NSS	10
2	Concept of Society and Social Issues in India	15
3	Indian Constitution and Social Justice	10
4	Human Personality and National Integration	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Introduction to NSS</b>
	<p><b>Introduction to National Service Scheme(NSS)</b>  Orientation and structure of National Service Scheme(NSS)  National Service Scheme(NSS)- its objectives  The historical perspective of National Service Scheme(NSS)  National Service Scheme(NSS)- Symbol and its meaning  National Service Scheme(NSS)- its hierarchy from national to college level</p> <p><b>National Service Scheme(NSS) Regular activities</b>  Distribution of working hours- Association between issues and programs-  community project- urban rural activities, Association- modes of activity  evaluation</p>
2	<b>Concept of Society and Social Issues in India</b>
	<p><b>History and philosophy of social sciences in India</b>  Concept of society- Development of Indian society - Features of Indian Society-  Division of labour and cast system in India</p> <p><b>Basic social issues in India</b>  Degeneration of value system, Family system, Gender issues, Regional imbalance</p>
3	<b>Indian Constitution and Social Justice</b>
	<p><b>Indian Constitution</b>  Features of Indian Constitution - Provisions related to social integrity and  development</p> <p><b>Social Justice</b>  Social Justice- the concept and its features  Inclusive growth- the concept and its features</p>
4	<b>Human Personality and National Integration</b>
	<p><b>Dimensions of human personality</b>  Social Dimension of Human personality- Understanding of the society  Physical Dimension of Human personality- Physical Exercise, Yoga, etc.</p> <p><b>National integration &amp; Communal Harmony</b>  National Integration- its meaning, importance and practice  Communal Harmony- its meaning, importance and practice</p>

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**Skill Enhancement Courses (SEC)**

**5. Foundation Course in NCC - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to NCC, National Integration & Awareness	10
2	Drill: Foot Drill	10
3	Adventure Training, Environment Awareness and Conservation	10
4	Personality Development and Leadership	10
5	Specialized Subject: Army/ Navy/ Air	05
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Introduction to NCC, National Integration &amp; Awareness</b>
	<p><b>Desired outcome:</b> The students will display sense of patriotism, secular values and shall be transformed into motivated youth who will contribute towards nation building through national unity and social cohesion.</p> <ul style="list-style-type: none"> <li>• Genesis, Aims, Objectives of NCC &amp; NCC Song</li> <li>• Organisation &amp; Training</li> <li>• Incentives &amp; Benefits</li> <li>• Religions, Culture, Traditions and Customs of India</li> <li>• National Integration: Importance and Necessity</li> <li>• Freedom Struggle</li> </ul>
2	<b>Drill: Foot Drill</b>
	<p><b>Desired outcome:</b> The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.</p> <ul style="list-style-type: none"> <li>• General and Words of Command</li> <li>• Attention, Stand at Ease and Stand Easy, Turning and Inclining at the Halt</li> <li>• Sizing, Forming Up in Three Ranks and Numbering, Open and Close Order March and Dressing</li> <li>• Saluting at the Halt, Getting On Parade, Dismissing and Falling Out</li> <li>• Marching, Length of Pace and Time of Marching in Quick Time and Halt, Slow March and Halt</li> <li>• Turning on the March and Wheeling.</li> <li>• Saluting on the March.</li> <li>• Formation of squad and Squad Drill.</li> </ul>
3	<b>Adventure Training, Environment Awareness and Conservation</b>
	<p><b>Adventure Training</b></p> <p><b>Desired outcome:</b> The students will overcome fear &amp; inculcate within them the sense of adventure , sportsmanship , esprit-d-corp and develop confidence , courage , determination, diligence and quest for excellence.</p> <ul style="list-style-type: none"> <li>• Any Two such as – Obstacle course, Slithering, Trekking, Cycling, Rock Climbing, Para Sailing, Sailing, Scuba Diving etc</li> </ul> <p><b>Environment Awareness and Conservation</b></p> <p><b>Desired outcome:</b> The student will be aware of the conservation of natural resources and protection of environment.</p> <ul style="list-style-type: none"> <li>• Natural Resources – Conservation and Management</li> <li>• Water Conservation and Rainwater Harvesting</li> </ul>

Sr. No.	Modules / Units
4	<b>Personality Development and Leadership</b>
	<p><b>Desired outcome:</b> The student will develop an all-round personality with adequate leadership traits to deal / contribute effectively in life.</p> <ul style="list-style-type: none"> <li>• Introduction to Personality Development</li> <li>• Factors Influencing /Shaping Personality: Physical, Social, Physiological, Philosophical and Psychological</li> <li>• Self Awareness Know yourself/ Insight</li> <li>• Change Your Mind Set</li> <li>• Communication Skills: Group Discussion / Lecturettes (Public Speaking)</li> <li>• Leadership Traits</li> <li>• Types of Leadership</li> </ul>
5	<b>Specialized Subject: Army Or Navy Or Air</b>
	<p><b><u>Army</u></b></p> <p><b>Desired outcome:</b> The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces. It will also acquaint, expose &amp; provide basic knowledge about armed, naval and air-force subjects</p> <p><b>A. Armed Force</b></p> <ul style="list-style-type: none"> <li>• Basic organisation of Armed Forces</li> <li>• Organisation of Army</li> <li>• Badges and Ranks</li> </ul> <p><b>B. Introduction to Infantry and weapons and equipments</b></p> <ul style="list-style-type: none"> <li>• Characteristics of 7.62mm SLR Rifle, Ammunition, Fire power, Stripping, Assembling and Cleaning</li> </ul> <p><b>C. Military history</b></p> <ul style="list-style-type: none"> <li>• Biographies of renowned Generals (Carriapa / Sam Manekshaw)</li> <li>• Indian Army War Heroes- PVCs</li> </ul> <p><b>D. Communication</b></p> <ul style="list-style-type: none"> <li>• Types of Communications</li> <li>• Characteristics of Wireless Technologies (Mobile, Wi-Fi etc.)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b><u>Navy</u></b></p> <p><b>A. Naval orientation and service subjects</b></p> <ul style="list-style-type: none"> <li>• History of the Indian Navy-Pre and Post Independence, Gallantry award winners</li> <li>• Organization of Navy- NHQ, Commands, Fleets, Ships and shore establishments</li> <li>• Types of Warships and their role</li> <li>• Organization of Army and Air Force- Operational and Training commands</li> <li>• Ranks of Officers and Sailors, Equivalent Ranks in the Three Services</li> </ul> <p><b>B. Ship and Boat Modelling</b></p>

	<ul style="list-style-type: none"><li>• Principles of Ship Modelling</li><li>• Maintenance and Care of tools</li></ul>
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Sr. No.	Modules / Units
	<p><b>C. Search and Rescue</b></p> <ul style="list-style-type: none"> <li>• SAR Organization in the Indian ocean</li> </ul> <p><b>D. Swimming</b></p> <p>Floating for three minutes and Free style swimming for 50 meters</p> <p style="text-align: center;"><b>OR</b></p> <p><b>AIR</b></p> <p><b>A. General Service Knowledge</b></p> <ul style="list-style-type: none"> <li>• Development of Aviation</li> <li>• History of IAF</li> </ul> <p><b>B. Principles of Flight</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Laws of Motion</li> <li>• Glossary of Terms.</li> </ul> <p><b>C. Airmanship</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Airfield Layout</li> <li>• Rules of the Air</li> <li>• Circuit Procedure</li> <li>• ATC/RT Procedures</li> <li>• Aviation Medicine</li> </ul> <p><b>D. Aero- Engines</b></p> <ul style="list-style-type: none"> <li>• Introduction to Aero-engines</li> </ul>



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**Skill Enhancement Courses (SEC)**

**5. Foundation Course in Physical Education - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Basic Relevant concepts in Physical Education	10
2	Components of Physical Fitness	15
3	Testing Physical Fitness	10
4	Effect of Exercise on various Body System	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Introduction to Basic Relevant concepts in Physical Education</b>
	<ul style="list-style-type: none"> <li>• Dimensions and determinants of Health, Fitness &amp; Wellness</li> <li>• Concept of Physical Education and its importance</li> <li>• Concept of Physical Fitness and its types</li> <li>• Concept of Physical Activity, exercise and its types &amp; benefits</li> </ul>
2	<b>Components of Physical Fitness</b>
	<ul style="list-style-type: none"> <li>• Concept of components of Physical Fitness</li> <li>• Concept and components of HRPF</li> <li>• Concept and components of SRPF</li> <li>• Importance of Physical Education in developing physical fitness components.</li> </ul>
3	<b>Testing Physical Fitness</b>
	<ul style="list-style-type: none"> <li>• Tests for measuring Cardiovascular Endurance</li> <li>• Tests for measuring Muscular Strength &amp; Endurance</li> <li>• Tests for measuring Flexibility</li> <li>• Tests for measuring Body Composition</li> </ul>
4	<b>Effect of Exercise on various Body System</b>
	<ul style="list-style-type: none"> <li>• Effect of exercises on Musculoskeletal system</li> <li>• Effect of exercises on Circulatory System</li> <li>• Effect of exercises on Respiratory System</li> <li>• Effect of exercises on Glandular System</li> </ul>

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**Core Courses (CC)**

**6. Business Economics I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	10
2	Demand Analysis	10
3	Supply and Production Decisions and Cost of Production	15
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15
5	Pricing Practices	10
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<p><b>Scope and Importance of Business Economics</b> - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p>
2	<b>Demand Analysis</b>
	<p><b>Demand Function</b> - nature of demand curve under different markets</p> <p>Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p><b>Demand estimation and forecasting:</b> Meaning and significance - methods of demand estimation : survey and statistical methods <i>(numerical illustrations on trend analysis and simple linear regression)</i></p>
3	<b>Supply and Production Decisions and Cost of Production</b>
	<p><b>Production function:</b> short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p><b>Cost concepts:</b> Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run <i>(hypothetical numerical problems to be discussed)</i>, LAC and Learning curve - Break even analysis <i>(with business applications)</i></p>
4	<b>Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</b>
	<p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p> <p><b>Monopolistic competition:</b> Equilibrium of a firm under monopolistic competition, debate over role of advertising. <i>(topics to be taught using case studies from real life examples)</i></p> <p><b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models <i>(with practical examples)</i></p>
5	<b>Pricing Practices</b>
	Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing,

Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing <i>(case studies on how pricing methods are used in business world)</i>
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**Core Courses (CC)**

**7. Business Mathematics**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction, Organising, Data, Frequency Distribution, Data Representation	12
2	Measures of Central Tendencies	12
3	Measures of Dispersion	12
4	Probability, Probability Distribution and decision Theory	12
5	Index Nos.	12
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction, Organising, Data, Frequency Distribution, Data Representation</b>
	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data
2	<b>Measures of Central Tendencies</b>
	Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.
3	<b>Measures of Dispersion</b>
	Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions
4	<b>Probability, Probability Distribution and decision Theory</b>
	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution
5	<b>Index Nos.</b>
	Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test . Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.

# B.Com. (Transport Management) Programme

## Under Choice Based Credit, Grading and Semester System

### Course Structure

(To be implemented from Academic Year- 2016-2017)

## Semester II

No. of Courses	Semester II	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1	Logistic and Supply Chain Management	<b>03</b>
2	Air Transport	<b>03</b>
3	Shipping and Water Transport	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
<b>2A</b>	<b><i>Ability Enhancement Compulsory Course (AECC)</i></b>	
4	Business Communication-II	<b>03</b>
<b>2B</b>	<b><i>**Skill Enhancement Courses (SEC)</i></b>	
5	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
6	Traffic Management	<b>03</b>
7	Financial Accounting	<b>03</b>
<b>Total Credits</b>		<b>20</b>

<b><i>**List of Skill Enhancement Courses (SEC) for Semester II (Any One)</i></b>	
1	Foundation Course - II
2	Foundation Course in NSS - II
3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - II



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**Elective Courses (EC)**

**1. Logistics and Supply Chain Management**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Logistics and Supply Chain Management	15
2	Transportation and Warehousing	15
3	Packaging and Material Handling	15
4	Inventory Management and Strategy	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to Logistics and Supply Chain Management</b>
	<p>Logistic- basic concept/ Definitions/ Scope/ Functions/ Logistics for business excellence/ Logistic Management- objective, logistic solutions/ Logistic Costing/ Logistical Network Analysis.</p> <p>Supply Chain Management- Basic Concept/ Definitions/ Scope/ Comparison between logistics and Supply Chain Management/ Global Supply Chain scenario and importance/ Conventional Supply Chain/ Participants/ Channels agencies/ Relationship Management/ Concept of extended enterprises/ Bull-Whip effect.</p>
2	<b>Transportation and Warehousing</b>
	<p>Transport- Definition/ Principles/ Role/ Functions/ Scope/ Mode of Transport/ Intermodal Transport/ Ownership Transport/ Routing Vehicles</p> <p>Warehousing- Definition/ Principles/ Role/ Functions/ Scope/ Purpose of warehouse/ Types of warehouse/ Warehousing Strategy/ Planning and Distribution/ Warehouse layout Design.</p>
3	<b>Packaging and Material Handling</b>
	<p>Packaging- Definition/ Principles/ Role/ Functions/ Importance/ Packaging perspective/ Packaging for Material Handling Efficiency/ Packaging Material.</p> <p>Material Handling- Definition/ Principles/ Role/ Functions/ Importance/Basic handling consideration/ Mechanized System/ System Design/ Methods.</p>
4	<b>Inventory Management and Strategy</b>
	<p>Inventory Functionality and Principles/ Types/ Characteristic/ Planning/ Inventory Carrying Cost/ Inventory Management Policies and Practices/ Inventory Control/ Collaborative Inventory Planning/ Product/Market Classification.</p>

**Revised Syllabus of courses of B.Com. (Transport Management)**  
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**Elective Courses (EC)**

**2. Air Transport**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction of Air Transport	15
2	Cargo Operation	15
3	General Instruction of Airport	15
4	Planning and design of terminal area	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction of Air Transport</b>
	History of aviation, Growth of air transportation in India, Civil Aviation Department: its establishment and administrative structure, Types of airline operations, Types of aircraft and performance, Route networks, Hubs, Airport functions, International aviation, Principal organizations supporting aviation management, Chicago convention on international aviation, Sovereignty of air space, Air transit agreements, Open skies concept, Airline marketing: Overview of practices in sales, advertising, public relations and marketing efforts, Airline marketing share analysis, Branding and corporate identity, Passenger operations: Ticketing systems, Seat inventory management, Provision and maintenance of facilities, Public announcement system, Baggage claim, Passenger relations, Regulation of passenger movements, Disruptive situations
2	<b>Cargo Operation</b>
	Cargo operations: Ground handling practices, Documentation procedures, Responsibilities in various operations relating to transshipment of air cargo, security practices, Containerization, Logistics of air freight, Regulations and laws pertaining to air cargo operations, Handling of hazardous cargo and liability practices, Basics of safety and risk management, Safety performance Monitoring and auditing, Financial management and accounting: Costing and pricing, Setting of airport fees, rates and charges, Tariff formulation and competitive practices, Impact of aviation on environment, aircraft noise and abatement procedures, aircraft emissions
3	<b>General Instruction of Airport</b>
	General Instruction of Airport: Airport site selection, Size of airport, Obstructions, Zoning laws, Layout and capacity, airport architecture, Environmental considerations, Runway design, Runway orientation, Basic running length, Geometric design, balanced field concept, Airport capacity, Runway intersections, Taxiway design, Layout of taxiway, Geometric standards, loading aprons, holding aprons, Bypass or turnaround taxiway, Visual aids for pilots, Airport lighting, Visibility factors, Access to airport: Security and airfield operations
4	<b>Planning and design of terminal area</b>
	Planning and design of terminal area: Terminal building, Passenger flow, Parking of vehicles, Size of apron, Hangars, Protection from jet blast, Typical airport layouts, Air traffic control: Flight rules, Air traffic control networks and aids, Automation of air traffic aids, Passenger safety and segregation: Fire safety, Risk management, Safety analysis, Safety performance monitoring and auditing, Terminal operations: Passenger service expectations, check-in and transfer time, walking distances and route finding, use of buses and air bridges, Optimal use of apron space, Holding lounge arrangements, Performance indicators: Passenger throughput, Arrivals and departures of passengers and cargo, Movement of aircraft, Runway capacity, Aircraft age, flight hours, cycles, design service goal, utilization factor, Available seat kilometres, Revenue passenger seat kilometres, Available tonne kilometres, Revenue tonne kilometres, Load factor

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**Elective Courses (EC)**

**3. Shipping & Water Transport**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction of Shipping	15
2	General Structure of Shipping Industry	15
3	Cargo Documentation	15
4	Multimodalism	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction of Shipping</b>
	<p>Modes of transportation and their advantages and disadvantages, Ships – different types and sizes with their important features and their suitability to different cargoes, Foreign going, Coastal, inland vessels, etc.</p> <p>Basic shipping terminology including abbreviations, General particulars of ships.</p> <p>Bills of Lading – functions, conditions, contents, types and general information</p>
2	<b>General Structure of Shipping Industry</b>
	<p>Liner and tramp services, Liner shipping – essential features, break bulk, modes of unitization, , container sizes and types, container terminology, freighting, CYs, CFSs and ICDs, marketing of liner shipping, documents. Tramp shipping – types of charters – time, trip-time, voyage, consecutive voyages, bareboat etc.</p> <p>Agents – ship, port and liner agents and their roles in shipping, Freight forwarders, Freight brokers, ship brokers and other intermediaries in shipping.</p>
3	<b>Cargo Documentation</b>
	<p>Manifest, Mate's Receipt, Tally sheets, Notice of Readiness, Statement of Facts, etc.</p> <p>Custom house work – Inward and outward entry of ships documentation</p> <p>Customs Bill of Entry and Shipping Bill</p>
4	<b>Multimodalism</b>
	<p>Concept of multimodal transport, Introduction to convergence of different modes of transport, combined bill of lading, Multimodal Transport Document, Risk and liabilities of Multimodal carrier</p>

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**Ability Enhancement Courses (AEC)**

**4. Business Communication - II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Presentation Skills	15
2	Group Communication	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Presentation Skills</b>
	<p><b>Presentations:</b> (to be tested in tutorials only) 4 Principles of Effective Presentation            Effective use of OHP            Effective use of Transparencies            How to make a Power-Point Presentation</p>
2	<b>Group Communication</b>
	<p><b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit  <b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions  <b>Conference:</b> Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing  <b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</p>
3	<b>Business Correspondence</b>
	<p><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)  <b>Only following to be taught in detail:-</b>            Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act            [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>
4	<b>Language and Writing Skills</b>
	<p><b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports  <b>Summarisation:</b> Identification of main and supporting/sub points Presenting these in a cohesive manner</p>



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**Skill Enhancement Courses (SEC)**

**5. Foundation Course – II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Globalisation and Indian Society	07
2	Human Rights	10
3	Ecology	10
4	Understanding Stress and Conflict	10
5	Managing Stress and Conflict in Contemporary Society	08
	<b>Total</b>	<b>45</b>

Sr. No	Modules /Units
1	<b>Globalisation and Indian Society</b>
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2	<b>Human Rights</b>
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3	<b>Ecology</b>
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment
4	<b>Understanding Stress and Conflict</b>
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict
5	<b>Managing Stress and Conflict in Contemporary Society</b>
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society



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**Skill Enhancement Courses (SEC)**

**5. Foundation Course in NSS - II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Socio-economic Survey and Special Camp	10
2	Orientation of the College Unit and Communication Skills	15
3	Rapport with Community and Programme Planning	10
4	Government Organisations /Non-Government Organisations	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Socio-economic Survey and Special Camp</b>
	<p><b>Socio economic survey</b> Socio-economic survey- its meaning and need, Process of Socio-economic survey- design of questionnaire; data collection, data analysis and report writing</p> <p><b>Special camping activity</b> Concept of camp- Identification of community problems- Importance of group living- Team building- Adoption of village- Planning for camp- pre camping, during the course of camp and post camping activities</p>
2	<b>Orientation of the College Unit and Communication Skills</b>
	<p><b>Training and orientation of the program unit in the college</b> Leadership training – formation of need based programmes- Concept of campus to community(C to C) activities</p> <p><b>Communication skills and Documentation</b> Communication skills- the concept, Verbal, Non-Verbal communication The documentation- Activity Report Writing – basics of NSS accounting – Annual Report – Press note and preparation</p>
3	<b>Rapport with Community and Programme Planning</b>
	<p><b>Working with individual group and community</b> Ice breaking- interaction games – conflict resolution</p> <p><b>Program planning</b> Programme planning- the concept and its features, requirements for successful implementation of program- program flow charting- feedback</p>
4	<b>Government Organisations /Non-Government Organisations</b>
	<p><b>Structure of Government Organisations and Non-Government Organisations</b> Government organisations (GO)- its meaning -Legal set up, functioning, Sources of funding Non-Government organisations (NGO)- its meaning -Legal set up, functioning, Sources of funding National Service Scheme(NSS)- Government organisations (GO) and Non-Government organisations (NGO)</p> <p><b>Government schemes for community development</b> Schemes os Government welfare departments for community development- provisions &amp; examples</p>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
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**Skill Enhancement Courses (SEC)**

**5. Foundation Course in NCC - II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Disaster Management, Social Awareness and Community Development	10
2	Health and Hygiene	10
3	Drill with Arms	10
4	Weapon Training	10
5	Specialized Subject: Army Or Navy Or Air	05
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Disaster Management, Social Awareness and Community Development</b>
	<p><b>Disaster Management:</b>  <b>Desired outcome:</b> The student shall gain basic information about civil defence organisation / NDMA &amp; shall provide assistance to civil administration in various types of emergencies during natural / manmade disasters</p> <ul style="list-style-type: none"> <li>• Civil Defence Organisation and Its Duties/ NDMA</li> <li>• Types of Emergencies/ Natural Disaster</li> <li>• Assistance during Natural / Other Calamities: Flood / Cyclone/ Earth Quake/ Accident etc.</li> <li>• 'Avan' model of NCC</li> </ul> <p><b>Social Awareness and Community Development:</b>  <b>Desired outcome:</b> The student shall have an understanding about social service and its need, about NGOs and shall participate in community action programmes for betterment of the community.</p> <ul style="list-style-type: none"> <li>• Basics of Social Service, Weaker Sections of Our Society and Their Needs</li> <li>• Social/ Rural Development Project: MNREGA, SGSY, NSAP etc.</li> <li>• Contribution of Youth towards Social Welfare</li> <li>• Civic Responsibilities</li> <li>• Causes &amp; Prevention of HIV/AIDS; Role of Youth</li> </ul>
2	<b>Health and Hygiene</b>
	<p><b>Desired outcome:</b> The student shall be fully aware about personal health and hygiene lead a healthy life style and foster habits of restraint and self awareness.</p> <ul style="list-style-type: none"> <li>• Structure and Functioning of the Human Body</li> <li>• Hygiene and Sanitation (Personal and Food Hygiene)</li> <li>• Infectious &amp; Contagious Diseases &amp; Their Prevention</li> </ul>
3	<b>Drill with Arms</b>
	<p><b>Desired outcome:</b> The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.</p> <ul style="list-style-type: none"> <li>• Attention, Stand at Ease and Stand Easy</li> <li>• Getting on Parade with Rifle and Dressing at the Order</li> <li>• Dismissing and Falling Out</li> <li>• Ground / Take Up Arms</li> <li>• Present From the Order and Vice-versa</li> <li>• General Salute, Salami Shastra</li> </ul>
4	<b>Weapon Training</b>
	<p><b>Desired outcome:</b> The student shall have basic knowledge of weapons and their use and handling.</p> <ul style="list-style-type: none"> <li>• Characteristics of a Rifle / Rifle Ammunition and its Fire Power</li> <li>• Stripping, Assembling, Care and Cleaning and Sight Setting of .22 rifle</li> <li>• Stripping, Assembling, Care and Cleaning of 7.62mm SLR</li> </ul>

	<ul style="list-style-type: none"> <li>• Loading, Cocking and Unloading</li> <li>• The lying position, Holding and Aiming- I</li> <li>• Trigger control and firing a shot</li> <li>• Range procedure and safety precautions</li> <li>• Short range firing, Aiming- II -Alteration of sight</li> </ul>
<b>Sr. No.</b>	<b>Modules / Units</b>
<b>5</b>	<b>Specialized Subject: Army Or Navy Or Air</b>
	<p><b>Army</b>  <b>Desired outcome:</b> The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces.  It will also acquaint, expose &amp; provide basic knowledge about armed, naval and air-force subjects</p> <p><b>A. Map reading</b></p> <ul style="list-style-type: none"> <li>• Introduction to types of Maps and Conventional signs</li> <li>• Scales and Grid system</li> <li>• Topographical forms and technical terms</li> <li>• Relief, contours and Gradients</li> <li>• Cardinal points and Types of North</li> <li>• Types of bearings and use of Service Protractor</li> <li>• Prismatic compass and its use and GPS</li> </ul> <p><b>B. Field Craft and Battle Craft</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Judging distance</li> <li>• Description of ground</li> <li>• Recognition, Description and Indication of landmarks and targets</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Navy</b></p> <p><b>A. Naval Communication</b></p> <ul style="list-style-type: none"> <li>• Introduction to Naval Modern Communication, Purpose and Principles <ul style="list-style-type: none"> <li>▪ Introduction of Naval communication</li> <li>▪ Duties of various communication sub-departments</li> </ul> </li> <li>• Semaphore <ul style="list-style-type: none"> <li>▪ Introduction of position of letters and prosigns</li> <li>▪ Reading of messages</li> <li>▪ Transmission of messages</li> </ul> </li> </ul> <p><b>B. Seamanship</b></p> <ul style="list-style-type: none"> <li>• <b>Anchor work</b> <ul style="list-style-type: none"> <li>▪ Parts of Anchor and Cable, their identification</li> </ul> </li> <li>• <b>Rigging</b> <ul style="list-style-type: none"> <li>▪ Types of ropes and breaking strength- stowing, maintenance and securing of ropes</li> <li>▪ Practical Bends and Hitches: Reef Knot, Half hitch, Clove Hitch, Rolling Hitch, Timber Hitch, Bow Line, Round Turn and Two half hitch and Bow</li> </ul> </li> </ul>



	<p>line on the Bight and its basic elements and uses.</p> <ul style="list-style-type: none"><li>▪ Introduction to Shackles, Hooks, Blocks and Derricks, Coiling Down and Splicing of rope</li></ul> <p><b>C. Boat work</b></p> <ul style="list-style-type: none"><li>• Parts of Boat and Parts of an Oar</li><li>• Instruction on boat Pulling- Pulling orders</li><li>• Steering of boat under oars, Practical instruction on Boat Pulling, Precautions while pulling</li></ul>
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Sr. No.	Modules / Units
	<p style="text-align: center;"><b>OR</b></p> <p><b>Air</b></p> <p><b>A. Air frames</b></p> <ul style="list-style-type: none"> <li>• Aircraft Controls</li> <li>• Landing Gear</li> </ul> <p><b>B. Instruments</b></p> <ul style="list-style-type: none"> <li>• Basic Flight Instruments</li> </ul> <p><b>C. Aircraft Particulars</b></p> <ul style="list-style-type: none"> <li>• Aircraft Particulars (Type specific)</li> </ul> <p><b>D. Aero modelling</b></p> <ul style="list-style-type: none"> <li>• History of Aero modelling</li> <li>• Materials used in Aero modelling</li> <li>• Type of Aero models</li> <li>• Flying/ Building of Aero models</li> </ul>

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**Skill Enhancement Courses (SEC)**

**5. Foundation Course in Physical Education - II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Development of Fitness	10
2	Health, Fitness and Diseases	15
3	Yoga Education	10
4	Daily Schedule of Achieving Quality of Life and Wellness	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
1	<b>Development of Fitness</b>
	<ul style="list-style-type: none"> <li>• Benefits of physical fitness and exercise and principles of physical fitness</li> <li>• Calculation of fitness index level 1-4</li> <li>• Waist-hip ratio Target Heart Rate, BMI and types and principles of exercise (FITT)</li> <li>• Methods of training – continues, Interval, circuit, Fartlek and Plyometric</li> </ul>
2	<b>Health, Fitness and Diseases</b>
	<ul style="list-style-type: none"> <li>• Definition of obesity and its management</li> <li>• Communicable diseases, their preventive and therapeutic aspects</li> <li>• Factors responsible for communicable diseases</li> <li>• Preventive and therapeutic aspect of Communicable and non- communicable diseases</li> </ul>
3	<b>Yoga Education</b>
	<ul style="list-style-type: none"> <li>• Meaning and history of yoga</li> <li>• Ashtang yoga and types of yoga</li> <li>• Types of Suryanamaskar and Technique of Pranayam</li> <li>• Benefits of Yoga</li> </ul>
4	<b>Daily Schedule of Achieving Quality of Life and Wellness</b>
	<ul style="list-style-type: none"> <li>• Daily schedule based upon one's attitude, gender, age &amp; occupation.</li> <li>• Basic – module: - Time split for rest, sleep, diet, activity &amp; recreation.</li> <li>• Principles to achieve quality of life:- positive attitude, daily regular exercise, control over food habits &amp; healthy hygienic practices.</li> </ul>

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**Core Courses (CC)**

**6 Traffic Management**

**Modules at a Glance**

<b>Sr. No</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Traffic System Components	15
2	Accident Studies and Road Safety	15
3	Route Assignment Analysis and Highway Capacity	15
4	Traffic Signal Design	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Traffic System Components</b>
	Introduction, Road User and Vehicle Characteristics, Roadways and their geometric characteristics, Traffic Stream Characteristics, Volume Studies and Characteristics, Speed, Travel Time, and Delay Studies, Road Parking Studies and Programs
2	<b>Accident Studies and Road Safety</b>
	Accident Reporting, Accident Recording, Causes of Accidents, Studies of High Accident Locations, Preventive Measures for Accidents, Safety Measures and Remedial Facilities, Intelligent Transportation Systems: applications in traffic management and control, Traffic Regulations in various Countries
3	<b>Route Assignment Analysis and Highway Capacity</b>
	Choice of Routes, Factors Affecting Route Choice, Methods of Route Assignment, Capacity Restraint Assignment Techniques, Highway capacity: Its importance in transportation studies – basic, possible and practical capacity – determination of theoretical maximum capacity -passenger car units – level of service – factors affecting level of service, Traffic Control for Freeways and Rural Highways
4	<b>Traffic Signal Design</b>
	Basic Principles of Intersection Signalization, Elements of Intersection Design, Analysis and applications of Signalized Intersections, Actuated Signal Control and Detection, Signal Coordination for Arterials and Networks

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**Core Courses (CC)**

**7. Financial Accounting**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Accounting	15
2	Inventory Valuation	15
3	Consignment Accounts	15
4	Fire Insurance Claims	15
<b>Total</b>		<b>60</b>

Sr. No.	Unit/Modules
1	<b>Introduction to Accounting</b>
	Definition/ Meaning/ Objectives/ Needs/ Functions/ Scope/ Development of accounting/ Users of accounting/ Disclosures/ Accounting Principles/ Accounting Concepts/ Accounting Convention/ Accounting Standards Accounting Procedure- Journal/ Subsidiary Books/ Ledger/ Opening Entry/ Trial Balance
2	<b>Inventory Valuation</b>
	Meaning/ Cost for Inventory Valuation/ Inventory System: Periodic Inventory and Perpetual inventory System/ Methods of Stock Valuation as per AS-2: FIFO and Weighted Average Method/ Computation of Valuation of Inventory.
3	<b>Consignment Accounts</b>
	Accounting for consignment transaction/ Valuation of stock/ Invoicing of goods at higher price.
4	<b>Fire Insurance Claims</b>
	Computation of loss of stock by fire/ Ascertainment of Claim as per the insurance policy (Excluding loss of profit and consequential loss).



**Revised Syllabus of Courses of B.Com. (Transport Management)  
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with effect from the Academic Year 2016-2017**

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**Revised Syllabus of Courses of B.Com. (Transport Management)**  
**Programme at Semester II**  
**with effect from the Academic Year 2016-2017**

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**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester I and II  
with effect from the Academic Year 2016-2017**

**Scheme of Evaluation**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**A) Internal Assessment: 25 %**

**Question Paper Pattern  
(Internal Assessment- Courses without Practical Courses)**

Sr. No.	Particular	Marks
1	<b>One class test (20 Marks)</b>	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions <i>(½ Mark each)</i>	05 Marks
	Answer in One or Two Lines (Concept based Questions) <i>(01 Mark each)</i>	05 Marks
	Answer in Brief (Attempt Any Two of the Three) <i>(05 Marks each)</i>	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**Question Paper Pattern  
(Internal Assessment- Courses with Practical Courses)**

Sr. No.	Particular	Marks
1	<b>Semester End Practical Examination (20 Marks)</b>	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and	05 Marks

	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities articulation and exhibit of leadership qualities in organizing related academic activities	
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**B) Semester End Examination: 75 %**

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**(Detail question paper pattern has been given separately)**

**Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

## **Question Paper Pattern (Practical Courses)**

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Practical Question <b>OR</b>	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question <b>OR</b>	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question <b>OR</b>	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

**Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.**

## **Question Paper Pattern (Theoretical Courses)**

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Question <b>OR</b>	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question <b>OR</b>	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question <b>OR</b>	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

**Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.**



(2)

**UNIVERSITY OF MUMBAI**

No. UG/183 of 2017-18

**CIRCULAR:-**

A reference is invited to the syllabi relating to the Bachelor of Commerce (B.Com.) Programme **vide** this office Circular No.UG/27 of 2016-17, dated 1<sup>st</sup> July, 2016 and the Head, University Departments of Commerce and the Principals of the affiliated Colleges in Commerce are hereby informed that the proposal received from Ad-hoc Dean, Faculty of Commerce and Management has been accepted by the Academic Council at its meeting held on 11<sup>th</sup> May, 2017 **vide** item No.4.312 and that in accordance therewith, the revised syllabus as per the (CBCS) for Bachelor of Commerce in (Transport Management) (Sem -III & IV), which is available on the University's website ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2017-18, accordingly.

MUMBAI – 400 032

8<sup>th</sup> August, 2017

To

  
(Dr. M.A.Khan)  
REGISTRAR

The Head, University Department of Commerce and the Principals of the affiliated Colleges in Commerce.

**A.C/4.312/11/05/2017**

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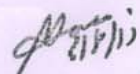
No. UG/183 -A of 2017

MUMBAI-400 032

8<sup>th</sup> August, 2017

Copy forwarded with Compliments for information to:-

- 1) The Co-ordinator, Faculty of Commerce,
- 2) The Chairman, Ad-hoc Board of Studies in Commerce,
- 3) The Offg. Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 6) The Co-Ordinator, University Computerization Centre,

  
(Dr. M.A.Khan)  
REGISTRAR

....PTO

University of Mumbai



**Revised Syllabus and Question Paper  
Pattern of Courses  
of  
B.Com. (Transport Management)  
Programme  
at  
Second Year Semester  
III and IV**

**Under Credit, Grading and Semester System**

**With Effect from Academic Year 2017-2018**

*Board of Studies-in-Transport Management, University of Mumbai*

*Board of Studies-Transport Management, University of Mumbai*



**Revised Syllabus  
of Courses of B.Com. (Transport Management)  
Programme at  
Semester III**

No. of Courses	Semester III	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
<b>1,2,&amp;3</b>	<b><i>*Any three courses from the following list of the courses</i></b>	<b>09</b>
1	Production and Quality Management	<b>03</b>
2	Custom Procedures and Cargo Handling	<b>03</b>
3	Transport Project Management	<b>03</b>
4	Transport and Environment Management	<b>03</b>
5	Managerial Skill Development	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
4	Information Technology in Transport-I	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
5	Service Marketing	<b>03</b>
6	Warehousing and Inventory Control	<b>03</b>
7	Transport Law	<b>03</b>
<b>Total Credits</b>		<b>20</b>

***With effect from Academic Year 2017-2018***

***Programme at Semester III***

***Board of Studies-Transport Management, University of Mumbai***

*with effect from the Academic Year 2017-2018*

### **3.1.1 Production and Quality Management**

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Product and Production	15
2	Productivity and Quality	15
3	Total Quality Management	15
4	Quality Improvement Strategies and Certifications	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Product and Production
	<ul style="list-style-type: none"> <li>• <b>Product</b>-Meaning, Objectives ,Need, Planning, Design, Development, Life Cycle.</li> <li>• <b>Production Management</b>- Meaning, objective, Characteristics, Need, Components, Manufacturing systems, Intermittent and continuous production systems, Decision making, problems.</li> <li>• Functions of Production Manager.</li> <li>• <b>Plant Location and Layout</b>- Objectives, principles of good product layout, types of layout, Importance of purchase management, product life cycle.</li> </ul>
2	Productivity and Quality
	<ul style="list-style-type: none"> <li>• <b>Productivity</b>: Meaning, concept, various ways and methods of calculating it. Ways to improve productivity. Partial productivity and total productivity.</li> <li>• <b>Quality Management</b>: Concept, Importance, Principles, factors affecting quality , characteristics,</li> <li>• <b>Product and service quality dimensions</b>- Physical aspects, reliability, personal interaction, problem solving and policy.</li> <li>• <b>Quality Standards</b>: Storage, packaging and material handling.</li> <li>• Quality Assurance. Quality circle.</li> </ul>
3	Total Quality Management
	<ul style="list-style-type: none"> <li>• <b>Total quality management</b>- definition, basics, Concept, importance, Principles, cost of quality, eight building blocks, seven stages and pillars of TQM, Seven deadly disasters. Factors affecting TQM</li> <li>• <b>Philosophy and approach to quality</b>: Edward Deming, J. Juran, Kaizen, P.Crosbys Philosophy. 7 Quality Control Tools and Advance Quality control tools.</li> </ul>
4	Quality Improvement Strategies and Certifications
	<ul style="list-style-type: none"> <li>• Lean thinking, Kerpner Tregor methodology of problem solving, 6 sigma, DMAIC/DMADV, TAGUCHI's Quality Engineering, ISO 9000, ISO 1400, QS 9000. Malcon Baldrige National Quality Award (MBNQA), Demings Application Prize, Poka Yoke, Work Methodology, Study methodology, National Productivity council, JIDOKA, KANBAN, ISHIKAWA, Mini, Mura, Muda, Ergonomics, SMED, Brainstorming, Delphi and nominal group techniques, Lateral thinking, Split brain theory, Benchmarking.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester III  
with effect from the Academic Year 2017-2018*

### **3.1.2 Custom Procedures and Cargo Handling**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	15
2	Role and Documentation	15
3	Cargo Handling	10
4	Procedure of Cargo Handling	10
	<b>Total</b>	<b>50</b>

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> <li>• Impact of custom procedure, Custom procedure for home consumption, role of customs, Procedure for clearance of import and export goods, import export restrictions and prohibitions, , transshipment of cargo, import/ export through post, re import and re export, custom clearance - seaport, airport, ICD</li> </ul>
2	Role and Documentation
	<ul style="list-style-type: none"> <li>• <b>Role in Cargo Handling of various authorities</b> -Custom cargo service providers, custom house agent, freight forwarders, CFS , ICD authority, MTO, NVOCC.</li> <li>• Cargo Documentation- Bill of lading, Bill of entry, Packing List, Invoice, others, types of Bond. Difference between airway bill, seaway bill and bill of lading.</li> <li>• Check System- 1<sup>st</sup> Check System, custom examination, Calculation of Custom Duty.</li> </ul>
3	Cargo Handling
	<ul style="list-style-type: none"> <li>• <b>Cargo Handling – at airport, seaport, ICD.</b></li> <li>• <b>CFS agent.</b></li> <li>• <b>Equipment used in Cargo Handling.</b></li> <li>• <b>Cargo rates and charges, Unitization, consolidation of cargo, world geography- geography and IATA 3 letter codes, Time difference, calculation of transportation time.</b></li> </ul>
4	Procedure of Cargo Handling
	<ul style="list-style-type: none"> <li>• Bulk loading limitation in railways, airways and shipment, cargo terminal facilities, special cargoes, Cargo booking procedures in India ( railway, airways and shipment),online booking procedures, labeling and marking of cargo.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester III  
with effect from the Academic Year 2017-2018*

### **3.1.3. Transport Project Management**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Project Management	15
2	Organization Structure and Project Manager	15
3	Project Planning and Budgeting	20
4	New Dimensions in Project Management	10
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Introduction To Project Management
	<ul style="list-style-type: none"> <li>• <b>Introduction</b>-Meaning, Features ,Need, Types, History</li> <li>• <b>Project Management knowledge areas</b>- deliverables typically provided for each knowledge areas,</li> <li>• <b>Project Management</b>-Project Life cycle, Phases of project management life cycle, Project Management Process, Project Stakeholders and Project Interface, Project champions, roles and responsibilities of various stakeholders in project management.</li> </ul>
2	Organization Structure and Project Manager
	<ul style="list-style-type: none"> <li>• <b>Organization Structure</b>- Types, forms, Work breakdown structure, master production scheduling, system integration, strategic business unit, change management. How to select a good project team, role and responsibilities of stakeholders.</li> <li>• <b>Project Manager</b>- Role (especially in planning), Importance, Selecting criteria of project manager, project and project manager, project manager and organization, location of project manager in organization, managing conflict by project manager, relationship of line- staff- project manager.</li> </ul>
3	Project Planning and Budgeting
	<ul style="list-style-type: none"> <li>• <b>Project Planning</b> (Detailed project plan, cost ), <b>Project Selection</b> (dealing with risk and uncertainty), <b>Project Feasibility Study</b> ( feasibility, technical, marketing, operational),<b>SWOT Analysis</b>, <b>Project Selection Models</b> (Numeric and Non numeric), <b>budget and cost estimation</b> ( leverages, profitability statement, valuation of shares),scheduling, resource allocation, project communication and documentation, project monitoring and controlling, project close out, termination and follow up, project auditing.</li> </ul>
4	New Dimensions in Project Management
	<ul style="list-style-type: none"> <li>• Contract Management, Managing crisis in project, <b>Modern development in project management</b>- PMIS, Project Management Methodology, Continuous improvement, capacity planning, project management maturity model, managing multiple projects, competency models.</li> <li>• <b>Live case studies</b>:- dedicated freight corridor, bullet trains, monorails, pod taxis, metro projects.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
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### **3.1.4. Transport and Environment Management**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	15
2	Environment law and Remedies	15
3	Environment Audit and Waste management	15
4	Environmental impact	15
	<b>Total</b>	<b>60</b>



SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> <li>• <b>Environment:</b> Meaning, features, classification, components, objectives of environmental studies, factors influencing environment, 3R's.</li> <li>• <b>Environmental degradation-</b> meaning, types (extreme events and hazardous pollution) Interface between pollution and transport. <b>Environmental impacts of transportation:</b> air, water, noise, global diming, global warming, desertification, ozone depletion and others. <b>Environment management issues</b></li> <li>• <b>Environment externalities.</b></li> </ul>
2	Environment law and Remedies
	<ul style="list-style-type: none"> <li>• <b>Green belt-</b> meaning, encroachment on green belt. <b>Green house gas-</b> meaning , effect, causes and damages, measures to mitigate green house effect. <b>Green logistics-</b> meaning importance, paradoxes of green logistics, cases. <b>Sustainable transportation-</b> meaning, elements of sustainable transport, criticism. Fossil fuels, bio fuels, shift from fossil fuels to bio fuels. Transport and urban problems. Designing traffic system to reduce pollution, monitoring tools for environment management, Government incentives to reduce pollution, transport schemes and environment impact with cases.</li> <li>• <b>Environment and law:</b> Environment Protection Act, World Commission on environment and development report, 1987. International Earth Summit, 1992., Kyoto protocol, problems in implementing environment laws and order.</li> </ul>
3	Environment Audit and Waste management
	<ul style="list-style-type: none"> <li>• <b>Corporate environment and business ethics:</b> Role of stakeholders. Environment and health., Waste management meteorology. waste audit and waste minimization. Environmental audit- audit as per ISO 9011, roles and qualifications of auditor. Environment performance indicators,</li> <li>• <b>Environmental impact of roads:</b> noise and acoustical engineering, combustion by-products of gasoline and fossil fuels, habitat destruction, habitat fragmentation. Barriers to animal movement. Increased animal mortality due to traffic. Toxic effects on plants and animals. Poaching of flora and fauna. Curtailment of space for growth of forest. Problems of ill legal logging. Road Ecology: Hydrology: Storm water run-off as a source of pollution, storm sewers, air and noise pollution, Plant life, Effects on wild life, Increased human encroachment,</li> <li>• <b>Mitigating efforts:</b> Measures to reduce traffic noise, habitat construction and planting of trees</li> </ul>
4	Environmental impact

**Environmental impact of aviation:** Increase in demand for air travel and related statistics of carbon emissions, acidification, photo-chemical air pollution, Impact in terms of noise and air quality, Greenhouse effect, Role of International Civil Aviation Organization (ICAO), Ban on noisy aircrafts, Enforcement of aircraft construction standards

**Maritime and inland waterway transport:** Atmospheric emissions of sea-going ships, Regulations for polluting emissions from inland waterway vehicles, Role of Inland Waterways Authority of India

**Integration of environment and sustainable development into transport policy,** Existing machinery for policy implementation in India Strategies to minimize environmental impact of transport: Promotion of public transport, intermodal and combined transport in urban areas, Elimination of negative effects of transport growth through land-use measures, Infrastructure charging, Promoting research to reduce CO<sub>2</sub> emissions and noise, Variation of tolls based on vehicle emission classes and time of day.

*Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester III  
with effect from the Academic Year 2017-2018*

### **3.1.5. Managerial Skill Development**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Management	15
2	Intra Personal skills	10
3	Inter personal Skills	10
4	Leadership Skills	15
5	Negotiation Skills	10
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Introduction to Management
	<ul style="list-style-type: none"> <li>• <b>Management</b> – Definition, Features, Importance, Function, Functional Areas of Management, Levels of Management, Role and Skills of manager, Evolution of management thoughts, Contribution of F.W. Taylor, Henri Fayol and Contingency approach, PODSCORB.</li> </ul>
2	Intra Personal skills
	<ul style="list-style-type: none"> <li>• Self-awareness- Concept, The Johari Window.</li> <li>• Stress management-meaning, types, elements, stress management techniques, Causes and effects of stress.</li> <li>• Problems solving skills, Time management skills and techniques.</li> <li>• Delegation skills – Importance, Prioritization, Advantages of delegation &amp; principles of delegation</li> <li>• Employability in transport- careers and challenges</li> </ul>
3	Inter personal Skills
	<ul style="list-style-type: none"> <li>• Supportive communication- Concept</li> <li>• Motivation-meaning, factors, types, theories of motivation –Maslow’s theory, theory X theory Y, McGregor theory, Hygiene theory (Herzberg theory)</li> <li>• Managing Change &amp; Conflict-Definition, Importance, Change agents, Managing Change (process), Interpersonal conflict management.</li> </ul>
4	Leadership Skills
	<ul style="list-style-type: none"> <li>• Leadership Skills-Meaning , definition, Characteristics, leader V/s managers, Traits of leaders, leadership styles, Theories of leadership- Great Man, Trait Theory, Behavioural theory, Contingency (fielders contingency theory, Hersey blackhead situational leadership theory, vroom, mount and Blake theory) , Women as leader, Empowerment-dimensions, Teamwork- Meaning of team, stages of team development, problems &amp; barriers</li> <li>• Groups- Groups in organization, group dynamic, group decision making</li> </ul>
5	Negotiation Skills
	<ul style="list-style-type: none"> <li>• Negotiation skills-approaches, self-assessment, strategies to influence people, group negotiation, how to deal with difficult negotiation</li> <li>• Controlling – Meaning, Techniques &amp; prerequisite</li> <li>• TQM, Knowledge management, customers service management skills, DESCRIBED model.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
Programme at Semester III  
with effect from the Academic Year 2017-2018*

### **3.2.4 Information Technology in Transport**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	E-Commerce & ICT	12
2	Computer Organization & Internet	1
3	ICT soft Tools – Word Processor	15
4	ICT soft Tools – Spreadsheet	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	E-Commerce & ICT
	<ul style="list-style-type: none"> <li>• <b><u>E-Commerce</u></b></li> <li>• Introduction, Definition, Advantages &amp; Disadvantages, Types of E-Commerce, Electronic Data Interchange, EDI Applications in Business, EDI implementation, E-Commerce: Its Impact on Transportation, Logistics, and Supply Chain Management, Types of Electronic Payment Systems, Smart Cards &amp; Electronic Payment Systems, Credit Card-Based Electronic Payment Systems.</li> <li>• <b><u>Information &amp; Communication Technology</u></b></li> <li>• Introduction, Objectives, Advantages &amp; Disadvantages, Use of ICT in day to day life, ICT Applications: Communication applications, measurement applications, booking systems, monitoring and tracking systems, satellite systems.</li> </ul>
2	Computer Organization & Internet
	<ul style="list-style-type: none"> <li>• <b><u>Computer Organization</u></b></li> <li>• What is Hardware &amp; Software?, Components of Computer System, Input devices and their uses, Output Devices and their uses, Primary Memory-RAM, ROM, PROM, EPROM, EEPROM, Secondary Memory- portable and removable hard drives, magnetic tape drives and magnetic tapes, memory cards, Optical storage media (CD/DVD/Blu-ray).</li> <li>• <b><u>Internet</u></b></li> <li>• Defining and describing the Internet, Brief history, future of the Internet, Internet Resources- Email, Newsgroups, Conferencing, Types of Internet Access, Internet service providers, World Wide Web, Protocols: Uniform resource locator, File Transfer protocol, Internet Protocol, Web-browser: Returning to the home page, Changing the home page, Favourites and Bookmarks, Cookies, Search Techniques, Examples of search tools, Protecting the computer: Viruses, Virus protection software, Updating the software, Scanning files., Using Search Engine.</li> </ul>
3	ICT soft Tools – Word Processor
	<ul style="list-style-type: none"> <li>• <b>Getting Started with Word 2010:</b> Starting Word, Opening a saved Word document, Entering text in a document, previewing a document, saving a document, printing a document, Closing a document and</li> </ul>

	<p>existing Word, <b>Editing a Document:</b> Navigate through a document, Scroll through text, Insert and delete text in a document, Select text, Undo and redo commands, Use drag and drop to move text, Copy, cut and paste, <b>Formatting A Document:</b> Format and align text, Line and paragraph spacing, Add bulleted and numbered lists, Add borders and shading, <b>Using Editing and Proofing Tools:</b> Document views, Spell and grammar check, Shortcut Menus, Find and replace text, <b>Changing the Layout of a Document:</b> Adjust page margins, Change page orientation, Create headers and footers, Set and change indentations, Insert and clear tabs, <b>Inserting Elements to Word Documents:</b> Insert and delete a page break, Insert page numbers, Insert the date and time, Insert special characters(symbols), Insert a picture from a file, Resize and reposition a picture, Using Words new picture tools, <b>Working with Tables:</b> Insert a table, Convert a table to text, Navigate and select text in a table, Resize parts of a table, Align text in a table, Format a table, Insert and delete columns and rows, Borders and shading, Merge table cells.</p>
<b>4</b>	<b>ICT soft Tools – Spreadsheet</b>
	<ul style="list-style-type: none"> <li>• <b>Learning Worksheet Fundamentals:</b> Understand basic workbook concepts, Create a workbook, Select cells, Use undo and redo, Enter text, numbers and dates in a workbook, Enter a range of data, Edit cell contents, Save a workbook for the first time, Close a workbook and quit excel, <b>Editing and Formatting Worksheets:</b> Format numeric data, Adjust the size of rows and columns, Align cell contents, Create and apply conditional formats, Find and replace cell contents, Insert and delete row and columns, Cut, copy and paste, <b>Formatting Worksheets:</b> Format text and numbers, Create and modify styles, Use Format Painter, Add borders and shading to cells, Merge cells, Wrap text in a cell, <b>Changing Print Options:</b> Add a header and footer to a worksheet, Change the page orientation, Set and clear print areas, Set other print options, <b>Worksheets &amp; Workbook:</b> Autocomplete, Use numbered series and AutoFill, Hide and unhide rows and columns, Freeze and unfreeze rows and columns, Add and delete worksheets, Rename worksheets, filtering Data, Sort data, <b>Performing Basic Calculations:</b> Formula basics, Create formulas using cell references, Create formulas using functions, Work with the formula tab, Link workbooks, <b>Excel 2010 Charts:</b> Chart basics, Create a chart, Chart &amp; Axis Titles, Change the chart type &amp; organize the source data, Update data and format the Axes, Add gridlines and arrows.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
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### **3.3.5 Service Marketing**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Service Marketing	15
2	Key Element of Service Marketing Mix	15
3	Managing Quality in Service Marketing	15
4	Globalisation and Recent Trends in Service Marketing	15
	<b>Total</b>	<b>60</b>



SN	Modules/ Units
1	Introduction to Service Marketing
	<ul style="list-style-type: none"> <li>• Services Marketing Concept, Distinctive Characteristics of Services, Services Marketing Triangle, Purchase Process for Services, Marketing Challenges of Services, Role of Services in Modern Economy, Services Marketing Environment, Goods vs Services Marketing, Goods Services Continuum, Consumer Behavior, Positioning a Service in the Market Place, Variations in Customer Involvement, Service Recovery , Complain Handling, Type of Contact: High Contact Services and Low Contact Services, Sensitivity to Customers' Reluctance to Change</li> </ul>
2	Key Element of Service Marketing Mix
	<ul style="list-style-type: none"> <li>• The Service Product, Pricing Mix, Promotion &amp; Communication Mix, Place/Distribution of Service, People, Physical Evidence, Process-Service Mapping Flowcharting, Branding of Services – Problems and Solutions, Brand Positioning, Options for Service Delivery, STP in service sector.</li> </ul>
3	Managing Quality in Service Marketing
	<ul style="list-style-type: none"> <li>• Improving Service Quality and Productivity, Service Quality – GAP Model, Benchmarking, Measuring Service Quality -Zone of, Tolerance and Improving Service Quality, The SERVQUAL Model, Defining Productivity – Improving Productivity, Demand and Capacity Alignment</li> </ul>
4	Globalisation and Recent Trends in Service Marketing
	<ul style="list-style-type: none"> <li>• International and Global Strategies in Services Marketing: Services in the Global, Economy- Moving from Domestic to Transnational Marketing, Factors Favoring Transnational Strategy, Elements of Transnational Strategy, Recent Trends in Marketing Of Services in: Tourism, Hospitality, Transportation (Air, Water, Road, Rail) , Unethical Practices in Service Sector, Live Case Studies.</li> </ul>

*Revised Syllabus of courses of B.Com. (Transport Management)  
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### **3.3.6 Warehousing and Inventory Control**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Warehousing	15
2	Warehousing Operations	15
3	Warehousing Management	15
4	Inventory Management & Control	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Introduction to Warehousing
	<ul style="list-style-type: none"> <li>• Evolution &amp; History of Warehousing</li> <li>• Warehouse- Meaning, Definition, Importance, Need, Characteristics of warehouses, Uses of warehousing, Tasks, Warehousing Functions.</li> <li>• Issues Affecting Warehouses- Insufficient space, slow picking &amp; discrepancies, Warehousing slotting problems, inaccurate quantities, Capacity, Damage etc.</li> <li>• Storage- Meaning, Reasons, Need for Storage.</li> <li>• Factors to be considered for selection of Warehouse.</li> <li>• Types of Warehouses- Private, Public, Government, Bonded, Co-operative, Cross Docking, Contract, Centralized &amp; Decentralized warehouses.</li> <li>• Advantages and Disadvantages of different types of Warehouses.</li> <li>• Private &amp; Public Warehouse Expenses.</li> <li>• Economic &amp; Service benefits of Warehouses</li> <li>• Size and Number of Warehouse- Factors affecting Warehouse size and number, Warehouse size and material handling equipment, demand and warehouse size.</li> <li>• Characteristics of Ideal Warehouse.</li> <li>• Significance of Warehousing in Logistics.</li> <li>• Role of Warehouse Manager, attracting &amp; retaining warehouse employees.</li> </ul>
2	Warehousing Operations
	<ul style="list-style-type: none"> <li>• Location Analysis- Meaning, Considerations for the location of a warehouse</li> <li>• Location of Warehouse- location analysis-market positioned- warehouses-production positioned-intermediately positioned warehouse positioned.</li> <li>• Setting up a warehouse, Determining Storage requirements, Warehousing Preparation Planning, Resource Requirements, Legal Considerations.</li> <li>• Warehouse Layout and Design- randomized storage, dedicated storage, warehouse redesign.</li> <li>• Storage System- Meaning, Types of storage systems, Benefits of storage systems, Factors influencing choice of storage system.</li> <li>• Warehouse Operations- Process of Warehousing operations, Monitoring warehouse operations, receiving and put away principles, pallet storage</li> </ul>

	<p>retrieval system, case picking system, small item picking system, order picking operations, utilizing and shipping</p> <ul style="list-style-type: none"> <li>• Warehouse Audit</li> <li>• Warehouse work force design.</li> </ul>
<b>3</b>	<b>Warehousing Management</b>
	<ul style="list-style-type: none"> <li>• Warehouse Handling Equipment- Types of material handling systems-manual system, automated systems &amp; semi-automated, Merits &amp; demerits of various handling systems</li> <li>• Warehouse Management System (WMS)- Meaning, Need of Warehouse Management systems, Master Production Scheduling, Material Requirement Planning (MRP), benefits of MRP, Closes Loop MRP, MRP II, Distribution Requirement Planning (DRP), EOQ,</li> <li>• Just in Time (JIT)- Meaning, Objectives, Benefits, JIT as a philosophy.</li> <li>• Comparison between Independent and Dependent demand system.</li> <li>• Packaging- Meaning, Purpose, Functions, Types, Factors influencing package design.</li> <li>• Technology for warehouse management- Bar code, RFID, Scanning Devices, EDI, ERP.</li> </ul>
<b>4</b>	<b>Inventory Management &amp; Control</b>
	<ul style="list-style-type: none"> <li>• Inventory- Meaning, Necessity of Inventory, Types of Inventory- Based on physical form, Position in the supply chain, Inventory performance Cycle, Inventory Costs- Material Costs, Procurement costs, Inventory Carrying costs,</li> <li>• Inventory Management- Meaning, Importance of Inventory Management in Supply Chain Management, Functions of Inventory Management, Objectives &amp; Importance of Inventory Management.</li> <li>• Inventory Control- Meaning, Objectives, Advantages, Limitations, Mechanism of inventory control.</li> <li>• Selective inventory control- ABC, HML, VED, SDE, GOLF, FSN, XYZ.</li> <li>• Concept of EOQ, Reorder Level.</li> <li>• Methods of controlling stock levels.</li> <li>• Role of Inventory Manager in Inventory Management &amp; Inventory Control Operations.</li> </ul>

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### **3.1.3. Transport Law**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Laws relating to Roadways	15
2	Railways and Shipping Laws	15
3	Multimodal and Customs law	15
4	Laws relating to foreign trade	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Laws relating to Roadways
	<ul style="list-style-type: none"> <li>• <b>Motor Vehicle Act, 1988.</b></li> <li>• <b>Road Transport Corporation.</b></li> <li>• <b>National Highway Act.</b></li> </ul>
2	Railways and Shipping Laws
	<ul style="list-style-type: none"> <li>• <b>Railway Act, 1989.</b></li> <li>• <b>Merchant Shipping Act, 1958.</b></li> </ul>
3	Multimodal and Customs law
	<ul style="list-style-type: none"> <li>• <b>Indian Contract Act, 1872.</b></li> <li>• <b>Sale of Goods Act, 1930.</b></li> <li>• <b>Multimodal Transport and Goods Act 1993.</b></li> <li>• <b>Customs Act 1962.</b></li> </ul>
4	Laws relating to foreign trade
	<ul style="list-style-type: none"> <li>• <b>Common Carrier Act 1965</b></li> <li>• <b>Role of ICAO</b></li> <li>• <b>Indian Foreign Trade Act</b></li> <li>• <b>FEMA &amp; FERA</b></li> </ul>

## Revised Syllabus of Courses of B.Com. (Transport Management) Programme at Semester IV

No. of Courses	Semester IV	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
<b>1,2,&amp;3</b>	<b><i>*Any three courses from the following list of the courses</i></b>	<b>09</b>
1	Procurement Management	<b>03</b>
2	Management Accounting	<b>03</b>
3	Transportation, Containerization and Distribution Management	<b>03</b>
4	Taxation and Transportation	<b>03</b>
5	Health and Safety and Facility Management	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
4	Information Technology in Transportation-II	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
5	Multi Modal Transport	<b>03</b>
6	Surveys in Transport	<b>03</b>
7	Business Economics-II	<b>03</b>
<b>Total Credits</b>		<b>20</b>

**Note: The Syllabus of Ability Enhancement and Core Courses are same at all SY**

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## **4.1.1 PROCUREMENT MANAGEMENT**

### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	<b>Introduction to Procurement Management</b>	15
2	<b>Purchasing Scope, Strategies &amp; Policies</b>	15
3	<b>Sourcing Strategies, Relationships &amp; Performance Measurement</b>	15
4	<b>Strategic Procurement &amp; Quality Management</b>	15
	<b>Total</b>	<b>60</b>



SN	Modules/ Units
1	<b>Introduction to Procurement Management</b>
	<ul style="list-style-type: none"> <li>• Procurement:- Meaning, definition, objectives, functions, importance, challenges, purchase principles, evolution of procurement, procurement process, prerequisite of procurement, procurement skills.</li> <li>• Functional integration of procurement- production inventory and distribution, seven R's of procurement, procurement methods,</li> <li>• Purchasing cycle, purchasing document- quotation, purchase order, purchase release and other documents.</li> </ul>
2	<b>Purchasing Scope, Strategies &amp; Policies</b>
	<ul style="list-style-type: none"> <li>• <b>Types of purchases -:</b> Raw material, semi-finished, products and components, finished products, maintenance repair and operating items, production support items, services, capital equipment, transportation and third party logistics. Factors affecting purchasing position, Organizational structure for purchasing function, centralized and decentralized purchases, SCM and procurement management.</li> <li>• <b>Purchasing policy:-</b> advantages, disadvantages, effective purchasing policy, policy hierarchy, components of purchasing cycle:- role of purchasing, code of conduct, social and minority business, objectives, operational issues, purchasing procedure, <b>purchasing linkages:-</b> internal and external linkages.</li> <li>• <b>Purchasing strategy:-</b> purchasing strategy development process, types of purchasing strategies.</li> <li>• <b>Purchasing ethics:-</b> types of unethical purchasing behavior. SIM code of ethics. Role of organization in supporting ethical behavior, <b>laws affecting purchasing-</b> warranties, transportation terms and risk of loss, sellers rights, buyers rights, cancellation of orders, breach of contract, acceptance and rejection of goods, patents and intellectual properties.</li> <li>• <b>Purchasing transportation services:-</b> decision making process for developing transportation strategies, trends affecting transportation.</li> </ul>
3	<b>Sourcing Strategies, Relationships &amp; Performance Measurement</b>
	<ul style="list-style-type: none"> <li>• <b>Concepts:</b> Insourcing and Outsourcing, Backward Integration and Forward integration, Bidding, Tendering.</li> <li>• <b>World-wide sourcing:</b> meaning, need, barriers, international sourcing process, organizational structure for world-wide sourcing, organization structure for world-wide sourcing.</li> <li>• <b>Buyer seller relationship:-</b> advantages and obstacles to closer buyer- seller relationship, collaborative buyer seller relationship, strategic alliance, cross functional team approach, benefits and drawbacks, purchasing contribution to new product development.</li> <li>• <b>Performance management-</b> need, problems, performance measurement categories, developing performance measurement and evaluation system.</li> </ul>

	<p>Performance benchmarking.</p> <ul style="list-style-type: none"> <li>• <b>Supply evaluation, selection and measurement process:-</b> supply revaluation and selection process, key supply revaluation criteria.</li> <li>• <b>Supplier measurement and evaluation:-</b> what to measure, measurement techniques, measurement decisions.</li> </ul>
<b>4</b>	<b>Strategic Procurement &amp; Quality Management</b>
	<ul style="list-style-type: none"> <li>• <b>Supplier quality management:-</b> meaning, importance, managing supplier quality, purchasing's role in suppliers quality. World class supplier quality performance.</li> <li>• <b>Counter trade:-</b> meaning, types, issues, processing from domestic to global sourcing, canalization.</li> <li>• <b>Negotiation:-</b> meaning, negotiation framework, powers in negotiation, negotiation techniques.</li> <li>• <b>Contracts:-</b> types of contract- fixed price, cost based, long term, unique type of contract.</li> <li>• <b>Stock control and storage, Budgeting.</b></li> <li>• <b>KPI's used by organization for successful procurement.</b></li> <li>• <b>E procurement-</b> B2B, new trends in procurement management, sustainable procurement.</li> </ul>

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## **4.1.2 Management Accounting**

### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	15
2	Budgets	15
3	Introduction to cost accounting	15
4	Marginal and Absorption costing	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> <li>• <b>Financial Analysis and Interpretation:-</b> Comparative, Common size, Trend Analysis.</li> <li>• <b>Working Capital Management</b></li> <li>• <b>Ratio Analysis.</b></li> </ul>
2	Budgets
	<ul style="list-style-type: none"> <li>• <b>Budget &amp; Budgetary control.</b></li> <li>• <b>Cash Budget</b></li> <li>• <b>Fixed and Flexible Budget</b></li> </ul>
3	Introduction to cost accounting
	<ul style="list-style-type: none"> <li>• <b>Introduction-</b>Meaning, define, objectives &amp; advantages, difference &amp; relationship between cost, finance &amp; management, accounting, essential of a good cost accounting system.</li> <li>• <b>Cost concept &amp; classification, Role of a cost accountant in an organization,</b></li> <li>• <b>Preparation of cost sheet</b></li> <li>• <b>Reconciliation of financial and cost sheet</b></li> </ul>
4	Marginal and Absorption costing
	<ul style="list-style-type: none"> <li>• Meaning, advantages and limitations</li> <li>• <b>Cost volume profit analysis</b> –meaning &amp; computation of breakeven point, break even sales(units) ,break even sales (Rs), margin of safety</li> <li>• <b>Managerial decision making</b> (product mix decisions, make or buy decisions, operation or shut down decisions, accept-reject export orders)</li> <li>• <b>Case Study:</b> Study of balance sheet of various transport industries (eg:- port, road, rail, aviation industries, logistic companies, IRCTC, etc.)</li> </ul>

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### **4.1.3 Transportation, Containerization and Distribution Management**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Transportation	10
2	Containerization	20
3	Distribution	15
4	Distribution control and evaluation	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Transportation
	<ul style="list-style-type: none"> <li>• <b>Transport Terminal Function:</b> terminal and location- port terminals- rail terminals-airport terminals- transport terminal governance.</li> <li>• <b>Four Stage Modeling Process:</b> Conventional and four stage modeling process- trip generation models- trip distribution models and calibration- methods of trip assignment models- multi modal trip assignment-mode choice and modal split models</li> <li>• <b>Advance Travel Forecasting:</b> Advanced travel demand forecasting methods- activity based modeling-comparison of conventional and activity based modeling- integration of system simulation modeling, transportation network planning sustainability</li> </ul>
2	Containerization
	<ul style="list-style-type: none"> <li>• Meaning, Definition, features, benefits, constraints, Evolution of Containerization, classifications of containers, packing of cargo in containers.</li> <li>• <b>Freighting and size of containers:</b> FCL and LCL cargo, Freighting of cargos, slot utilization strategies, estimation of optimum container fleet size, consolidation</li> <li>• <b>Container leasing-</b> types, terms and conditions.</li> <li>• <b>Multimodal transport and containerization :</b> Alternate uses of containers, marketing of used containers, multimodal transport options for containers, insurance for containers, strategies for managing container imbalance</li> <li>• <b>Container manufacturing trends,</b> maintenance and repairs of containers, tracking of container movement, container interchange</li> <li>• <b>Container terminal business,</b> World's leading container terminals and location characteristics, container terminal infrastructure, container terminal productivity, container terminal profitability, inland container terminals, container freight stations,</li> <li>• <b>Inland container depot (ICD):</b> roles and functions, CFS, Export clearance at ICD, CONCOR, ICDs under CONCOR, Chartering: meaning, kinds of charter, charter party and arbitration</li> <li>• <b>Containerizations- global scenario.</b></li> </ul>

<b>3</b>	<b>Distribution</b>
	<ul style="list-style-type: none"> <li>• <b>Meaning, importance, need, functions, evolution of distribution channels, market forces affecting distribution.</b></li> <li>• <b>Organization for distribution:-</b> distribution organization structure, private and public organization, rising cost and need for control, complexities for physical distribution,</li> <li>• <b>Distribution channel management-</b> meaning and need, channel partners- types roles and functions, choice of distribution system</li> <li>• <b>Factors affecting choice of distribution channels</b></li> <li>• <b>Factors affecting effective channel of distribution management-</b> channel design, channel policy, channel conflict- meaning, types, reasons, resolution of conflict- methods, Kenneth Thomas five style of conflict resolution.</li> <li>• <b>Training, selection, motivation of channel members</b></li> </ul>
<b>4</b>	<b>Distribution Control and Evaluation</b>
	<ul style="list-style-type: none"> <li>• <b>Cost control of total distribution system-</b> task and approaches, physical distribution cost analysis, elements of total cost in physical distribution system, physical distribution efficiency.</li> <li>• <b>Order processing-</b> definition, meaning, order acquisition, order entry, document processing, status reporting, factors affecting processing time, customer service.</li> <li>• <b>Packaging-</b> functions of packaging, cost of packaging, designing a package, packaging materials, choosing right materials, <b>Concept of unitization and palletization.</b></li> <li>• <b>Distribution control and evaluation:</b> Distribution control stages, standards and goals, performance report, measurement monitoring, corrective actions.</li> <li>• <b>Channel control-</b> instruments of control, contract or agreement, budgets and reports, distribution audit. changing channel arrangements.</li> <li>• <b>New trends in distribution management, Ethics in distribution management.</b></li> </ul>





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## **4.1.4 Taxation and Transportation**

### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Direct Tax	15
2	PGBP and TDS	15
3	Indirect Tax	15
4	Additional Taxes	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Direct Tax
	<ul style="list-style-type: none"> <li>• Definition: Assesse, Assessment Year, assessment, annual value, business, capital asset, income, person, previous year, transfer.</li> <li>• Basis of Charge: Previous Year, Residential Status, Scope of total income, deemed income, income deemed to accrue or arise in India.</li> <li>• Income from Salaries</li> <li>• Computation of Capital Gain</li> </ul>
2	PGBP and TDS
	<ul style="list-style-type: none"> <li>• Profit and Gains from Business and Profession (Special preferences to taxation and provision related to transportation)</li> <li>• TDS (194 C, 194J, 192, 194H)</li> </ul>
3	Indirect Tax
	<ul style="list-style-type: none"> <li>• Customs Act, GST Act</li> </ul>
4	Additional Taxes
	<ul style="list-style-type: none"> <li>• Road Tax, Vehicle Tax, Toll Tax, Octroi, Infrastructure Cess, Fire Tax, Municipal Tax.</li> </ul>

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## **4.1.5 Health & Safety and Facility Management**

### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Health and Safety	15
2	Safety Management Systems	15
3	Safety Regulations	15
4	Facility Management	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Health and Safety
	<ul style="list-style-type: none"> <li>• <b>Introduction:</b> Concept, Scope, Nature of Occupational Health and Safety, Key Elements of Health and Safety, Benefits and Problems Associated with Occupational Health and Safety Management, Role of National Government and International Bodies in formulating and frame work for regulation of Health and Safety, Health and Safety Training Programme.</li> <li>• <b>Exposure to Risks</b> – Physical work factors, Harassment and Violence, Work organizational factors, Working time.</li> <li>• <b>Health Outcomes</b> – Occupational Accidents, recognized occupational disease, occupational health problems, work related health problems.</li> <li>• <b>Health and safety issues and guidelines at airport, shipping and railways.</b></li> </ul>
2	Safety Management Systems
	<ul style="list-style-type: none"> <li>• Overview and Understanding Safety</li> <li>• Factors for improving safety on roads – causes of accidents due to drivers and pedestrians-design, selection, operation and maintenance of motor trucks,</li> <li>• Responsibility for Management of Safety, Basics of Safety Management,</li> <li>• <b>Risk Management</b></li> <li>• <b>Hazards Management-</b> Industry specific hazard, HNS Management Cycle. Hazard and Incident Identification and Reporting.</li> </ul>
3	Safety Regulations
	<ul style="list-style-type: none"> <li>• Policy Issues, Safety and Injury Control Programs, Multidisciplinary approach to Planning for Safety and Injury Control - pre crash, crash, and post crash,</li> <li>• <b>Accident investigation-</b> Objectives, Parties involved in the Accident Investigation, Accident Investigation Tools and Procedures,</li> <li>• Safety Recommendations, Safety Performance Monitoring, Safety Auditing, Safety Committee, Employee Participation in safety.</li> <li>• Rehabilitation Policy.</li> <li>• ILO conventions and recommendations for safety health and welfare.</li> </ul>

4	Facility Management
	<ul style="list-style-type: none"> <li>• Introduction- Meaning, Role, Scope, Job Description and Profile of Facility Manager</li> <li>• Skills required by Facility Manager, Responsibility of Facility Manager, Characteristics of a successful facilities manager,</li> <li>• Facility Management - 3P's, Outsourced and Insourced Facility Management- Advantages and Disadvantages,</li> <li>• Six stages of FM process, FM organizational models, FM principles and theories.</li> <li>• Facility- Core, Non Core, Basic facility.</li> <li>• Benchmarking- meaning, importance, tools and techniques.</li> <li>• Ergonomics and workplace.</li> <li>• Space requirement and asset management.</li> <li>• Customer Service and feedback.</li> <li>• Disaster management.</li> <li>• Energy Management and Sustainable technology.</li> </ul>

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## **4.2.4 Information Technology-II in Transportation**

### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Excel	15
2	Advanced Excel	15
3	Introduction to Remote Sensing & GPS	15
4	E Business	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Excel
	<ul style="list-style-type: none"> <li>• <b>Lookup and Reference Functions:</b> VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE</li> <li>• <b>Logical Function:</b> IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE</li> <li>• <b>Database Functions:</b> DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP</li> <li>• <b>Date and Time Functions:</b> DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY</li> </ul>
2	Advanced Excel
	<ul style="list-style-type: none"> <li>• <b>Information Functions:</b> CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc</li> <li>• <b>Math and Trigonometry Functions:</b> RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS</li> <li>• <b>Statistical Functions:</b> AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA</li> <li>• <b>Text Functions:</b> LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR</li> </ul>
3	Introduction to Remote Sensing & GPS
	<ul style="list-style-type: none"> <li>• <b>Introduction to Remote Sensing</b></li> <li>• Spectral reflectance curves of earth objects. Electromagnetic energy transfer through atmosphere and digital data acquisition, earth observation satellite systems and energy bands; analysis of digital data; effective combination of energy bands for different purposes; production of colour composites; interpretation of satellite images.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>GIS Techniques</b></li> <li>• Introduction to GIS, different forms of data such as vector raster and attribute data, development and use of a GIS.</li> <li>• <b>GPS Applications</b></li> <li>• GPS &amp; Communication Applications in Transport, Navigation &amp; Fleet Management Using GPS</li> </ul>
4	E Business
	<ul style="list-style-type: none"> <li>• <b>Management Information System in Transport</b> - Introduction to management information systems, Types of Management Information systems;</li> <li>• <b>Digital Firm and E Business</b> - Management of software and hardware assets, Data analysis and database design for Management Information Systems, Computer systems include Scheduling systems, Estimating systems, Cost control systems and Accounting systems etc.; Use of general software such as MS-Access and MS-Excel for the development of Management Information systems.</li> </ul>



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### **4.3.5 Multi Modal Transport**

*Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Multimodal Transport	15
2	Multi Modal Transport System In India	15
3	Regulatory Reforms In Multimodal Transport	15
4	Global Perspective Of Multimodal Transport	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	<b>MULTIMODAL TRANSPORT</b>
	<ul style="list-style-type: none"> <li>• Concept of Multi Modal Transport, Components of Multi Modal Transportation System, Benefits of Multi Modal Transport,</li> <li>• Multi Modal Transport Operator, Responsibilities and Liabilities of the Multi Modal Transport Operator,</li> <li>• Challenges of Multi Modal Transport System, Multi Model Transport Technology. Multi Modal Transport Documents. Difference between Multimodal and Intermodal.</li> </ul>
2	<b>MULTI MODAL TRANSPORT SYSTEM IN INDIA</b>
	<ul style="list-style-type: none"> <li>• Various Modes of Transport. Intermodal systems – road/rail/sea; sea/air; road/air; road/rail, sea/rail, sea/road.</li> <li>• Inland Container Depot (ICD) . Container Freight Station (CFS) Terminals, Roll-on/Roll-Off Service,</li> <li>• Development of multi modal transport system in Indian - Metro Rails, Light Rail Transit (LRT), Sub-Urban Trains, Ring Rail and Monorails, Bus Rapid Transit Systems, Bullet Trains. City Transport. Inland Waterways.</li> </ul>
3	<b>REGULATORY REFORMS IN MULTIMODAL TRANSPORT</b>
	<ul style="list-style-type: none"> <li>• Multimodal Transport of Goods Act- 1993,</li> <li>• Private Freight Terminals (PFT) Policy,</li> <li>• Draft Coastal Shipping Policy, Cabotage Policy,</li> <li>• Policy to permit Operators to move container trains on Indian Railways,</li> <li>• Foreign Direct Investment Regulatory Reforms.</li> </ul>
4	<b>GLOBAL PERSPECTIVE OF MULTIMODAL TRANSPORT</b>
	<ul style="list-style-type: none"> <li>• Intermodal in- India, China, Gulf, Europe, Australia, America.</li> <li>• Comparison between the above mentioned countries.</li> </ul>

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### **4.3.6 Surveys in Transport**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	15
2	Data collection and Processing	15
3	Data analysis and Interpretation	15
4	Advanced techniques in Report Writing	15
<b>Total</b>		<b>60</b>

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> <li>• Meaning of Survey. Types of Surveys. Instrument of Surveys.</li> <li>• Introduction to business research methods: Meaning and objectives of research</li> <li>• Types of research –a)Pure, Basic and Fundamental b) Applied, c) Empirical d) Scientific &amp; Social e) Historical f) Exploratory g) Descriptive h)Causal</li> <li>• Concepts in Research: Variables, Qualitative and Quantitative Research</li> <li>• Stages in research process.</li> <li>• Characteristics of Good Research</li> <li>• Hypothesis- Meaning, Nature, Significance, Types of Hypothesis, Sources.</li> <li>• Research design – Meaning, Definition, Need and Importance, Steps in research design, Essentials of a good research design, Areas / Scope of research design and Types- Descriptive, Exploratory and causal.</li> <li>• Sampling – a) meaning of sample and sampling, b) methods of sampling- concept- unit, element, frame, universe, errors.</li> </ul>
2	Data collection and Processing
	<ul style="list-style-type: none"> <li>• Data collection and Processing: : Types of data and sources – Primary and Secondary data sources</li> <li>• Methods of collection of primary data <ul style="list-style-type: none"> <li>a) Observation- i) structured and unstructured, ii) disguised and undisguised, iii)mechanical observations ( use of gadgets)</li> <li>b) Experimental i) Field ii) Laboratory</li> <li>c) Interview – i) Personal Interview ii) focused group, iii) in-depth interviews - Method,</li> <li>d) Survey – Telephonic survey, Mail, E-mail, Internet survey, Social media, and Media listening.</li> <li>e) Survey instrument – i) Questionnaire designing. ii) Types of questions- a)structured/ close ended and b)unstructured/ open ended, c) Dichotomous, d) Multiple Choice Questions.</li> <li>f) Scaling techniques</li> </ul> </li> </ul>
3	Data analysis and Interpretation

	<ul style="list-style-type: none"> <li>• Data analysis and Interpretation – types of data- nominal, ordinal, internal ,ratio. Measurement Scales.</li> <li>• Processing of data – <ul style="list-style-type: none"> <li>i) Editing – field and office editing,</li> <li>ii) coding – meaning and essentials,</li> <li>iii) Transcription. tabulation – note</li> </ul> </li> <li>• Analysis of data- Meaning, Purpose, types.</li> <li>• Interpretation of data- Essentials, importance and Significance of processing data</li> <li>• Multivariate analysis – concept only</li> <li>• Testing of hypothesis – concept and problems – <ul style="list-style-type: none"> <li>i) chi square test, ii) Z and t-test (for large and small sample) iii) P-test.</li> </ul> </li> </ul>
<b>4</b>	<b>Advanced techniques in Report Writing</b>
	<ul style="list-style-type: none"> <li>• Report writing – i) Meaning , importance, functions of reports, essential of a good report, content of report , steps in writing a report, types of reports,</li> <li>• Footnotes and Bibliography</li> <li>• Ethics and research</li> <li>• Objectivity, Confidentiality and anonymity in Research</li> <li>• Plagiarism</li> </ul>

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### **4.3.7 Business Economics-II**

#### *Modules at a Glance*

<b>SN</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Transport Economics	15
2	Demand and Supply of Transport	15
3	Pricing of Transport	15
4	Growth and Development	15
	<b>Total</b>	<b>60</b>

SN	Modules/ Units
1	Introduction to Transport Economics
	<ul style="list-style-type: none"> <li>• Meaning and Emergence of Transport Economics – Economic characteristics of transport – Transport infrastructure investment and economic productivity –Trade and transport strategy- The multiplier impacts of a transport investment-Concepts and case studies of price elasticity, income elasticity, cross elasticity and service elasticity of demand.</li> </ul>
2	Demand and Supply of Transport
	<ul style="list-style-type: none"> <li>• <b>Demand for Transport-</b> Transport as a derived demand - The notion of transport demand curve- Determinants of transport demand - Demand function: marginal benefits – Transport supply curve- Equilibrium with negative feed-back system – Disequilibrium with positive feedback system - Demand and budgets in transportation.</li> <li>• <b>The Supply of Transport</b> – Concepts and source of supply of transport – Fixed and variable costs — Specific, joint and common costs – Economies of scale and scope - Externalities – Supply function: marginal costs.</li> </ul>
3	Pricing of Transport
	<ul style="list-style-type: none"> <li>• The principles of pricing – Marginal cost pricing – Price discrimination – Geographical pricing- Indirect pricing- The problem of the peak- Second best situations- Transport subsidies.</li> </ul>
4	Growth and Development
	<ul style="list-style-type: none"> <li>• Transport and economic activity - Economics of sustainable transport in India - Theory of Transportation: Charles Horton Cooley – Trends in growth and development of transport – Transport reforms: transportation with smart cities.</li> </ul>

***Revised Syllabus of courses of B.Com. (Transport Management) Programme at Semester III with effect from the Academic Year 2017-2018***

**Reference Books**

SN	<b><u>Reference Books</u></b>
<b>1</b>	<b>Production and Quality Management</b>
	<ul style="list-style-type: none"> <li>• Production and Operations Management: R. Paneerselvam</li> <li>• Production (Operations) Management: L.C. Jhamb</li> <li>• K. Ashwathappa and K .Shridhar Bhatt ; Production and Operations management</li> <li>• Productivity Management: Concepts and Techniques, Sawhney S.C., Tata McGraw Hill</li> <li>• Srinivas Gondhalekar and Uday Salunkhe, “Productivity Techniques”, Himalaya Publishing House</li> </ul>
<b>2</b>	<b>Customs Procedure and Cargo Handling</b>
	<ul style="list-style-type: none"> <li>• Custom Manual</li> <li>• Handbook of procedure –DGFT.</li> <li>• Working paper of planning commission</li> <li>• Cargo handling manual</li> </ul>
<b>3</b>	<b>Transport Project Management</b>
	<ul style="list-style-type: none"> <li>• Project Management a managerial approach – Jack R. Meredith, Samuel J. Mantel.</li> <li>• Mcgraw Hill Project managment.</li> <li>• PMBOK Guide</li> <li>• Project Management Methodology Guidelines- Chandler, Arizona.</li> <li>• Project Management a systematic approach- Harold Kerzner.</li> </ul>
<b>4</b>	<b>Transport Environment Management</b>
	<ul style="list-style-type: none"> <li>• Energy, Transport and the Environment by Oliver Inderwildi and David King (Eds.)</li> </ul>



	<ul style="list-style-type: none"> <li>• Globalisation, Transport and Environment, O.E.C.D.</li> <li>• Handbook of Transport and Environment, by David A. Hensher and Kenneth J. Button</li> <li>• Central Pollution Control Board, Annual Reports</li> <li>• International Energy Agency (IEA) Reports on World Energy Outlook</li> <li>• United Nations Environment Programme (UNEP) Reports</li> <li>• Transport, the Environment and Sustainable Development, David Bannister, Kenneth John Button, Kenneth Button</li> <li>• Unsustainable Transport: City Transport in the New Century, David Bannister</li> <li>• Environmental Transport Processes, Bruce C. Logan</li> <li>• Air Transport and the Environment, Ben Daley</li> <li>• The Environmental Impact of Railways, T. G. Carpenter</li> <li>• Environmental Problems Caused by Railways, Charlie Higgins</li> <li>• Environmental External Costs of Transport, Rainer Friederich, Peter Bickel</li> </ul>
<b>5</b>	<b>Managerial Skill Development</b>
	<ul style="list-style-type: none"> <li>• Essentials of Management Koontz H &amp; W McGraw Hill, New York</li> <li>• Principles of Management Ramaswamy Himalaya, Mumbai</li> <li>• Management Concept and Practice Hannagain T McMillan, Delhi</li> <li>• Basic Managerial Skills for All McGrath, E.H. Prentice Hall of India</li> <li>• Management-Text &amp; Cases VSP Rao Excel Books, Delhi Assessment Pattern</li> <li>• Essentials of Management Massie Joseph Prentice Hall of India</li> <li>• Management: Principles &amp; Guidelines Thomas N. Duening &amp; John Ivancevich Biztantra</li> <li>• Management Concepts and OB P.S.Rao &amp; N.V.Shah Ajab Pustakalaya</li> <li>• Management Concepts and Strategies J S Chandran Vikas Publishing House</li> <li>• principles Of Management Tripathi P.C. Tata McGraw Hill</li> </ul>
<b>6</b>	<b>Information technology in transport – I</b>
	<ul style="list-style-type: none"> <li>• ICT for transport, Edward Elgar publishing</li> <li>• ICT and future of transport- Ericsson, Pantheon Books</li> <li>• Innovative ICT Application in transport and logistics – Mark Goh and Kym Fraser</li> <li>• E- Commerce An Indian Perspective, P.T. Joseph</li> </ul>

	<ul style="list-style-type: none"> <li>• E- Commerce and the digital economy, Michael J Shaw</li> </ul>
<b>7</b>	<b>Service Marketing</b>
	<ul style="list-style-type: none"> <li>• Valarie A. Zeithmal &amp; Mary Jo Bitner, Service Marketing, Tata McgrawHill, 6th Edition</li> <li>• Christopher Lovelock, Jochen Wirtz, Jayanta Chatterjee, Service Marketing People, Technology, Strategy – A South Asian Perspective , Pearson Education, 7th Edition</li> <li>• Ramneek Kapoor, Justin Paul &amp; Biplab Halder, Services Marketing-Concepts And Practices, McgrawHill, 2011</li> <li>• Harsh V. Verma, Services Marketing Text &amp; Cases, Pearson Education, 2nd Edition</li> <li>• K. Ram Mohan Rao, Services Marketing, Pearson Education, 2nd Edition, 2011</li> <li>• C. Bhattacharjee, Service Sector Management, Jaico Publishing House, Mumbai, 2008</li> <li>• Govind Apte, Services Marketing, Oxford Press, 2004</li> </ul>
<b>8</b>	<b>Warehousing and inventory control</b>
	<ul style="list-style-type: none"> <li>• Essentials of Inventory Management- R Bhargava, Cybertech Publications.</li> <li>• John J. Coyle, Edward J. Bardi and C. John Langley Jr., 2003, The Management of Business Logistics, A Supply Chain Perspective, Thomson</li> <li>• Kee-Hung Lai and Edwin T.C. Cheng, 2006, Just-in-time Logistics An Introduction, McGraw Hill [ISBN: 007 - 125583 - 4]</li> <li>• Paul R. Murrhy Jr. and Donald F. Wood, 2004, Contemporary Logistics, Prentice Hall.</li> <li>• Ronald H. Ballou, 2004, Business Logistics / Supply Chain Management, Prentice Hall.</li> <li>• Inventory Control and Management- Willey, Donald Waters. Essentials of Inventory Management- R Bhargava, Cybertech Publications.</li> </ul>

9	Transport law
	<ul style="list-style-type: none"><li>• Multimodal transport law- marian hoeks.</li><li>• Transport law in india- talat Fatima.</li><li>• Carriage of goods by sea,land and air- unimodal and muti modal transport in 21st century- baris soyer and Andrew tettenborn.</li><li>• Road traffic law</li><li>• Road traffic act</li></ul>

***Revised Syllabus of courses of B.Com. (Transport Management) Programme at Semester IV with effect from the Academic Year 2017-2018***

**Reference Books**

SN	<b><u>Reference Books</u></b>
<b>1</b>	<b>Procurement management</b>
	<ul style="list-style-type: none"> <li>• Purchasing and supply chain management- Thomas publication by Monczka, Trent, Hand field</li> <li>• Purchasing and material management- p. gopalkrishnan</li> <li>• Purchasing and material management- N.K.Nair</li> <li>• Material management and purchasing- Dean SAMmer.</li> </ul>
<b>2</b>	<b>Management Accounting</b>
	<ul style="list-style-type: none"> <li>• KhannaPandey&amp; Ahuja: Practical costing , Sultan Chand</li> <li>• K.S.Thakur: Cost Accounting , New century book house pvt. Ltd.</li> <li>• Jain and Narang: Cost Accountong , Kalyani Publishers</li> <li>• S. N Maheshwari: Cost accounting , Mahaveer Publishers</li> <li>• Horngreen : Cost accounting – A Managerial emphasis, Prentice Hall</li> <li>• Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</li> <li>• Cost Accounting by C.S. Rayudu, Tata Mc. Graw Hill and Co. Ltd., Mumbai</li> <li>• Cost Accounting by JawaharLal and SeemaSrivastava, Tata Mc. Graw Hill and Co. Ltd.Mumbai</li> <li>• Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</li> <li>• Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</li> <li>• Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Graw Hill and Co. Ltd., Mumbai</li> <li>• Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</li> <li>• Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi</li> </ul>

	<ul style="list-style-type: none"> <li>• Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</li> <li>• Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</li> </ul>
<b>3</b>	<b>Transportation, Containerization and Distribution</b>
	<ul style="list-style-type: none"> <li>• Containerization, Logistics Management and foreign trade- Indian perspective – Shipra Publication, Namita Pandey</li> <li>• The Docker Book: Containerisation is the new virtualisation, James Turrbuh</li> <li>• Intermodal Transportation and containerization , Hofstra.edu</li> <li>• Transportation management: Imperatives and best practices, S Jaya,Krishna, ICFAI, University Press, 2007</li> <li>• Management of Transportation – Bardi Edward J, Cengage Learning</li> <li>• Dr. K V Hariharan, Containerization , Multimodal transport and infrastructure developmeny in Indi, Shroff publishers</li> <li>• Lee C Y Neng Q, Handbook of Ocean Container transport logistics Making global supply chain effective, Springer, 2015</li> <li>• Kapoor Satish K and Kaushal Purv, Basics of Distribution Management: A logistical approach , Prentice hall of India</li> <li>• D. K . Agarwal , Distribution and logistics Managemnt : A Strategic Marketing Approach, Macmillan Publishers India</li> <li>• The Handbook of Logistics and Distribution Management: Understanding the Supply Chain Paperback – Import, 3 Jan 2014</li> <li>• By Alan, Phil Croucher , Dr Peter Baker, The Handbook of Logistics and Distribution Management</li> <li>• A Nag, Sales and distribution Management, Mcgraw hill, 2013</li> <li>• Krishna K Havaldar, Vasant M. Cavale, sales and Distribution Management- Text &amp;Cases, Mcgraw Hill Education, 2011</li> <li>• Dr. Matin Khan, Sales and Distribution Management, Excel Books, 1<sup>st</sup> Edition.</li> </ul>
<b>4</b>	<b>Taxation and Transport</b>
	<ul style="list-style-type: none"> <li>• Direct tax manual – Taxmann</li> <li>• Direct tax law –Bangar</li> <li>• Indirect tax law- Taxmann</li> <li>• Indirect tax manual – Bangar</li> </ul>

	<ul style="list-style-type: none"> <li>• Singhania VK &amp; Singhania K, Direct Taxes – Laws and practices, Taxmann</li> <li>• Ahuja – direct taxes</li> </ul>
<b>5</b>	<b>Health&amp; Safety and Facility Management</b>
	<ul style="list-style-type: none"> <li>• Phil Hughes &amp; Ed Ferrett (2010). International Health and Safety at Work. Routledge Publisher.</li> <li>• Facility Management Handbook 3rd Edition- Cotts, David G.; Roper, Kathy O.; Payant, Richard P.</li> <li>• Facility Design and Management Handbook- Eric Teicholz</li> <li>• Kadiyali (1983). Traffic Engineering and Transport Planning. Khanna Publishers, New Delhi,.</li> <li>• Motor Vehicles Act, 1988, Government of India.</li> <li>• NSC (1982). Accident Prevention Manual for Industrial Operations. Chicago.</li> <li>• Pasricha (1999). Road Safety guide for drivers of heavy vehicle. Nasha Publications, Mumbai.</li> <li>• K.W.Ogden, “Safer Roads – A guide to Road Safety Engineering”.</li> <li>• Babkov, V.F. (1986). Road Conditions and Traffic Safety. MIR Publications, Moscow.</li> <li>• Popkes, C.A. (1986). Traffic Control and Road Accident Prevention. Chapman and Hall Limited.</li> <li>• Facility Management Handbook 3<sup>rd</sup> Edition- Cotts, David G.; Roper, Kathy O.; Payant, Richard P.</li> <li>• Facility Design and Management Handbook- Eric Teicholz</li> </ul>
<b>6</b>	<b>Information technology in transport – II</b>
	<ul style="list-style-type: none"> <li>• ICT for transport, Edward Elgar publishing</li> <li>• ICT and future of transport- Ericsson, Pantheon Books</li> <li>• Innovative ICT Application in transport and logistics – Mark Goh and Kym Fraser</li> <li>• E- Commerce An Indian Perspective, P.T. Joseph</li> <li>• E- Commerce and the digital economy, Michael J Shaw</li> </ul>
<b>7</b>	<b>Multimodal transport</b>

- Hugh M. Kindred & Mary R. Brooks (1997). Multimodal Transport Rules. Martinus Nijhoff Publishers.
- Multimodal Transportation of Goods Act, 1993 Along With Allied Rules, Professional Book Publishers.
- Slim Hammadi & Mekki Ksouri (2013). Multimodal Transport Systems. John Wiley & Sons.
- Joseph S. Szyliowicz, Luca Zamparini, Genseric L.L. Reniers & Dawna L. Rhoades (2016).
- Multimodal Transport Security: Frameworks and Policy Applications in Freight and Passenger Transport. Edward Elgar Publishing.
- United Nations Economic and Social Commission for Asia and the Pacific (2004).
- Manual on Modernization of Inland Water Transport for Integration within a Multimodal Transport System. United Nations Publications.
- Jean-Paul Rodrigue, Claude Comtois & Brian Slack (2013). The Geography of Transport Systems. Routledge.
- Christos N. Pyrgidis (2016). Railway Transportation System: Design, Construction and Operation. CRC Press.
- United Nations. Economic and Social Commission for Asia and the Pacific Secretariat (2003).
- Training Manual on the Operational Aspects of Multi Model Transport. United Nations Publications.
- Container and Multimodal Transport Management (2002). Shroff Publishers & Distributors.

## **8 Surveys in transport**

- Research for Marketing Decisions paul E. Green, Donald S. Tull
- Marketing Research – text and cases Harper W. Boyd jr. , Ralph Westfall
- Research methodology in social science, O.R.Krishnaswamy, Himalaya Publication
- Bussiness Research Methods, Donald R Cooper, Pamela Schindler, Tata McGraw Hill
- Marketing research and applied orientation, Naresh K Malhotra, pearson
- Statistics for management, Levin and Reuben, Prentice hall.
- Research methods for Management :S Shajahan, Jaico publishing

	<ul style="list-style-type: none"> <li>• Survey Method for Transport Planning Anthony J. richandson, Elizabeth S. Ampf, Arnim H. Meyburg</li> </ul>
<b>9</b>	<b>Business Economics – II</b>
	<ul style="list-style-type: none"> <li>• Stuart Cole “Applied Transport Economics –Policy, Management and Decision Making, Third Edition, Indian Edition, 2010.</li> <li>• Transport Economics “Kenneth Button”, 3 rd edition.</li> <li>• Kenneth Boyer,”Transportation Economics”.</li> <li>• Andrew F Daugherty, “Analytical Studies in Transport Economics”.</li> <li>• Journal of Transport Economics and Policy.</li> <li>• Transport Market Monitor : Capacity and diesel indices grow while price index declines ,Edition: 30 (February 2017)</li> <li>• “Intermodal Transport”, compiled by Institute of Transport Studies, Cresnet Publication, Calcutta.</li> <li>• Private Sector Participation In The Transport Sector In India B.N. Puri , Transport and Communications Bulletin for Asia and the Pacific No. 73, 2003.</li> <li>• Planning Commission (1988) (GOI), Perspective Planning for Transport Development: Report of Steering Committee. New Delhi: Planning Commission. <a href="http://planningcommission.nic.in/reports/genrep/NTDPC_Vol_01.pdf">http://planningcommission.nic.in/reports/genrep/NTDPC_Vol_01.pdf</a>.</li> <li>• “Transport Infrastructure in India”, Pravarkar Sahoo, V.R.F series No. 465, March 2011.</li> <li>• Ralph P. Hall, “Introducing the Concept of Sustainable Transportation to the U.S. DOT through the Reauthorization of TEA -21 “, University of Southampton, UK, 1999.</li> <li>• Sustainable Transportation, An International Perspective Projections, Volume 9, MIT Journal Of Planning.</li> <li>• Prof. L.H. Immers , and J.E. Stada,” Basics of Transport Economics , February 2004.</li> </ul>



**UNIVERSITY OF MUMBAI**

No. UG/20 of 2018-19

**CIRCULAR:-**

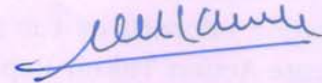
Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No.UG/120 of 2016-17, dated 27<sup>th</sup> October, 2016 relating to syllabus of Bachelor of Commerce (B.Com.) degree course.

They are informed that the recommendations made by the Ad-hoc Board of Studies in Trade, Transport Industries at its meeting held on 28<sup>th</sup> February, 2018 have been accepted by the Academic Council at its meeting held on 5<sup>th</sup> May, 2018 **vide** item No. 4.47 and that in accordance therewith, the revised syllabus as per the (CBCS) for the T.Y.B.Com. (Transport Management) (Sem. V & VI), has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI – 400 032

14<sup>th</sup> June, 2018

To



(Dr. Dinesh Kamble)  
I/c REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty. (Circular No. UG/334 of 2017-18 dated 9<sup>th</sup> January, 2018.)

**A.C./4.47/05/05/2018**

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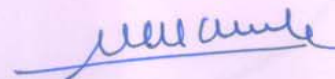
No. UG/20 -A of 2018

MUMBAI-400 032

14<sup>th</sup> June, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Commerce & Management,
- 2) The Chairman, Ad-hoc Board of Studies in Trade, Transport Industries,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 6) The Co-Ordinator, University Computerization Centre,



(Dr. Dinesh Kamble)  
I/c REGISTRAR

# University of Mumbai



**Revised Syllabus  
and  
Question Paper Pattern  
of Courses of  
B.Com. (Transport Management)  
Programme at  
Third Year  
*Semester V and VI***

**Under Choice Based Credit, Grading and  
Semester System**

***(To be implemented from Academic Year 2018-2019)***

*Board of Studies-in - Trade Transport & Industry  
University of Mumbai*

# B.Com. (Transport Management) Programme

## Under Choice Based Credit, Grading and Semester System

### T.Y.B.Com. (Transport Management)

*(To be implemented from Academic Year 2018-2019)*

No. of Courses	Semester V	Credits	No. of Courses	Semester VI	Credits
<b>1</b>	<b>Elective Courses (EC)</b>		<b>1</b>	<b>Elective Courses (EC)</b>	
1,2,3 &4	*Any four courses from the following list of the courses	<b>12</b>	1,2,3 &4	**Any four courses from the following list of the courses	<b>12</b>
<b>2</b>	<b>Core Course (CC)</b>		<b>2</b>	<b>Core Course (CC)</b>	
5	Port Operations and Management	<b>04</b>	5	Transport Policy and Documentation	<b>04</b>
6	Maritime Transport and Economics	<b>04</b>	6	Project on Research Work	<b>04</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

✓ **Note:** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits each. A project work may be undertaken in any area of Elective Courses/ Study Area

<b>*List of Elective Courses for Semester V (Any Four)</b>		<b>**List of Elective Courses for Semester VI (Any Four)</b>	
01	Human Resource Management and Industrial Relations	01	International Trade and Transport
02	Transport Costing and Pricing	02	Fleet Operations and Management
03	Transport Insurance and Risk Management	03	Analytical Modeling in Transport
04	Strategic Management	04	Reengineering and Turnaround Management
05	Ethics and Public Relations in Transport	05	Tourism Management
06	Transport Planning (Urban, Rural, Public, Mass)	06	Community Development Project
<b>Note: Course selected in Semester V will continue in Semester VI</b>			

**B.Com. (Transport Management) Programme**  
*Under Choice Based Credit, Grading and Semester System*  
**Course Structure**

*(To be implemented from Academic Year 2018-2019)*

## Semester V

No. of Courses	Semester V	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1,2,3 & 4	*Any four courses from the following list of the courses	<b>12</b>
<b>2</b>	<b><i>Core Course (CC)</i></b>	
5	Port Operations and Management	<b>04</b>
6	Maritime Transport and Economics	<b>04</b>
<b>Total Credits</b>		<b>20</b>

<b><i>*List of Elective Courses for Semester V (Any Four)</i></b>	
01	Human Resource Management and Industrial Relations
02	Transport Costing and Pricing
03	Transport Insurance and Risk Management
04	Strategic Management
05	Ethics and Public Relations in Transport
06	Transport Planning (Urban, Rural, Public, Mass)

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**1. Human Resource Management &  
Industrial Relation**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction	15
02	Recruitment and Selection	10
03	Performance Appraisal	15
04	Participate Management Industrial Relation	20
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Definition, features, scope of HRM, personnel management Evolution of HRM / trends in HRM, Challenges before the HR manager, Role of HR manager, Traits / characteristics of the workforce personnel manual</li> <li>• HRP- Definition, Process of HRP along with brief coverage of personnel demand and supply forecasting techniques, Factors affecting HRP</li> <li>• Concepts: HRIS, VRS, Outsourcing, pink slip/termination / retrenchment / downsizing / separation, Contracting and sub-contracting, Promotions and transfers.</li> </ul>
2	<b>Recruitment and Selection Process</b>
	<ul style="list-style-type: none"> <li>• Job analysis – definition, methods of collecting job data, merits and demerits / limitations Job design – definition, factors affecting job design, approaches to job design Job evaluation – definition, methods of job evaluation</li> <li>• Recruitment – definition, sources of recruitment, merit and demerits Selection – definition, process of selection, types of selection tests, types of interviews Induction / orientation – definition, methods, process</li> <li>• Placement, Training and Development - Definition of training and development, Methods of training managers, Process / procedure of conducting training program, Advantages of Training &amp; development</li> </ul>
3	<b>Performance Appraisal and Career Planning</b>
	<ul style="list-style-type: none"> <li>• Performance Appraisal - Definition of performance appraisal, Methods of appraisal for managers – traditional and modern, Process / procedure of conducting performance appraisal, Advantages of performance appraisal, Limitations of appraisal</li> <li>• Compensation Management - Definition of compensation, Components of salary / salary slip, Fringe benefits – definition and types</li> <li>• Career Planning and Development - Definition of career planning and career development, Process / procedure of career planning, Career stages / career life cycle, Essentials to make career planning successful, Career counseling. Employee retention techniques, Succession planning.</li> </ul>
4	<b>Participative Management and Industrial Relation</b>
	<ul style="list-style-type: none"> <li>• Participative Management - Definition of Participative Management, Levels of participation, Factors essential for successful participative management, Forms of participation.</li> <li>• Industrial Relations: Definition of industrial relations, Features of industrial relations, Importance of industrial relations, Approaches to industrial relations, Parties to industrial relations</li> <li>• Trade Unions - Definition of trade union, Features of trade unions in India.</li> <li>• Industrial Disputes – Causes, Types, Dispute settlement mechanism, Employee grievances.</li> <li>• Labour laws – Trade Union Act 1962, Minimum Wages Act 1948, Factories Act 1948, Workman Compensation Act 1923, Child Labour Act 1986, Sexual Harassment At Workplace Act 2013.</li> </ul>



**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**2. Transport Costing & Pricing**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Service Costing	15
02	Contract Costing	10
03	Job Costing	15
04	Budgeting	20
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Service Costing</b>
	<ul style="list-style-type: none"> <li>• Service and Operating Costing</li> </ul>
2	<b>Contract Costing</b>
	<ul style="list-style-type: none"> <li>• Contract Costing</li> </ul>
3	<b>Job Costing</b>
	<ul style="list-style-type: none"> <li>• Job, Process and Batch Costing</li> </ul>
4	<b>Budgeting</b>
	<ul style="list-style-type: none"> <li>• Budget and Budgetary Control , Cash Budget, Fixed and Flexible Budget</li> <li>• Working Capital Management</li> </ul>



***Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019***

***1. Elective Courses (EC)***

**3. Transport Insurance & Risk Management**

***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction to Insurance	15
02	Types of Insurance	15
03	Introduction to Risk Management	15
04	ERM	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to Insurance</b>
	<ul style="list-style-type: none"> <li>• Introduction: Meaning of Insurance, Concept and Evolution, Types of Insurance, Parties to Insurance, Rights and Obligations of Parties involved in Insurance, Contract of Insurance, Terminology used in Insurance business, Products of Insurance, Principles of Insurance, , Surrender Nomination and Assignment Policies, Practices of Insurance: (Premium, Bonus, Plans, Annuities)</li> <li>• IRDAI- functions, role, protection to policy holders, dispute resolution mechanism</li> <li>• Claims Handling – Insurance claims – Risks – Reinsurance – Demurrage – claim producers and Documentation – Right of subrogation.</li> </ul>
2	<b>Types of Insurance</b>
	<ul style="list-style-type: none"> <li>• Fire Insurance: Basic Principles, Add on cover, Special policy, fire Hazardous and Prevention, erstwhile- tariffs rules and rates, Documents, undertaking, claims- legal, procedural aspect, consequential loss, special policies and overseas practices.</li> <li>• Marine Insurance: basic, fundamental principles, underwriting, cargo insurance, coverage, types of cover, hull insurance, marine claims, marine recoveries, role of bankers, loss prevention, re insurance, maritime frauds.</li> <li>• Motor Insurance: introduction, marketing, types of motor vehicles, documents and policies, underwriting, insurance claim, applications, consumer delight, third party insurance, procedure for filling and depending, quantum fixation, fraud management.</li> <li>• Aviation Insurance: Introduction, Aviation Insurance Covers, Underwriting- general aviation, underwriting airlines, aviation laws, aviation claims, aviation finance.</li> <li>• Miscellaneous Insurance: Legal Liability Insurance, Machinery Insurance, Personal Accident Insurance, Reinsurance.</li> </ul>
3	<b>Introduction to Risk Management</b>
	<ul style="list-style-type: none"> <li>• Definition of Risk , Risk Management Definition ,Meaning, Relationship between Uncertainty and Risk, Degree of Risk, Types of risk- Market Risk, liquidity Risk, Exchange risk, Credit Risk, Systematic Risk, Unsystematic Risk, Political Risk, Commercial Risk, Inflation Risk.</li> <li>• Managing Risk</li> <li>• Risk Management Tools</li> <li>• Risk Management Process</li> <li>• Role of Risk Manager.</li> <li>• Rules of Risk Management</li> </ul>
4	<b>ERM</b>
	<ul style="list-style-type: none"> <li>• Enterprise Risk Management , ERM Framework, ERM Process, SWOT Analysis, Sample Risk Register</li> <li>• Risk Assurance- purpose , Sources of Risk Assurance, Challenges of Risk Assurance.</li> <li>• FOREX Risk</li> </ul>



**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**4. Strategic Management**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Business Policy	15
02	Strategy Formulation	15
03	Strategic Implementation, Evaluation and Control	15
04	Strategic Evaluation and Control	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Business Policy</b>
	<ul style="list-style-type: none"> <li>• Business: Meaning, Scope of Business, Forms of Business</li> <li>• Business Policy-Meaning, Nature, Importance</li> <li>• Strategy-Meaning, Definition</li> <li>• Strategic Management-Meaning, Definition, Importance, Strategic management</li> <li>• Process &amp; Levels of Strategy and Concept and importance of Strategic Business Units(SBU's)</li> <li>• Strategic Intent – Mission, Vision, Goals, Objective, Plans</li> </ul>
2	<b>Strategy Formulation</b>
	<ul style="list-style-type: none"> <li>• Environment Analysis and Scanning (SWOT, PEST, ETOP Analysis)</li> <li>• Corporate Level Strategy (Stability, Growth, Retrenchment, Integration and Internationalization)</li> <li>• Business Level Strategy (Cost Leadership, Differentiation, Focus)</li> <li>• Functional Level Strategy (R &amp; D, HR, Finance, Marketing, Production)</li> <li>• Corporate Governance and Corporate Social Responsibility</li> </ul>
3	<b>Strategic Implementation, Evaluation and Control</b>
	<ul style="list-style-type: none"> <li>• Models of Strategy making.</li> <li>• Strategic Analysis &amp; Choices &amp; Implementation: BCG Matrix, GE 9 Cell, Porter 5 Forces, 7S Frame Work</li> <li>• Implementation: Meaning, Steps and implementation at Project, Process, Structural, Behavioral, Functional level.</li> </ul>
4	<b>Strategic Evaluation and Control</b>
	<ul style="list-style-type: none"> <li>• Strategic Evaluation &amp; Control – Meaning, Steps of Evaluation &amp; Techniques of Control</li> <li>• Synergy: Concept, Types, evaluation of Synergy. Synergy as a Component of Strategy &amp; its Relevance.</li> <li>• Change Management – Elementary Concept</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
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**1. Elective Courses (EC)**

**5. Ethics and Public Relations in Transport**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
01	Introduction to Ethics and Business Ethics	15
02	Corporate Governance and CSR	15
03	Public Relations	15
04	Media Relations, Employee and Crisis Communication, Blogging	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<p data-bbox="320 199 879 232"><b>Introduction to Ethics and Business Ethics</b></p> <ul data-bbox="320 248 1406 734" style="list-style-type: none"> <li data-bbox="320 248 1406 421">• <b>Introduction to Ethics:</b> Meaning, Features, Concept of Ethics, Evolution of Ethics, Nature of Ethics- Personal, Professional, Managerial Importance of Ethics, Objectives, Scope, Types – Transactional, Participatory and Recognition, Ethical Values</li> <li data-bbox="320 432 1406 734">• <b>Business Ethics:</b> Meaning, Objectives, Purpose and Scope of Business Ethics Towards Society and Stakeholders, Role of Government in Ensuring Business Ethics Principles of Business Ethics, 3 Cs of Business Ethics – Compliance, Contribution and Consequences, 4 V model of Ethical Leadership, Myths about Business Ethics, Ethical Performance in Businesses in India, Ethical Dilemma, Ethical issues in transportation, Solutions to ethical issues in transport and logistics sector.</li> </ul>
2	<p data-bbox="320 748 743 781"><b>Corporate Governance and CSR</b></p> <ul data-bbox="320 797 1406 1323" style="list-style-type: none"> <li data-bbox="320 797 1406 1099">• <b>Corporate Governance:</b> Concept, Need for Corporate Governance • Significance of Ethics in Corporate Governance, Principles of Corporate Governance, Benefits of Good Governance, Issues in Corporate Governance • Theories- Agency Theory, Shareholder Theory, Stakeholder Theory and Stewardship Theory • Corporate Governance in India, Emerging Trends in Corporate Governance, Models of Corporate Governance, Insider Trading, 4 P’s in corporate Governance, Whistle Blowing</li> <li data-bbox="320 1111 1406 1323">• <b>CSR:</b> Meaning of CSR, Types of Social Responsibility • Aspects of CSR- Responsibility, Accountability, Sustainability and Social Contract • Need for CSR • CSR Principles and Strategies • Issues in CSR • Social Accounting • Ethical Issues in International Business Practices • Recent Guidelines in CSR • Future of CSR</li> </ul>
3	<p data-bbox="320 1337 539 1370"><b>Public Relations</b></p> <ul data-bbox="320 1386 1406 1912" style="list-style-type: none"> <li data-bbox="320 1386 1406 1599">• <b>Fundamental of Public Relations:</b> Introduction, Meaning, Essentials of Public Relations, Objectives of Public Relations, Scope of Public Relations, Significance of Public Relations in Transport and Logistics • Tracing Growth of Public Relations, Reasons for Emerging International Public Relations</li> <li data-bbox="320 1610 1406 1733">• <b>Public Relations Environment:</b> Introduction, Social and Cultural Issues, Economic Issues, Political Issues, Legal Issues, Technological Issues, Ecological Issues</li> <li data-bbox="320 1744 1406 1823">• <b>Theories used in Public Relations:</b> Systems Theory, Situational Theory, Social Exchange Theory, Diffusion Theory</li> <li data-bbox="320 1834 1406 1912">• <b>Mass Media Laws:</b> Defamation, Invasion of Privacy, Copyright Act, Digital Piracy, RTI</li> </ul>

Sr. No.	Modules / Units
4	<b>Media Relations, Employee and Crisis Communication, Blogging</b>
	<ul style="list-style-type: none"> <li>• <b>Media Relations:</b> Introduction, Importance of Media Relations, Sources of Media Information, Building Effective Media Relations, Principles of Good Media Relations, Press Conference, Press Release</li> <li>• <b>Employee Communication:</b> Introduction, Sources of Employee Communications, Organizing Employee Communications, Benefits of Good Employee Communications, Steps in Implementing An Effective Employee Communications Programme, Role of Management in Employee Communications</li> <li>• <b>Crisis Communication:</b> Introduction, Impact of Crisis, Role of Communication in Crisis, Guidelines for Handling Crisis, Trust Building</li> <li>• <b>Blogging</b> Introduction, Defining Corporate Blogging, Characteristics of a Blog, Types of Blogs, Role of Blogs, Making a Business Blog</li> <li>• <b>PR and Social Media</b>( Twitter, Facebook, Instagram etc)</li> </ul>



**Revised Syllabus of Courses of B.Com. (Transport Management)**  
**Programme at Semester V**  
**with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**6. Transport Planning**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
01	Introduction	15
02	Evaluation of Urban and Rural Transportation Systems	15
03	Management of Transportation System and Disaster Management in Transportation	15
04	Regional Transport System and Environment	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Public Transport – Meaning , Advantages, Disadvantages, Need , Types- Airline, Bus, Train, Personal rapid transit, mass transit, Cable propelled transit, Ferry, Auto rickshaws and other, problems and challenges of public transport, Issues in public transport, factors and properties determining quality public transport,</li> <li>• Privatization of India’s public transport sector, public transport and private transport – relationship and comparison, Integrated transport infrastructure approach in public transport, Status of public transport in India, comparative analysis of different public transport modes</li> <li>• Smart City Concept</li> <li>• Mass Transit</li> </ul>
2	<b>Evaluation of Urban and Rural Transportation systems</b>
	<ul style="list-style-type: none"> <li>• Planning process: Steps in planning process- plans, levels, objectives, content and data requirement- regional plan, master plan, detail development plan, development control regulation, zoning regulation; Fundamentals of demand &amp; supply sides of transportation.</li> <li>• Infrastructure and management, transportation systems and their types, design and operating characteristics, urban road hierarchy planning, rural transportation issues, criteria for road and junction improvements,</li> <li>• Transportation survey and studies importance in planning: Study area definitions, surveys and their types, sampling methods, survey techniques and other Traffic and transportation surveys, programming and scheduling, processing of travel data, analysis and interpretation of traffic studies</li> </ul>
3	<b>Management of Transportation system and disaster management in transportation</b>
	<ul style="list-style-type: none"> <li>• Existing organizational and legal framework, traffic and environmental management techniques.</li> <li>• Management techniques, review of existing traffic management schemes. Framework for evaluation of system.</li> <li>• Causes of disaster on Construction sites: Natural and human made hazards. Foresee possible risks and preparedness. Principals of Emergency Management: Comprehensive, progressive, risk driven, integrated, collaborative, coordinated, flexible, professional. Safety precautions and standards in work environment.</li> </ul>
4	<b>Regional Transport System and Environment</b>
	<ul style="list-style-type: none"> <li>• Importance of accessibility in regional transport planning. Role of road, rail, air and water transport systems. Regional transport systems, planning road network, planning for micro regions.</li> <li>• Transport and Environment: Traffic noise, factors affecting noise, noise abatement measures, standards. Air pollution standards, traffic safety, accident reporting and recording systems. Factors affecting road safety, transport planning for target groups, children, adults handicapped and women. Norms and guidelines for highway landscape, street lighting types, standards and design considerations, transport and environment.</li> </ul>



**Revised Syllabus of Courses of B.Com. (Transport and Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**2. Core Courses (CC)**

**1. Port Operations Management**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction to Port	15
02	Port Organization, Operations and Management	15
03	Port Safety and Security	15
04	Cargo Handling and Custom Procedure	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to Port</b>
	<ul style="list-style-type: none"> <li>• <b>Port, Harbor:</b> Meaning, Features of Port, Functions of Port, Types of Port, Port values, Port Services and Facilities, Challenges and Opportunities in Port Sector, Port Users and Stakeholders and their needs, Statutory Bodies governing port (National and International), Port Authority, Port Ownership Management Model.</li> <li>• <b>Port Infrastructure:</b> Port Structure, Port Layout, Port location (relevance of location to both vessel transit time and port rotation) dependency of port location on hinterland and geographical resources</li> <li>• <b>Port planning:</b> Terminal planning, Capacity planning (no of berths, size and length, relationship between berth occupancy, service time and wasting time, berth throughput) Role of traffic in planning, Analysis of demand factors, capacity calculation,</li> <li>• <b>Role of port/ Importance of Port :</b> In economic development, in trading patterns of nations, in national and international trade, in maritime logistics and modal shift.</li> <li>• <b>Terminals:</b> Types of terminals, terminal operators, position and places in terminals, privatization of terminals, window system in terminal.</li> <li>• <b>Ships:</b> Types (according to cargo needs and trade routes), effect of port time on ship speed, influence of port development on ship development.</li> </ul>
2	<b>Port Organization, Operations and Management</b>
	<ul style="list-style-type: none"> <li>• <b>Port organization structure:</b> Organization Structure of Major ports of India, how activities are organized to operate effectively and efficiently.</li> <li>• <b>Port Operations and Management :</b> Capacity management, information flow between port, users and authority, marine operations(dredging, navigation aids and conservancy)</li> <li>• <b>Port logistics:</b> Port and Logistics, Port and supply chain,, recent trends in logistics, inter modality and landside port logistics, Integrating port with global supply chain</li> <li>• <b>Port Finance:</b> Port Costing, Port Pricing Private sector participation in finance, Tariff rates, Pricing strategy, Port Investment</li> <li>• <b>Port Development and Maintenance:</b> History, Factors affecting development of port, factors affecting performance of port, port restructuring in India, effect of globalization on port choice, recent trends in port.</li> </ul>
3	<b>Port Safety and Security</b>
	<ul style="list-style-type: none"> <li>• <b>Port security and safety:</b> Types of Risk and Uncertainties, Risk and safety Indicators, Valuing Port Safety, Threats to Port, Risk Approach and economic evaluation.</li> <li>• <b>Port competition and marketing:</b> Features and elements of Port Competition, Port Promotion, Port Marketing.</li> <li>• <b>Port Health and marine safety:</b> IMO, Port Health Bill, Environmental principles and procedures in port.</li> <li>• <b>Port Labor and HRM:</b> History and organization of port labor, HR system, labor v/s technology, Role of Various personnel at Port, ITF, ILO, Carrier options in port.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Port congestion:</b> meaning, reasons, steps to avoid.</li> </ul>
<b>Sr. No.</b>	<b>Modules / Units</b>
<b>4</b>	<b>Cargo Handling and Custom Procedure</b>
	<ul style="list-style-type: none"> <li>• <b>Cargo handling :</b> Types, management of cargo operations, cargo handling process(stowage, storage, release and transportation) ,hazardous cargo, associated basic needs of 5 commodities- (fertilizers, oil, ore, coal, grain), speed and cargo handling time in port, cargo booking in India, role of various authorities in cargo procedure, cargo rates and charges.</li> <li>• <b>Custom procedure:</b> Impact of custom procedure, Custom procedure for home consumption, role of customs, Procedure for clearance of import and export goods, import export restrictions and prohibitions, , transshipment of cargo, import/ export through post, re import and re export, custom clearance - seaport, airport, ICD</li> <li>• <b>Global seaborne trade:</b> trade routes</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**2. Core Courses (CC)**

**2. Maritime Transport & Economics**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction to Maritime Economics	15
02	Financing Ship and Flagging Policies	15
03	Bulk Cargo and General Cargo	15
04	Economics of Shipbuilding and Scraping	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to Maritime economics</b>
	<ul style="list-style-type: none"> <li>• The economic organization of the shipping market: economic role of the shipping industry, World merchant fleet, Shipping cycles and shipping risk, Characteristics of shipping market cycles, The frequency of shipping cycles, The freight market, The sale and purchase market, The new building market, The demolition (recycling) market.</li> <li>• Supply, demand &amp; freight rates: The shipping market model, the demand for sea transport, the supply of sea transport, the freight rate mechanism. Costs, Revenue and financial performance: Cash flow and the art of survival, The cost of running ships, The capital cost and financial performance, the revenue calculating computing the cash flow, price of vessel, Monopoly environment, Role of competition. Determinants of maritime transport cost.</li> </ul>
2	<b>Financing Ship and Flagging Policies</b>
	<ul style="list-style-type: none"> <li>• Financing Ships and shipping companies: Ship finance and shipping economics, how ships have been financed in the past, The world financial system and types of finance, Financing ships with equity, Financing ships with debt, finance for new building, Leasing ships. The return on investment in shipping.</li> <li>• Flagging policy and decisions: flag state and ship registration practices, shipping management practices and uses of BIMCO Shipman and CREWMAN. Design and development of safety management systems in maritime organizations using ISM code. Legislation: Hague Visby Rules. The Hamburg Rules. The economic principles of maritime trade, Maritime Contracts, Management of Maritime Contracts- on board administration, Documentation and procedure</li> </ul>
3	<b>Bulk Cargo and General Cargo</b>
	<ul style="list-style-type: none"> <li>• Bulk cargo and the economics of bulk shipping: The commercial origins of bulk shipping, The bulk trades, The 'transport system' concept, Handling bulk cargoes, Liquid bulk cargoes, The five major dry bulks, The minor bulk trades, Refrigerated cargo, The vehicle trade</li> <li>• The general cargo and the economics of liner shipping: Introduction, The origins of the liner services, Economic principle of liner operation, Liner conference and their regulation, The components of liner service costs, The liner service cash flow model, Liner price, The demand for liner services, The liner shipping routes, The liner fleet, The economics of ships and ship designs.</li> <li>• Containerization and the economics of container shipping</li> </ul>
4	<b>Economics of Shipbuilding and Scrapping</b>
	<ul style="list-style-type: none"> <li>• The economics of shipbuilding and scrapping : Role of the merchant shipbuilding and scrapping industries, Regional structure of the world shipbuilding, shipbuilding market cycles, The economic principles, The shipbuilding production process, shipbuilding costs and competitiveness, The ship breaking industry, The international labour maritime market, The Indian legislation in maritime transport. The role and function of UNO and other international organizations (IMO, ILO, UNCTAD, WHO) in the maritime context.</li> </ul>





**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester V  
with effect from the Academic Year 2018-2019**

**Reference Books**

<b>Reference Books</b>
<b>Elective Courses (EC)</b>
<b>1. Human Resource Management and Industrial Relationship</b>
<ul style="list-style-type: none"> <li>• <i>Human Resources and Personnel management – text and cases – 4th edition – K. Aswathappa</i></li> <li>• <i>A strategic approach to Human Resources Management – Jayashree Sadri, Sorabh Sadri</i></li> <li>• <i>Personnel management – Mamoria</i></li> <li>• <i>Principles of Personnel Management – Edwin B. Flippo</i></li> <li>• <i>Excellence through HRD – M. Nair and T.V. Rao</i></li> <li>• <i>Handbook of Human Resource management Practice – Michael Armstrong</i></li> <li>• <i>Human Resource management – Gary Dessler</i></li> <li>• <i>Human resource management – Saiyadain</i></li> <li>• <i>Planning and Managing Human Resources- William J Rothwell and H.C. Kazanas</i></li> </ul>
<b>2. Transport Costing and Pricing</b>
<ul style="list-style-type: none"> <li>• <i>KhannaPandey&amp; Ahuja: Practical costing , Sultan Chand</i></li> <li>• <i>K.S.Thakur: Cost Accounting , New century book house pvt. Ltd.</i></li> <li>• <i>Jain and Narang: Cost Accountong , Kalyani Publishers</i></li> <li>• <i>S. N Maheshwari: Cost accounting , Mahaveer Publishers</i></li> <li>• <i>Horngreen : Cost accounting – A Managerial emphasis, Prentice Hall</i></li> <li>• <i>Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Cost Accounting by C.S. Rayudu, Tata Mc. Graw Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting by JawaharLal and SeemaSrivastava, Tata Mc. Graw Hill and Co. Ltd.Mumbai</i></li> <li>• <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i></li> <li>• <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i></li> <li>• <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Graw Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting Principles &amp; Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</i></li> <li>• <i>Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i></li> </ul>
<b>3. Transport Insurance and Risk Management</b>
<ul style="list-style-type: none"> <li>• <i>Fundamentals of risk and insurance by Emmett Vaughan and Therese Vaughan</i></li> <li>• <i>General Insurance Guide – Dr. L.P.Gupta, 2016</i></li> <li>• <i>The business for insurance - Ronald Perm Company</i></li> <li>• <i>Marine Insurance: its principles and practice by Tempelman (Qureshi press)</i></li> </ul>
<b>4. Strategic Management</b>
<ul style="list-style-type: none"> <li>• <i>Kazmi Azhar, Business Policy &amp; Strategic Management, Tata McGraw Hill.</i></li> <li>• <i>P.K. Ghosh: Business Policy, Strategy, Planning and Management</i></li> <li>• <i>Christensen, Andrews Dower: Business Policy- Text and Cases</i></li> <li>• <i>William F. Gkycj: Business Policy – Strategy Formation and Management Action</i></li> </ul>

- *Bongee and Colonan: Concept of Corporate Strategy.*

### **Reference Books**

#### **5. Ethics and Public Relations in Transport**

- *Ethics in Public Relations, PR in Practice Series, Patricia J Parsons*
- *Practical Consultancy Ethics, David Yardley*
- *Planning and Managing Public Relations Campaigns, A Strategic Approach, Anne Gregory*
- *Effective Public Relations and Media Strategy Paperback – 2013, by Reddi C.V.N (Author)*
- *Public Relations in Practice, Anne Gregory*
- *International Public Relations*

#### **6. Transport Planning (Urban, Rural, Public, Mass)**

- *Vuchic, V.R., Urban Transit: Operations, Planning, and Economics, John Wiley and Sons (2005).*
- *Transportation Research Board, Transit Capacity and Quality of Service Manual, Transit Cooperative Research Program (TCRP) Report 100, 2nd Edition, 2001.*
- *Vuchic, V.R., Urban Transit: Systems and Technology, John Wiley and Sons (2007).*
- *Ceder, A., Public Transit Planning and Operation: Theory, Modeling, and Practice, ButterworthHeinemann (2007).*
- *Urban transportation – Planning, Operation and Management, S. Ponnuswamy.*
- *Urban mass transportation planning, A Black, 1995, Mc Graw Hill Publication*
- *Urban transportation Planning – A decision oriented approach , M.D. Meyer, E J Miller*
- *Urban Transportation Planning, Meyer Michael and Eric Miller, Mc Graw Hill, 2001.*
- *Urban Transport Environment and Equity; the case for developing countries by Eduardo A Vasconcellos*
- *Transport Management by Mohinder Singh*

### **Core Course (CC)**

#### **1. Port Operations and Management**

- *Port Operation Planning and Logistics: Khalid Bichou*
- *Port Management an Operations: By Patrick*
- *Elements of Port Operations and Management: Branch Alan*
- *Ports and Terminals: H. Ligteringen , H. Velsink*

#### **2. Maritime Transport and economics**

- *International Economics (2nd edition)*
- *Principle of Economics (3rd edition) – N. Gregory Mantiw*
- *Miltiades Chachdrads, International Economics – Mc. Graw Hill International edition*
- *Maritime Economics – Martin Stopford*
- *Maritime Economics – Alan Branch*
- *The hand book of maritime economics and business – Taylor and Francis*
- *Caraiani G., Serescu, M, Maritime transport, Luxima Lex Publishing House, Bucharest.*
- *Popa C, Maritime Economics, Course notes, Mircea cel batran, Naval academy Publishing house, Constanta, 2007*
- *Popa C, Maritime Economics, Course notes, Mircea cel batran, Naval academy Publishing house, Constanta, 2008*
- *Maritime Transportation - Safety , Management and Risk Analysis – Svein Kristiansen*



**B.Com. (Transport Management) Programme**  
**Under Choice Based Credit, Grading and Semester System**  
**Course Structure**

*(To be implemented from Academic Year 2018-2019)*

## Semester VI

No. of Courses	Semester VI	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1,2,3 & 4	**Any four courses from the following list of the courses	<b>12</b>
<b>2</b>	<b><i>Core Course (CC)</i></b>	
5	Transport Policy and Documentation	<b>04</b>
<b>3</b>	<b><i>✓ Project Work</i></b>	
6	Project Report on Research Work	<b>04</b>
<b>Total Credits</b>		<b>20</b>

<b>**List of Elective Courses for Semester VI (Any Four)</b>	
01	International Trade and Transport
02	Fleet Operations and Management
03	Analytical Modeling in Transport
04	Reengineering and Turnaround Management
05	Tourism Management
06	Community Development Project

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018- 2019**

**1. Elective Courses (EC)**

**1. International Trade & Transport**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction to Trade	15
02	International Business Environment	15
03	Role of MNC's and Trade Blocks	15
04	Foreign Trade Policy	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to Trade</b>
	<ul style="list-style-type: none"> <li>• Meaning of Trade, Definition, features, Scope ,Need &amp; Importance of Trade.</li> <li>• Domestic and International trade- Characteristics, Benefits and Challenge of International Trade, Domestic V/s International Trade</li> <li>• Strategies for going global (Internal and external growth strategies)</li> <li>• Recent trends in world trade, leading players in world trade.</li> <li>• International Trade theories- Absolute cost advantage, comparative cost theory.</li> </ul>
2	<b>International Business Environment</b>
	<ul style="list-style-type: none"> <li>• International business environment- internal and external.</li> <li>• International transport modes.</li> <li>• Modes of entry in international markets.</li> <li>• Modes of payment in international trade.</li> <li>• International transport documentation.</li> </ul>
3	<b>Role of MNC and Trade Blocs</b>
	<ul style="list-style-type: none"> <li>• Role of MNC's in international trade- meaning, features, advantages, disadvantages of MNC</li> <li>• TNC's.</li> <li>• Trade Agreements- classification</li> <li>• Trading Blocks- Advantages, disadvantages, role in international trade.</li> <li>• Major trade blocs- EU, ASEAN, NAFTA, SAFTA, SAARC.</li> <li>• Tariff and non-tariff barriers - meaning, types, advantages, disadvantages.</li> <li>• Incoterms.</li> <li>• Role of International Institution- GATT, WTO, Important Agreements Of WTO and IMF, IBRD</li> </ul>
4	<b>Foreign Trade Policy</b>
	<ul style="list-style-type: none"> <li>• India's foreign trade- history by independence, Comparison of India's exports and imports.</li> <li>• Directions of India's foreign trade - India's major trading pattern.</li> <li>• Trade policy of India- Development during planning period ,Import substitution and Export promotion, Recent changes in trade policy</li> <li>• Balance of Trade and Balance of Payment</li> <li>• Financing of India's foreign trade – Role of EXIM bank and other financial institutions, Schemes for promoting international trade.</li> <li>• Role of government in promoting international trade – EOU, SEZ, etc.</li> <li>• FDI – Meaning , Positive and negative implications</li> <li>• Export-import procedure, Export finance, procedure in export financing, procedure in export shipping, bank formalities, export risk insurance, export benefits and incentives, export documentation, service export.</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**2. Fleet Operations & Management**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction	15
02	Budgeting and Costing Fleets	15
03	Fleet Operations and Functions	15
04	Fleet Management	15
<b>Total</b>		<b>60</b>



Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Introduction to fleet management - Meaning, define, functions, Need, History and Evolution, Types of fleet management- In house, outsourced, Advantages, Disadvantage &amp; Role, Parties for fleet management, Disciplines in fleet management, summarized operations in various modes, Recent Trends in Fleet,</li> <li>• Potential and challenges of Fleet operation in India</li> </ul>
2	<b>Budgeting &amp; Costing of Fleets</b>
	<ul style="list-style-type: none"> <li>• Budgeting and cost – cost factors in fleets, causes, magnitude &amp; variabilities, key cost variables, Whole life cost, ways to reduce fleet cost.</li> <li>• Vehicle selection &amp; acquisition, Methods of supply, Strength &amp; weaknesses.</li> <li>• Operational options – Purchase, factors affecting procurement, Leasing, Contract hire for vehicles, vehicle financing</li> <li>• Fuel – Choice, cost, control [Alternative fuel types], Safety, Reliability, Durability.</li> <li>• Managing HR in fleets – Staffing issues, Important of Managing total crew, Fulfilling future requirement</li> <li>• Careers in Fleet Management</li> <li>• Fleet forecasting</li> </ul>
3	<b>Fleet Operations and Functions</b>
	<ul style="list-style-type: none"> <li>• Functions – vehicle maintenance, vehicle telematics, vehicle tracking, Driver management, speed management, fuel management, Health &amp; Safety Management</li> <li>• Fleet administration, monitoring and report, Maintenance &amp; repairs relationship to time &amp; mileage, Maintenance expenditure, Maintenance planning, Controlling maintenance expenditure, Warranty optimization, unplanned repair Maintenance, Organize emergency work, Vehicle maintenance system, cost of service.</li> <li>• Insurance &amp; Accident – Risk Management, Insurance cover, Types of cover, Driver training</li> <li>• Disposals – Methods, Advantages, Disadvantages, optimization, depreciation cost, predicting residual value, Replacement cycle.</li> <li>• ALG Residual Model for Computation of residual value</li> </ul>
4	<b>Fleet Management</b>
	<ul style="list-style-type: none"> <li>• Introduction to computer (IT) in fleet management</li> <li>• Environment – Green fleet issue, Minimising the effects of fleet on environment, fuel types &amp; technology, Travel places &amp; alternative working methods.</li> <li>• Grey fleet operations &amp; management,</li> <li>• Current issue &amp; sources of Information, Identifying the need of business &amp; ensuring the fleet matches those needs.</li> <li>• Fleet Card</li> <li>• Strategies on Fleet management business</li> </ul>

	<ul style="list-style-type: none"><li>• Fleet Audit</li></ul>
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**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**3. Analytical Modeling**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction to OR and Linear Programming	15
02	Transportation & Assignment Models	15
03	Network Analysis, Simulations Models, Queuing Models	15
04	Decision Theory And Decision Tree	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction to OR and Linear Programming</b>
	<ul style="list-style-type: none"> <li>• Operation Research – Introduction, Models, Areas of Application. Linear Programming (L.P.): Mathematical Formulation of L.P. problem.</li> <li>• Graphical Method. Simplex Method – Concept of slack, surplus &amp; artificial variables. Manual solutions of L.P.P. upto 3 iterations. Minimization &amp; Maximization Problems.</li> <li>• Special Cases – (i) Alternative optima (ii) Unbounded solutions &amp; (iii) Infeasible solutions to be shown graphically &amp; also by simplex method.</li> </ul>
2	<b>Transportation and Assignment Problems</b>
	<ul style="list-style-type: none"> <li>• Definition of the transportation model. Balanced / Unbalanced, Minimization / Maximization. Determination of the initial basic feasible solution using (i) North-West Corner Rule (ii) Least cost method &amp; (iii) Vogel's approximation method for balanced &amp; unbalanced transportation problems. Optimality Test &amp; obtaining of optimal solution. (Considering per unit transportation cost)</li> <li>• Assignment Problem – Hungarian method.</li> <li>• Statement of Transportation &amp; Assignment Problems as L.P. Problems.</li> </ul>
3	<b>Network Analysis, Simulation Model and Queuing Models</b>
	<ul style="list-style-type: none"> <li>• Construction of Network – Rules &amp; Precautions.</li> <li>• C.P.M. &amp; P.E.R.T. Networks. Obtaining of Critical Path. Time estimates for activities. Probability of completion of project. Determination of floats (total, free, independent &amp; interfering) Crashing of Simple Networks.</li> <li>• Simulation Models</li> <li>• Queuing Models – Waiting Line Theory – Meaning, Concept used, Elements of Queuing system – Basic Structure of Queuing models – Single Channel, Multichannel queuing models - Limitations of queuing theory.</li> </ul>
4	<b>Decision Theory and Decision Tree</b>
	<ul style="list-style-type: none"> <li>• Decision Environments – risk &amp; uncertainty, Payoff table, Regret table.</li> <li>• Decision making under uncertainty</li> <li>• Maximin &amp; Maximax criteria</li> <li>• Minimax Regret criterion</li> <li>• Laplace criterion</li> <li>• Hurwicz criterion</li> <li>• Expected Monetary Value criterion.</li> <li>• Expected Value of Perfect Information (E.V.P. I.)</li> <li>• Expected Opportunity Loss (E.O.L.).</li> <li>• Decision Tree, Simple examples</li> <li>• Game Theory</li> <li>• Replacement Theory</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
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with effect from the Academic Year 2018-2019**

**1. Elective Courses (EC)**

**4. Reengineering & Turnaround Management**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
01	The Nature, Significance of Business Process Re-engineering	15
02	Implementation Problems, Issues, Scope and Trends of BPR	15
03	Turnaround	15
04	Operations Management	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>The Nature, Significance of Business Process Reengineering</b>
	<ul style="list-style-type: none"> <li>• Introduction to Business Process</li> <li>• Core Business Processes</li> <li>• Need for Process Redesign</li> <li>• Underlying Premises</li> <li>• Redesign of Business Processes</li> <li>• Generic Business Processes to be Redesign</li> </ul>
2	<b>Implementation Problems, Issues, Scope and Trends of BPR</b>
	<ul style="list-style-type: none"> <li>• Requirements for BPR Implementation</li> <li>• Principles of Re-engineering</li> <li>• Use of Consultants in BPR</li> <li>• Reengineering Team</li> <li>• Activity Mapping for BPR</li> <li>• Bench marking for BPR</li> <li>• Problems and Issues in Implementing BPR</li> <li>• Developmental Trends in BPR</li> <li>• Appraisal of BPR</li> <li>• Ensuring the results of BPR</li> <li>• Outcome and Achievement of Reengineering</li> <li>• Effects of Liberalization</li> <li>• BPR in Indian Context</li> <li>• Example of BPR Companies in India</li> </ul>
3	<b>Turnaround</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction to Turnaround</b> Definition, Reasons that lead to turnaround, Effects of competition Industrial sickness Turnaround Package, Meaning, Definition, Importance, Features, Implications of turnaround.</li> <li>• <b>Industrial Sickness</b> Meaning and Reasons for Sickness, Symptoms, Various Attempts to Overcome Sickness by Stakeholders, Role of BIFR in Sick Industries</li> <li>• <b>Turnaround Strategies</b> TQM, Selling of Sick Unit (Only Concept)</li> </ul>
4	<b>Operations Management</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction:</b> Meaning, scope, nature, importance, functions, , production v/s operation, characteristics of modern operation, recent trends in operation management, manufacturing and service operation, system view process, role and function of operation manager.</li> <li>• <b>Operation Planning:</b> Resource arrangement planning, Manufacturing resource planning, Enterprise resource planning.</li> <li>• Process planning</li> <li>• Design and selection</li> <li>• Work system design</li> <li>• Economics of maintenance and spare management</li> </ul>

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|------------------------|
| • Operation Strategies |
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***Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019***

***1. Elective Courses (EC)***

**5. Tourism Management**

***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction	15
02	4 A's of Tourism	15
03	Tourism Pricing and Costing	15
04	Destination Planning and Development	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Meaning of Tourism and Tourist, Features, Purpose, Importance, Evolution, Effects, Impacts of Tourism, Classification of Tourism, Types of Tourism.</li> <li>• Components of Tourism Industry</li> <li>• Emerging Sector of Tourism</li> <li>• Thrust areas of Tourism, Challenges of Tourism</li> <li>• Tourism Planning- Meaning, Process, Levels</li> <li>• Tourism Demand and Supply: Factors affecting tourism demand and supply</li> </ul>
2	<b>4 A's of Tourism</b>
	<ul style="list-style-type: none"> <li>• Attractions- Meaning, Typology, Managing Attraction for tourist, Peters Inventory of Tourist</li> <li>• Accommodation: Meaning, Typology.</li> <li>• Accessibility: Meaning, Transportation system for tourism, contribution of railways, waterways and airways to tourism.</li> <li>• Amenities: Meaning, Amenities and facilities at destination</li> <li>• Tourism Marketing: Meaning, Importance, Problems.</li> <li>• Market Segmentation- Need, Bases.</li> <li>• Tourist typology- Cohen and Plog</li> <li>• Product- Meaning, Destination life cycle, factors for destination selection.</li> <li>• Itinerary-Meaning, Types, Steps to prepare an itinerary, Tools</li> <li>• Ticketing procedure- booking and confirmation, terms and conditions- payment cancellation, refund, no show</li> <li>• Reservations- Meaning, Sources, Modes.</li> </ul>
3	<b>Tourism Pricing and Costing</b>
	<ul style="list-style-type: none"> <li>• Tourism Pricing and Costing: Meaning, factors, types of pricing policies/strategies, Components of Cost- Fixed and Variable, Tour Cost Sheet, Direct and Indirect, Costing Procedure for Domestic and Foreign tourist, Calculation of tour pricing.</li> <li>• Tourism Place: Meaning, factors influencing tourism distribution, tourism distribution system, middlemen in tourism industry, GDS, CRS.</li> <li>• Tourism Agent and Tour Operator- Meaning, Functions, types, travel agency operations.</li> <li>• Tourism Promotion Mix: Tourism Advertising, Tourism publicity, Tourism PR, Tourism sales promotion techniques, Personnel Selling in tourism (skills required), Direct Marketing, Web Marketing.</li> <li>• People Mix- Types of people in Tourism</li> <li>• Process &amp; Physical evidence in tourism.</li> </ul>
4	<b>Destination Planning and Development</b>
	<ul style="list-style-type: none"> <li>• Elements of Tourism Destination, Destination image, Destination branding.</li> <li>• India as a tourist Destination- Tourism resources in India, Marketing Campaigns to promote India as Tourist Destination.</li> <li>• Travel Documentation and Formalities: Passport &amp; types, Visa &amp; types, Health Regulations, Currency Regulations, Custom formality, Baggage rules, Travel Insurance, FTT.</li> <li>• Role of Various Tourism Organization: WTO, ICAO, IATA, PATA, UFTAA, TAAI, IATO, ITDC, STDC, FHRAI, , Ministry of Tourism,</li> </ul>



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| <ul style="list-style-type: none"> <li>• Tourism policy of India, International Agreements to Promote Tourism.</li> <li>• Global tourism Market Overview</li> </ul> |
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***Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019***

***1. Elective Courses (EC)***

**6. Community Development Project**

***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction	15
02	Basics of Urban Community Development	10
03	Administrative and Policy arrangements for urban development	15
04	Problems and concepts of Urban Life	20
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Community development-concept, definition, meaning, need, history, principles, objectives and scope. Rural development-concept, definition, meaning, need, objectives and scope.</li> <li>• Understanding urbanization and urban growth in India - definition and characteristics of urban areas, town, city, metropolis, suburbs, satellite towns, the relevance of urban ecology, urban sociology and environmental psychology for urban community development practice. The demographic and land use pattern in urban areas- social area analysis.</li> <li>• Development : Concepts, Theories, Dimensions and Strategies (include development theories)</li> </ul>
2	<b>Basics of Urban Community Development</b>
	<ul style="list-style-type: none"> <li>• Urban community development - meaning and scope. Urban development programs in India.</li> <li>• Review of Indian experience in urban development with reference to town planning, slum</li> <li>• Clearance and improvement. IDSMD (integrated development of Small and Medium Towns etc).</li> </ul>
3	<b>Administrative and Policy Arrangements for Urban Development</b>
	<ul style="list-style-type: none"> <li>• Administrative and policy arrangements for urban development with reference to municipalities,</li> <li>• Corporations, metropolitan development authorities, housing and slum clearance boards.</li> <li>• Constitution-73rd amendment and its relevance to urban community development.</li> </ul>
4	<b>Problems and Prospects of Urban Life</b>
	<ul style="list-style-type: none"> <li>• Concept of Region. Types of Regions -functional and formal region. Techniques of regions</li> <li>• Delimitation. Regionalization in India. Physiographic, Economic, Linguistic. Classification and</li> <li>• Hierarchy of regions. The Concept of Rural - Urban Continuum.</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019**

**2. Core Course (CC)**

**1. Transport Policy and Documentation**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
01	Introduction	15
02	Types of Documents	15
03	Introduction to Policy & types	15
04	Institutional Frameworks	15
	<b>Total</b>	<b>60</b>

Sr. No.	Modules / Units
1	<b>Introduction</b>
	<ul style="list-style-type: none"> <li>• Meaning, types, requirements of various documents, which document to be used when, steps involved in preparing documents, Do's and Don'ts while preparing documents, different types of documents required in different modes of transport.</li> <li>• Export Documentation/Import Documentation: Commercial Documents, Auxiliary Commercial Documents, Regulatory Documents, Documents Related to Goods, Documents during time of payments, Documents related to inspection, Documents required during clearance, IEC Number, ECGC,RCMC.</li> </ul>
2	<b>Types of Documents</b>
	<ul style="list-style-type: none"> <li>• Seaport Documents (in case of claims, inspection, check post, clearance and deposit of goods)</li> <li>• Airport Documents (in case of air freight document, claims, inspection, check post, clearance and deposit of goods)</li> <li>• Shipping Documents, Inbound and Outbound transport Documents, Custom clearance documentary requirement.</li> <li>• Documents used in interstate movement of goods and vehicles (through road and through railway)</li> </ul>
3	<b>Introduction to Policy and Types</b>
	<ul style="list-style-type: none"> <li>• Basic concepts of policy, strategy and tactics, fundamentals of transport policy,</li> <li>• Theoretical and historical perspectives; Principles of transport policy making at local, national and international level.</li> <li>• Transport Sector Policies: National urban transport policy (NUTP); , National Transport Development Policy of India, Urban bus service provision policies, MRTS policies, NMT policies, Logistics and freight sector policies; PPP in transport sector, Civil Aviation Policy, Inland water Transport Policy, Multi Modal Transport Policy, and Maritime Policy, Environmental Policy relating to Transportation, Climate and transport Policy, Integrated Transport Policy</li> </ul>
4	<b>Institutional Framework</b>
	<ul style="list-style-type: none"> <li>• Institutional Frameworks: Institutional authorities in Roads, Road transport, Railways, Civil Aviation, Ports and Shipping (Ministry of Road Transport and Highway, Airport Authority of India, Ministry of Railways, Shipping Corporation of India, Maharashtra State Road Transport Corporation)</li> <li>• Metro Rail Corporations, State Road Transport Undertakings, City Bus Undertakings; Urban Transport set up in Municipal Authorities, local bodies etc; Special Purpose Vehicles (SPV's),</li> </ul>

**Revised Syllabus of Courses of B.Com. (Transport Management)  
Programme at Semester VI  
with effect from the Academic Year 2018-2019**

**Reference Books**

<b>Reference Books</b>
<b>Elective Courses (EC)</b>
<b>1. International Trade and Transport</b>
<ul style="list-style-type: none"> <li>• <i>International Trade and Transport- Karl. W. Steinlinga.</i></li> <li>• <i>The Handbook of International Trade- Jim Sherlock &amp; Jonathan Reuvid, The Institute of Export.</i></li> <li>• <i>Internationals Trade: Theory and Policy- Saylor.</i></li> <li>• <i>International Trade: Theory and Policy- Paul Krugman, Marc Meltiz.</i></li> <li>• <i>Handbook of IT- Michael Z Brooke, Peter J Burkley.</i></li> <li>• <i>An Guide to International Trade and Export Management- CA Viendra Pamechar</i></li> </ul>
<b>2. Fleet Operations and Management</b>
<ul style="list-style-type: none"> <li>• <i>Analytical fleet maintenance management – 3rd edition – John. E. Dolce</i></li> <li>• <i>Fleet Management - John. E. Dolce</i></li> <li>• <i>Dynamic fleet Management – Zeimpekis</i></li> <li>• <i>Fleet managers guide to vehicle specification and procedures - John. E. Dolce</i></li> <li>• <i>John Duke – Fleet management , Mc. Graw Hill</i></li> </ul>
<b>3. Analytical Modeling in Transport</b>
<ul style="list-style-type: none"> <li>• <i>Operations Research – An introduction 6th Edition , Taha H.A., Hall of India</i></li> <li>• <i>Operations Research Techniques for Management 7th Edition, Kapoor V.K., Sultan Chand &amp; Sons</i></li> <li>• <i>Operations Research 9th Edition, Kantiswarup, Gupta P.K. &amp; Sultan Chand &amp; Sons Manmohan</i></li> <li>• <i>Operations Research 8th Edition, Sharma S.D., Kedarnath, Ramnath &amp; Company</i></li> <li>• <i>Operations Research 2nd Edition, Bronson R, Shaum’s Outline Series</i></li> <li>• <i>Quantitative Techniques in Management 3rd Edition , Vora N.D., Tata McGraw Hill co.</i></li> <li>• <i>Principles &amp; Application 3rd Ed, Shreenath L.S., PERT &amp; CPM, Affiliated East-West Press Pvt. Ltd.</i></li> <li>• <i>Principles of Operations Research 2nd Edition, Wagener H.M., Prentice – Hall of India</i></li> <li>• <i>Operations Research – Methods &amp; Problems 1st Edition , Sasieni M, Yaspan A &amp; John Wiley &amp; Sons Friedman L</i></li> <li>• <i>Operations Research, Natrajan Balasubramani, Tamarasi, Pearson Education</i></li> <li>• <i>Linear Programming, G. Hadley, Narosa Book Distributors Private Ltd</i></li> <li>• <i>Quantitative Techniques(For Managerial Decisions VOLI),L.C.Jhamb,Everest Publishing House,Pune</i></li> <li>• <i>Linear Programming, Paul Loomba, Tata McGraw Hill Publishing Co. Ltd.</i></li> <li>• <i>Operations Research Edition 2008, Aditham B. Rao, Jaico Publishing House, Mumbai,</i></li> </ul>
<b>4. Reengineering and Turnaround Management</b>
<ul style="list-style-type: none"> <li>• <i>Operations Management by Albert Porter</i></li> <li>• <i>Operations Management and SM by ICAI</i></li> <li>• <i>Redesigning the Business Process by Waman S. Jawdekar</i></li> <li>• <i>Business Process Re-Engineering : Myth &amp; reality by Colin Coulson Thomas</i></li> <li>• <i>Reengineering and Reinventing the enterprise by P.N. Rastogi</i></li> </ul>

- *Practical Business Re-Engineering by Nick Obolensky*

## Reference Books

### 5. Tourism Management

- *Tourism Development Problems and Prospectus by P B Patil*
- *Travel and Tourism by Marwah, Ganguly and Shetty*
- *Tourism and Hospitality Industry by Sudhir Andrews*
- *Basics of Tourism Management by Suddhendu Narayan Misra and Sapan Kumar Sadual*

### 6. Community Development Project

- *K.C. Sivaramakrishnan, A. Kundu and B.N. Singh Handbook of Urbanisation in India by, 2007, Oxford University Press, New Delhi.*
- *Rao VLS Prakasa Urbanization in India, Concept Publishing Company, New Delhi*
- *R Ramachandran, Urbanization and Urban Systems in India By , Oxford University Press*
- *Urban social geography: an introduction Paul L. Knox, Steven Pinch*
- *Urbanization and Governance in India by Hust, Evelin & Mann, Michael(Eds), Place of Publication, New Delhi, 2005*
- *Pillai P Gopinadhan , Rural Development in India, Pointer Publishers, New Delhi*
- *Behera, M. C, Globalising Rural Development, Sage Pubns*
- *Singh Katar Rural Development, sage pubns pvt ltd*
- *Lea, D.A.M. and Srivastava, R.K., Rural Development and the state: Contradiction and Dilemmas in Development countries, Methun: London, 1983*
- *Roy, Ramasahray and Srivastava, R.K. Dialogues on Development, Sage Publication London, 1986*
- *Singh, K., Rural Development: Principles, Policies and Management, New Delhi, Sage Publication, 1986*
- *Desai, Vasant, Rural Development (Vol 1 & 4), Himalaya Publishing House, Bombay, 1988*
- *Misra, R.P., Rural Development (Vol 1&5), Concept Publishing Company, New Delhi, 1985*
- *Chandra, Subhash, Social Participation in Urban Neighbourhoods, National Publishing House, New Delhi, 1977*
- *Kasambi Meera, Urbanisation and Urban Development in India I CSSR, New Delhi, 1994*
- *Chandrashekhara, C.S. and Deva Raj (eds.) Urban Perspectives -2000, Nation Institute of Urban Affairs, New Delhi, 1978*

### Core Course (CC)

#### 1. Transport Policy and Documentation

- [http://planningcommission.nic.in/reports/genrep/NTDPC\\_Vol\\_01.pdf](http://planningcommission.nic.in/reports/genrep/NTDPC_Vol_01.pdf)
- *The Transport System and Transport Policy AN INTRODUCTION by Bert van Wee Delft Jan Anne Annema, David Banister.*
- <http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP-Shipping-Guide.pdf>
- <http://www.airindia.in/new-documents-to-carry.htm>
- <https://www.goatsontheroad.com/travel-planning-beginners-airport-tips-advice/>
- *Foreign Trade, Transportation Procedure and Documentation by KSJ and AVJ*
- *Export and Import Management by Justin Paul and Rajiv Aserkar*
- <https://trade.ec.europa.eu/tradehelp/documents-customs-clearance>
- <http://www.charteredonline.in/2017/04/eway-bill-documents-required-for-transit-gst.html>
- [https://www.roadwaysindia.com/documents\\_required.php](https://www.roadwaysindia.com/documents_required.php)
- <https://ecargo.in/knowledge/interstate-documents>

- [http://rasci.in/downloads/2013/Movement\\_Goods\\_India.pdf](http://rasci.in/downloads/2013/Movement_Goods_India.pdf)
- <http://howtoexportimport.com/Documents-required-for-import-customs-clearance-159.aspx>

# University of Mumbai



## **B.Com. (Transport Management) Programme Guidelines for Project Work at Third Year Semester VI**

**Under Choice Based Credit, Grading and  
Semester System**

*(To be implemented from Academic Year 2018-2019)*

***Board of Studies-in-Transport Management***



# Introduction

Inclusion of project work in the course curriculum of the B.Com. (Transport Management) programme is one of the ambitious aspects in the programme structure. The main objective of inclusion of project work is to inculcate the element of research analyse and scientific temperament challenging the potential of learner as regards to his/ her eager to enquire and ability to interpret particular aspect of the study. It is expected that the guiding teacher should undertake the counselling sessions and make the awareness among the learners about the methodology of formulation, preparation and evaluation pattern of the project work.

- There are two modes of preparation of project work
  1. Project work based on research methodology in the study area
  2. Project work based on internship in the study area

## Guidelines for preparation of Project Work

### **1. General guidelines for preparation of project work based on Research Methodology**

- The project topic may be undertaken in any area of Elective Courses.
- Each of the learner has to undertake a Project individually under the supervision of a teacher-guide.
- The learner shall decide the topic and title which should be specific, clear and with definite scope in consultation with the teacher-guide concerned.
- University/college shall allot a guiding teacher for guidance to the students based on her / his specialization.
- The project report shall be prepared as per the broad guidelines given below:
  - Font type: Times New Roman
  - Font size: 12-For content, 14-for Title
  - Line Space : 1.5-for content and 1-for in table work
  - Paper Size: A4
  - Margin : in Left-1.5, Up-Down-Right-1
  - The Project Report shall be bounded.
  - The project report should be 80 to 100 pages

# Format

*1<sup>st</sup> page (Main Page)*

*Title of the problem of the Project*

**A Project Submitted to  
University of Mumbai for partial completion of the degree of  
Bachelor in Commerce (Transport Management)  
Under the Faculty of Commerce**

**By**

*Name of the Learner*

**Under the Guidance of**

*Name of the Guiding Teacher*

*Name and address of the College*

*Month and Year*

*2<sup>nd</sup> Page*

*This page to be repeated on 2<sup>nd</sup> page (i.e. inside after main page)*

*On separate page*

## **Index**

Chapter No. 1 (sub point 1.1, 1.1.1, .... And so on)	Title of the Chapter	Page No.
Chapter No. 2	Title of the Chapter	
Chapter No. 3	Title of the Chapter	
Chapter No. 4	Title of the Chapter	
Chapter No. 5	Title of the Chapter	

**List of tables, if any, with page numbers.**

**List of Graphs, if any, with page numbers.**

**List of Appendix, if any, with page numbers.**

**Abbreviations used:**

# Structure to be followed to maintain the uniformity in formulation and presentation of Project Work

## *(Model Structure of the Project Work)*

- **Chapter No. 1: Introduction**

In this chapter Selection and relevance of the problem, historical background of the problem, brief profile of the study area, definition/s of related aspects, characteristics, different concepts pertaining to the problem etc can be incorporated by the learner.

- **Chapter No. 2: Research Methodology**

This chapter will include Objectives, Hypothesis, Scope of the study, limitations of the study, significance of the study, Selection of the problem, Sample size, Data collection, Tabulation of data, Techniques and tools to be used, etc can be incorporated by the learner.

- **Chapter No. 3: Literature Review**

This chapter will provide information about studies done on the respective issue. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue.

- **Chapter No. 4: Data Analysis, Interpretation and Presentation**

This chapter is the core part of the study. The analysis pertaining to collected data will be done by the learner. The application of selected tools or techniques will be used to arrive at findings. In this, table of information's, presentation of graphs etc. can be provided with interpretation by the learner.

- **Chapter No. 5: Conclusions and Suggestions**

In this chapter of project work, findings of work will be covered and suggestion will be enlisted to validate the objectives and hypotheses.

*Note: If required more chapters of data analysis can be added.*

- **Bibliography**
- **Appendix**

*On separate page*

*Name and address of the college*

## ***Certificate***

This is to certify that Ms/Mr \_\_\_\_\_ has worked and duly completed her/his Project Work for the degree of Bachelor in Commerce (Transport Management) under the Faculty of Commerce in the subject of \_\_\_\_\_ and her/his project is entitled, “ \_\_\_\_\_ *Title of the Project* \_\_\_\_\_ ” under my supervision.

I further certify that the entire work has been done by the learner under my guidance and that no part of it has been submitted previously for any Degree or Diploma of any University.

It is her/ his own work and facts reported by her/his personal findings and investigations.



Name and Signature of  
Guiding Teacher

Date of submission:

*On separate page*

## ***Declaration by learner***

I the undersigned Miss / Mr. \_\_\_\_\_ *Name of the learner* \_\_\_\_\_ here by,  
declare that the work embodied in this project work titled “ \_\_\_\_\_  
\_\_\_\_\_ *Title of the Project* \_\_\_\_\_ ”,  
forms my own contribution to the research work carried out under the guidance of  
\_\_\_\_\_ *Name of the guiding teacher* \_\_\_\_\_ is a result of my own research work and has  
not been previously submitted to any other University for any other Degree/ Diploma  
to this or any other University.

Wherever reference has been made to previous works of others, it has been clearly  
indicated as such and included in the bibliography.

I, here by further declare that all information of this document has been obtained and  
presented in accordance with academic rules and ethical conduct.

Name and Signature of the learner

Certified by

Name and signature of the Guiding Teacher

*On separate page*

## ***Acknowledgment***

*(Model structure of the acknowledgement)*

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealistic channels and fresh dimensions in the completion of this project.

I take this opportunity to thank the **University of Mumbai** for giving me chance to do this project.

I would like to thank my **Principal**, \_\_\_\_\_ for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our **Coordinator** \_\_\_\_\_, for her moral support and guidance.

I would also like to express my sincere gratitude towards my project guide \_\_\_\_\_ whose guidance and care made the project successful.

I would like to thank my **College Library**, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially **my Parents and Peers** who supported me throughout my project.

## 2. Guidelines for Internship based project work

- Minimum 20 days/ 100 hours of Internship with an Organisation/ NGO/ Charitable Organisation/ Private firm.
- The theme of the internship should be based on any study area of the elective courses
- Experience Certificate is Mandatory
- A project report has to be brief in content and must include the following aspects:
  - **Executive Summary:**  
A bird's eye view of your entire presentation has to be precisely offered under this category.
  - **Introduction on the Company:**  
A Concise representation of company/ organization defining its scope, products/ services and its SWOT analysis.
  - **Statement and Objectives:**  
The mission and vision of the organization need to be stated enshrining its broad strategies.
  - **Your Role in the Organisation during the internship:**  
The key aspects handled, the department under which you were deployed and brief summary report duly acknowledged by the reporting head.
  - **Challenges:**  
The challenges confronted while churning out theoretical knowledge into practical world.
  - **Conclusion:**  
A brief overview of your experience and suggestions to bridge the gap between theory and practice.
- The project report based on internship shall be prepared as per the broad guidelines given below:
  - Font type: Times New Roman
  - Font size: 12-For content, 14-for Title
  - Line Space : 1.5-for content and 1-for in table work
  - Paper Size: A4
  - Margin : in Left-1.5, Up-Down-Right-1
  - The Project Report shall be bounded.
  - The project report should be of minimum 50 pages



## Evaluation pattern of the project work

The Project Report shall be evaluated in two stages viz.	
<b>• Evaluation of Project Report (Bound Copy)</b>	<b>60 Marks</b>
▪ Introduction and other areas covered	20 Marks
▪ Research Methodology, Presentation, Analysis and interpretation of data	30 Marks
▪ Conclusion & Recommendations	10 Marks
<b>• Conduct of Viva-voce</b>	<b>40 Marks</b>
▪ In the course of Viva-voce, the questions may be asked such as importance / relevance of the study, objective of the study, methodology of the study/ mode of Enquiry (question responses)	10 Marks
▪ Ability to explain the analysis, findings, concluding observations, recommendation, limitations of the Study	20 Marks
▪ Overall Impression (including Communication Skill)	10 Marks

**Note:**

- *The guiding teacher along with the external evaluator appointed by the University/ College for the evaluation of project shall conduct the viva-voce examination as per the evaluation pattern*

### Passing Standard

- Minimum of Grade E in the project component
- In case of failing in the project work, the same project can be revised for ATKT examination.
- Absence of student for viva voce: If any student fails to appear for the viva voce on the date and time fixed by the department such student shall appear for the viva voce on the date and time fixed by the Department, such student shall appear for the viva voce only along with students of the next batch.

**Revised Syllabus of Courses of B.Com. (Transport Management) Programme  
at Semester V and VI  
with effect from the Academic Year 2018-2019**

**Scheme of Evaluation**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**A) Internal Assessment: 25 %**

**Question Paper Pattern  
(Internal Assessment- Courses without Practical Courses)**

Sr. No.	Particular	Marks
1	<b>One class test (20 Marks)</b>	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions <i>(½ Mark each)</i>	05 Marks
	Answer in One or Two Lines (Concept based Questions) <i>(01 Mark each)</i>	05 Marks
	Answer in Brief (Attempt Any Two of the Three) <i>(05 Marks each)</i>	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**B) Semester End Examination: 75 %**

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**(Detail question paper pattern has been given separately)**

**❖ Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A

learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

## **Question Paper Pattern (Practical Courses)**

Maximum Marks: 75

Questions to be set: 05

Duration: 2 1/2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A. Sub Questions to be asked 10 and to be answered any 08 B. Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Practical Question <b>OR</b>	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question <b>OR</b>	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question <b>OR</b>	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

**Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.**

## **Question Paper Pattern (Theoretical Courses)**

Maximum Marks: 75

Questions to be set: 05

Duration: 2 1/2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Question <b>OR</b>	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question <b>OR</b>	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question <b>OR</b>	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

**Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.**

