

SARDAR PATEL UNIVERSITY**Programme: Bachelor of Vocation (Supply Chain & Logistics)****Semester: I**

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB01FBVS01	Business organization & Management-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVS02	Micro Economics-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVS03	Business Law-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVS04	Business Communication-I	T	5	3	5	30/12	70/28	100/40
Core Courses	UB01CBVS01	Supply chain & Logistics-I	T	3	3	3	30/12	70/28	100/40
	UB01CBVS02	Inventory Management	T	5	3	5	30/12	70/28	100/40
	UB01CBVS03	Export Import Logistics	T	5	3	5	30/12	70/28	100/40
	UB01CBVS04	P C Software -I	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code : UB01FBVS01	Total Credit : 3
Title of Paper : Business organization & Management-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Business <ul style="list-style-type: none"> • Concept of business • Characteristics of business • Classification of business activities • Interrelation ship between industry ,commerce, trade, • Functions of business 	25%
2	Forms of business organization <ul style="list-style-type: none"> • Sole proprietorship: Concept, characteristics, merits and demerits • Partnership : Concept, characteristics, Types, advantages and disadvantages • Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages • Cooperative society: Concept, characteristics, distinction between cooperative and company, 	25%
3	Management <ul style="list-style-type: none"> • Meaning, nature, purpose, functions ,managerial process • Planning: Nature & purpose, objectives, strategies, polices and planning premises • Organizing: Nature & Purpose of organization, • Types of Organization :Line & Functional Organization 	25%
4	Directing & Controlling <ul style="list-style-type: none"> • Directing : Meaning, characteristics & purpose • Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory • Leadership: Meaning &nature, leadership styles • Controlling: Meaning characteristics, importance & process 	25%

Reference books

- 1) Business Organisation & Management — by R.K. Sharma
- 2) Business Organisation & Management — by C.B. Gupta
- 3) Principles of Business Organisation — by Y.K. Bhushan
- 4) Essentials of Management — by Koontz & O'Donald
- 5) Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code : UB01FBVS02	Total Credit : 3
Title of Paper : Micro Economics-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Economics <ul style="list-style-type: none"> • Definitions of Economics (Adam Smith, Marshall, L. Robins) • Nature and Scope of Economics, Importance of Economics • Basic concepts of economics: Goods, Utility, Price and Value, Wealth & Welfare, Equilibrium, Factors of Production , • Micro and Macro economics: Meaning, Definition, Differences 	25%
2	Demand And Supply Analysis <ul style="list-style-type: none"> • Meaning of demand, determinants of demand, law of demand, change in demand & Quantity demand • Meaning of supply, determinants of supply, the law of supply, change in supply, equilibrium price & Changes in equilibrium Price 	25%
3	Elasticity of Demand <ul style="list-style-type: none"> • Introduction; Price Elasticity of Demand, Cross Elasticity of Demand , Income Elasticity of Demand • Factor Affecting price Elasticity of Demand • Importance of the Price Elasticity 	25%
4	Consumer Behavior <ul style="list-style-type: none"> • Law of diminishing Marginal utility • Law of Equi- Marginal utility • Indifference Curve Analysis • Revealed Preference Theory 	25%

Reference books

1. Advanced Economic Theory – H.L. Ahuja
2. Economic Theory – Stonier Hague
3. Microeconomics – M.L. Jhingan
4. Micro Economic Theory – Mishra and Puri

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code : UB01FBVS03	Total Credit : 3
Title of Paper : Business Law-I	

Unit	Description in Detail	Weighting (%)
1	Indian Contract Act-1872 <ul style="list-style-type: none"> • Nature and classification of contract • General provision relating to <ol style="list-style-type: none"> a) Offer and Acceptance b) Consideration c) Capacity of parties d) Free Consent 	25%
2	Indian Contract Act -1872 <ul style="list-style-type: none"> • Legality of Object • Void Agreement • Contingent Contract • Performance of Contact 	25%
3	Indian Contract Act 1872 <ul style="list-style-type: none"> • Discharges of Contract • Remedies • Quasi Contract 	25%
4	Specific Contracts <ul style="list-style-type: none"> • Indemnity and Guarantee • Bailment & Pledge • Agency 	25%

Reference books:

- 1) Elements of Mercantile Law – N D Kapoor
- 2) The Law Of Contracts, Chashire & Fifoot , An
- 3) Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
- 4) Law Of Contract - I Dr. Y. S. Sharma,
- 5) Indian Contract Act Mulla

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code : UB01FBVS04	Total Credit : 5
Title of Paper : Business Communication-I	

Unit	Description in Detail	Weighting (%)
1	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication Importance of effective communication in business 	25%
2	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ul style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers &subordinates) Etiquettes with stakeholders (external-Suppliers & customers) 	25%
3	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%
4	Business Correspondence <ul style="list-style-type: none"> • Forms & Layout of business Letter • Letters of Enquiry , Complaints Reply and adjustments • Sales Promotions letters Notice ,agenda ,Minutes of corporate meetings 	25%

Practical

	The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	
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Reference books:

- 1) Essentials of business communication –Rajendra pal & JS Korlahalli
- 2) Developing Communication skills –Krishan mohan & Meera Benerji
- 3) Effective Business Communication – Asha Kaul
- 4) Communication Skills – Sanjay Kumar & Pushp Lata

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code: UB01CBVS01	Total Credit: 3
Title of Paper: Supply chain & Logistics-I	

Unit	Description in detail	Weighting (%)
1	<u>Introduction to Supply Chain Management</u> <ul style="list-style-type: none"> ➤ Supply chain – objectives – importance – decision phases ➤ process view – competitive and supply chain strategies ➤ supply chain drivers – obstacles – framework – facilities ➤ Inventory – transportation – information –sourcing – pricing. 	25%
2	<u>Designing the Supply Chain Network</u> <ul style="list-style-type: none"> ➤ Designing the distribution network – role of distribution –factors influencing distribution – design options – e-business and its impact ➤ distribution networks in practice – network design in the supply chain ➤ Role of network – factors affecting the network design decisions – modeling for supply chain. 	25%
3	<u>Introduction to logistics management</u> <ul style="list-style-type: none"> ➤ Definition, scope, functions, objectives – ➤ Integrated logistics management, role of logistics in the Supply chain - Logistics & customer service, ➤ Role of logistics in competitive strategy, Logistics organization & performance measurement 	25%
4	<u>Packaging</u> <ul style="list-style-type: none"> ➤ Role of packaging, packaging materials ➤ consumer & industrial packaging ➤ Material handling efficiency 	25%

Basic Text & Reference Books:

- i. **Ailawadi C Sathish & Rakesh Singh**, LOGISTICS MANAGEMENT, Prentice Hall, India,2005
- ii. **Agrawal D K**, TEXTBOOK OF LOGISTICS & SUPPLY CHAIN MANAGEMENT , Macmillan India Ltd, 2003
- iii. **Coyle et al.**, THE MANAGEMENT OF BUSINESS LOGISTICS, Thomson Learning, 7th edition,2004
- iv. **Bowersox Donald J**, LOGISTICAL MANAGEMENT- THE INTEGRATED SUPPLY CHAIN PROCESS, Tata McGraw Hill, 2000

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code: UB01CBVS02	Total Credit: 5
Title of Paper: Inventory Management	

Unit	Description in detail	Weighting (%)
1	Introduction <ul style="list-style-type: none"> ➤ Importance & Scope of Inventory Control ➤ Types of Inventory (Four) ➤ Costs Associated with Inventory 	25%
2	Inventory Control <ul style="list-style-type: none"> ➤ Selective Inventory Control ➤ Economic Order Quantity ➤ Safety Stocks 	25%
3	Inventory Management Systems <ul style="list-style-type: none"> ➤ Forecasting Techniques ➤ Material Requirement Planning ➤ Manufacturing Planning ➤ Just in Time (JIT) 	25%
4	General Management of Inventory <ul style="list-style-type: none"> ➤ Consumables Stores & Spare Parts Inventories ➤ Computers Application in Inventory Management 	25%

Basic Text & Reference Books:

- i. Inventory Management: By Bose & D Chandra, 1st edition.
- ii. . Sridhara Bhat, Inventory Management, 2nd edition.
- iii. Bose & D Chandra, Inventory Management 4th edition.
- iv. Zipkin, Foundations of Inventory Management, McGraw Hill 1st edition.
- v. Seetharama L Narasimhan, Dennis W McLeavy, Peter J Billington, Production Planning and Inventory Control, Prentice Hall of India
- vi. J.R.Tony Arnold, Stephen N Chapman, Introduction to materials management, Prentice Hall of India 3er edition

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code: UB01CBVS03	Total Credit: 5
Title of Paper: Export Import Logistics	

Unit	Description in detail	Weighting (%)
1	<u>Introduction to Export Management</u> <ul style="list-style-type: none"> ➤ Definition, Need-for export management, Nature of export management, ➤ Features of export management, Process of export management, ➤ Functions of an export manager ➤ Organization structure of an export firm. 	25%
2	<u>Product Planning & Development</u> <ul style="list-style-type: none"> ➤ Modes of entry in foreign markets, ➤ Criteria for selection of products for exports ➤ Steps in new product development process, ➤ identifying foreign markets for export of products, 	25%
3	<u>Export-Import Procedure</u> <ul style="list-style-type: none"> ➤ Steps in Export Procedure ➤ Export Contract ➤ Forward Cover ➤ Export Finance ➤ Institutional framework for Export Finance ➤ Excise Clearance 	25%
4	<u>Policy and Institutional Framework</u> <ul style="list-style-type: none"> ➤ Foreign Trade Policy – Highlights – Special Focus Initiatives – Duty Drawback – Deemed Exports ➤ Star Export Houses – Town of Export Excellence – EPCG Scheme – Incentives for Exporters. ➤ Export Promotion Councils-Commodity Boards – FIEO – IIFT – EOUs – SEZs – ITPO – ECGC – EXIM Bank. (Overview) 	25%

Basic Text & Reference Books:

- i. Handbook of Import-Export Procedures – Ministry of Commerce, -, Government of India, New Delhi
- ii. Export: What, Where and How, Paras Ram, Anupam Publishers, Delhi
- iii. Exports – Do it Yourself, Mahajan M.I., Snow White Publications, New Delhi
- iv. Import – Do it Yourself, M. I. Mahajan, Snow White Publications, New Delhi

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: I

Paper Code : UB01CBVS04	Total Credit : 3
Title of Paper : P C Software -I	

Unit	Description in Detail	Weighting (%)
1	<p>Word Processing Tool</p> <p>Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating, Editing, Formatting of Documents, File, Edit View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities</p>	25%
2	<p>Spreadsheet Tool</p> <p>Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, In-Built Functions- Math & Trig Functions: SUMO, PRODUCT(), ABSO, FACT(), INTO(), SUMI(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), CHAR(), CODE(), SUBSTITUE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT(), IF()</p>	25%
3	<p>Advance Spreadsheet Facilities & Presentation Tool</p> <p>Macro Facility, Graph-Plotting facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart facility. Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides</p>	25%
4	Project work using unit I II and III	25%

Reference books:

1. PC S/W For Windows 98 Made Simple – R K Taxali
2. Master of Power Point 2000- Katherine Murray (BPB Publication)
3. Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press

SARDAR PATEL UNIVERSITY

Programme: Bachelor of Vocation (Supply Chain & Logistics)

Semester: II

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB02FBVS01	Business organization & Management-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVS02	Micro Economics-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVS03	Business Law-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVS04	Business Communication-II	T	5	3	5	30/12	70/28	100/40
Core Courses	UB02CBVS01	Supply chain & Logistics-II	T	3	3	3	30/12	70/28	100/40
	UB02CBVS02	Strategic Management	T	5	3	5	30/12	70/28	100/40
	UB02CBVS03	Indian Financial Market	T	5	3	5	30/12	70/28	100/40
	UB02CBVS04	Computer Application in Business-II	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code : UB02FBVS01	Total Credit : 3
Title of Paper : Business organization & Management-II	

Unit	Description in Detail	Weighting (%)
1	Decision making <ul style="list-style-type: none"> • Introduction , • Definition ,characteristics, • Elements ,process, principles of decision making, • characteristics of good & effective decision, • Administrative problems in decision making, • types of decisions 	25%
2	Staffing <ul style="list-style-type: none"> • Introduction, definitions • Recruitment: meaning, sources of recruitment. • Selection : meaning, need, importance, stages of selection procedure • Training: meaning, needs, importance & types • Development : Meaning, importance &Methods /Techniques of development 	25%
3	Coordination <ul style="list-style-type: none"> • concept • characteristics • Need and importance • Principles or essential of effective coordination • Techniques of coordination • Types of coordination • Problems in coordination 	25%
4	Social Responsibility & Business Ethics <ul style="list-style-type: none"> • Introduction, meaning & definitions • Factors responsible for realization of SR • SR of business towards different groups • Business ethics: concept, • Ethics and Business ethics • Needs of Business ethics • Principles of Business ethics • Factors affecting business ethics, • Benefits of business ethics 	25%

Reference books:

1. Business Organisation & Management — by R.K. Sharma
2. Business Organisation & Management — by C.B. Gupta
3. Principles of Business Organisation — by Y.K. Bhushan
4. Principal and Practice of Management — by L.M. PrasaD

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code : UB02FBVS02	Total Credit : 3
Title of Paper : Micro Economics-II	

Unit	Description in Detail	Weighting (%)
1	<p>Cost And Revenue Analysis</p> <ul style="list-style-type: none"> • Accounting cost & economic cost, opportunity cost, fixed cost and variable cost, total cost, average cost, average fixed cost, average variable cost, marginal cost and inter relationships. • long run average cost curve • Revenue curves 	25%
2	<p>Production Function</p> <ul style="list-style-type: none"> • Production and Production function -Firm., • Law of variable proportion • Iso-costs -properties of iso -quants • The principle of Marginal Rate of Technical substitutions • Producer's Equilibrium, Least cost input combination • Return to scale 	25%
3	<p>Theories of Distribution</p> <ul style="list-style-type: none"> • Introduction ; Meaning, Types, • Concept of factor Productivity and cost • Marginal Productivity Theory of Distribution • Theory of Rent ,Wages & Profit 	25%
4	<p>Pricing Under Different Market Conditions:</p> <ul style="list-style-type: none"> • Perfect Competition • Monopoly • Monopolistic competition, • Oligopoly 	25%

Reference books:

- 1 Advanced Economic Theory – H.L. Ahuja
- 2 Economic Theory – Stonier Hague
- 3 Microeconomics – M.L. Jhingan
- 4 Micro Economic Theory – Mishra and Puri

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code : UB02FBVS03	Total Credit : 3
Title of Paper : Business Law-II	

Unit	Description in Detail	Weighting (%)
1	Sale of Goods Act <ul style="list-style-type: none"> • Nature of contract of sale • Conditions and Warranties • Transfer of property in goods • Performance of contract of sale • unpaid services 	25%
2	Negotiable Instruments Acts <ul style="list-style-type: none"> • Definitions and characteristics of Negotiable Instruments • Types of Negotiable Instruments • Features and difference: Promissory notes, bills of exchange, cheques 	25%
3	Negotiable Instruments Acts <ul style="list-style-type: none"> • Crossing of cheques • Types of Crossing • Negotiation • Dishonored 	25%
4	Consumer Protection Act <ul style="list-style-type: none"> • Salient features and objectives of Act • Definition, Consumer, Complain, Complainants, • Grievances Redressal Machinery 	25%

Reference books:

1. Elements of Mercantile Law – N D Kapoor
2. The Law Of Contracts, Cheshire & Fifoot , An
3. Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
4. Law Of Contract - I Dr. Y. S. Sharma,
5. Indian Contract Act Mulla

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code: UB02FBVS04	Total Credit: 5
Title Of Paper: Business Communication II	

Unit	Description in detail	Weighting (%)
I	Fundamental of Communication <ul style="list-style-type: none"> ➤ Meaning, Importance & Objectives ➤ Principles of communication ➤ Techniques of effective communication ➤ Barriers of effective communication 	25%
II	Types of Communication & Communication skills <ul style="list-style-type: none"> ➤ Written - Oral - Face-to-face - Silence - Merits and limitations of each type ➤ Cross cultural dimensions of business communication technology and communication ➤ Ethical & legal issues in Business communication 	25%
III	Business Letters <ul style="list-style-type: none"> ➤ Need and functions of business letters ➤ Planning & layout of business letter ➤ Kinds of business letters - Essentials of effective correspondence 	25%
IV	Oral Communication <ul style="list-style-type: none"> ➤ Meaning, nature and scope ➤ Principles of effective oral communication ➤ Techniques of effective speech ➤ Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). 	25%

Basic Text & Reference Books:-

- Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
- Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
- Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep &
- Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra
- Kothavade - Diamond Publications, Pune.

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code: UB02CBVS01	Total Credit: 3
Title of Paper: Supply chain & Logistics -II	

Unit	Description in detail	Weighting (%)
1	Demand Forecasting and Supply <ul style="list-style-type: none"> ➤ Role of forecasting – demand forecasting – approaches – role of IT. ➤ Planning and Managing Inventories- Safety inventory and its appropriate level ➤ Impact of supply uncertainty, aggregation and replenishment policies. 	25%
2	Transportation Networks and Sourcing <ul style="list-style-type: none"> ➤ Role of transportation ➤ modes and their performance ➤ transportation infrastructure and policies ➤ Design options and their trade-offs – Tailored transportation. ➤ Sourcing – In-house or Outsource – supplier scoring and assessment 	25%
3	Containerization <ul style="list-style-type: none"> ➤ concept, types, benefits, ➤ Types of carriers- indirect & special carriers ➤ Role of intermediaries- shipping agents, brokers- freight management- route planning 	25%
4	Warehousing & Material Handling Warehousing: <ul style="list-style-type: none"> ➤ Nature & importance of warehousing, ➤ types of warehouses, ➤ warehousing functions, Material Handling: <ul style="list-style-type: none"> ➤ Material handling -objectives, guidelines & principles, ➤ Selection of material handling equipments. 	25%

Basic Text & Reference Books:

- i. **Ailawadi C Sathish & Rakesh Singh**, LOGISTICS MANAGEMENT, Prentice Hall, India,2005
- ii. **Agrawal D K**, TEXTBOOK OF LOGISTICS & SUPPLY CHAIN MANAGEMENT , Macmillan India Ltd, 2003
- iii. **Coyle et al.**, THE MANAGEMENT OF BUSINESS LOGISTICS, Thomson Learning, 7th edition,2004
- iv. **Bowersox Donald J**, LOGISTICAL MANAGEMENT- THE INTEGRATED SUPPLY CHAIN PROCESS, Tata McGraw Hill, 2000

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code: UB02CBVS02	Total Credit: 5
Title of Paper: Strategic Management	

Unit	Description in detail	Weighting (%)
1	<u>Introduction</u> <ul style="list-style-type: none"> ➤ Concepts of Strategy - Levels at which strategy operates; Approaches to strategic decision making; ➤ Mission and purpose, objectives and goals; Strategic business unit (SBD); Functional level strategies 	25%
2	<u>Environmental Analysis and Diagnosis</u> <ul style="list-style-type: none"> ➤ Environment and its components; Environment scanning and appraisal; ➤ Organizational appraisal; Strategic advantage analysis and diagnosis; ➤ SWOT analysis 	25%
3	<u>Strategy Formulation</u> <ul style="list-style-type: none"> ➤ Modernization, Diversification Integration ➤ Merger, take-over and joint strategies ➤ Turnaround, Divestment and Liquidation strategies 	25%
4	<u>Functional Strategies:</u> <ul style="list-style-type: none"> ➤ Marketing, production/operations and R&D plans and police ➤ Personnel and financial plans and policies. ➤ Control; Techniques of strategic evaluation and control. 	25%

Basic Text & Reference Books:

- i. **Azhar Kazmi**, STRATEGIC MANAGEMENT & BUSINESS POLICY, Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.
- ii. **Vipin Gupta, Kamala Gollakota & Srinivasan**, BUSINESS POLICY & STRATEGIC MANAGEMENT, Prentice Hall of India Private Limited, New Delhi, 2008.
- iii. **Amita Mittal**, CASES IN STRATEGIC MANAGEMENT, Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.
- iv. **Fred R. David**, STRATEGIC MANAGEMENT CONCEPT AND CASES, PHI Learning Private Limited, New Delhi, 2008.

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code: UB02CBVS03	Total Credit: 5
Title of Paper: Indian Financial Market	

Unit	Description in detail	Weighting (%)
1	The financial System in India <ul style="list-style-type: none"> ➤ Functions of the financial system ➤ Classification of Financial Assets ➤ Financial intermediaries ➤ Financial instruments ➤ Limitations of Indian Financial System 	25%
2	Leasing <ul style="list-style-type: none"> ➤ Introduction, Concepts, Steps involved in leasing transaction ➤ Types of lease Factors Affecting lease decision ➤ Advantageous & Disadvantageous of Lease ➤ Problems of Leasing ➤ Leasing in India 	25%
3	Mutual funds <ul style="list-style-type: none"> ➤ Meaning, Concept, scope, Types of Mutual funds ➤ Importance of Mutual Funds ➤ Organization of Mutual Fund, facilities available to Investors ➤ Merits & Demerits of Mutual funds ➤ Mutual funds in India 	25%
4	Derivatives <ul style="list-style-type: none"> ➤ Meaning and definition ➤ Kinds of Financial Derivates, Features of Financial Derivates ➤ Importance of Derivates ➤ Advantageous of forward, future and option derivates ➤ Indian Scenario 	25%

Basic Text & Reference Books:

- i. Principles and Practice of Bank Management by P. Subba Rao (Himalaya Pub. House)
- ii. Principles of Management for Bankers by Dr.C, B.Gupta (Sultan Chand & Sons)
- iii. Bank Management by V.S.P.Rao
- iv. Financial Markets and Services by Gordan & Natarajan
- v. Financial Services by M Y Khan

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Supply Chain & Logistics
Semester: II

Paper Code : UB02CBVS04	Total Credit : 5
Title of Paper : Computer application in Business -II	

Unit	Description in Detail	Weighting (%)
1	Introduction to HTML What is HTML? HTML Documents Basic structure of an HTML document Creating an HTML document Mark up Tags Heading-Paragraph Line Breaks HTML Tags.	25%
2	Elements of HTML Introduction to elements of HTML Working with Text Working with Lists, Tables and Frames Working with Hyperlinks, Images and Multimedia Working with Forms and controls	25%
3	Introduction to Web Publishing or Hosting Creating the Web Site Saving the site Working on the web site Creating web site structure Creating Titles for web pages Themes-Publishing web sites.	25%
4	Project work using unit I II and III	25%

Reference books:

- Ivan Bayross, "Web enabled Commercial Application Development using HTML, DHTML, Java script, perl CGI" BPB 2004
- Douglas E Comer: The Internet, PHI, Second Edition May 2000
- Xavier C: World Wide Web Design with HTML, Tata Mcgraw hill publication 2000

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Supply Chain & Logistics)
Semester: III

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB03FBVS01	Human Resource Management-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVS02	Environmental studies-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVS03	Soft skills for business	T	3	3	3	30/12	70/28	100/40
	UB03FBVS04	Banking Laws & Practice	T	3	3	5	30/12	70/28	100/40
Core Courses	UB03CBVS01	Supply chain & Logistics-III	T	5	3	3	30/12	70/28	100/40
	UB03CBVS02	Warehouse Management	T	5	3	5	30/12	70/28	100/40
	UB03CBVS03	Principles of Logistics information system	T	5	3	5	30/12	70/28	100/40
	UB03CBVS04	Tally 9.2	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVS01	Total Credit: 3
Title of Paper: Human Resource Management- I	

Unit	Description in detail	Weighting (%)
1	<p><u>Nature & Scope of Human Resource Management</u></p> <ul style="list-style-type: none"> Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management 	25%
2	<p><u>Human Resource Planning & Job design</u></p> <ul style="list-style-type: none"> Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning ❖ <u>Job Design:</u> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design 	25%
3	<p><u>Career Planning and Development</u></p> <ul style="list-style-type: none"> Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning 	25%
4	<p><u>Human Resource Development</u></p> <ul style="list-style-type: none"> Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma 	25%

Basic Text & Reference Books:

1. K. Aswathappa, "Human Resource Management – Text & Cases", Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, "Organisational Behaviour", Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, "Personnel and Human Resource Management – Text and Cases", Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, "Human Resource Management- Text and Cases", Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, "Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, " Human Resource Management", Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVS02	Total Credit: 3
Title Of Paper: Environmental Studies-I	

1.

Unit	Description in detail	Weighting
1	Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	25 %
2	Natural Resources and Associated Problems Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	25 %
3	Ecosystems Concept, Structure, Function. Types, Characteristics, Threats of following ecosystems Forest, Grassland, Desert and Aquatic Ecosystems Role of Individuals in sustaining the above types of Ecosystems	25 %
4	Biodiversity Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	25 %

Basic Text & Reference Books:

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVS03	Total Credit:3
Title Of Paper: Soft Skills for Business	

Unit	Description in detail	Weighting
I	Elements of communication Meaning, importance, objectives of communication Process of communication, Types, Nonverbal communication-Body language, gestures, postures, Facial expression, Dress code. The cross cultural Dimensions of business communication Listening & speaking. Eliciting Response, Business and social etiquette	25%
II	Public speaking Importance, principles of effective speaking & presentations Speech for introduction of a speaker Speech for vote of thanks Occasional speech Use of technology	25%
III	Interview Techniques Importance Art of conducting and giving interviews Placement interviews Discipline interview	25%
IV	Meeting Importance Participating and conducting group discussions Brain storming, e-meeting Preparing Agenda and minutes of the meeting	25%
	Skill development Draft your bio data Prepare your career plan	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

Note: Latest Edition of Text books may be used

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVS04	Total Credit:3
Title Of Paper: Banking laws and practices	

Unit	Description in detail	Weighting (%)
I	Overview of banking Regulatory Framework Provision of RBI act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act,2002 Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance	25%
II	Legal Aspects of banking Operations Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities Valuation of securities, special features of Recovery of Debts Due to banks and financial institutions Act,2013	25%
III	Banker- Customer Relations The legal relationship between banker and customer Unincorporated bodies Financial advice, letters of introduction and other services Rendered by banks Special features of the relationship between banker and customer The mutual rights and duties, Power to combine Different accounts	25%
IV	Electronic banking & IT in Banks Introduction, IT applications in banking , computer based information systems for banking Electronic fund management, Electronic commerce and banking Customer relationship management	25%

Basic Text & Reference Books

- Kuchhal,M C and vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVS01	Total Credit:5
Title Of Paper: Supply chain & Logistics-III	

Unit	Description in detail	Weighting (%)
Unit: 1	Planning and Resourcing: Need for Planning – Fleet management – Main types of road freight transport – Transport resource requirements – Vehicle routing and scheduling issues – Data requirements – Manual methods of vehicle routing and scheduling – Computer routing and scheduling – Information system applications – GPS – RFID.	25%
Unit: 2	Vehicle Selection: Types of vehicles – Types of operations – Load types and characteristics – Main types of vehicle body - Implications of vehicle selection – Vehicle acquisition.	25%
Unit: 3	Vehicle Costing: Reasons for road freight transport vehicle costing – Main types of costing systems – Vehicle standing costs – Vehicle running costs – Overhead costs – Costing the total transport operation – Whole life costing – Vehicle cost comparisons – Zero-based budget.	25%
Unit: 4	Documenting and Information Flow: Advices – Planning – FTL – LTL – Documentation – Road Receipts / Truck Receipts / Way Bills (RR / LR) - Consignment note CMR (EU & Canada) – Booking – Invoicing & Information Flow - Long Haul – Coordination with terminals – Exceptional Loads (Project Cargo).	25%

Basic Text & Reference Books:

- ❖ Logistics of facility location and allocation / Dileep R. Sule (Marcel Dekker)
- ❖ Logistics & supply chain management / Martin Christopher (Prentice Hall Financial Times)
- ❖ The management of business logistics / John J. Coyle, Edward J. Bardi, C. John Langley (West Publishing Company)
- ❖ Manufacturing operations and supply chain management : the LEAN approach / [edited by] David Taylor and David Brunt (Thomson Learning)
- ❖ Operations and process management : principles and practice for strategic impact / Nigel Slack (Financial Times Prentice Hall)
- ❖ Logistics and Distribution Management: Alan Rushton, Phil Croucher, Peter Baker (CILT)

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVS02	Total Credit: 5
Title Of Paper: Warehouse Management	

Unit	Description in detail	Weighting (%)
1	Introduction to Warehousing: Concepts – Decision making – Operations – Need for warehousing – Issues affecting warehousing – Various warehousing facilities – Different types of ware houses – Characteristics of ideal ware houses.	25 %
2	Introduction to Inventory Management: Role in supply chain – Role in competitive strategy - Role of inventory – Functions of inventory - Types of inventory – WIP inventory – Finished goods inventory – MRO inventories – Cost of inventories - Need to hold inventory.	25 %
3	Warehouse Management Systems: Introduction – The necessity of WMS – Logics of determining locations and sequences – Independent demand systems – Uncertainties in material management systems – Dependent demand systems – Distribution resource planning.	25 %
4	ABC Inventory Control: Managing inventories by ABC – Multi – echelon inventory systems - Managing inventory in multi echelon networks – Managing inventory in single echelon networks. Various approaches – Distribution approaches – The true multi echelon approach.	25 %

Basic Text & Reference Books:

- ❖ Martin Christopher. Logistics and Supply Chain Management. Pearson
- ❖ Raghuram G. Logistics and Supply Chain Management. Mac Millan

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVS03	Total Credit: 5
Title of Paper: Principles of Logistics information system	

Unit	Description in Detail	Weighting (%)
1	Information Technology and Logistics: Electronic Data Interchange - Personal Computers -Artificial Intelligence/Expert system - Communications Bar coding and Scanning - Electronic Data Interchange standards – Communication - Information and Future directions.	25%
2	Information Technology for Supply Chain Management: Bull whip effect - IT in supply chain - Business Process Reengineering - Enterprise Resource Planning – EDI Problems with EDI - Impact of Internet on SCM.	25%
3	Logistics Information: Meaning and Need Forms – LIS – Definition - Information functionality - activities involved in transaction system - Principles of designing or evaluating LIS applications.	25%
4	Information Forecasting: Definition – Process – Component - Characteristic of forecast compound – Approaches - Forecast techniques - Forecast error – E-Commerce.	25%

Basic Text & Reference Books

- ❖ David J. Bloomberg, Stephen LeMay & Joe B. Hanna. Logistics. Prentice-Hall of India Pvt Ltd., New Delhi, 2003.
- ❖ Donald J. Bowersox & David J. Closs. Logistical Management. Tata McGraw Hill Publishing Co. Ltd, New Delhi, 2004
- ❖ Satish C. Ailawadi & Rakesh Singh. Logistics Management. Prentice-Hall of India Pvt Ltd., New Delhi, 2005
- ❖ Donald Waters. Logistics. Palgrave Macmillan, New York, 2004
- ❖ Krishnaveni Muthiah. Logistics Management & World Sea borne Trade. Himalaya Publishing House, Mumbai, 1999
- ❖ Sarika Kulkarni. Supply Chain Management, Tata Mc- Ashok Sharma Graw Hill Publishing Co Ltd., New Delhi,2004

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVS04	Total Credit: 3
Title of Paper: Basic Tally 9.2	

	Description in detail	Weightage (%)
1	Basic of Accounting: What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	25 %
2	Steps for working in the Tally: Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	25 %
3	Inventory Management: Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	25 %
4	Practical Training and Assignments	25 %

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani “Implementing Tally 9”BPB Publication, latest edition.

Note: Latest Edition of Text books may be used.

Practical’s Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Supply Chain & Logistics)
Semester: IV

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB04FBVS01	Human Resource Management-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVS02	Environmental studies-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVS03	Public relations and corporate communication	T	3	3	3	30/12	70/28	100/40
	UB04FBVS04	Insurance Laws & Practice	T	5	3	5	30/12	70/28	100/40
Core Courses	UB04CBVS01	Supply chain & Logistics-IV	T	3	3	3	30/12	70/28	100/40
	UB04CBVS02	International Logistic Management	T	5	3	5	30/12	70/28	100/40
	UB04CBVS03	Supply chain Management	T	5	3	5	30/12	70/28	100/40
	UB04CBVS04	Operations Management	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVS01	Total Credit: 3
Title of Paper: Human Resource Management- II	

Unit	Description in detail	Weighting (%)
1	<p><u>Managing Performance and Compensation</u></p> <p><u>Performance Appraisal:</u> Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal- a) MBO b) BARS a) Checklist b) Paired Comparison Limitations of Performance Appraisal</p> <p><u>Compensation:</u> Concept of Compensation Types of Compensation Factors affecting Compensation</p>	25%
2	<p><u>Maintaining and Retaining Human Resources</u></p> <p><u>Promotion:</u> Concept & Basis for Promotion Promotion Policy</p> <p><u>Transfer:</u> Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy</p>	25%
3	<p><u>Integrating Human Resources</u></p> <p><u>Industrial Relations:</u> Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations</p> <p><u>Industrial Disputes:</u> Meaning & Definition of Industrial Disputes Causes of Industrial Disputes Prevention of Industrial Disputes</p>	25%
4	<u>Occupational Health and Safety</u>	25%

	Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	
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Basic Text & Reference Books:

1. K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE2015

Paper Code: UB04FBVS02	Total Credit:3
Title Of Paper: ENVIRONMENTAL STUDIES II	

Unit	Description in detail	Weighting (%)
I	Environmental Pollution Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought	25%
II	Social Issues and the Environment Urban problems related to energy Water conservation, rain water harvesting, watershed management Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion.	25%
III	Human Population and the Environment Population growth, variation among nations. Population explosion – Family Welfare Programme. Role of Information Technology in Environment and human health.	25%
IV	Sustainable Development Sustainable Urban future – Rural Development Business Responsibility One Case Study.	25%

Basic Text & Reference Books:-

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVS03	Total Credit:3
Title Of Paper: Public Relations & Corporate Communication	

Unit	Description in detail	Weighting (%)
I	Attitude and emotional intelligence Importance of Attitude, Meaning of positive thinking and positive attitude Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life	25%
II	Vision, Goal setting & Time management Meaning of vision Doing things for the right purpose Setting and achieving goals Importance of goal setting Methods to achieve set goals General principles of stress management and time management	25%
III	Communication skills Significance, process of communication, forms, communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume, Gd & interview	25%
IV	Career planning Career of planning Awareness of different Sources of information Choosing a career and career counseling.	25%
	Skill development Extempore speeches just a minute Role play	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

Note: Latest Edition of Text books may be used

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVS04	Total Credit:3
Title Of Paper: Insurance Laws and Practices	

Unit	Description in detail	Weighting (%)
I	General Principles and Concepts of Insurance Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
II	Life Insurance Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25%
III	Fire Insurance The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
IV	General Insurance Application of principles in General Insurance contacts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

Basic Text & Reference Books

- Kuchhal,M C and Vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVS01	Total Credit:3
Title Of Paper: Supply chain & Logistics-IV	

Unit	Description in detail	Weighting (%)
Unit: 1	Shipping Industry and Business: Description of a ship – Uses of a ship or a floating vessel – Classification of ship(route point)(cargo carried) – Superstructure – Tonnages and Cubics – Drafts and Load lines – Flag Registration – Different Cargo (Packing, Utility or Value) – Trimming – Cleansing – Unitized Cargo.	25%
Unit: 2	Stevedoring, Lighterage Services and Security: Port Trusts – Operational unit – Services – Seaports – Vessel Operations – Pilotage – Stevedoring – Dock Labour Boards – charges – Automated Container Handling – Security at Ports and Harbours – Role of Security Agencies – Lighterage Services.	25%
Unit: 3	Shipping Lines: Hub and Spoke – Process Flow – Advices _ Booking – Containerization – Containers – Container Nubering – Process Flow – Shipping Sales – Leads – Quotations – Customer Service.	25%
Unit: 4	Operations: Volume/Weight Calculations – Shipment Planning Basics – Preparing and Loading Containers – Types of container services – FCL – Consolidation – LCL – Advanced Scientific Shipment Panning – Container De-stuffing.	25%

Basic Text & Reference Books:

- ❖ John F. Wilson. Carriage of Goods by Sea. Harlow: Longman
- ❖ J.R.Whittaker. Containerization. Hemisphere: Wiley
- ❖ Cyril Frederick Hardy Cufley. Ocean Freights and Chartering. Adlard Coles Nautical

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVS02	Total Credit:5
Title Of Paper: International Logistic Management	

Unit	Description in detail	Weighting (%)
I	<p>Integrated Logistics Management: Concept, Evolution and Development, Importance of logistics management in international business, International Logistics: functions and intermediaries. Issues involved in movement of goods. Logistics information system – positioning information in logistics, logistics information systems design</p>	25%
II	<p>The General Structure of Shipping Industry: C.argo types, vessels and vessel characteristics, linear operations and tramp operations, chartering of bulk ocean carriers, the ocean linear conference system, freight structure and practices, coordination, role of intermediaries – forwarding and clearing agents, freight brokers, stevedors and shippers agents.</p>	25%
III	<p>Warehousing and Containerization: Warehousing , repacking and other value added service provided by logistics service providers. 3 PL and 4 PL logistics service. Performance measurement of logistic systems. Containerization: types of containers and ICDs. Layout and working of container terminals. Port system and sub systems, port organization and management.</p>	25%
IV	<p>Rail Transport Systems: Types of railway wagons, rakes, marshalling operations and yards, Railway goods freight structure, Railway Parcel service operations. Railway goods service operations. Procedure for availing railway parcel or goods service and the documentations involved.</p>	25%

Basic Text & Reference Books:-

- ❖ James F. Robbison & William C. Capaciano (editors), The Logistics Handbook
- ❖ Donald F. Wood et.al., International Logistics
- ❖ Douglas Lambert and James R. Stock, Strategic Logistics Management.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVS03	Total Credit: 3
Title of Paper: Supply chain Management	

Unit	Description in Detail	Weighting (%)
1	Supply Chain Management and Logistics: An Introduction – Integrated Logistics Management – Concept – Evolution and Development – Difference – Role – Scope – Functions and Importance – The new Manufacturing and Distribution Practices in the light of Globalized Economy – Local and International Supply Chains – Benefits and Issues.	25%
2	Key Supply Chain Business Processes: Planning – Sourcing – Producing – Distributing and Paying – Managing material flow and distribution – Distribution and Planning Strategy – Warehousing and Operations Management – Transportation Management – Inventory Management.	25%
3	Purchasing and Supplier Management: Sourcing and Supplies Management, Outsourcing – Global Sourcing – Vendor Identification – Selection – Evaluation – Development – Supplier Relationship Management – Supplier Quality Management – Supply Chain Performance.	25%
4	Forecasting Systems Design: Customer Service Management and Measurements – CRM – Manufacturing Logistics – Pricing Strategies – SCM Relationships – Third Party Logistics and Fourth Party Logistics – SCM Network Design and Facilities Development – SCM Planning and Development Strategies – Supply Chain Uncertainties – Supply Chain Vulnerabilities.	25%

Basic Text & Reference Books

- ❖ Martin Christopher. Logistics and Supply Chain Management
- ❖ Sunil Chopra and Peter Meindal. Supply Chain Management
- ❖ Donald J. Bowersox and David J. Closs. Integrated Logistics Management
- ❖ N. Chandrasekharan, Supply Chain Management

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – IV

Paper Code: UB04CBVS04	Total Credit: 5
Title Of Paper: Operation Management	

Unit	Description in detail	(%)
I	Fundamentals of Operations Management Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management - Role and responsibility of operations managers in modern business environment.	25%
II	Production Process and Plant Layout Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout - Types of plant layout (Process, Product and Fix layout)	25%
III	Work Design Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study	25%
IV	Operation/Production Planning and Control Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control	25%

Basic Text & Reference Books:-

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGraw Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Supply Chain & Logistics)
Semester: V

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB05FBVS01	Organization behavior -I	T	3	3	3	30/12	70/28	100/40
	UB05FBVS02	Self-Development skills	T	3	3	3	30/12	70/28	100/40
	UB05FBVS03	Aspect of computer	T	3	3	3	30/12	70/28	100/40
	UB05FBVS04	Entrepreneurship Development	T	3	3	5	30/12	70/28	100/40
Core Courses	UB05CBVS01	Supply chain and logistics - V	T	5	3	3	30/12	70/28	100/40
	UB05CBVS02	Transportation and distribution management	T	5	3	5	30/12	70/28	100/40
	UB05CBVS03	Manufacturing & Operations Management	T	5	3	5	30/12	70/28	100/40
	UB05CBVS04	Contemporary Research-I	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05FBVS01	Total Credit: 3
Title of Paper: Organization behavior-I	

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. <p><u>Personality</u></p> <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB 	25%
2	<p><u>Attitudes</u></p> <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice. 	25%
3	<p><u>Emotions and Moods</u></p> <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions. 	25%
4	<p><u>Perception</u></p> <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

PaperCode: UB05FBVS02		TotalCredit:3
Title ofPaper: Self-development skills		
Unit	Descriptionindetail	Weighting(%)
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback 	25%
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life 	25%
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management 	25%
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling. 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press
- On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05FBVS03	Total Credit: 3
Title of Paper: Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	<p>Components of a Computer System Computer hardware and Software, Difference between hardware and software Main components of a general purpose computer: CPU, main internal memory (Including RAM and ROM), input devices, output devices and Secondary/backing storage. Basics of Windows operating systems: Nature and Function of OS, Basic Commands.</p>	25%
2	<p>Input & Output Devices Input Devices: keyboards, numeric keypads, Pointing devices(mouse, touchpad), remote control, joysticks, touch screen, magnetic strip readers, chip readers, scanners, digital cameras, microphones, sensor, barcode reader, webcam, video camera etc Output Devices: Monitors(CRT, TFT, LCD), projectors, printers(laser, desk jet, dot matrix), plotters, speakers. Uses of output devices stating the advantage and disadvantage of each.</p>	25%
3	<p>Storage Devices I Common backing storage media (including CD and DVD (Rs and RWs), floppy disc, hard disc, memory sticks/pen drives, flash memory cards etc. Comparative advantages and disadvantages of using different backing storagemedia. Importance and need of backup.</p>	25%
4	<p>Storage Devices II Difference between main/internal memory and backing storage: relative benefits of each in terms of speed and permanence. Data Types Data Types: logical/Boolean, alphanumeric/text, numeric (real and integer), date, File, record, field and key field.</p>	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05FBVS04	Total Credit: 3
Title of Paper: Entrepreneurship Development	

Unit	Description in detail	Weighting (%)
1	<u>Concept of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ Definition, nature, and characteristics of entrepreneurship ➤ Emergence of entrepreneurial ➤ women entrepreneurs ➤ Socio-economic environment and the entrepreneur 	25%
2	<u>Forms of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ The concept of Joint Stock Company, Public company, Private Company, Government company, Partnership firm, Hindu undivided family. ➤ Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning. ➤ Innovation and entrepreneurship, Entrepreneurial behavior and motivation. 	25%
3	<u>Entrepreneurial Development Programmes</u> <ul style="list-style-type: none"> ➤ Their relevance and achievements ➤ Role of government in organising such programmes. ➤ Critical Evaluation. 	25%
4	<u>Small Business as a Seed Bed of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope ➤ Risk analysis and financial considerations. ➤ Profit planning in small enterprise, Growth strategies and diversification. 	25%

Basic Text & Reference Books

- ❖ Hal, B. Pricke; and Royce L. Brahamson, “Small Busines Management”.
- ❖ Keneth R., Van Vorthis, “Entrepreneurship and Small Busines Management”.
- ❖ Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”.
- ❖ Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Busines”.
- ❖ Dhar, P.N. and LydalH.F., “The Role of Small Enterprises in Indian Economic Development”

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVS01	Total Credit: 5
Title of Paper: supply chain and logistics-V	

Unit	Description in detail	Weighting (%)
1	<p><u>Integrated Logistics Management</u></p> <ul style="list-style-type: none"> ➤ Concept, Evolution and Development, Importance of logistics management in international business ➤ International Logistics: functions and intermediaries. Issues involved in movement of goods ➤ Logistics information system – positioning information in logistics, logistics information systems design, IT in logistics, strategic information linkage 	25%
2	<p><u>Warehousing and Containerization</u></p> <ul style="list-style-type: none"> ➤ Warehousing , repacking and other value added service provided by logistics service providers ➤ Warehousing , repacking and other value added service provided by logistics service providers ➤ Containerization: types of containers and ICDs. Layout and working of container terminals ➤ Port system and sub systems, port organization and management 	25%
3	<p><u>Road Transport System</u></p> <ul style="list-style-type: none"> ➤ Classification of vehicles, road network in India, types of roads, road transport companies and their operation in full truckload business and in less than truckload business ➤ Documents and permits required in road transport system ➤ Problems in road transport ➤ regulatory authorities involved with road transport system 	25%
4	<p><u>Rail Transport Systems</u></p> <ul style="list-style-type: none"> ➤ Types of railway wagons, rakes, marshalling operations and yards, Railway goods freight structure, Railway Parcel service operations ➤ Railway goods service operations ➤ Procedure for availing railway parcel or goods service and the documentations involved ➤ Operations at a railway goods yard/siding. Operations and control in the railways. Organization of Indian railways 	25%

Books for Reference:

1. James F. Robbison & William C. Capaciano (editors), The Logistics Handbook
2. Donald F. Wood et.al., International Logistics

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVS02	Total Credit: 5
Title of Paper: Transportation and Distribution Management	

Unit	Description in detail	Weighting (%)
1	<u>Introduction</u> <ul style="list-style-type: none"> ➤ Role of distribution in supply chain, transportation management and warehousing concepts ➤ Designing distribution channels ➤ Advantages and disadvantages of distribution models ➤ pre-requisites of distribution – comparison of distribution networks 	25%
2	<u>Distribution Network Planning</u> <ul style="list-style-type: none"> ➤ Various factors in distribution ➤ Optimization approach and techniques ➤ Material management process ➤ Role of transportation , transportation principles and participants 	25%
3	<u>Transportation Models</u> <ul style="list-style-type: none"> ➤ Performance characteristics and selection ➤ Various models of transportation ➤ Merits of each all models of transportation ➤ Transportation performance costs and value measures – understanding – comparing ➤ Cost components of multimodal transportation 	25%
4	<u>Transportation Routing Decisions</u> <ul style="list-style-type: none"> ➤ Transportation administration, transportation operations management ➤ Consolidation of freight ➤ Application of information technology in transportation ➤ E-commerce – intelligent transport management system 	25%

Basic Text & Reference Books

1. Sunil Chopra, Supply Chain Management
2. Agarwal, Logistics Supply Chain Management
3. Saple, Logistics Management

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVS03	Total Credit: 5
Title of Paper: Manufacturing & Operations Management	

Unit	Description in detail	Weighting (%)
1	Concepts, Scope & Importance of Manufacturing & Operations Management Interrelationship between Materials & Operations Management	25%
2	Role of Raw Materials, Components and Work in Process inventories manufacturing Methods of Quantity Assurance namely Sampling, SQC, Vendor rating, Self-Certification	25%
3	Production Planning and Control – Meaning, Scope & Procedure Plant Layout – Concept & Methods	25%
4	Plant Maintenance – importance & Methods Just – in – Time Manufacturing	25%

Basic Text & Reference Books

Production & Operations Management – Dr. N. G. Nair – Tata McGraw Hill Ltd., Delhi. Production & Operations Management – S. N. Chary - Tata McGraw Hill Ltd., Delhi. Production & Operations Management – E. S. Buffa - Tata McGraw Hill Ltd., Delhi. Production & Operations Management – B. S. Goel

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply Chain & Logistics SEMESTER – V
Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVS04	Total Credit: 3
Title of Paper: Contemporary Research-I	

Unit	Description in detail	Weighting (%)
1.	Introduction: Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	
2.	Problem Identification: Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal	
3.	Research Design Meaning of research design Need for research design Features of a good design Important concepts relating to re Different research design Basic principles of experimental designs	
4.	Interpretation Meaning Importance of interpretation Techniques of interpretation Precautions in interpretation	

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Supply Chain & Logistics)
Semester: VI

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB06FBVS01	Organization behavior -II	T	3	3	3	30/12	70/28	100/40
	UB06FBVS02	Vibrant skills for Business	T	3	3	3	30/12	70/28	100/40
	UB06FBVS03	Advance Aspect of computer	T	3	3	3	30/12	70/28	100/40
	UB06FBVS04	Business Management	T	5	3	5	30/12	70/28	100/40
Core Courses	UB06CBVS01	Supply chain and logistics - VI	T	3	3	3	30/12	70/28	100/40
	UB06CBVS02	Courier Sales Executive	T	5	3	5	30/12	70/28	100/40
	UB06CBVS03	Warehouse supervisor planning	T	5	3	5	30/12	70/28	100/40
	UB06CBVS04	Contemporary Research-II	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVS01	Total Credit: 3
Title of Paper: Organization behavior-II	

Unit	Description in detail	Weighting (%)
1	<u>Group and Team Dynamics</u> <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams. 	25%
2	<u>Interpersonal Behaviour</u> <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees. 	25%
3	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants, 	25%
4	<u>Conflict & Transactional Analysis</u> <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI

1.

PaperCode:UB06FBVS02	TotalCredit:3
TitleOfPaper: Vibrant skills for Business	

2.

Unit	Descriptionindetail	Weighting(%)
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business 	25%
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business 	25%
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision 	25%
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University PressOn We Go, BBC’s audio-visual course

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI

Paper Code: UB06FBVS03	Total Credit: 3
Title of Paper: Advance Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	<p>Computer Networks Modem and its purpose, Difference between analog data and digital data Need for conversion between analog and digital data Advantage and disadvantages of using common network environment such as internet, User id and password: Purpose and Use Methods of communication such as fax, e-mail, bulletin boards and tele/video Conferencing</p>	25%
2	<p>Advanced Computer Networks Difference between Local Area Network (LAN), Wireless Local Area Network and Wide Area Network (WAN) Network topologies like star, ring, bus and hybrid The internet and intranets: Characteristics and purpose Issues of confidentiality and data security surrounding common network Environments Encryption and authentication techniques</p>	25%
3	<p>Introduction Multimedia and Internet:- Multimedia:- Text, Audio, Graphics, Image, video and Animation Classification of Multimedia, usage of Multimedia, Stages in Multimedia Production Introduction to Internet:-www,browser,Protocols,</p>	25%
4	<p>Current Trends And Technologies:- Emerging Trends in Computing Mobile Computing Wifi GPRS,3G and 4G,Bluetooth,Smartphones and Tablets, Satellite phone Emerging trends in object/Human Recognition:- RFID, Biometrics, Fingerprints Recognition , Iris ,Recognition,Voice And Recognition, GPS(Global Positioning System)</p>	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI

Paper Code: UB06FBVS04	Total Credit: 3
Title of Paper: Business Management	

Unit	Description in detail	Weighting (%)
1	Introduction Meaning , Definition, scope of management Characteristics and Importance of management Functions of management Limitations of Management Indian scenario	25%
2	Planning Concept, Features, Importance of planning Objectives of planning Process of planning, Types of planning Barriers of effective planning	25%
3	Controlling Concept, Types of control, Areas of controlling Controlling and Management by exception Benefits of management by exception Causes of resistance to control	25%
4	Project Management Meaning and Definition of project management Characteristics of project management Essentials of sound project management Essential qualities of a good project manager Indian scenario	25%

Basic Text & Reference Books

- ❖ Dr. Manmohan Prasad, Management concepts & practice, Himalaya publishing house, fourth revised edition
- ❖ L M Prasad, Principles and practice of management, Sultan chand & sons, seventh edition 2007.
- ❖ Business Organisation & Management — by R.K. Sharma
- ❖ Business Organisation & Management — by C.B. Gupta
- ❖ Principles of Business Organisation — by Y.K. Bhushan
- ❖ Essentials of Management — by Koontz & O'Donald

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVS01	Total Credit: 5
Title of Paper: supply chain and logistics-VI	

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction to Air Cargo</u></p> <ul style="list-style-type: none"> ➤ Aviation and airline terminology – IATA areas – country – currency – airlines – aircraft layout ➤ Different types of aircraft - aircraft manufacturers – ULD ➤ International air routes – airports – codes ➤ Consortium – hub & spoke – process flow 	25%
2	<p><u>Airline Industry</u></p> <ul style="list-style-type: none"> ➤ History – Regulatory bodies – navigation systems – air transport system ➤ Functions – customers – standardization - management – airside – terminal area ➤ Aircraft operator’s security program – security v/s facilitation – ICAO security manual ➤ Issues and challenges – industry regulations – future of the industry 	25%
3	<p><u>Airline marketing</u></p> <ul style="list-style-type: none"> ➤ Airline marketing and customer service standardization in logistics – airfreight exports and imports – sales and marketing ➤ Understanding marketing, environment, marketing research, strategies and planning, audits, segmentation, SWOT, marketing management control, consignee controlled cargo ➤ Sales leads – routing instructions – customer service, future trends 	25%
4	<p><u>Air Freight Forwarding</u></p> <p>Air freight exports and imports – special cargoes – consolidation – documentation – Air Way Bill (AWB) – communication – handling COD shipments – POD – conditions of contract – dangerous (DGR) or hazardous goods</p>	25%

Basic Text & Reference Books

1. Simon Taylor, Air transport logistics, Hampton
2. Paul Jackson and William Brackenridge, Air cargo distributions: A management analysis of its economic and marketing benefits, Grower Press.
3. Mark Wang, Accelerated Logistics, Santa Monica CA.
4. John Walter Wood, Airports: Some elements of design and future developments.
5. P.S. Senguttavan, Fundamentals of Air transport management.
6. Oxford Atlas – Oxford Publishing
7. Ratandeep Singh, Aviation Century: Wings of change – A global survey.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVS02	Total Credit: 5
Title of Paper: Courier Sales Executive	

Unit	Description in detail	Weighting (%)
1	Introduction Productivity; distribution and exchange of goods and services; collection, processing and preservation of data; collection, processing and storage of data; dissemination of information; organizational management and legal control.	25%
2	Customer Service: Key Element of Logistics: Introduction, Objectives, Concept of Customer Service, Attributes of customer service, Different phases of customer services, Customer Service for Competitiveness, Value-Added Logistical Service	25%
3	E-Commerce Logistics: Introduction, Objectives, Concept of E-Commerce, Requirements of Logistics in E-Commerce, E-Logistics Structure and Operation, Logistic Resource Management (LRM)	25%
4	Technology Aids in Retail warehouse Management: Introduction, Objectives, Bar Code Scanners, Wireless LAN, Mobile Computers, Radio Frequency Identification (RFID)	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVS03	Total Credit: 5
Title of Paper: Warehouse Supervisor Planning	

Unit	Description in detail	Weighting (%)
1	Warehouse information: Introduction, Objectives, Importance of Warehouse Information, Decision Making Using Warehouse Information, ICT Applications in a Warehouse	25%
2	Warehouse and its Operations: Introduction, Objectives, Warehouse Structure, Warehouse Operations, Receiving inventory, Picking inventory, Locating inventory, Organising inventory, Dispatching inventory, Equipment Used for a Warehouse	25%
3	Merchandise Management System Introduction, Objectives, Meaning of Merchandise Management System, Organization Structure in Merchandise Management, Warehousing Function Model, Stock Valuation	25%
4	Strategic Aspects of Warehousing Introduction, Objectives, Different Types of Customers in Warehousing, Importance of Warehouse in a Value Chain, Warehouse Location, Modern Warehouse Operations, World-class Warehousing	25%

Basic Text & Reference Books

1. Simon Taylor, Air transport logistics, Hampton
2. Paul Jackson and William Brackenridge, Air cargo distributions: A management analysis of its economic and marketing benefits, Grower Press.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Supply chain & logistics SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVS04	Total Credit: 3
Title of Paper: Contemporary Research-II	

Unit	Description in detail	Weighting (%)
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire	
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations	
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report	
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers	