



St. Albert's College (Autonomous)

ENGICCT0117-FINE – TUNE YOUR ENGLISH

I. Course Instructor

Name	Sem, Programme & Batch	Email
Daisy Roshan Rebera	Sem I, B. Voc. Log Management, 2017-20	daisy@alberts.ac.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	88 Hrs
2	Assessment (CAE & ESE)	2
	Total	90
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives:

1. Enable the students to confidently use English in both written and spoken forms
2. Facilitate the students to use English for formal communication effectively

IV. Course Delivery Plan

This Course aims to develop the English communication skills of the students; therefore, it involves different class room exercises and lectures.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
SECTION A		
The Sentence and its Structure		
How to Write Effective Sentences	19-Jun-2017	
How to Write Effective Sentences	20-Jun-2017	
How to Write Effective Sentences	21-Jun-2017	
Phrases What are They?	22-Jun-2017	
Phrases What are They?	23-Jun-2017	
Phrases What are They?	27-Jun-2017	
Phrases What are They?	29-Jun-2017	
The Noun Clauses	30-Jun-2017	
The Noun Clauses		



The Noun Clause	03-Jul-2017
The Adverb Clause	04-Jul-2017
The Adverb Clause	05-Jul-2017
The Adverb Clause	
"If All the Trees Were Bread and Cheese"	
"If All the Trees Were Bread and Cheese"	
"If All the Trees Were Bread and Cheese"	
The Relative Clause	
The Relative Clause	
The Relative Clause	
The Relative Clause	
How Clauses are Conjoined	
How Clauses are Conjoined	
How Clauses are Conjoined	
SECTION B	06-Jul-2017
Word Classes and Related Topics	07-Jul-2017
Understanding the Verb	10-Jul-2017
Understanding Auxiliary Verbs	11-Jul-2017
Understanding Adverbs	12-Jul-2017
Understanding Pronouns	13-Jul-2017
The Reflexive Pronoun	14-Jul-2017
The Articles I	17-Jul-2017
The Articles II	18-Jul-2017
The Adjective	19-Jul-2017
Phrasal Verbs	
Mind your Prepositions.	
SECTION C:	
To Err is Human	20-Jul-2017
Concord	24-Jul-2017
Concord	25-Jul-2017
Errors, Common and Uncommon	26-Jul-2017
False Witnesses	27-Jul-2017
SECTION D	28-Jul-2017
The World of Words	31-Aug-2017
Word Formation	01-Aug-2017
Using the Specific Word-Body Vocabulary.	02-Aug-2017
	03-Aug-2017
	04-Aug-2017
	07-Aug-2017
	08-Aug-2017
	09-Aug-2017
SECTION G	
Tense and Related Topics	10-Aug-2017
Presentness and Present Tenses	11-Aug-2017
Presentness and Present Tenses	14-Aug-2017
Presentness and Present Tenses	16-Aug-2017
The Presentness of a Past Action	17-Aug-2017
The Presentness of a Past Action	18-Aug-2017
The Presentness of a Past Action	21-Aug-2017



The Presentness of a Past Action

22-Aug-2017

Future in English

23-Aug-2017

Future in English

Future in English

Future in English

Future in English

Passivation

Passivation

Passivation

Passivation

Passivation

Passivation

Passivation

SECTION II

Idiomatic Language

24-Aug-2017

'Animal' Expressions

25-Aug-2017

Idiomatic Phrases

29-Aug-2017

Idiomatic Phrases

30-Aug-2017

31-Aug-2017

07-Sep-2017

SECTION I

Interrogatives and Negatives

08-Sep-2017

Negatives

11-Sep-2017

Negatives

13-Sep-2017

How to Frame Questions

14-Sep-2017

How to Frame Questions

15-Sep-2017

How to Frame Questions

19-Sep-2017

What's what?

20-Sep-2017

The Question Tag

The Question Tag

SECTION J

Conversational English

22-Sep-2017

Is John There Please?

25-Sep-2017

Is John There Please?

26-Sep-2017

27-Sep-2017

28-Sep-2017

03-Sep-2017

SECTION K

Miscellaneous and General Topics

04-Sep-2017

Letter Writing

05-Sep-2017

Letter Writing

06-Sep-2017

Essay question on general topics

09-Sep-2017

Revision

10-Sep-2017

Revision

11-Sep-2017

Revision

12-Sep-2017

13-Sep-2017



16-Sep-2017

V. Assignments and Seminars
Assignments

No Assignment	Topics Assignment on given topic	Activity Preparation of assignment	Submission Deadlines Second Friday of July
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VI. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE.

VII. Required reading:

1. Fine-tune Your English by Dr Mathew Joseph. Orient Blackswan





St. Albert's College (Autonomous)

LMG1CMT0217 IT For Business

I. Course Instructor

Name	Sem, Programme & Batch	Email
Neenu Jose	B.Voc semester I 2017-20	neenu.josev@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	60 (Including assignments)
2	Assessment (CAE & ESE)	15
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives

- It will equip them with theoretical clarity to create a document in Microsoft Word with formatting.
- They will have theoretical knowledge to write functions in Microsoft Excel to perform basic calculations and to convert number to text and text to number.
- It will give them clarity to create a presentation in Microsoft PowerPoint that is interactive and legible content.
- It will help them to develop a basic functional knowledge on computer-based works.
- Provides them a fundamental understanding about the whole computer system, its input units, CPU and output units.

IV. Course Delivery Plan

This is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, assignments etc.

Topics

These are the topics to be covered in the modules

Module 1

Session No & Date(s)

19-Jun-2017
20-Jun-2017

Methodology and Duration

Lectures



Introduction to Information Technology	21-Jun-2017	Seminar presentations
	22-Jun-2017	
	23-Jun-2017	
	27-Jun-2017	
Information and Communication Technology(ICT),	29-Jun-2017	Group discussions
	30-Jun-2017	
Information systems E-World	03-Jul-2017	
	04-Jul-2017	
Computer Architecture: Input Hardware - Processing &	05-Jul-2017	
	06-Jul-2017	
Memory Hardware, Storage Hardware, Output Hardware, Communication Hardware		
Concept of operating system - Understanding your computer customization configuring screen, mouse, printer.		

Module 2	07-Jul-2017	
	10-Jul-2017	
Word Processing Package	11-Jul-2017	Group discussions
	12-Jul-2017	
Introduction - Features - Word User Interface Elements	13-Jul-2017	Lectures
	14-Jul-2017	
	17-Jul-2017	
Creating new Documents; Basic Editing, Saving a Document; Printing a Document	18-Jul-2017	Assignments
	19-Jul-2017	
	20-Jul-2017	
	24-Jul-2017	
Page Orientation - Viewing Documents; Setting tabs - Page Margins; Indents;	25-Jul-2017	
	26-Jul-2017	
	27-Jul-2017	
Page Setup; Headers & Footers; Bullets and Numbered List; Borders and Shading; Find and Replace	28-Jul-2017	
	31-Aug-2017	
	01-Aug-2017	
	02-Aug-2017	
Page Break ; Page Numbers; Mail Merging-Spelling and Grammar Checking;	03-Aug-2017	
	04-Aug-2017	
	07-Aug-2017	
	08-Aug-2017	
Tables; Formatting Tables;	09-Aug-2017	
	10-Aug-2017	
	11-Aug-2017	
	14-Aug-2017	



Module 3

Spreadsheet Package: Introduction, Excel User Interface, Working with cell and cell addresses.

Selecting a Range, Moving, Cutting, Copying with Paste, Inserting and Deleting cells, Freezing cells, Adding, Deleting and Copying Worksheet within a workbook, Renaming a Worksheet.

Cell Formatting Options

Formatting a Worksheet Automatically, Insert Comments, Clear contents in a cell.

Using print Preview, Margin and Orientation, Centering a Worksheet, Using header and footer.

16-Aug-2017

17-Aug-2017

18-Aug-2017

21-Aug-2017

22-Aug-2017

23-Aug-2017

24-Aug-2017

25-Aug-2017

29-Aug-2017

30-Aug-2017

31-Aug-2017

07-Sep-2017

08-Sep-2017

11-Sep-2017

13-Sep-2017

14-Sep-2017

Group discussions

Lectures

Assignments

15-Sep-2017

19-Sep-2017

20-Sep-2017

22-Sep-2017

25-Sep-2017

26-Sep-2017

27-Sep-2017

28-Sep-2017

03-Sep-2017

04-Sep-2017

05-Sep-2017

Lectures

Group discussions

Module 4

Advanced Features of Spreadsheet Package: All Functions in Excel - Logical, Statistical, Mathematical etc.

Elements of Excel Charts, Categories, Create a Chart, Choosing chart type.

Edit chart axis - Titles, Labels, Data series and legend, Adding a text box, Rotate text in a chart, Saving a chart.

Module 5

Presentation Package: Ms-PowerPoint: Advantages of Presentation Screen layout

Creating presentation inserting slides adding sounds; videos

06-Sep-2017

09-Sep-2017

10-Sep-2017

11-Sep-2017

12-Sep-2017

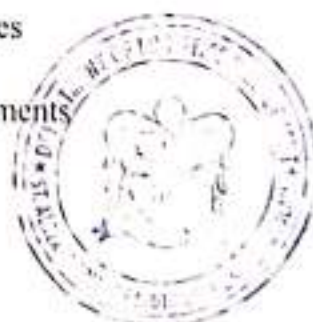
13-Sep-2017

16-Sep-2017

Lectures

Assignments

Seminar presentations



formatting slides -slide layout- views in presentation -slide transition

Managing slide shows

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Open- ended questions	2 Hours	Analytical Learning	6 th Week
A Place for all learners	5 Hours	Experiential learning	10 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted . Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Types of Hardware	Preparation of assignment	Monday of 2 nd Week of Course Submit the assignment before 1.30 pm
Seminar	PowerPoint presentation	PowerPoint Presentation for 10 minutes duration	Friday of 7 th Week of Course Submit the seminar report before 1.30 pm

Note: Failure to submit the assignments on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE



VIII. Reference:

1. Antony Thomas, Information Technology for Office, Pratibha Publications
2. Gini Courter & Annette Marquis, Ms-Office 2007; BPB Publications

A handwritten signature in black ink, appearing to be 'A. Thomas', written in a cursive style.



St. Albert's College (Autonomous)

LMGICRT0117 INTRODUCTION TO LOGISTICS MANAGEMENT

I. Course Instructor

Name SINCY RONNY	Sem, Programme & Batch Semester I ,B.Voc Logistics 2017-20	Email sincyronny@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	51 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

III. Course Objectives:

- Students will be able to understand the basics of logistics.
- They will have a clear idea of the major role, functions, activities, and strategies of logistics.
- It will provide opportunity for comprehensive analysis and discussion of key contemporary issues and problems in logistics management.

IV. Course Delivery Plan

This course is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Logistics: Definition - History and Evolution – Objectives – Elements - activities importance - The work of logistics - Logistics interface with marketing - Retails logistics.	19-Jun-2017 20-Jun-2017 21-Jun-2017 22-Jun-2017 23-Jun-2017 27-Jun-2017	Class exercises Lectures GD



Quality Customer Service & Integrated Logistics: Customer service - importance elements - the order cycle system - distribution channels - Functions performed - Types designing.	15-Sep-2017	GD, Lectures,
	19-Sep-2017	
	20-Sep-2017	
	22-Sep-2017	
	25-Sep-2017	
	26-Sep-2017	
	27-Sep-2017	
	28-Sep-2017	
	03-Sep-2017	
	04-Sep-2017	
	05-Sep-2017	
	06-Sep-2017	
	09-Sep-2017	
	10-Sep-2017	
	11-Sep-2017	
	12-Sep-2017	
	13-Sep-2017	
	16-Sep-2017	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Inquiry-Based Learning	1 hour	Experiential Learning	4 th Week
EXPLORATION	1 hour	Experiential Learning	2 nd week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted in Classroom. Both the assignments & presentations are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Retail Logistics	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment in class room
Assignment	Assignment on customer service	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment in class room
Seminar	PowerPoint presentation on Logistics Outsourcing	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 20 th Week of Course	Class room Presentation



	29-Jun-2017	
	30-Jun-2017	
	03-Jul-2017	
	04-Jul-2017	
	05-Jul-2017	
	06-Jul-2017	
	07-Jul-2017	
	10-Jul-2017	
	11-Jul-2017	
	12-Jul-2017	
	13-Jul-2017	
	14-Jul-2017	
	17-Jul-2017	
	18-Jul-2017	
	19-Jul-2017	
	20-Jul-2017	
Logistics Management: Definition -	24-Jul-2017	GD
Evolution of the concept - model	25-Jul-2017	
- process - activities.Achievement of	26-Jul-2017	Lectures
competitive advantage through	27-Jul-2017	
logistics Framework - Role of	28-Jul-2017	
Logistics management - Integrated	31-Aug-2017	
Logistics Management.	01-Aug-2017	
	02-Aug-2017	
	03-Aug-2017	
	04-Aug-2017	
	07-Aug-2017	
	08-Aug-2017	
	09-Aug-2017	
	10-Aug-2017	
	11-Aug-2017	
Logistics Strategy: Strategic role of	14-Aug-2017	GD, Lectures
logistics - Definition - Role of	16-Aug-2017	
logistics managers in strategic	17-Aug-2017	
decisions - Strategy options, Lean	18-Aug-2017	
strategy, Agile Strategies & Other	21-Aug-2017	
strategies - Designing & implementing	22-Aug-2017	
logistical strategy - Emerging concept	23-Aug-2017	
in logistics.	24-Aug-2017	
	25-Aug-2017	
	29-Aug-2017	
	30-Aug-2017	
	31-Aug-2017	
Outsourcing Logistics: Reasons -	07-Sep-2017	
Third party logistics provider -	08-Sep-2017	GD, Lectures, Field
Fourth party	11-Sep-2017	discussions
Logistics providers (4PL) -Stages -	13-Sep-2017	
Role of logistics providers.	14-Sep-2017	



Note: Failure to submit an assignment in the classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- IX. David J. Bloomberg, Stephen LeMay & : Logistics, Prentice-Hall of India Pvt Joe B.
- X. Hanna Ltd., New Delhi, 2003.
- XI. 2. Donald J. Bowersox & David J. Closs : Logistical Management, Tata McGraw
- XII. Hill Publishing Co. Ltd, New Delhi, 2004
- XIII. 3. Satish C. Ailawadi & Rakesh Singh : Logistics Management, Prentice-Hall of India Pvt
- XIV. Ltd., New Delhi, 2005
- XV. 4. Donald Waters : Logistics. Palgrave Macmillan, New York, 2004
- XVI. 5. Krishnaveni Muthiah : Logistics Management & World Sea borne Trade, Himalaya Publishing House, Mumbai, 1999





St. Albert's College (Autonomous)

LMG1CMP0117 GENERAL INFORMATICS LAB I

I. Course Instructor

Name
Roshni Alice Prem

Sem, Programme & Batch
Semester I, BVoc Logistics
Management 2017-20

Email
Roshniap1990@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	75(Including assignments)
2	Assessment (CAE & ESE)	3
	Total	78
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- It will make them create a document in Microsoft Word with formatting.
- They will be able to write functions in Microsoft Excel to perform basic calculations and to convert number to text and text to number.
- It will help them to create a presentation in Microsoft PowerPoint that is interactive and legible content.

IV. Course Delivery Plan

This course is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Fundamentals.	19-Jun-2017	
Identification of various hardware components of a computer system.	20-Jun-2017	Lectures
Familiarization of various Operating Systems.	21-Jun-2017	
	22-Jun-2017	Practical Lab
	23-Jun-2017	
	27-Jun-2017	Class exercises
	29-Jun-2017	



Presentation Software.	15-Sep-2017	Lectures
	19-Sep-2017	
	20-Sep-2017	Practical Lab
Creating presentation inserting slides	22-Sep-2017	
adding sounds & videos-formatting	25-Sep-2017	Class exercise
slides - slide layout views in	26-Sep-2017	
presentation - slide transition Custom	27-Sep-2017	
animation Managing slide shows -	28-Sep-2017	
using pen Setting slide intervals	03-Sep-2017	
	04-Sep-2017	
	05-Sep-2017	
	06-Sep-2017	
	09-Sep-2017	
	10-Sep-2017	
	11-Sep-2017	
	12-Sep-2017	
	13-Sep-2017	
	16-Sep-2017	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Preparation of Biodata	1 Days	Experiential Learning	4 th Week
Preparation of PowerPoint Presentation	12 Hours	Experiential Learning	1 st Week

VI. Assignments and Seminars

Assignments

Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Monday of 6 th Week of Course Submit the assignment to before 1.30 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 10 th Week of Course Present the seminar before 1.59 pm

Note: Failure to submit the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

E – world – efile, ewaste, ecommerce, email, etc...	30-Jun-2017
Customization of system configuration – screen mouse printer	03-Jul-2017
	04-Jul-2017
	05-Jul-2017
	06-Jul-2017
	07-Jul-2017
	10-Jul-2017

Word Processing Software.

Creating new Documents; Basic Editing, Saving a Document; Printing a Document; Print Preview, Page Orientation - Viewing Documents; Setting tabs - Page Margins; Indents; Ruler, Formatting Techniques; Font Formatting, Paragraph Formatting; Page Setup; Headers & Footers; Bullets and Numbered List; Borders and Shading; Find and Replace; Page Break & Page Numbers; Mail Merging- Spelling and Grammar Checking; Tables; Formatting Tables	11-Jul-2017
	12-Jul-2017
	13-Jul-2017
	14-Jul-2017
	17-Jul-2017
	18-Jul-2017
	19-Jul-2017
	20-Jul-2017
	24-Jul-2017
	25-Jul-2017
	26-Jul-2017
	27-Jul-2017
	28-Jul-2017
	31-Aug-2017
	01-Aug-2017
	02-Aug-2017
	03-Aug-2017
	04-Aug-2017
	07-Aug-2017

Lectures

Practical Lab

Class exercise

MS Excel Software

Excel User Interface, Working with cell and cell addresses, Selecting a Range, Moving, Cutting, Copying with Paste, Inserting and Deleting cells, Freezing cells, Adding, Deleting and Copying Worksheet within a workbook, Renaming a Worksheet, Cell Formatting Options, Formatting fonts, Aligning, Wrapping and Rotating text, Using Borders, Boxes and Colors, Centering a heading, Changing row/column height/width, Formatting a Worksheet Automatically, Insert Comments, Clear contents in a cell. Using print Preview, Margin and Orientation, Centering a Worksheet, Using header and footer.	08-Aug-2017
	09-Aug-2017
	10-Aug-2017
	11-Aug-2017
	14-Aug-2017
	16-Aug-2017
	17-Aug-2017
	18-Aug-2017
	21-Aug-2017
	22-Aug-2017
	23-Aug-2017
	24-Aug-2017
	25-Aug-2017
	29-Aug-2017
	30-Aug-2017
	31-Aug-2017
	07-Sep-2017
	08-Sep-2017
	11-Sep-2017
	13-Sep-2017
	14-Sep-2017

Lectures

Practical Lab

Class exercise



VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. DR. Antony Thomas & Saju Jose, (2015), Information technology for office, Pratibha Publications, Changanacherry





St. Albert's College (Autonomous)

LMG1CRT0217 FUNDAMENTALS OF ACCOUNTING

I. Course Instructor

Name	Sem, Programme & Batch	Email
Annlee Mathew	B.Voc LM, semester I 2017-20	annleejoseph2012@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	60 (Including assignments)
2	Assessment (CAE & ESE)	15
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives

- Students will be able to develop and understand the nature and purpose of financial statements
- They will get the ability to use the fundamental accounting equation
- It will help them to analyse the effect of business transactions on an organization's accounting records
- They will acquire the ability to use a basic accounting system to create (record, classify, and summarize)

IV. Course Delivery Plan

This is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, assignments, problem solving etc.

Topics

These are the topics to be covered in the modules

Module 1

Session No & Date(s)

Methodology and Duration

19-Jun-2017

20-Jun-2017

21-Jun-2017

Class exercises

Lectures



VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted . Both the assignments & presentation are individual assignments.

No Assignment	Topics	Activity	Submission Deadlines
1	Accounting concepts and conventions	Preparation of assignment	Wednesday of 4 th Week of Course Submit the assignment before 1.30 pm
Seminar	PowerPoint presentation on Bill of exchange	PowerPoint Presentation for 10 minutes duration	Monday of 10 th Week of Course Submit the seminar report before 1.30 pm

Note: Failure to submit the assignments on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Reference:

1. Advanced Accounting, S.P.Jain & K.L.Narang, Kalyani Publication- 2013
2. The Essence of Financial Accounting, Chadwick, L. PHI, 2nd Edition



Objectives of providing depreciation	09-Aug-2017	
	10-Aug-2017	
Factors affecting depreciation	11-Aug-2017	
	14-Aug-2017	
Accounting treatment of depreciation,	16-Aug-2017	
Methods of providing depreciation	17-Aug-2017	Home works
	18-Aug-2017	
	21-Aug-2017	
Reserves and provisions	22-Aug-2017	
	23-Aug-2017	
Module 4	24-Aug-2017	Lectures
	25-Aug-2017	
Final accounts of sole traders	29-Aug-2017	Class works
	30-Aug-2017	
Manufacturing, Trading & P&L Account	31-Aug-2017	Home works
	07-Sep-2017	
	08-Sep-2017	
Balance Sheet	11-Sep-2017	
	13-Sep-2017	
	14-Sep-2017	
Module 5	15-Sep-2017	Lectures
	19-Sep-2017	
Bill of exchange, Meaning, Definition, Importance, Promissory note	20-Sep-2017	Assignments
	22-Sep-2017	
	25-Sep-2017	Seminar presentations
Recording bill transaction- Honouring, Dishonouring, Discounting.	26-Sep-2017	
	27-Sep-2017	
	28-Sep-2017	
	03-Sep-2017	
	04-Sep-2017	
	05-Sep-2017	
	06-Sep-2017	
	09-Sep-2017	
	10-Sep-2017	
	11-Sep-2017	
	12-Sep-2017	
	13-Sep-2017	
	16-Sep-2017	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Introduction to Financial Statements	5 Hours	Analytical Learning	6 th Week
Company Visit	2 days	Experiential learning	4 th Week

Objectives, Importance, Functions,
Limitations

23-Jun-2017

Seminar presentations

27-Jun-2017

29-Jun-2017

30-Jun-2017

03-Jul-2017

Accounting principles, GAAP

Accounting concepts, Business entity
concept, Money measurement concept,
Going concern concept, Accounting
period concept, Accounting cost concept,
Dual aspect concept, Realisation
concept, Accrual concept, Matching
concept

Accounting conventions

Book keeping, Systems of book keeping
Accounting equation.

Module 2

Books of accounts, Journal, Narration,
Journalising, Types of transactions

03-Jul-2017

04-Jul-2017

05-Jul-2017

06-Jul-2017

07-Jul-2017

10-Jul-2017

11-Jul-2017

12-Jul-2017

13-Jul-2017

14-Jul-2017

17-Jul-2017

18-Jul-2017

19-Jul-2017

20-Jul-2017

24-Jul-2017

25-Jul-2017

26-Jul-2017

27-Jul-2017

28-Jul-2017

Account, Types of accounts

Class works

Golden rules of accounting

Lectures

Preparation of journals

Assignments

Ledger, Difference between journal &
ledger, preparing ledger accounts,
balancing of accounts

Home works

Trial balance, Methods of preparing
Trial balance

Subdivision of journal, Contra entry

Bank Reconciliation statement and its
preparation.

Module 3

31-Aug-2017

01-Aug-2017

02-Aug-2017

03-Aug-2017

04-Aug-2017

07-Aug-2017

08-Aug-2017

Class works

Lectures

Assignments

Accounting for depreciation, Causes of
depreciation, Different concepts of
depreciation



3. **Financial accounting: an international introduction**, David Alexander, Christopher Nobes
4. **Financial Accounting**, Paul, S. K. 4th ed New Central Book Agency Pvt. Ltd.
5. **Financial Accounting For Managers**, Ghosh, T. P. 4th ed Taxman Allied Service
6. **Financial Accounting**, Mohammed Hanif, Amitabh Mukherjee, (Fully solved problems, theory questions and exercises)
7. **Financial Accounting**, Jain S.P., Narang K.L., Kalyani Publishers, Delhi.
8. **Financial Accounting**, Dr. V. K. Goyal, Published by Excel Books
9. **Financial Accounting**, Grewal, Shukla, S. Chand (Sultan Chand Publications), Delhi
10. **Principles and Application of Financial Accounting**, Amitabh Basu
11. **Financial Accounting**, Basu and Das
12. **Advanced Accountancy**, Hrishikesh Chakraborty, Oxford University Press
13. **Financial Accounting**, Dr D Mukhopadhyay, Asian Books
14. **Fundamentals of Advanced Accounting**, R.S.N Pillai Bagavathi, S. Chand, Chand Publications





St. Albert's College (Autonomous)

LMGICMT0117: BUSINESS MATHEMATICS

I. Course Instructor

Name ASHIL ANTONY	Sem, Programme & Batch B.VOC LOGISTICS MANAGEMENT Semester I 2017-2020	Email ashil@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Demonstrate an understanding of the foundations of mathematics.
- Perform computations in higher mathematics which will simplify real life problems.
- Develop and maintain problem solving skills.
- Understand matrix theory and use it to solve problems.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Set theory: Modern theory in mathematics - Definition, elements and types of sets - Operations on sets and Cartesian product of two sets.	19-Jun-2017 20-Jun-2017 21-Jun-2017 22-Jun-2017 23-Jun-2017 27-Jun-2017 29-Jun-2017 30-Jun-2017 03-Jul-2017 04-Jul-2017	Class exercises Lectures



	05-Jul-2017	
Algebra-1: Number system - Natural numbers, prime numbers, integers, rational and irrational numbers, Ratio, proportion and variation.	06-Jul-2017 07-Jul-2017 10-Jul-2017 11-Jul-2017 12-Jul-2017 13-Jul-2017 14-Jul-2017 17-Jul-2017 18-Jul-2017 19-Jul-2017	Class Activities Lectures
Sequences - Arithmetic progression, nth term and sum to n terms of A.P - Geometric progression, nth term, sum to n terms and sum to infinity of G.P - Harmonic progression, nth term of H.P.		
Algebra-2: Permutations and combinations - Logarithm - Compound interest, depreciation and annuities	20-Jul-2017 24-Jul-2017 25-Jul-2017 26-Jul-2017 27-Jul-2017	Lectures Class discussions
Matrices: Matrices, Matrix operations, Determinant of a square matrix and Rank of a matrix.	28-Jul-2017 31-Aug-2017 01-Aug-2017 02-Aug-2017 03-Aug-2017 04-Aug-2017 07-Aug-2017 08-Aug-2017 09-Aug-2017	Lectures Class discussions
System of Linear Equations: Inverse of square matrix (problems only), Solution of system of linear equations using matrices.	10-Aug-2017 11-Aug-2017 14-Aug-2017 16-Aug-2017 17-Aug-2017 18-Aug-2017 21-Aug-2017 22-Aug-2017 23-Aug-2017	Lectures and class discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type
Full Module	1 Day	Problem zone

Proposed Time
Last Week

VI. Assignments and Seminars

Assignments



The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment 1	Assignment on given topic	Preparation of assignment	Wednesday of 5 th Week of Course Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 9 th Week of Course Submit the assignment to Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE.

VIII. Required reading:

1. S.Saha. Business Mathematics
2. D.C. Sanchet & V.K Kapoor. Business Mathematics. Sultan Chand & Sons.






St. Albert's College (Autonomous)

LMG2CMT0117 PRINCIPLES OF MANAGEMENT

I. Course Instructor

Name
NEENU JOSE

Sem, Programme & Batch
Semester II ,B.Voc Logistics
2017-20

Email
neenujose@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	48 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

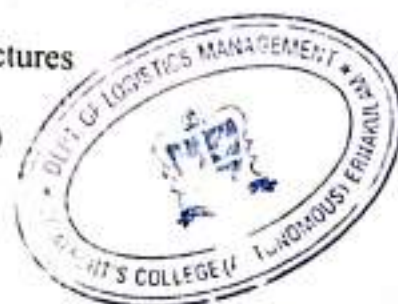
III. Course Objectives:

- It will help the students to develop a working knowledge of fundamental terminology and frameworks in the functions of management: Planning, Organizing, Leading, Staffing and Controlling
- They will be able to identify and apply appropriate management techniques for managing contemporary organizations.
- It will help them to understand the skills, abilities, and tools needed to obtain a job on a management track in an organization of their choice

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules	Session No & Date(s)	Methodology and Duration
Nature and Process of Management:	13-Nov-2017	Class exercises
Schools of Management Thought –	14-Nov-2017	
ManagementProcess School, Human	15-Nov-2017	
Behavioural School, Decision Theory	16-Nov-2017	Lectures
School, Systems Management School,	17-Nov-2017	
Contingency School – Managerial Role	20-Nov-2017	GD
– Basics of Global Management.	21-Nov-2017	
	22-Nov-2017	
	23-Nov-2017	
	24-Nov-2017	
	27-Nov-2017	
	28-Nov-2017	



Planning: Objectives – Types of plans - single use plan and repeated plan – MBO, MBE– strategic planning and formulation. Decision making - types and process of decision making – forecasting.

29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017
16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017

GD
Lectures

Organising: Types of organisation - formal and informal, line and staff, functional – organisation structure and design – span of control, delegation and decentralisation of authority and responsibility – organisational culture and group dynamics.

21-Dec-2017
22-Dec-2017
03-Jan-2018
04-Jan-2018
05-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
15-Jan-2018
16-Jan-2018
17-Jan-2018

GD, Lectures

Staffing: Systems approach to HRM – Performance appraisal and career strategy – HRD - meaning and concept.

18-Jan-2018
19-Jan-2018
22-Jan-2018
23-Jan-2018
24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-018
31-Jan-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018

GD, Lectures, Field discussions



Directing: Motivation – meaning - need for motivation. Theories of motivation - Herzberg and McGregor. Leadership- importance – styles of

21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018

GD, Lectures,

leadership, Managerial Grid by	27-Feb-2018
Blake and Mouton, Leadership as a	28-Feb-2018
Continuum by Tannenbaum and	01-Mar-2018
Schmidt, Path Goal Approach by	02-Mar-2018
Robert House (in brief) Controlling -	05-Mar-2018
Concept, Significance, Methods of	06-Mar-2018
establishing control.	07-Mar-2018
	08-Mar-2018
	09-Mar-2018
	12-Mar-2018
	13-Mar-2018
	14-Mar-2018
	15-Mar-2018
	16-Mar-2018
	19-Mar-2018
	20-Mar-2018
	21-Mar-2018
	22-Mar-2018
	23-Mar-2018
	26-Mar-2018
	27-Mar-2018
	28-Mar-2018

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Pitching the idea via ranking	1 hour	Experiential Learning	4 th week of the month
Context-Based Learning	1 hour	Experiential Learning	2 nd week of the month

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted in Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on organisational structure and design	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment in class room
Assignment	Assignment on Leadership styles .	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment in class room
Seminar	PowerPoint presentation on HRM	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 20 th Week of Course	Class room Presentation



Note: Failure to submit an assignment in classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Moshal.B.S . *Principles of Management*, Ane Books India,New Delhi.
2. Bhatia R.C. *Business Organization and Management*, Ane Books Pvt. Ltd., NewDelhi.
3. Richard Pettinger. *Introduction to Management* , Palgrave Macmillan, New York.
4. Koontz and O'Donnel. *Principles of Management* ,Tata McGraw-Hill Publishing Co.Ltd. New Delhi.
5. Terry G.R. *Principles of Management*, D.B.Taraporevala Sons & Co.Pvt.Ltd., Mumbai.
6. Govindarajan.M and Natarajan S. *Principles of Management*, PHI, New Delhi.
7. Meenakshi Gupta . *Principles of Management*, PHI, New Delhi





St. Albert's College (Autonomous)

LMG2CRT0217 – WAREHOUSE MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 2 B.Voc LM,2017-20	roshniap1990@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	51(Including assignments)
2	Assessment (CAE & ESE)	7
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will be able to explain basic warehouse operations in the industry
- They will be to design a continuous or periodic review of inventory and warehouse control systems.
- They will be to examine the major factors in managing warehouse and distribution systems
- To make use of ABC inventory control in warehouse management
- Capable of investigating Material Handling systems

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		



Introduction to Warehousing: Concepts
 – Decision making – Operations – Need for warehousing – Issues affecting warehousing – Various warehousing facilities – Different types of warehouses – Characteristics of ideal warehouses.

13-Nov-2017
 14-Nov-2017
 15-Nov-2017
 16-Nov-2017
 17-Nov-2017
 20-Nov-2017
 21-Nov-2017
 22-Nov-2017
 23-Nov-2017
 24-Nov-2017
 27-Nov-2017
 28-Nov-2017
 29-Nov-2017
 30-Nov-2017
 04-Dec-2017
 05-Dec-2017
 06-Dec-2017
 07-Dec-2017
 08-Dec-2017
 11-Dec-2017

Class exercises

Lectures

GD

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.

12-Dec-2017
 13-Dec-2017
 14-Dec-2017
 15-Dec-2017
 16-Dec-2017
 18-Dec-2017
 19-Dec-2017
 20-Dec-2017
 21-Dec-2017
 22-Dec-2017
 03-Jan-2018
 04-Jan-2018
 05-Jan-2018
 08-Jan-2018
 09-Jan-2018
 10-Jan-2018
 11-Jan-2018

GD

Lectures

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.

12-Jan-2018
 15-Jan-2018
 16-Jan-2018
 17-Jan-2018
 18-Jan-2018
 19-Jan-2018
 22-Jan-2018
 23-Jan-2018
 24-Jan-2018
 25-Jan-2018
 29-Jan-2018
 30-Jan-018

GD, Lectures



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.	31-Jan-2018	GD, Lectures, Field discussions
	01-Feb-2018	
	02-Feb-2018	
	05-Feb-2018	
	06-Feb-2018	
	07-Feb-2018	
	08-Feb-2018	
	09-Feb-2018	
	12-Feb-2018	
	14-Feb-2018	
	15-Feb-2018	
	16-Feb-2018	
	19-Feb-2018	
	20-Feb-2018	
	21-Feb-2018	
	22-Feb-2018	
	23-Feb-2018	
	26-Feb-2018	
	27-Feb-2018	
	28-Feb-2018	
	01-Mar-2018	
	02-Mar-2018	
	05-Mar-2018	
	06-Mar-2018	
	07-Mar-2018	
	08-Mar-2018	
	09-Mar-2018	
The Principles and Performance Measures of Material Handling Systems: Introduction.Vehicle travel path(time) – Handling time – vehicle utilization – no of loads completed – congestion – Effective performance systems – Fundamentals of various types of material handling systems – automated storage and retrieval systems Bar coding technology and applications RFID technology.	12-Mar-2018	GD, Lectures, Field discussions
	13-Mar-2018	
	14-Mar-2018	
	15-Mar-2018	
	16-Mar-2018	
	19-Mar-2018	
	20-Mar-2018	
	21-Mar-2018	
	22-Mar-2018	
	23-Mar-2018	
	26-Mar-2018	
	27-Mar-2018	
	28-Mar-2018	

V. Innovative Learning Programmes

Name of Programme	Duration	Type



VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Types of Warehouses	Preparation of assignment	Wednesday of 3 rd Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	ABC Inventory Control	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment as hardcopy before 9 AM

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Martin Christopher. Logistics and Supply Chain Management. Pearson
2. Raghuram G. Logistics and Supply Chain Management. Mac Millan
2. Bose & D Chandra. Inventory Management. 1st Edition.
2. Sridhara Bhat. Inventory Management. 2nd Edition.
3. Bose & D Chandra. Inventory Management. 1st Edition.





St. Albert's College (Autonomous)

ENG2CCP0117-ISSUES THAT MATTER

I. Course Instructor

Name	Sem, Programme & Batch	Email
Daisy Roshan Rebera	Sem 2, B. Voc. Log Management, 2017-20	daisy@alberts.ac.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	86 Hrs
	Assessment (CAE & ESE)	4
	Total	90
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

The course enables the learner to identify major issues of contemporary significance respond rationally and positively to the issues raised internalise the values imparted through the excerpts re-orient himself/ herself as conscious, cautious, concerned, conscientious and concerned human being and articulate these values in error free English.

IV. Course Delivery Plan

To sensitize the learners about contemporary issues of concern; to enhance their linguistic skills in English language.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
Module 1 (18hours)		Lecture and Discussion
The Unsundered People - Kenzaburo Oe	13-Nov-2017	
	14-Nov-2017	
	15-Nov-2017	
	16-Nov-2017	
	17-Nov-2017	
The Unsundered People - Kenzaburo Oe	20-Nov-2017	
	21-Nov-2017	



The Old Prison-Judith Wright

22-Nov-2017
23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017
29-Nov-2017
30-Nov-2017

War-Luigi Pirandello



Module 2 (18hours)

Lecture and Discussion

**Persuasions on the Power of the
Word - Salman Rushdie
&
Peril-Toni Morrison**

04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017
16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017
22-Dec-2017

**The Burning of the Books- Bertolt
Brecht**

The Censors - Luisa Valenzuela



Module 3 (18hours)

"The Poisoned Bread" -
Bandhumadhav

03-Jan-2018
04-Jan-2018
05-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
15-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018

"A Westward Trip" -Zitkala Sa

"The Pot Maker"- Temsula Ao

Module 4(18hours)

Does it Matter - Richard Leakey

22-Jan-2018
23-Jan-2018
24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018
01-Feb-2018
02-Feb-2018

Lecture and Discussion

Lecture and Discussion



On Killing a Tree - Gieve Patel

05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018

**Hagar: A Story of a Woman and Water
(Gift in Green [chapter 2])-Sarah
Joseph**

16-Feb-2018
19-Feb-2018
20-Feb-2018

Module 5 (18hours)

Lecture and Discussion

**Understanding Refugeeism: An
Introduction to Tibetan Refugees
in India**

21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Mar-2018
02-Mar-2018

Refugee Blues-W. H. Auden

05-Mar-2018
06-Mar-2018
07-Mar-2018
08-Mar-2018
09-Mar-2018
12-Mar-2018

**The Child Goes to the Camp (from
Palestine's Children)- Ghassan
Kanafani**

13-Mar-2018
14-Mar-2018
15-Mar-2018
16-Mar-2018
19-Mar-2018

Revision

20-Mar-2018
21-Mar-2018
22-Mar-2018
23-Mar-2018
26-Mar-2018
27-Mar-2018
28-Mar-2018



V. Assignments and Seminars
Assignments

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	First Monday of December

VI. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VII. Required reading:

1. Issues that Matter






St. Albert's College (Autonomous)

LMG2CRP0117 COMPUTERIZED ACCOUNTING LAB

I. Course Instructor

Name ANNLEE MATHEW	Sem, Programme & Batch Semester II, BVoc Logistics Management 2017-20	Email annleemathew@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	75(Including assignments)
2	Assessment (CAE & ESE)	2
	Total	77
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives:

- Students will develop further skills in maintaining accounting records, provides in-depth exposure to accounts.
- They can describe and define how to set up inventory items and process inventory transactions.
- Students will be able to describe and define estimates and progress invoicing.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics These are the topics to be covered in the modules	Session No & Date(s)	Methodology and Duration
Introduction to Tally Accounting	13-Nov-2017	
Package: Familiarization of Tally 9 -	14-Nov-2017	Lectures
Features of Tally - Screen	15-Nov-2017	
components- Creation of Company-	16-Nov-2017	Practical Lab
selecting a company - altering/	17-Nov-2017	
modifying company creation details -	20-Nov-2017	Class exercises
	21-Nov-2017	



Deleting a company – F 11 Features –	22-Nov-2017
F 12 Configuration.	23-Nov-2017
	24-Nov-2017
	27-Nov-2017
	28-Nov-2017
	29-Nov-2017
	30-Nov-2017

Creation of Groups, Ledgers:	04-Dec-2017
Account groups – pre-defined	05-Dec-2017
groups – creating single	06-Dec-2017
& multiple groups – creation of	07-Dec-2017
primary account groups – creating	08-Dec-2017
ledger accounts in single &	11-Dec-2017
multiple – displaying, altering and	12-Dec-2017
deleting account groups and ledgers	13-Dec-2017
	14-Dec-2017
	15-Dec-2017
	16-Dec-2017
	18-Dec-2017
	19-Dec-2017
	20-Dec-2017
	21-Dec-2017
	22-Dec-2017

Lectures

Practical Lab

Class exercises

Creation of Vouchers and Entering	
Transactions and Generate Outputs:	03-Jan-2018
Accounting vouchers- entering	04-Jan-2018
transactions in accounting vouchers –	05-Jan-2018
bill wise details - altering and deleting	08-Jan-2018
a voucher entry – creating new	09-Jan-2018
voucher types – modifying an existing	10-Jan-2018
voucher – duplicating a voucher –	11-Jan-2018
optional vouchers – post-dated	12-Jan-2018
vouchers – reverse journal –	15-Jan-2018
balance sheet – profit and loss	16-Jan-2018
account – trial balance – day books	17-Jan-2018
– account books – statement of	18-Jan-2018
accounts – ratio analysis - cash flow -	19-Jan-2018
fund flow – list of accounts – exception	22-Jan-2018
reports.	23-Jan-2018
	24-Jan-2018
	25-Jan-2018
	29-Jan-2018
	30-Jan-2018
	31-Jan-2018

Lectures

Practical Lab

Class exercises

Practice Accounts with Inventory:	01-Feb-2018
Enabling F 11 and F 12 - stock	02-Feb-2018
category – stock group –	05-Feb-2018
	06-Feb-2018



Lectures

single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost categories- cost centres – creating cost categories and cost centres - displaying, altering and deleting cost categories and cost centres – purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - Tally Security - Tally vault – Tally audit – advanced security control – back-up and restore – inventory reports – stock summary - inventory books.

07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018
21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018

Practical Lab

Class exercises

Practice Accounting with Tax: F 11 & F 12 settings for taxation – TDS – ledgers related to TDS – creating TDS voucher types - TDS reports – TCS – service tax - VAT – VAT terminologies – computing VAT – ledgers and vouchers pertaining to VAT – VAT reports – VAT forms – interstate trade and CST.

01-Mar-2018
02-Mar-2018
05-Mar-2018
06-Mar-2018
07-Mar-2018
08-Mar-2018
09-Mar-2018
12-Mar-2018
13-Mar-2018
14-Mar-2018
15-Mar-2018
16-Mar-2018
19-Mar-2018
20-Mar-2018
21-Mar-2018
22-Mar-2018
23-Mar-2018
26-Mar-2018
27-Mar-2018
28-Mar-2018

Lectures

Practical Lab

Class exercises

V. Innovative Learning Programmes

Name of Programme	Duration	Type
Creating own company and doing transactions	1 Days	Experiential Learning
Preparation of journals, creating ledgers and vouchers	12 Hours	Experiential Learning



VI. Assignments and Seminars

Assignments

Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Monday of 6 th Week of Course	Submit the assignment to before 1.30 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 10 th Week of Course	Present the seminar before 11.59 pm

Note: Failure to submit the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. TomyKK .Computerised Accounting.Prakash Publications
2. Roopa. Tally for Every one. Atc Publishing Chennai.
3. A.K. Nadhani& K.K. Nadhani . Implementing Tally 9 A Comprehensive Guide to Tally





St. Albert's College (Autonomous)

LMIG2CRT0117 DOMESTIC LOGISTICS MANAGEMENT

I. Course Instructor

Name SINCY RONNY	Sem, Programme & Batch Semester II, B.VOC LOGISTICS MANAGEMENT, 2017-20	Email sincyronny@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	6" (Including assignments)
2	Assessment (CAE & ESE)	8
	Total	75
	Remedial Sessions/ Peer Tutoring/ Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will be provided with good knowledge about domestic logistics operations.
- It will help them to examine the details of planning, control and costing processes in domestic logistics management.
- They will be able to understand the documentation procedures in logistics

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Planning and Resourcing:		Class exercises
Need for Planning – Fleet	13-Nov-2017	Lecture
management – Main types	14-Nov-2017	
	15-Nov-2017	
	16-Nov-2017	



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.

17-Nov-2017
 20-Nov-2017
 21-Nov-2017
 22-Nov-2017
 23-Nov-2017
 24-Nov-2017
 27-Nov-2017
 28-Nov-2017
 29-Nov-2017
 30-Nov-2017
 04-Dec-2017
 05-Dec-2017
 06-Dec-2017
 07-Dec-2017
 08-Dec-2017
 11-Dec-2017

Vehicle Selection: Types
 of vehicles – Types of
 operations – Load types
 and characteristics –Main
 types of vehicle body -
 Implications of vehicle
 selection – Vehicle
 acquisition

12-Dec-2017
 13-Dec-2017
 14-Dec-2017
 15-Dec-2017
 16-Dec-2017
 18-Dec-2017
 19-Dec-2017
 20-Dec-2017
 21-Dec-2017
 22-Dec-2017
 03-Jan-2018
 04-Jan-2018
 05-Jan-2018
 08-Jan-2018
 09-Jan-2018
 10-Jan-2018
 11-Jan-2018
 12-Jan-2018
 15-Jan-2018
 16-Jan-2018
 17-Jan-2018
 18-Jan-2018

Class Activities

Lectures

Vehicle Costing: Reasons
 for road freight transport
 vehicle costing – Main
 types of costing systems –
 Vehicle standing costs –
 Vehicle running costs –

19-Jan-2018
 22-Jan-2018
 23-Jan-2018
 24-Jan-2018
 25-Jan-2018
 29-Jan-2018
 30-Jan-2018
 31-Jan-2018
 01-Feb-2018
 02-Feb-2018

Class Activities

Lectures



Overhead costs – Costing
the total transport operation
– Whole life costing –
Vehicle cost comparisons –
Zero-based budget –
Transportation costing –
problems

05-Feb-2018

Lectures

Class discussions

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).

06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018
21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Mar-2018
02-Mar-2018
05-Mar-2018
06-Mar-2018
07-Mar-2018
08-Mar-2018
09-Mar-2018
12-Mar-2018

Legislation:
Operator
licensing-
Driver
licensing –
Driver's hours
regulations –
Road
transport

13-Mar-2018
14-Mar-2018
15-Mar-2018
16-Mar-2018
19-Mar-2018
20-Mar-2018
21-Mar-2018
22-Mar-2018
23-Mar-2018
26-Mar-2018
27-Mar-2018
28-Mar-2018

Lectures

Class discussions



directive –

Tachographs -

Vehicle

dimensions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Driver Licensing	5 Days	Role Play	11 th Week
Documentation	3 Days	Preparation of receipts	5 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Monday of 7 th Week of Course Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Monday of 10 th Week of Course Submit the assignment to Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE



VIII. Required reading:

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





St. Albert's College (Autonomous)

LMG3CRT03: SHIPPING AND OCEAN FREIGHT LOGISTICS MANAGEMENT

I. Course Instructor

Name SINCY RONNY	Sem, Programme & Batch B.VOC LOGISTICS MANAGEMENT Semester III 2016-2019	Email sincyronny@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students are able to know about the shipping industry and its service operations.
- They will be updated about the documentation and study the importance of rights and duties involved in shipping and maritime.
- They will be imparted the knowledge about containerization and the new technologies in the field.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics These are the topics to be covered in the modules	Session No & Date(s)	Methodology and Duration
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	01-Jun-2017 02-Jun-2017 05-Jun-2017 06-Jun-2017 07-Jun-2017 08-Jun-2017 09-Jun-2017 12-Jun-2017 13-Jun-2017 14-Jun-2017	Class exercises Lecture



Unitized Cargo.

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.

15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017
23-Jun-2017
25-Jun-2017
27-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017

Class Activities

Lectures

Shipping Lines: Hub and Spoke
– Process Flow – Advices –
Booking – Containerization –
Containers – Container
Nubering – Process Flow –
Shipping Sales – Leads –
Quotations – Customer Service.

06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017
21-Jul-2017
24-Jul-2017

Class Activities

Lectures

Operations: Volume/Weight
Calculations – Shipment Planning
Basics – Preparing and Loading
Containers – Types of container
services – FCL – Consolidation –
LCL – Advanced Scientific
Shipment Planning – Container
De-stuffing.

25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017
21-Aug-2017
22-Aug-2017
23-Aug-2017
24-Aug-2017
25-Aug-2017

Lectures

Class discussions



Documentation: Billing of Lading Basics – MBL – HBL – CY – CFS – Advanced Learning in Bills of Lading – Sea Way Bill – Combined Transport – MTO – Multimodal Transport Document (MTD) – Invoicing – Release of Cargo – Cross Trade and Documentation – Conditions of Contract – Managing Key Accounts – Trade Lane Development – Consortium.

11-Sep-2017
13-Sep-2017
14-Sep-2017
15-Sep-2017
18-Sep-2017
19-Sep-2017
20-Sep-2017
22-Sep-2017
25-Sep-2017
26-Sep-2017
27-Sep-2017
28-Sep-2017
03-Sep-2017
04-Sep-2017
05-Sep-2017
06-Sep-2017
09-Sep-2017
10-Sep-2017

Lectures

Class discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Documentation	2 Days	Experimental Learning	9 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 3 rd Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 7 th Week of Course	Submit the assignment to Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

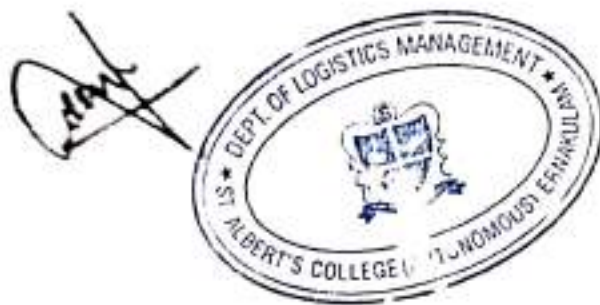
95-100%	5
90-95%	4
85-90%	3



80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

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





St. Albert's College (Autonomous)

LMG4CMT02 – SUPPLY CHAIN MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 4 B.Voc LM,2016-19	roshniap1990@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	51 (Including assignments)
2	Assessment (CAE & ESE)	-
	Total	58
	Remedial Sessions: Peer Tutoring Tutorials: need based & Optional	6

III. Course Objectives:

- Identify the nature and functions of supply chain management.
- Understand the emerging trends of supply chain management
- Utilize sourcing and supplies management.
- Construct Forecasting Systems Design.
- Develop and utilize critical management skills such as negotiating, working effectively within a diverse business environment, ethical decision making and use of information technology

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Supply Chain Management and Logistics:	31-Oct-2017	Class exercises
An Introduction – Integrated	01-Nov-2017	Lectures
LogisticsManagement – Concept –	02-Nov-2017	
	03-Nov-2017	



Evolution and Development – Difference –	06-Nov-2017
Role – Scope – Functions and Importance –	07-Nov-2017
The new Manufacturing and Distribution	08-Nov-2017
Practices in the light of Globalized Economy	09-Nov-2017
– Local and International Supply Chains –	10-Nov-2017
Benefits and Issues – Types of Supply	13-Nov-2017
Chains and examples – Strategic, tactical,	14-Nov-2017
operational decisions in supply chain – SCM	15-Nov-2017
building blocks – Supply Chain Drivers and	16-Nov-2017
Obstacles – International Logistics and	17-Nov-2017
Supply Chain Management – The Total Cost	20-Nov-2017
Concept and Logistics and SCM Trade-Offs.	21-Nov-2017
	22-Nov-2017

GD

Key Supply Chain Business Processes:	23-Nov-2017
Planning – Sourcing – Producing –	24-Nov-2017
Distributing and Paying – Managing	27-Nov-2017
material flow and distribution – Distribution	28-Nov-2017
and Planning Strategy – Warehousing and	29-Nov-2017
Operations Management – Transportation	30-Nov-2017
Management – Inventory Management.	04-Dec-2017
	05-Dec-2017
	06-Dec-2017
	07-Dec-2017
	08-Dec-2017
	11-Dec-2017
	12-Dec-2017
	13-Dec-2017

GD

Lectures

Purchasing and Supplier Management:	14-Dec-2017
Sourcing and Supplies Management,	15-Dec-2017
Outsourcing –Global Sourcing – Vendor	16-Dec-2017
Identification – Selection – Evaluation –	18-Dec-2017
Development – Supplier Relationship	19-Dec-2017
Management – Supplier Quality	20-Dec-2017
Management – Supply Chain Performance.	21-Dec-2017
	22-Dec-2017
	03-Jan-2018
	04-Jan-2018
	05-Jan-2018
	06-Jan-2018
	08-Jan-2018
	09-Jan-2018
	10-Jan-2018
	11-Jan-2018
	12-Jan-2018
	15-Jan-2018
	16-Jan-2018

GD, Lectures

Forecasting Systems Design: Customer	17-Jan-2018
Service Management and Measurements –	18-Jan-2018
CRM –Manufacturing Logistics – Pricing	19-Jan-2018
Strategies – SCM Relationships – Third	22-Jan-2018
Party Logistics and Fourth Party Logistics –	23-Jan-2018
	24-Jan-2018

GD, Lectures, Field
discussions



SCM Network Design and Facilities Development – SCM Planning and Development Strategies – Supply Chain Uncertainties – Supply Chain Vulnerabilities.	25-Jan-2018
	29-Jan-2018
	30-Jan-2018
	31-Jan-2018
	01-Feb-2018
	02-Feb-2018
	05-Feb-2018
	06-Feb-2018
	07-Feb-2018
	08-Feb-2018
	09-Feb-2018
	12-Feb-2018
	14-Feb-2018
	15-Feb-2018

Supply Chain Coordination and Integration: Role of IT, Impact of Internet and E-Business –IT enabled SCM, Future of SCM.	21-Feb-2018
	22-Feb-2018
	23-Feb-2018
	26-Feb-2018
	27-Feb-2018
	28-Feb-2018
	01-Feb-2018
	02-Feb-2018
	05-Feb-2018
	06-Feb-2018

GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Internship	4 weeks	Hands on training	8 th week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Types of Supply chains	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	3PL and 4PL	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment as hardcopy before 9 AM



Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Martin Christopher. Logistics and Supply Chain Management
2. Sunil Chopra and Peter Meindal. Supply Chain Management
3. Donald J. Bowersox and David J. Closs. Integrated Logistics Management
4. N. Chandrasekharan, Supply Chain Management





St. Albert's College (Autonomous)

LMG3CMT02: BUSINESS STATISTICS

I. Course Instructor

Name ANNLEE MATHEW	Sem, Programme & Batch B.VOC LOGISTICS MANAGEMENT Semester III 2016-19	Email annlee@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Explain the importance of statistics to business and logistics,
- Explain the differences between quantitative and qualitative data, and identify examples of each type of data.
- Define and apply the following terms: mean, median, mode, standard deviation, and variance.
- Summarize and interpret data in a tabular format using frequency distributions and visually with histograms, bar diagrams etc.
- Understanding the concept of correlation, regression and time series analysis for predictions and forecasting in business.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction to Statistics		
Origin of Meaning	6/1/2017 6/2/2017 6/5/2017	

Scope of statistics	6/6/2017	
limitations of Statistics	6/7/2017	
Relationship with business and industry.	6/8/2017	
	6/9/2017	
Collection of Data: Collection - Classification and tabulation of statistical data - Pie diagrams -Graphic representation.	6/12/2017	Class Activities
	6/13/2017	Lectures
	6/14/2017	
	6/15/2017	
	6/16/2017	
	6/19/2017	
	6/20/2017	
	6/21/2017	
	6/22/2017	
	6/23/2017	
	6/27/2017	
	6/29/2017	
	6/30/2017	
Measures of Central Tendency: Mean - Median and Mode – Meaning and Computation -Standard deviation - Coefficient of variation.		Lectures
	7/3/2017	Class discussions
	7/4/2017	
	7/5/2017	
	7/6/2017	
	7/7/2017	
	7/10/2017	
	7/11/2017	
	7/12/2017	
	7/13/2017	
	7/14/2017	
	7/17/2017	
	7/18/2017	
	7/19/2017	
	7/20/2017	
	7/21/2017	
	7/24/2017	
	7/25/2017	
	7/26/2017	
Simple Correlation and Regression: Meaning - Karl Pearson's Correlation - Rank correlation- Computations – Uses - Regression equations - Forecasting.	7/27/2017	Lectures
	7/28/2017	
	7/31/2017	
	8/1/2017	Class discussions
	8/2/2017	
	8/3/2017	
	8/4/2017	
	8/7/2017	
	8/8/2017	



	8/9/2017	
	8/10/2017	
	8/11/2017	
	8/14/2017	
	8/16/2017	
	8/17/2017	
	8/18/2017	
	8/21/2017	
	8/22/2017	
Time Series Analysis: Components of time series - Definition - Computation of Trend - Computation of seasonal variation (Simple average method only).	8/23/2017	Lectures and class discussions
	8/24/2017	
	8/25/2017	
	8/29/2017	
	8/30/2017	
	8/31/2017	
	9/11/2017	
	9/13/2017	
	9/14/2017	
	9/15/2017	
	9/19/2017	
	9/20/2017	
	9/22/2017	
	9/23/2017	
	9/25/2017	
	9/26/2017	
	9/27/2017	
	9/28/2017	
	10/3/2017	
	10/4/2017	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Full Module	1 Day	Quiz Game	Last Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 5 th Week of Course	Submit the assignment on specified date
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 9 th Week of Course	Submit the assignment before the specified date



Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

S.P. Gupta. Statistical methods. Sulthan Chand and sons. Revised Edition 1995.

D.N Elhance. Fundamental of Statistics. KITAB MAHAL Publishers.

B.L. Agarwal. Basic Statistics.

C.B. Gupta. An Introduction to Statistical Methods.





St. Albert's College (Autonomous)

LMG3CMT01- BUSINESS COMMUNICATION

I. Course Instructor

Name	Sem, Programme & Batch	Email
NEENU JOSE	Sem 3 B. Voc Logistics Management, 2016-19	neenujose@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

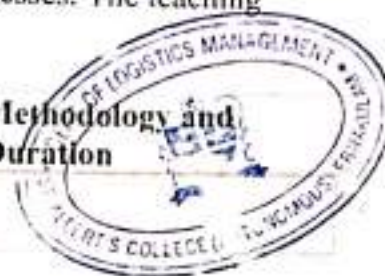
III. Course Objectives:

- Students will be able to write effective and concise letters and memos in appropriate formats.
- They can plan successfully for and participate in meetings and conduct proper techniques in telephone usage.
- They will be able to use e-mail effectively and efficiently.
- Students will plan and deliver a long speech and speak comfortably before large groups in formal and impromptu settings.
- Students will be able to develop an understanding of the process of oral communication and improve listening, note taking and observational skills in public speaking.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, presentations, exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		



Basis of Communication: Meaning, Importance and process, Need and objectives of communication, 7c's of Communication, Barriers of communication, How to overcome communication Barrier.

01-Jun-2017
02-Jun-2017
05-Jun-2017
06-Jun-2017
07-Jun-2017
08-Jun-2017
09-Jun-2017
12-Jun-2017
13-Jun-2017
14-Jun-2017
15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017

Class exercises

Lectures

GD

Means/Media of Communication: - Verbal and non-verbal communication channel of communication - formal & informal communication. Types of communication – Downward, upward, Horizontal or lateral, Diagonal or cross

23-Jun-2017
25-Jun-2017
27-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017
06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017

GD

Lectures

Listening as a Communication Tool: Importance types of listening, Barriers to effective listening – How to make listening effective. Speeches and Presentation - Speeches - Characteristics of a good speech, How to make speech effective - Presentation - Planning, preparation, organizing, rehearsing and delivery

21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017
21-Aug-2017
22-Aug-2017
23-Aug-2017
24-Aug-2017
25-Aug-2017

GD, Lectures



Groups: Importance of features, Advantages and Disadvantages techniques of Group decisionmaking - Brain storming sessions, Nominal Group Technique, Delphian Technique, solving problems in Groups	29-Aug-2017 30-Aug-2017 31-Aug-2017 11-Sep-2017 13-Sep-2017 14-Sep-2017 15-Sep-2017 18-Sep-2017 19-Sep-2017 20-Sep-2017 22-Sep-2017	GD, Lectures, Field discussions
New Trends in Business Communication: E mail, Teleconferencing, video conferencing, SMS	25-Sep-2017 26-Sep-2017 27-Sep-2017 28-Sep-2017 03-Sep-2017 04-Sep-2017 05-Sep-2017 06-Sep-2017 09-Sep-2017 10-Sep-2017	GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Know your Body Language	2 Days	Experiential Learning	4 th Week
Group Discussion	2 Days	Experiential learning	7 th Week

VI. Seminars

Assignments

The following topics are decided for Seminar.

No	Topics	Activity	Submission Deadlines
Seminar	<ul style="list-style-type: none"> Brain storming Steps to be an authentic speaker Types of Communication Presentation Types Steps in effective writing Objectives in Communication 	PowerPoint Presentation for a presentation of 10 minutes duration	Twice in a month



VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

a) Books for Reference:

- R.C. Bhatia. Business Communication.
- R.K. Madhukar . Business Communication.
- Shraf Ravi . Effective Technical Communication





St. Albert's College (Autonomous)

LMG3CRT02 – INVENTORY MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 3 B.Voc LM,2016-19	roshnialice@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	51(Including assignments)
2	Assessment (CAE & ESE)	7
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives:

- It will help students to develop and understand the importance of inventory in warehouse management.
- The student will be able to understand the logistics interrelationships and customer service and facility location policies.
- The student will be able to apply selective inventory control techniques like Economic Order Quantity ,Safety Stocks etc.
- The student will be able to apply inventory management techniques like Just in Time(JIT) and Make or Buy Decisions.
- The student will be able to use Computers in Inventory Management.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration



25-Sep-2017
 26-Sep-2017
 27-Sep-2017
 28-Sep-2017
 03-Sep-2017
 04-Sep-2017
 05-Sep-2017
 06-Sep-2017
 09-Sep-2017
 10-Sep-2017

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Preparation of formal letter through mail merge	1 Days	Experiential Learning	4 th Week
Preparation of score sheet	1 day	Experiential Learning	8 th Week

VI. Assignments and Seminars

Assignments

Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Monday of 6 th Week of Course	Submit the assignment to before 1.30 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 10 th Week of Course	Present the seminar before 11.59 pm

Note: Failure to submit the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3



15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017
23-Jun-2017
25-Jun-2017
27-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017

Creation of a worksheet with advanced formatting techniques.
Using all types of functions, give due importance to financial functions.
Creation of Charts and Diagrams.

06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017
21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017

Lectures

Practical Lab

Class exercise

Basic understanding of internet connectivity, E mail, Search engine optimization.

10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017
21-Aug-2017
22-Aug-2017
23-Aug-2017
24-Aug-2017
25-Aug-2017
29-Aug-2017
30-Aug-2017
31-Aug-2017

Lectures

Practical Lab

Class exercise

11-Sep-2017
13-Sep-2017
14-Sep-2017
15-Sep-2017
18-Sep-2017
19-Sep-2017
20-Sep-2017
22-Sep-2017



Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Bose & D Chandra. Inventory Management. 1st Edition.
2. Sridhara Bhat. Inventory Management. 2nd Edition.
3. Bose & D Chandra. Inventory Management. 1st Edition.





St. Albert's College (Autonomous)

LMG3CMP01 GENERAL INFORMATICS LAB – II

I. Course Instructor

Name
ROSHNI ALICE PREM

Sem, Programme & Batch
Semester III, BVoc Logistics
Management 2016-19

Email
Roshniap1990@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	75(Including assignments)
2	Assessment (CAE & ESE)	2
	Total	77
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students are able to demonstrate proficiency in problem-solving techniques by using the computer.
- They will be awareness about modern software principles.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Creation master document and data.	01-Jun-2017	
Mail Merge.	02-Jun-2017	
Printing of merged document.	05-Jun-2017	Lectures
	06-Jun-2017	
	07-Jun-2017	Practical Lab
	08-Jun-2017	
	09-Jun-2017	Class exercises
	12-Jun-2017	
	13-Jun-2017	
	14-Jun-2017	



These are the topics to be covered in the modules

Inventory: Inventory Management –	01-Jun-2017	Class exercises
Inventory Control – Importance and Scope	02-Jun-2017	
of Inventory Control – Types of Inventory –	05-Jun-2017	Lectures
Costs Associated with Inventory –	06-Jun-2017	
Organizational set up for Inventory	07-Jun-2017	GD
Management.	08-Jun-2017	
	09-Jun-2017	
	12-Jun-2017	
	13-Jun-2017	
	14-Jun-2017	
	15-Jun-2017	
	16-Jun-2017	

Selective Inventory Control: Economic Order Quantity – Safety Stocks – Inventory Management Systems – Forecasting Techniques – Material Requirement Planning and Execution – Ratio Analysis on Inventory – Profit Margin.	19-Jun-2017	GD
	20-Jun-2017	Lectures
	21-Jun-2017	
	22-Jun-2017	
	23-Jun-2017	
	25-Jun-2017	
	27-Jun-2017	
	29-Jun-2017	
	30-Jun-2017	
	03-Jul-2017	
	04-Jul-2017	
	05-Jul-2017	
	06-Jul-2017	
	07-Jul-2017	
	10-Jul-2017	
	11-Jul-2017	

Manufacturing Planning(MRP-II): Just in Time(JIT) – Work in Process Inventories – Make or Buy Decisions – Concept of Outsourcing – Factors Influencing Make or Buy Decisions – Trends in Make or Buy Decisions in context of core competency.	24-Jul-2017	GD, Lectures
	25-Jul-2017	
	26-Jul-2017	
	27-Jul-2017	
	28-Jul-2017	
	31-Jul-2017	
	10-Aug-2017	
	11-Aug-2017	
	14-Aug-2017	
	16-Aug-2017	
	17-Aug-2017	
	18-Aug-2017	
	21-Aug-2017	

Purpose of Inventory: Goods – Types of Goods – Finished Goods Inventories – General Management of Inventory – Stocks – Types of Stocks – Tracking the Paper Life.	22-Aug-2017	GD, Lectures
	23-Aug-2017	
	24-Aug-2017	
	25-Aug-2017	
	29-Aug-2017	
	30-Aug-2017	
	31-Aug-2017	



	11-Sep-2017 13-Sep-2017 14-Sep-2017 15-Sep-2017 18-Sep-2017	
Spare Parts Inventories: Use of Computers in Inventory Management – Evaluation of Performance of Materials Function – Criteria and methodology of evaluation.	19-Sep-2017 20-Sep-2017 22-Sep-2017 25-Sep-2017 26-Sep-2017 27-Sep-2017 28-Sep-2017 03-Sep-2017 04-Sep-2017 05-Sep-2017 06-Sep-2017 09-Sep-2017 10-Sep-2017	GD, Lectures

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Chat Room	2 Days	Discussion	4 th week
OJT	2 weeks	Hands on training	8 th week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Forecasting Techniques	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	Types of stocks	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment as hardcopy before 9 AM



80-85%

2

75-80%

1

<75

Not eligible for appearing for ESE

VIII. Required reading:

1. DR. Antony Thomas & Saju Jose, (2015), Information technology for office, Pratibha Publications, Changanacherry





St. Albert's College (Autonomous)

LMG3CRT01: PRINCIPLES OF LOGISTICS INFORMATION SYSTEMS

I. Course Instructor

Name	Sem, Programme & Batch	Email
SINCY RONNY	B.VOC LOGISTICS MANAGEMENT Semester III 2016-19	sincyranny@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will understand the nature of information systems and their applications in logistics.
- They will know the use of information management process for business value.
- They will be able to understand the concepts of integrated logistics management.
- They can forecast components and approaches in logistics.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules Information Technology	01-Jun-2017 02-Jun-2017 05-Jun-2017	Class exercises Lectures



and Logistics: Electronic Data Interchange - Personal Computers - Artificial Intelligence/Expert system - Communications Barcoding and Scanning - Electronic Data Interchange standards - Communication - Information and Future directions.	06-Jun-2017 07-Jun-2017 08-Jun-2017 09-Jun-2017 12-Jun-2017 13-Jun-2017 14-Jun-2017 15-Jun-2017 16-Jun-2017 19-Jun-2017 20-Jun-2017 21-Jun-2017	
Information Technology for Supply Chain Management: Bullwhip effect - IT in supply chain - Business Process Reengineering - Enterprise Resource Planning – EDI Problems with EDI - Impact of Internet on SCM.	22-Jun-2017 23-Jun-2017 25-Jun-2017 27-Jun-2017 29-Jun-2017 30-Jun-2017 03-Jul-2017 04-Jul-2017 05-Jul-2017 06-Jul-2017 07-Jul-2017 10-Jul-2017 11-Jul-2017 12-Jul-2017 13-Jul-2017 14-Jul-2017 17-Jul-2017 18-Jul-2017 19-Jul-2017 20-Jul-2017	Class Activities Lectures
Logistics Information: Meaning and Need Forms – LIS – Definition – Information functionality- activities involved in transaction system - Principles of designing or evaluating LIS applications.	21-Jul-2017 24-Jul-2017 25-Jul-2017 26-Jul-2017 27-Jul-2017 28-Jul-2017 31-Jul-2017 10-Aug-2017 11-Aug-2017	Class Activities Lectures



	14-Aug-2017 16-Aug-2017 17-Aug-2017 18-Aug-2017 21-Aug-2017 22-Aug-2017 23-Aug-2017 24-Aug-2017 25-Aug-2017 29-Aug-2017 30-Aug-2017 31-Aug-2017	
LIS Architecture: Components - Two forms of activities - Planning and coordination flows and operating flows - Flow and use of integrated logistics information.	25-Aug-2017 29-Aug-2017 30-Aug-2017 31-Aug-2017 11-Sep-2017 13-Sep-2017 14-Sep-2017 15-Sep-2017 18-Sep-2017 19-Sep-2017 20-Sep-2017 22-Sep-2017	Lectures Class discussions
Information Forecasting: Definition - Process - Component - Characteristic of forecastcompound - Approaches - Forecast techniques - Forecast error - E-Commerce.	25-Sep-2017 26-Sep-2017 27-Sep-2017 28-Sep-2017 03-Sep-2017 04-Sep-2017 05-Sep-2017 06-Sep-2017 09-Sep-2017 10-Sep-2017	Lectures Class discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Module 1	1 Day	Quiz Game	3 rd Week

VI. Assignments and Seminars

Assignments



The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 5 th Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 9 th Week of Course	Submit the assignment to Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. David J. Bloomberg, Stephen LeMay & Joe B. Hanna. Logistics. Prentice-Hall of India Pvt Ltd., New Delhi, 2003.
2. Donald J. Bowersox & David J. Closs. Logistical Management. Tata McGraw Hill Publishing Co. Ltd, New Delhi, 2004.
3. Satish C. Ailawadi & Rakesh Singh. Logistics Management. Prentice-Hall of India Pvt Ltd., New Delhi, 2005.
4. Donald Waters. Logistics. Palgrave Macmillan, New York, 2004.



5. Krishnaveni Muthiah. Logistics Management & World Sea borne Trade. Himalaya Publishing House, Mumbai, 1999.
6. Sarika Kulkarni. Supply Chain Management, Tata Mc- Ashok Sharma Graw Hill Publishing Co Ltd., New Delhi, 2004.





St. Albert's College (Autonomous)

LMG4CMT01: SOFT SKILLS AND PERSONALITY DEVELOPMENT

I. Course Instructor

Name Annlee Mathew	Sem, Programme & Batch semester IV, B.VOC Logistics Management 2016-19	Email annleemathew@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

III. Course Objectives:

1. Students will develop self awareness, personal development and life skills.
2. They identify, understand and apply theories of leadership to wide range of situations and interactions.
3. They will develop and articulate respect for the diversity of talents, way of learning and knowing.

IV. Course Delivery Plan

This course is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Personal Skills: Knowing oneself- confidence building- defining strengths- thinking creatively- personal values-time and stress management.	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017	Class exercises Lectures GD



09-Nov-2017
10-Nov-2017
13-Nov-2017
14-Nov-2017
15-Nov-2017
16-Nov-2017
17-Nov-2017
20-Nov-2017
21-Nov-2017
22-Nov-2017

Social Skills: Appropriate and contextual use of language- non-verbal communication- interpersonal skills- problem solving.

23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017
29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017
16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017
22-Dec-2017

GD

Lectures

Personality Development: Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language.

03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
15-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018
22-Jan-2018
23-Jan-2018
24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018

GD, Lectures



Presentation skills: Group discussion-mock Group Discussion using video recording - public speaking.

01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018

GD, Lectures, Field discussions

Professional skills: Organisational skills- teamwork- business and technical correspondence- job oriented skills-professional etiquettes.

21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018

GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Latest techniques used for soft skills management.	4 Days	Experiential Learning	4 th Week
Soft skill management	12 Hours	MOOC Course in Coursera	1 st Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 8 th Week of Course	Submit the assignment before 3pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment before 3 pm



Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- I. Matila Treece: Successful communication: Allyun and Bacon Pubharkat.
- II. Jon Lisa Interatid skills in Tourist Travel Industry Longman Group Ltd.
- III. Robert T. Reilly – Effective communication in tourist travel Industry Dilnas Publication.
- IV. Boves. Thill Business Communication Today Mcycans Hills Publication.
- V. Dark Studying International Communication Sage Publication.
- VI. Murphy Hidderandt Thomas Effective Business Communication Mc Graw Hill.





St. Albert's College (Autonomous)

LMG4CRT01: INTERNATIONAL LOGISTICS MANAGEMENT

I. Course Instructor:

Name SINCY RONNY	Sem, Programme & Batch Semester IV,B.VOC LOGISTICS MANAGEMENT ,2016-2019	Email sincyronny@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will be able to relate to the concepts of logistics and global SCM.
- Students can apply the principles of inventory, warehouse, procurement and outsourcing.
- It will possess the ability to relate the marketing and distribution concepts.
- Students can recognise the requirements for transportation and international logistics.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Integrated Logistics Management: Concept, Evolution and Development, Importance of logistics management in international business, International	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017	Class Exercises Lectures



Issues involved in movement of goods. Logistics information system – positioning information in logistics, logistics information systems design, IT in logistics, strategic information linkage. Total cost approach to Logistics. Liabilities of carriers. Marine insurance for cargo.	09-Nov-2017 10-Nov-2017 13-Nov-2017 14-Nov-2017 15-Nov-2017 16-Nov-2017 17-Nov-2017 20-Nov-2017 21-Nov-2017 22-Nov-2017
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The General Structure of Shipping Industry: Cargo 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, stevedores and shippers agents.	23-Nov-2017 24-Nov-2017 27-Nov-2017 28-Nov-2017 29-Nov-2017 30-Nov-2017 04-Dec-2017 05-Dec-2017 06-Dec-2017 07-Dec-2017 08-Dec-2017 11-Dec-2017 12-Dec-2017 13-Dec-2017 14-Dec-2017 15-Dec-2017 16-Dec-2017 18-Dec-2017 19-Dec-2017
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Class Activities

Lectures

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:	20-Dec-2017 21-Dec-2017 22-Dec-2017 03-Jan-2018 04-Jan-2018 05-Jan-2018 06-Jan-2018 08-Jan-2018 09-Jan-2018 10-Jan-2018 11-Jan-2018 12-Jan-2018 15-Jan-2018 16-Jan-2018 17-Jan-2018 18-Jan-2018 19-Jan-2018 22-Jan-2018 23-Jan-2018
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Class Activities

Lectures



types of containers and
ICDs. Layout and working
of container terminals.

24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018

Port system and
subsystems, port
organization and
management.

Responsibilities of port
trusts, growth and status of
ports in India, Inland water
transport, issues in sea
transport. Regulatory
authorities for sea
transport and their roles.

Introduction to Road

Transport System:

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.

Road parcel service business.

Fleet management systems.

Integrated logistics provided
by road transport companies.

Documents and permits
required in road transport
system. Problems in road
transport, regulatory
authorities involved with
road transport system

01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018

Lectures

Class discussions



Rail Transport Systems:	21-Feb-2018	Lectures
	22-Feb-2018	
Types of railway wagons, rakes,	23-Feb-2018	
marshalling operations and	26-Feb-2018	Class discussions
yards, Railway goods freight	27-Feb-2018	
structure, Railway Parcel service	28-Feb-2018	
operations, Railway goods	01-Feb-2018	
service operations. Procedure	02-Feb-2018	
for availing railway parcel or	05-Feb-2018	
goods service and the	06-Feb-2018	
documentations involved.		
Operations at a railway goods		
yard/siding. Operations and		
control in the railways.		
Organization of Indian railways.		

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Road transport system	5 min	Video	6 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 3 rd Week of Course
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 7 th Week of Course

Submit the assignment to Google Classroom before 11.59 pm

Submit the assignment to Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

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





St. Albert's College (Autonomous)

LMG4CMT02 -EXPORT IMPORT – POLICIES & PROCEDURES

I. Course Instructor

Name
Neenu Jose

Sem, Programme & Batch
SEM IV,B. Voc Logistics
Management, 2016-19

Email
neenujose@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	84 (Including assignments)
2	Assessment (CAE & ESE)	6
	Total	90
	Remedial Sessions	2

III. Course Objectives:

- Students will be given a clear understanding regarding the procedures and documents of entire export-import.
- They are well known the various risks involved in export import business and how to overcome those risks.
- They are provided information on payment methods and financing in the area of exports and the various concepts in international trade, rules and conditions of International Chamber of Commerce "Incoterms"..

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments like internship etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
International Trade: Reasons, Features, Benefits, Advantages. Registration Formalities, Types of Exporters – Manufacturer/Merchant Exporter.	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017	Class exercises Lectures GD
Methods of entry into foreign markets.		



09-Nov-2017
10-Nov-2017
13-Nov-2017
14-Nov-2017
15-Nov-2017
16-Nov-2017
17-Nov-2017
20-Nov-2017
21-Nov-2017
22-Nov-2017

Documentation: A.D.S. – Commercial and Regulatory Documents viz L/C, B/L, Shipping Bill, Invoice, Pricing Factors, Objectives, Strategies. Payment Terms – L/C, D/A, D/P. Sale Terms – FOB, CIF, C&F. Financing – Pre-Shipment and Post-Shipment. Insurance-Marine, Credit, Exchange Rate. Calculation of FOB, CIF and C&F Prices.

23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017
29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017

GD

Lectures

F.T.P.(Latest): Highlights. Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK, Institutional Framework – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA

16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017
22-Dec-2017
03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
13-Jan-2018
16-Jan-2018
17-Jan-2018

GD, Lectures

Processing of an Export Order: Quality Control, Pre-Shipment Inspection, INCOTERMS. Realizing Payment of Export Proceeds, Negotiation of Documents – CHA, SEZ, EOU, Deemed Exports.

01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018

GD Lectures, Field discussions



	19-Feb-2018	
	20-Feb-2018	
Imports: Preliminaries, Procedures,	21-Feb-2018	GD Lectures, Field discussions
Policies, Prohibited/Negative/Canalized	22-Feb-2018	
List Documentation – Bill of Entry,	23-Feb-2018	
Customs Formalities, Categories of	26-Feb-2018	
Importers, Retirement of Import	27-Feb-2018	
Documents, Excise Formalities, Trading	28-Feb-2018	
Blocks, Tariff and Non-Tariff Barriers,	01-Feb-2018	
European Union, NAFTA	02-Feb-2018	
	03-Feb-2018	
	05-Feb-2018	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Be on International Mode	2 Hours	Demonstration	6 th Week
Pricing Strategies	2 Hours	Role play	10 th Week

VI. Seminars

Assignments

The following seminars needs to be taken in class. The seminars are of individual or group mode.

No	Topics	Activity	Deadlines
Seminar	Direct & Indirect Exporting	With PPT Seminar	3 rd Week
Seminar	Features & Importance of Exporting	With PPT Seminar	10 th Week
Seminar	Merits & Demerits of Exporting	With PPT Seminar	2 nd week

Note: Failure to present the topic on the date mentioned will result in 0 marks for it. Requests for extension of dates for seminar not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	

Not eligible for appearing for ESE



VIII. Required readings:

- Government of India Export - Import Policy
- Dr. Khushpat S. Jain. Export Procedures and Documentation. Himalaya Publishing House
- T.A.S. Balagopal. Export Management. Himalaya Publishing House
- Dr. Francis Cherunilam. International Marketing (Text and Cases). Himalaya Publishing House Paras Ram.
- Export-What, Where and How. Anupam Publishers





St. Albert's College (Autonomous)

LMG4CRT01: INTERNATIONAL LOGISTICS MANAGEMENT

I. Course Instructor:

Name SINCY RONNY	Sem, Programme & Batch Semester IV,B.VOC LOGISTICS MANAGEMENT ,2016-2019	Email sincyronny@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will be able to relate to the concepts of logistics and global SCM.
- Students can apply the principles of inventory, warehouse, procurement and outsourcing.
- It will possess the ability to relate the marketing and distribution concepts.
- Students can recognise the requirements for transportation and international logistics.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Integrated Logistics Management: Concept, Evolution and Development, Importance of logistics management in international business, International	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017	Class exercises Lectures



09-Nov-2017
10-Nov-2017
13-Nov-2017
14-Nov-2017
15-Nov-2017
16-Nov-2017
17-Nov-2017
20-Nov-2017
21-Nov-2017
22-Nov-2017

Social Skills: Appropriate and contextual use of language- non-verbal communication- interpersonal skills- problem solving.

23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017
29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017
16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017
22-Dec-2017

GD

Lectures

Personality Development: Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language.

03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
15-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018
22-Jan-2018
23-Jan-2018
24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018

GD, Lectures



Presentation skills: Group discussion-mock Group Discussion using video recording - public speaking.

01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018

GD, Lectures, Field discussions

Professional skills: Organisational skills- teamwork- business and technical correspondence- job oriented skills-professional etiquettes.

21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018

GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Latest techniques used for soft skills management.	4 Days	Experiential Learning	4 th Week
Soft skill management	12 Hours	MOOC Course in Coursera	1 st Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 8 th Week of Course Submit the assignment before 3pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course Submit the assignment before 3 pm



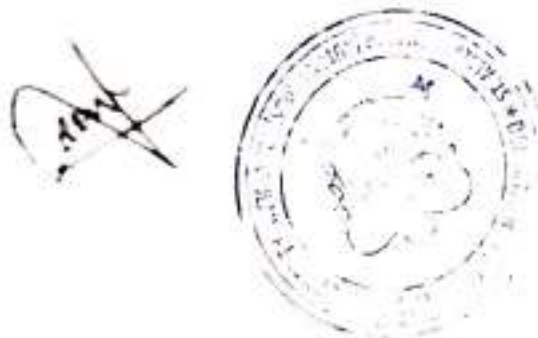
Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- I. Matila Treece: Successful communication: Allyun and Bacon Pubharkat.
- II. Jon Lisa Interatid skills in Tourist Travel Industry Longman Group Ltd.
- III. Robert T. Reilly – Effective communication in tourist travel Industry Dilnas Publication.
- IV. Boves, Thill Business Communication Today Mcycans Hills Publication.
- V. Dark Studying International Communication Sage Publication.
- VI. Murphy Hidderandt Thomas Effective Business Communication Mc Graw Hill.





LMG4CRT03 AIR CARGO LOGISTICS MANAGEMENT

I. Course Instructor

Name Dr. GEO JOS FERNANDEZ (2 modules) NIVEDH EUSTACE (3 Modules)	Sem, Programme & Batch Semester IV ,B.Voc Logistics 2016-19.	Email fernandezgeo@gmail.com nivedh@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	48 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

III. Course Objectives:

- It will help the students to analyse the strategies of key industry stakeholders and discuss how value is delivered in international air logistics chains
- Apply ground handling principles of air-cargo
- It will help to understand the government air cargo securities and regulations
- The students will be able to analyse the global supply chain trends and strategic alliances..

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction to Air Cargo: 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.	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017 09-Nov-2017 10-Nov-2017 13-Nov-2017 14-Nov-2017 15-Nov-2017 16-Nov-2017 17-Nov-2017 20-Nov-2017	Class exercises Lectures GD



21-Nov-2017
22-Nov-2017
23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017

Introduction to Airline Industry:
History – Regulatory bodies –
navigation systems – air transport
system – functions – customers –
standardization – management –
airside – terminal area – landside
operations – civil aviation – safety
and security – aircraft operator's
security program – security v/s
facilitation – ICAO security manual –
training and awareness – rescue and
fire fighting – issues and challenges –
industry regulations – future of the
industry.

29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017
14-Dec-2017
15-Dec-2017
16-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017

GD

Lectures

**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.**

22-Dec-2017
03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
15-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018

GD, Lectures

**Air Freight Forwarding: 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.**

22-Jan-2018
23-Jan-2018
24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018

GD, Lectures, Field discussions

**Advices - Booking – SLI – Labelling –
Volume/Weight ratio – shipment
planning – TACT – Air cargo rates and
charges – cargo operations – customer
clearance.**

21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Feb-2018
02-Feb-2018

GD, Lectures,



V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Incidental Learning	1 hour	Experiential Learning	4 th week of the month
Context-Based Learning	1 hour	Experiential Learning	2 nd week of the month

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted in Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Air cargo operations	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment in class room
Assignment	Assignment on Aviation industry	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment in class room
Seminar	PowerPoint presentation on Major Players in Aviation.	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 20 th Week of Course	Class room Presentation

Note: Failure to submit an assignment in classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1

<75

Not eligible for appearing for ESE



VIII. Required reading:

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. Peter S. Smith, Air Freight: operations, marketing and economics, Faber
4. Sung Chi-Chu, 4th Party Cyber Logistics for Air Cargo, Boston: Kluwer Academic Publishers.
5. Mark Wang, Accelerated Logistics, Santa Monica CA.
6. John Walter Wood, Airports: Some elements of design and future developments.
7. P.S. Senguttavan, Fundamentals of Air transport management.
8. Oxford Atlas – Oxford Publishing
9. Ratandeep Singh, Aviation Century: Wings of change – A global survey.





St. Albert's College (Autonomous)

LMG506- ENTERPRISE RESOURCE PLANNING LAB

I. Course Instructor

Name Teenu Jose	Sem, Programme & Batch semester 5, BVoc Logistics Management 2014-17	Email teenujose@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	75(Including assignments)
2	Assessment (CAE & ESE)	4
	Total	79
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- To make the students to create owns company, enter vouchers entries including advance ones, reconcile bank statements, etc.
- To give the students required skills and make them employable.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Practical Lab etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Creation of ledgers, vouchers, preparation of various report – Balance sheet, profit and loss account, day book	01-Jun-2017 02-Jun-2017 05-Jun-2017 06-Jun-2017 07-Jun-2017 08-Jun-2017 09-Jun-2017 12-Jun-2017 13-Jun-2017 14-Jun-2017	Class exercises Lectures Practical Lab



15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017
23-Jun-2017
26-Jun-2017
27-Jun-2017
28-Jun-2017
29-Jun-2017
30-Jun-2017

Understanding Bank reconciliation statement, Preparation of Bank reconciliation statement

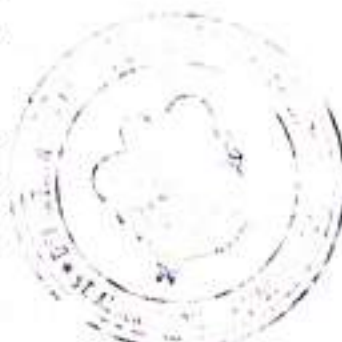
03-Jul-2017
04-Jul-2017
05-Jul-2017
06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017
21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017

Problems with inventory, preparation of reports – balance sheet, profit and loss account, stock summary

01-Aug-2017
02-Aug-2017
03-Aug-2017
04-Aug-2017
07-Aug-2017
08-Aug-2017
09-Aug-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017
21-Aug-2017
22-Aug-2017
23-Aug-2017

Problems related to payroll

24-Aug-2017
25-Aug-2017
29-Aug-2017
30-Aug-2017



31-Aug-2017
 11-Sep-2017
 13-Sep-2017
 14-Sep-2017
 15-Sep-2017
 18-Sep-2017
 19-Sep-2017
 20-Sep-2017
 22-Sep-2017

25-Sep-2017
 26-Sep-2017
 27-Sep-2017
 28-Sep-2017
 03-Sep-2017
 04-Oct-2017
 05-Oct-2017
 06-Oct-2017
 09-Oct-2017
 10-Oct-2017
 11-Oct-2017
 12-Oct-2017
 13-Oct-2017
 16-Oct-2017
 17-Oct-2017
 19-Oct-2017
 20-Oct-2017
 23-Oct-2017
 24-Oct-2017
 25-Oct-2017
 26-Oct-2017
 27-Oct-2017
 30-Oct-2017

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Group of students starting a virtual company	4 Days	Experiential Learning	4 th Week
Preparing the reports of virtual company	10 days	Experiential Learning	16 th Week

VI. Assignments and Seminars

Assignments



The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No Assignment	Topics	Activity	Submission Deadlines	
	Assignment on given topic	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment before 1.30 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 9 th Week of Course	Submit the assignment before 1.30 pm

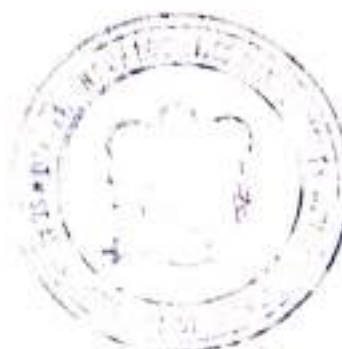
Note: Failure to submit the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. TomyKK .Computerised Accounting.Prakash Publications
2. Roopa. Tally for Every one. Atc Publishing Chennai.
3. A.K. Nadhani& K.K. Nadhani . Implementing Tally 9 A Comprehensive Guide to Tally



I. Course Instructor

Name Neenu Jose	Sem, Programme & Batch Semester V B. Voc Logistics Management,, 2014-17	Email neenujose@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	84 (Including assignments)
2	Assessment (CAE & ESE)	6
	Total	90
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Explain the importance of human resources and their effective management in organizations.
- Describe the meanings of terminology and tools used in managing employees effectively.
- Analyse the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, training and development.
- Outline the current theory and practice of recruitment and selection. This includes but is not limited to the supply of human resources and the advantages and disadvantages of external and internal recruiting.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments like internship etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Definition: Nature, scope, role, objective or Personnel management, level of management, Organisation of Personnel	01-Jun-2017	Class exercises
Dept its functions, Ergonounics,	02-Jun-2017	
	05-Jun-2017	Lectures
	06-Jun-2017	
	07-Jun-2017	GD



**Challenger and relevance of HRM,
Manpower planning.**

08-Jun-2017
09-Jun-2017
12-Jun-2017
13-Jun-2017
14-Jun-2017
15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017
23-Jun-2017
26-Jun-2017
27-Jun-2017
28-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017
06-Jul-2017
07-Jul-2017

**Recruitment: Sources of recruitment,
Selection- Selection process, Training -
Definition. Types of training Executive
Development.**

10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017
21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017

GD

Lectures

**Performance Appraisal: Techniques
Promotion, Career Planning**

01-Aug-2017
02-Aug-2017
03-Aug-2017
04-Aug-2017
07-Aug-2017
08-Aug-2017
09-Aug-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017

GD, Lectures



17-Aug-2017
18-Aug-2017
21-Aug-2017
22-Aug-2017
23-Aug-2017
24-Aug-2017
25-Aug-2017
29-Aug-2017
30-Aug-2017
31-Aug-2017
11-Sep-2017

**Job Analysis: Job Design, Job Evaluation
Wage. Definition, Factors affecting wage
policy, Wage Boards Fringe Benefits,
Perequisites, Incentives, Bonus, Profit
sharing, VRS, Maintenance of service files
pension**

13-Sep-2017
14-Sep-2017
15-Sep-2017
18-Sep-2017
19-Sep-2017
20-Sep-2017
22-Sep-2017
25-Sep-2017
26-Sep-2017
27-Sep-2017
28-Sep-2017
03-Sep-2017
04-Oct-2017
05-Oct-2017

GD, Lectures, Field
discussions

**Drafting Charge Sheets: Model standing
orders, code of conduct, Bond of service,
wage & salary records, E.S.I, P.F. Gratuity,
pension and bonus records**

06-Oct-2017
09-Oct-2017
10-Oct-2017
11-Oct-2017
12-Oct-2017
13-Oct-2017
16-Oct-2017
17-Oct-2017
19-Oct-2017
20-Oct-2017
23-Oct-2017
24-Oct-2017
25-Oct-2017
26-Oct-2017
27-Oct-2017
30-Oct-2017

GD, Lectures, Field
discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type
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Proposed Time



Get the Right Person on Job 2 Hours
Performance Appraisal 2 Hours

Demonstration 6th Week
Role play 10th Week

VI. Seminars Assignments

The following seminars needs to be taken in class. The seminars are of individual or group mode.

No Seminar	Topics	Activity	Deadlines
	Types of Recruitment	With PPT Seminar	3 rd Week
Seminar	Performance Appraisal Types	With PPT Seminar	10 th Week
Seminar	Steps in manpower planning	With PPT Seminar	2 nd week

Note: Failure to present the topic on the date mentioned will result in 0 marks for it. Requests for extension of dates for seminar not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- K. Aswathappa, Human resource and personnel management
- Gary Dessler, A frame work for human resource management Mammoria & Mammoria, Personnel management
- Edwin Philipo, Personnel management.





St. Albert's College (Autonomous)

LMG501: ENTERPRISE RESOURCE PLANNING

I. Course Instructor

Name SINCY RONNY	Sem, Programme & Batch Semester V ,B.VOC LOGISTICS MANAGEMENT 2014-17	Email sincyronny@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students are able to propose effective approaches to developing management information systems value, using information and building IT capabilities in specific situations.
- They will be informed on user behaviour and the importance of networking.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, activities etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Enterprise Resource Planning: Evolution of ERP, MRP and MRP II, problems of system Islands, need for system integration and interface, enterprise wide software solutions, difference between integrated and traditional information systems, early and new ERP packages, overview of	01-Jun-2017 02-Jun-2017 05-Jun-2017 06-Jun-2017 07-Jun-2017 08-Jun-2017 09-Jun-2017 12-Jun-2017 13-Jun-2017	Class exercises Lectures



and new ERP packages, overview of ERP packages, ERP products and markets – players and characteristics, benefits of ERP implementations, critical success factors, pitfalls.

13-Jun-2017
14-Jun-2017
15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017

Selection and Implementation:

Opportunities and problems in ERP selection and implementation, ERP implementation,, identifying ERP benefits, team formation-consultant intervention – Business Process Reengineering (BPR) concepts, The emergence of reengineering, concepts of business process – rethinking of processes – identification of reengineering need preparing for reengineering Implementing change – change management – integrating with other systems, Post ERP implementation.

23-Jun-2017
26-Jun-2017
27-Jun-2017
28-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017
06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017

Lectures

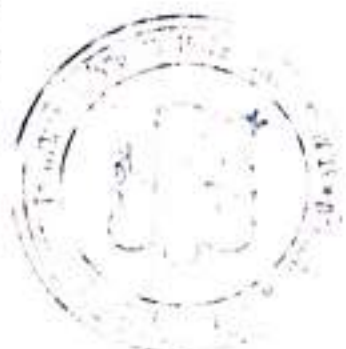
Class Activities

Modules in ERP: Business modules of ERP package, functional architecture, salient features of each modules of ERP, comparison of ERP packages. Implementation of ERP systems, Business process modeling, Gap analysis, Framework for ERP implementation, business process, emerging trends in business process, selection of ERP process of ERP implementation – managing changes in IT organization – preparing IT infrastructure, measuring benefits of ERP, implementation obstacles, risk factors.

18-Jul-2017
19-Jul-2017
20-Jul-2017
21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017
01-Aug-2017
02-Aug-2017
03-Aug-2017
04-Aug-2017
07-Aug-2017
08-Aug-2017
09-Aug-2017
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11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017

Lectures

Class Discussions



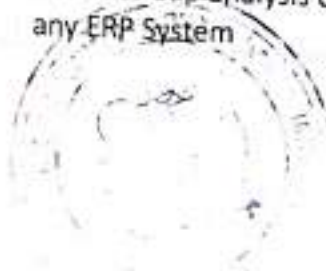
	21-Aug-2017	
	22-Aug-2017	
	23-Aug-2017	
Technical Architecture of ERP Systems: Communication and networking facilities – distributed computing, client server systems, concepts of business objects, distributed object, computing architecture, support for data mining and warehousing, EDI – internet and related technologies – Net technologies.	24-Aug-2017	Lectures
	25-Aug-2017	
	29-Aug-2017	
	30-Aug-2017	Class Discussions
	31-Aug-2017	
	11-Sep-2017	
	13-Sep-2017	
	14-Sep-2017	
	15-Sep-2017	
	18-Sep-2017	
	19-Sep-2017	
	20-Sep-2017	
	22-Sep-2017	
	25-Sep-2017	
	26-Sep-2017	
	27-Sep-2017	
	28-Sep-2017	
	03-Sep-2017	
	04-Oct-2017	
	05-Oct-2017	
ERP and Supply Chain Management: Extending scope of ERP through SCM, The concept of value chain differentiation between ERP and SCM – issues in selection and implementation of SCM solutions – E-business and ERP – BI – SAAS – business opportunities – basic and advanced business models on internet – security and privacy issues – recent developments – future and growth of ERP – role of ERP in international business.	06-Oct-2017	Lectures
	09-Oct-2017	
	10-Oct-2017	
	11-Oct-2017	Class discussions
	12-Oct-2017	
	13-Oct-2017	
	16-Oct-2017	
	17-Oct-2017	
	19-Oct-2017	
	20-Oct-2017	
	23-Oct-2017	
	24-Oct-2017	
	25-Oct-2017	
	26-Oct-2017	
	27-Oct-2017	
	30-Oct-2017	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
GAP Analysis	1 Day	Conduct Gap analysis of any ERP System	7 th Week

VI. Assignments and Seminars

Assignments



The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 4 th Week of Course Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 8 th Week of Course Submit the assignment to Google Classroom before 11.59 pm

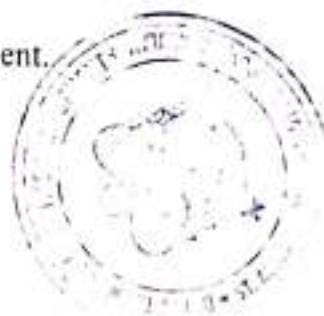
Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

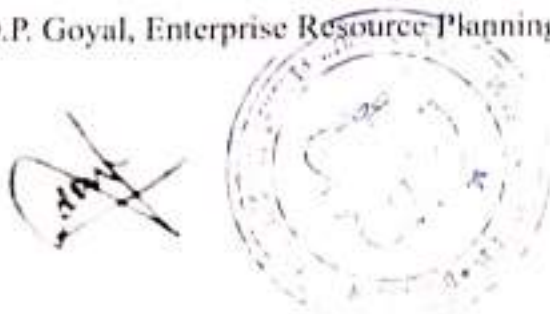
VIII. Required reading:

1. Hammer, Micheal and Jamts Chamby, Reengineering the corporation, 1997.
2. Leon, alexix Countdown 2000. Tata McGraw.
3. Ptak, Carol A. & Eli Schragenheim, Enterprise Systems for Management, St. Lucie Press NY. 2000 35 | M. G. UNIVERSITY SCHEME AND SYLLABUS, B.Voc. Logistics Management.
4. Luvai F. Motiwalla, Enterprise Systems for Management.
5. Mary Sumner, Enterprise Resource Planning.
6. Rahul V. Altekar, Enterprise Resource Planning.
7. Jyothindra Zaveri, Enterprise Resource Planning.



8. Ashim Raj Singla, Enterprise Resource Planning.

9. D.P. Goyal, Enterprise Resource Planning.





St. Albert's College (Autonomous)

LMG502 – CUSTOMER RELATIONSHIP MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 5 B.Voc LM, 2014-17	roshniap1990@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	51(Including assignments)
2	Assessment (CAE & ESE)	7
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- The student will be able to understand the concepts of customer relationship management.
- The student will be able to learn the basics of analytical customer relationship management.
- The student will be able to define, identify and apply the principles of Customer relationship through a strategy plan for implementing their own business.
- The student will be able to apply IT systems in emphasising customer relationships and documentation automation.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration



CRM Concepts: Acquiring customers, customers loyalty and optimizing customerrelationships, strategic frame work of CRM – origins, the role of CRM, Types of CRM, Key cross functional CRM processes.

01-Jun-2017
02-Jun-2017
05-Jun-2017
06-Jun-2017
07-Jun-2017
08-Jun-2017
09-Jun-2017
12-Jun-2017
13-Jun-2017
14-Jun-2017
15-Jun-2017
16-Jun-2017
19-Jun-2017
20-Jun-2017
21-Jun-2017
22-Jun-2017

Class exercises

Lectures

GD

CRM Strategy: CRM strategy development process, customer strategy, The CRM valuecreation process – customer profitability, customer acquisition and retention. Cross selling Customer segment life time value.

23-Jun-2017
26-Jun-2017
27-Jun-2017
28-Jun-2017
29-Jun-2017
30-Jun-2017
03-Jul-2017
04-Jul-2017
05-Jul-2017
06-Jul-2017
07-Jul-2017
10-Jul-2017
11-Jul-2017
12-Jul-2017
13-Jul-2017
14-Jul-2017
17-Jul-2017
18-Jul-2017
19-Jul-2017
20-Jul-2017

GD

Lectures

The multi channel integration process: Customers and the use of channels, sales force, callcenter, internet website, direct mail, e-commerce, m-commerce, channel integration, channel strategies- role of customer channel experience and channel categories.

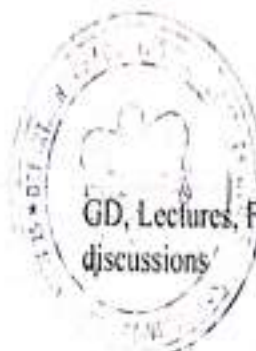
21-Jul-2017
24-Jul-2017
25-Jul-2017
26-Jul-2017
27-Jul-2017
28-Jul-2017
31-Jul-2017
01-Aug-2017
02-Aug-2017
03-Aug-2017
04-Aug-2017
07-Aug-2017
08-Aug-2017
09-Aug-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017

GD, Lectures

Analytical CRM: Information management process in CRM. The data repository – data

16-Aug-2017

GD, Lectures, Field discussions



marts data warehouse. Analytical tools for	17-Aug-2017
data mining – visualization tools,	18-Aug-2017
segmentation, prediction tools, neural	21-Aug-2017
networks, decision trees, affinity grouping,	22-Aug-2017
churn management, customer profiling and	23-Aug-2017
profitability analysis, OLAP, Data	24-Aug-2017
protection, privacy codes of practice.	25-Aug-2017
	29-Aug-2017
	30-Aug-2017
	31-Aug-2017
	11-Sep-2017
	13-Sep-2017
	14-Sep-2017
	15-Sep-2017
	18-Sep-2017
	19-Sep-2017
	20-Sep-2017
	22-Sep-2017

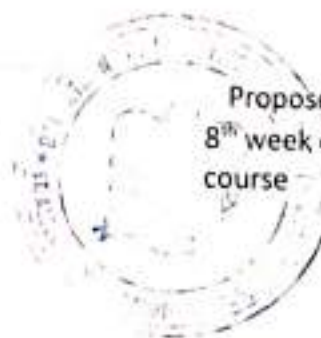
IT systems: Front office and back office	25-Sep-2017
applications – sales force automation, call	26-Sep-2017
centre management, marketing automation	27-Sep-2017
campaign management, Selecting a CRM	28-Sep-2017
solution. Organizing for CRM	03-Sep-2017
implementation, CRM change and project	04-Oct-2017
management. Establishing a CRM	05-Oct-2017
performance monitoring system –	06-Oct-2017
standards, metrics and key performance	09-Oct-2017
indicators, CRM budget and CRM return	10-Oct-2017
on investment.	11-Oct-2017
	12-Oct-2017
	13-Oct-2017
	16-Oct-2017
	17-Oct-2017
	19-Oct-2017
	20-Oct-2017
	23-Oct-2017
	24-Oct-2017
	25-Oct-2017
	26-Oct-2017
	27-Oct-2017
	30-Oct-2017

GD, Lectures, Field
discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type
Perceive your customer	1 hour	Role play

Proposed Time
8th week of the
course



VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No Assignment	Topics Types of CRM	Activity Preparation of assignment	Submission Deadlines Wednesday of 3 rd Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	Analytical CRM	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment as hardcopy before 9 AM

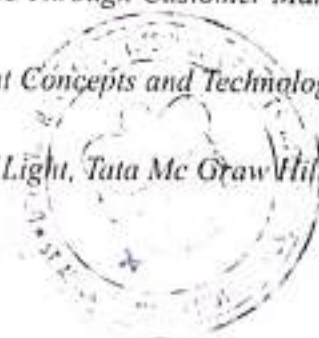
Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Peelen E, D., Customer relationship management, Pearson Educationj 2010.
2. Adrian, Hand book of CRM, Achieving Excellence Through Customer Management, Butterworth Heinennan.
3. Francis Buttle, Customer Relationship Managemt Concepts and Technologies, Butterworth Heinennan.
4. Paul Greenberg 4th edition, CRM at the Speed of Light, Tata Mc Graw Hill.





St. Albert's College (Autonomous)

LMS505: MARKETING MANAGEMENT

I. Course Instructor:

Name
ANNLEE MATHEW

Sem, Programme & Batch
B.VOC LOGISTICS
MANAGEMENT Semester V
2014-2017

Email
annleemathew@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students will understand the Conceptual framework, covering basic elements of the marketing mix.
- Help them to understand the marketing environment and kinds of new trends in marketing.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, activities etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics These are the topics to be covered in the modules	Session No & Date(s)	Methodology and Duration
Introduction: Meaning and definition of different marketing concepts - functions of marketing - environmental factors -	01-Jun-2017 02-Jun-2017 05-Jun-2017 06-Jun-2017 07-Jun-2017 08-Jun-2017 09-Jun-2017 12-Jun-2017 13-Jun-2017 14-Jun-2017	Class exercises Lectures



market segmentation -	15-Jun-2017
buying motive and process -	16-Jun-2017
consumer and customer -	19-Jun-2017
Factors affecting consumer	20-Jun-2017
behavior - Marketing Plan.	21-Jun-2017
	22-Jun-2017
	23-Jun-2017
	26-Jun-2017
	27-Jun-2017
	28-Jun-2017
	29-Jun-2017
	30-Jun-2017

Marketing Mix: Marketing mix:	03-Jul-2017
meaning - product, product mix- -	04-Jul-2017
product life cycle - importance of	05-Jul-2017
branding -packaging and labelling.	06-Jul-2017
	07-Jul-2017
	10-Jul-2017
	11-Jul-2017
	12-Jul-2017
	13-Jul-2017
	14-Jul-2017
	17-Jul-2017
	18-Jul-2017
	19-Jul-2017
	20-Jul-2017
	21-Jul-2017
	24-Jul-2017
	25-Jul-2017

Lectures

Class Activities

Pricing: Pricing policies - objectives	26-Jul-2017
- factors influencing pricing	27-Jul-2017
decisions - different pricing	28-Jul-2017
strategies: skimming- penetration.	31-Jul-2017
Market structure - channel of	01-Aug-2017
distribution and its importance.	02-Aug-2017
	03-Aug-2017
	04-Aug-2017
	07-Aug-2017
	08-Aug-2017
	09-Aug-2017
	10-Aug-2017
	11-Aug-2017
	14-Aug-2017
	16-Aug-2017
	17-Aug-2017
	18-Aug-2017
	21-Aug-2017

Lectures

Class Discussions

Promotion: Advertising - objectives	22-Aug-2017
and functions - types of advertising -	23-Aug-2017
	24-Aug-2017



Lectures

**personal selling and direct marketing -
Sales Promotion.**

25-Aug-2017
29-Aug-2017
30-Aug-2017
31-Aug-2017
11-Sep-2017
13-Sep-2017
14-Sep-2017
15-Sep-2017
18-Sep-2017
19-Sep-2017
20-Sep-2017
22-Sep-2017
25-Sep-2017
26-Sep-2017
27-Sep-2017
28-Sep-2017
03-Sep-2017
04-Oct-2017
05-Oct-2017
06-Oct-2017

Class Discussions

**Marketing Research: Definition,
Scope and Process - Marketing Risk
and Marketing Audit.**

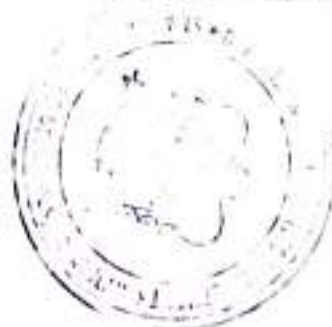
09-Oct-2017
10-Oct-2017
11-Oct-2017
12-Oct-2017
13-Oct-2017
16-Oct-2017
17-Oct-2017
19-Oct-2017
20-Oct-2017
23-Oct-2017
24-Oct-2017
25-Oct-2017
26-Oct-2017
27-Oct-2017
30-Oct-2017

Lectures

Class discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Market a product	5 Days	Experimental Learning	2 nd Week
Advertisement	7 Days	Poster or video making	7 th Week



VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 4 th Week of Course Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 8 th Week of Course Submit the assignment to Google Classroom before 11.59 pm

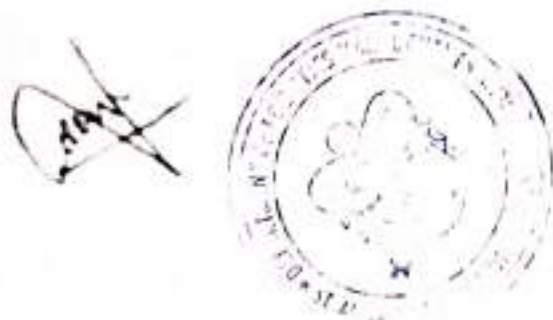
Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

1. Philip Kotler, Jha & Koshy, Marketing Management, Pearson Education, New Delhi.
2. SHH Kazmi, Marketing Management Text and Cases, Excel Books, New Delhi.
3. V. S Ramaswami & S. Namakumary, Marketing Management, MacMillan Publishers, New Delhi.
4. Cranfield, Marketing Management, Ane Books, New Delhi.
5. D. D Sharma, Marketing Research.





St. Albert's College (Autonomous)

LMS503 : BUSINESS ETHICS AND GLOBAL BUSINESS MANAGEMENT

I. Course Instructor

Name LAKSHMI G	Sem, Programme & Batch Semester V, B.VOC LOGISTICS MANAGEMENT, 2015-18	Email lakshmig@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- Students are moulded to provide the skills with which to recognise and resolve ethical issues in business.
- They are given the basics to enhance awareness and critical self-examination of one's own values, and to appreciate the relevance of personal values in the business/workplace setting.
- They are encouraged to reflect on the ethical dimension of your own decision-making in workplace and other settings.
- They will be made to understand the principles of moral decision-making in global business and the concept of corporate social responsibility.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, Class exercises etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		



Indian Ethos and Values:
 Values of Indian culture
 and society – Models of
 management in
 the Indian socio-political
 environment – Indian work
 ethos – Indian heritage in
 production and
 consumption – Indian
 mythologies and
 values/culture – western
 culture vs. Indian culture.

01-Jun-2017
 02-Jun-2017
 05-Jun-2017
 06-Jun-2017
 07-Jun-2017
 08-Jun-2017
 09-Jun-2017
 12-Jun-2017
 13-Jun-2017
 14-Jun-2017
 15-Jun-2017
 16-Jun-2017
 19-Jun-2017
 20-Jun-2017
 21-Jun-2017
 22-Jun-2017

Class exercises

Lectures

Introduction to Business Ethics:
 Definition of ethics and business
 ethics – Law vs. Ethics
 –Ethical principles in business –
 approaches to business ethics:
 Teleology, Deontology and
 Utilitarianism – importance of
 business ethics – debate for and
 against business

23-Jun-2017
 26-Jun-2017
 27-Jun-2017
 28-Jun-2017
 29-Jun-2017
 30-Jun-2017
 03-Jul-2017
 04-Jul-2017
 05-Jul-2017
 06-Jul-2017
 07-Jul-2017
 10-Jul-2017
 11-Jul-2017
 12-Jul-2017
 13-Jul-2017
 14-Jul-2017
 17-Jul-2017
 18-Jul-2017
 19-Jul-2017
 20-Jul-2017
 21-Jul-2017
 24-Jul-2017

Class Activities

Lectures

Ethical Decision Making in Business:
 Ethical dilemmas in business – ethical
 universalism and

25-Jul-2017
 26-Jul-2017
 27-Jul-2017
 28-Jul-2017
 31-Jul-2017
 01-Aug-2017
 02-Aug-2017
 03-Aug-2017

Lectures

Class discussions



relativism in business – factors
affecting the business ethics – process
of ethical decision-
making in business – Individual
differences in managers and ethical
judgement – whistle
blowing.

04-Aug-2017
07-Aug-2017
08-Aug-2017
09-Aug-2017
10-Aug-2017
11-Aug-2017
14-Aug-2017
16-Aug-2017
17-Aug-2017
18-Aug-2017

Ethics in Functional Areas: Ethical
issues in functional areas: Marketing,
HR, Production,
IT/Systems and Finance –
Environmental ethics – Gender ethics
– CSR as business ethics –
Ethics in international business

21-Aug-2017
22-Aug-2017
23-Aug-2017
24-Aug-2017
25-Aug-2017
29-Aug-2017
30-Aug-2017
31-Aug-2017
11-Sep-2017
13-Sep-2017
14-Sep-2017
15-Sep-2017
18-Sep-2017
19-Sep-2017
20-Sep-2017
22-Sep-2017

Lectures

Class discussions

Ethics Management: Role of
organizational culture in Ethics –
structure of ethics
management: Ethics programmes,
code of conduct, ethics committee,
ethics officers and the
CEO – communicating ethics:
communication principles, channels,
training programmes and
evaluation – Ethics audit – corporate
governance and ethical responsibility
– transparency
international and other ethical bodies
– recent trends, issues and cases.

25-Sep-2017
26-Sep-2017
27-Sep-2017
28-Sep-2017
03-Sep-2017
04-Oct-2017
05-Oct-2017
06-Oct-2017
09-Oct-2017
10-Oct-2017
11-Oct-2017
12-Oct-2017
13-Oct-2017
16-Oct-2017
17-Oct-2017
19-Oct-2017
20-Oct-2017
23-Oct-2017
24-Oct-2017
25-Oct-2017
26-Oct-2017
27-Oct-2017
30-Oct-2017

Lectures and class
discussions



V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Full Module	1 Day	Quiz Game	Last Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 5 th Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 9 th Week of Course	Submit the assignment Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- 1.Chakraborty S. K. (1995), Ethics in Management, Oxford University Press.
- 2.Chakraborty S. K. (2003), Management and Ethics Omnibus, Oxford University Press.
- 3.Press Ghosh P. K. (2010), Business Ethics, Vrinda Publications.



4. John R. Boatright (2008), Ethics and the Conduct of Business, Pearson Education.
5. Daniel Albuquerque (2010), Business Ethics, Oxford University Press.
6. Manuel G. Velasquez (2008), Business Ethics, Pearson Prentice-Hall.
7. Linda K. Trevino and Katherine A. Nelson (1995), Managing Business Ethics, John
8. Wiley & Sons. Sekhar R. C. (1997), Ethical Choices in Business, Response Books.
9. Fernando A. C. (2009), Business Ethics, Pearson Education.





St. Albert's College (Autonomous)

LMS605 - Financial Management

I. Course Instructor

Name Annlee Mathew	Sem, Programme & Batch Semester VI, B.Voc Logistics Mgt.,2015-18	Email annleejoseph2012@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives

- It enables students to create familiarity in the financial environment.
- It will help them to evaluate company's performance and enable them to make recommendation in financial decisions.
- Students will be able to apply techniques to manage working capital.
- It helps to find out alternative sources of finance.

IV. Course Delivery Plan

This is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, assignments, class works etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Module 1	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017	Lectures
Finance functions, recording - Definition and scope of finance functions		Seminars, presentations



Profit maximization Vs wealth maximization goal

13-Nov-2017
14-Nov-2017
15-Nov-2017
16-Nov-2017
17-Nov-2017
20-Nov-2017
21-Nov-2017
22-Nov-2017
23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017

PPTs

Organisation of finance function.

Group discussions

Module 2

Sources of finance

29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017

Group discussions

Short term sources

08-Dec-2017
11-Dec-2017
12-Dec-2017

Lectures

Long term sources

13-Dec-2017
14-Dec-2017

Assignments

Shares

15-Dec-2017
16-Dec-2017

Debentures

19-Dec-2017
20-Dec-2017

Seminar presentations

Preferred stock

21-Dec-2017
22-Dec-2017
03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018

Module 3

working capital management - concept - Determinants

09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018
22-Jan-2018
24-Jan-2018
25-Jan-2018
28-Jan-2018
30-Jan-2018
31-Jan-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018

Group discussions

Lectures

Assignments



Cash management

07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018

Receivables management**Module 4****Financing Decisions****Cost of Capital****Cost of specific source of capital****Weighted average cost of capital****Capital structure - factors influencing capital structure****Theories of capital structure****Leverage - meaning and types.**

14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018
21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018
01-Mar-2018
02-Mar-2018
05-Mar-2018
06-Mar-2018
07-Mar-2018
08-Mar-2018
09-Mar-2018

Lectures

Group discussions

Class works

Home works

Module 5**Dividend decision****Meaning and significance of dividend decisions****Modigliani and Miller Approach****Walter's model****Gordon's model****Corporate Dividend practice in India.**

12-Mar-2018
13-Mar-2018
14-Mar-2018
15-Mar-2018
16-Mar-2018
19-Mar-2018
20-Mar-2018
21-Mar-2018
22-Mar-2018
23-Mar-2018
25-Mar-2018
27-Mar-2018
28-Mar-2018

Lectures

Assignments

Seminar presentations

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Open- ended questions	2 Hours	Analytical Learning	6 th Week
A Place for all learners	5 Hours	Experiential learning	10 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted. Both the assignments & presentation are individual assignments

No Assignment	Topics Sources of Finance	Activity Preparation of assignment	Submission Deadlines Tuesday of 3 rd Week of Course	Submit the assignment before 1.30 pm
Seminar	Dividend policies	PowerPoint Presentation for 10 minutes duration	Thursday of 7 th Week of Course	Submit the seminar report before 1.30 pm

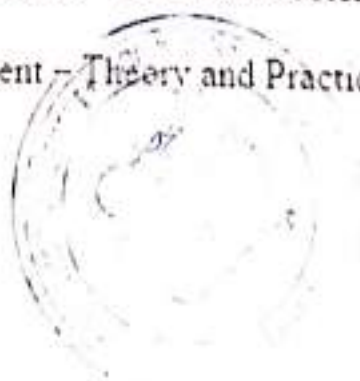
Note: Failure to submit the assignments on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Reference:

1. I.M. Pandey. Financial Management. Vikas Publications
2. Khan M.Y., Jain P.K. Financial Management – Test and Problems. TMH
3. Prasanna Chandra. Financial Management – Theory and Practice. TMH.





St. Albert's College (Autonomous)

LMS602 RETAIL MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Sincy Rony	Semester VI, B.Voc Logistics Mgt., 2015-18	sincyrony@gmail.com
Annlee Mathew		annleejoseph2012@gmail.com
Roshni Alice Prem		roshniap1990@gmail.com
Neenu jose		neenu.josev@gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives

- To familiarise about the retail operations and the factors influencing its success.
- Gives the knowledge how to create a shopping experience that builds customer loyalty
- Learn the functions that support service and sale and understand how to drive sales growth

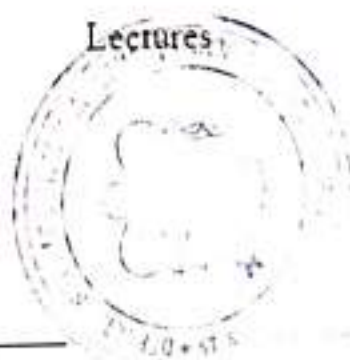
IV. Course Delivery Plan

This is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Module 1	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017	Lectures



Introduction to Retailing:	06-Nov-2017	
	07-Nov-2017	Seminar presentations
Retailing in India	08-Nov-2017	
	09-Nov-2017	
Significance of retail industry	10-Nov-2017	
Types of retailers	13-Nov-2017	PPTs
	14-Nov-2017	
	15-Nov-2017	
	16-Nov-2017	
	17-Nov-2017	
Types of merchandise		Group discussions
Multi-channel retailing		
Module 2	20-Nov-2017	
	21-Nov-2017	
	22-Nov-2017	
	23-Nov-2017	Group discussions
	24-Nov-2017	
	27-Nov-2017	
	28-Nov-2017	
Consumer Buying Behaviour	29-Nov-2017	
	30-Nov-2017	Lectures
	04-Dec-2017	
	05-Dec-2017	
	06-Dec-2017	
Types of buying decisions	07-Dec-2017	
	08-Dec-2017	Assignments
	11-Dec-2017	
	12-Dec-2017	
	13-Dec-2017	
Market segmentation		Seminar presentations
CRM process in retailing		
Module 3	14-Dec-2017	
	15-Dec-2017	
	18-Dec-2017	
	19-Dec-2017	
	20-Dec-2017	
	21-Dec-2017	Group discussions
	22-Dec-2017	
Retail Store Location	03-Jan-2018	
	04-Jan-2018	
	05-Jan-2018	
Site selection	06-Jan-2018	
	08-Jan-2018	
	09-Jan-2018	
	10-Jan-2018	
Retail organization	11-Jan-2018	
	12-Jan-2018	



Human resource, finance and operation dimensions.

Assignments

Module 4

The Merchandise Management

Managing the merchandise

Planning process

Buying merchandise

Retail pricing

16-Jan-2018

17-Jan-2018

18-Jan-2018

19-Jan-2018

22-Jan-2018

22-Jan-2018

24-Jan-2018

25-Jan-2018

29-Jan-2018

30-Jan-2018

31-Jan-2018

01-Feb-2018

02-Feb-2018

05-Feb-2018

06-Feb-2018

07-Feb-2018

08-Feb-2018

09-Feb-2018

12-Feb-2018

14-Feb-2018

15-Feb-2018

16-Feb-2018

19-Feb-2018

20-Feb-2018

21-Feb-2018

22-Feb-2018

23-Feb-2018

26-Feb-2018

27-Feb-2018

28-Feb-2018

01-Feb-2018

02-Mar-2018

05-Mar-2018

06-Mar-2018

07-Mar-2018

08-Mar-2018

09-Mar-2018

12-Mar-2018

13-Mar-2018

14-Mar-2018

15-Mar-2018

16-Mar-2018

19-Mar-2018

20-Mar-2018

21-Mar-2018

22-Mar-2018

23-Mar-2018

26-Mar-2018

27-Mar-2018

28-Mar-2018

Lectures

Group discussions

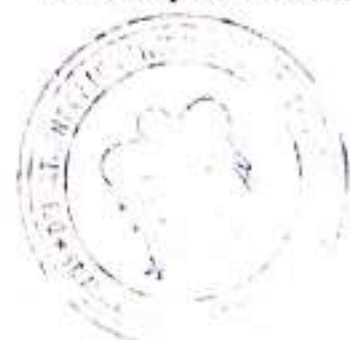
Class works

Home works

Lectures

Assignments

Seminar presentations



V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Open- ended questions	2 Hours	Analytical Learning	6 th Week
A Place for all learners	5 Hours	Experiential learning	10 th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted. Both the assignments & presentation are individual assignments

No	Topics	Activity	Submission Deadlines
Assignment	Types of retailers	Preparation of assignment	Tuesday of 3 rd Week of Course Submit the assignment before 1.30 pm
Seminar	CRM process in retailing	PowerPoint Presentation for 10 minutes duration	Thursday of 7 th Week of Course Submit the seminar report before 1.30 pm

Note: Failure to submit the assignments on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Reference:

1. Levy, Michael & Barton A. Weitz, Retailing Management, Irwin, London.
2. Swapna Pradhan, Retailing Management, Tata Mc Graw Hill (3rd Edition), 2010



3. Piyush Kumar Sinha, Uniyal, Managing Retailing, Oxford University Press, 2007
4. Chetan Bajaj, Rajnish Tuli & Nidhi Srinivastava, Retail Management, Oxford University Press, 2010
5. Barry Berman & Joel Evans, Retail Management – A strategic Approach (11th Edition), 2010





St. Albert's College (Autonomous)

LMS603 OPERATIONS MANAGEMENT

I. Course Instructor

Name ROSHNI ALICE PREM	Sem, Programme & Batch Semester VI ,B.Voc Logistics 2015-18	Email roshniap1990@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	48 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

III. Course Objectives:

- Students will be able to apply knowledge of business concepts and functions in an integrated manner
- To provide a basic understanding of the operations management function in an organization
- To gain an understanding and appreciation of the principles and applications relevant to the planning, design, and operations of manufacturing/service firms
- To sensitize the students about efficiency and effectiveness in operations functions

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction: Production and Operation Management as function, Nature and Scope, Decision areas. Operations Strategy. Process and Capacity Analysis.	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017 09-Nov-2017 10-Nov-2017 13-Nov-2017 14-Nov-2017 15-Nov-2017 16-Nov-2017 17-Nov-2017	Class exercises Lectures



Design of Manufacturing Process, Design of Service Systems, Facility Location and Layout Decisions.

20-Nov-2017
21-Nov-2017
22-Nov-2017
23-Nov-2017
24-Nov-2017
27-Nov-2017
28-Nov-2017
29-Nov-2017
30-Nov-2017
04-Dec-2017
05-Dec-2017
06-Dec-2017
07-Dec-2017
08-Dec-2017
11-Dec-2017
12-Dec-2017
13-Dec-2017

GD

Lectures

Total Quality Management: Elements, Tools for TQM, Cost of Quality, ISO – Quality Stds – Statistical Process, Controls Charts, Concepts of acceptance sampling – OC Curve

14-Dec-2017
15-Dec-2017
18-Dec-2017
19-Dec-2017
20-Dec-2017
21-Dec-2017
22-Dec-2017
03-Jan-2018
04-Jan-2018
05-Jan-2018
06-Jan-2018
08-Jan-2018
09-Jan-2018
10-Jan-2018
11-Jan-2018
12-Jan-2018
16-Jan-2018
17-Jan-2018
18-Jan-2018
19-Jan-2018
22-Jan-2018

GD, Lectures

Supply Chain Management, Lean Management, Sourcing and Supply Management, Inventory Planning and Control for independent demand items.

24-Jan-2018
25-Jan-2018
29-Jan-2018
30-Jan-2018
31-Jan-2018
01-Feb-2018
02-Feb-2018
05-Feb-2018
06-Feb-2018
07-Feb-2018
08-Feb-2018
09-Feb-2018
12-Feb-2018
14-Feb-2018
15-Feb-2018
16-Feb-2018
19-Feb-2018
20-Feb-2018
21-Feb-2018
22-Feb-2018
23-Feb-2018
26-Feb-2018
27-Feb-2018
28-Feb-2018

GD, Lectures,



Resource Planning – MRP for dependent items. Aggregate production planning. Scheduling of operations. Maintenance Management

01-Feb-2018

02-Mar-2018

05-Mar-2018

06-Mar-2018

07-Mar-2018

08-Mar-2018

09-Mar-2018

12-Mar-2018

13-Mar-2018

14-Mar-2018

15-Mar-2018

16-Mar-2018

19-Mar-2018

20-Mar-2018

21-Mar-2018

22-Mar-2018

23-Mar-2018

26-Mar-2018

27-Mar-2018

28-Mar-2018

GD, Lectures,

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
EXPLORATION	1 hour	Experiential Learning	4 th week of the month
Context-Based Learning	1 hour	Experiential Learning	2 nd week of the month

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted in Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Operations Strategy	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment in class room
Assignment	Assignment on Facility Location and Layout	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment in class room
Seminar	PowerPoint presentation on Sourcing and Supply	PowerPoint Presentation for a presentation of 10	Friday of 20 th Week of Course	Class room Presentation

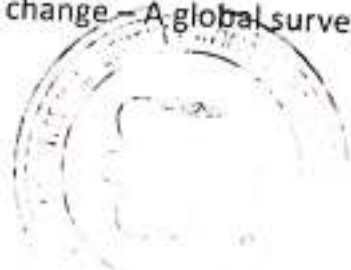
Note: Failure to submit an assignment in classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

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. Peter S. Smith, Air Frieght: operations, marketing and economics, Faber
4. Sung Chi-Chu, 4th Party Cyber Logistics for Air Cargo, Boston: Kluwer Academic Publishers.
5. Mark Wang, Accelerated Logistics, Santa Monica CA.
6. John Walter Wood, Airports: Some elements of design and future developments.
7. P.S. Senguttavan, Fundamentals of Air transport management.
8. Oxford Atlas – Oxford Publishing
9. Ratandeep Singh, Aviation Century: Wings of change – A global survey.





St. Albert's College (Autonomous)

LMG601-ENTREPRENEURSHIP DEVELOPMENT

I. Course Instructor

Name Neenu Jose	Sem, Programme & Batch B. Voc Logistics Management, Semester VI, 2015-18	Email neenujose@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	54 (Including assignments)
2	Assessment (CAE & ESE)	6
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

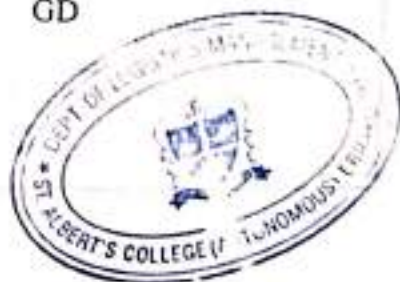
III. Course Objectives:

- Students will be able to define, identify and apply the principles of viability and growth through a strategy plan for implementing their own business.
- It helps in preparing start-ups business plans emphasising financing, marketing and organising.
- They identify the new venture financing and growth financing for existing business.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments like internship etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
To make the students understand about entrepreneurs and different classifications. Entrepreneur and entrepreneurship - Definition; traits and features; classification; Entrepreneurs; Women entrepreneurs; Role of entrepreneur in Entrepreneurs in India	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017 09-Nov-2017 10-Nov-2017 13-Nov-2017 14-Nov-2017	Class exercises Lectures GD



	16-Nov-2017	
	17-Nov-2017	
	20-Nov-2017	
	21-Nov-2017	
	22-Nov-2017	
Create an awareness about EDP.	23-Nov-2017	GD
Entrepreneurial development programme concept; Need for training; phases of EDP;	24-Nov-2017	
curriculum & contents of Training Programme; Support systems, Target Groups; Institutions conducting EDPs in India and Kerala.	27-Nov-2017	Lectures
	28-Nov-2017	
	29-Nov-2017	
	30-Nov-2017	
	04-Dec-2017	
	05-Dec-2017	
	06-Dec-2017	
	07-Dec-2017	
	08-Dec-2017	
	11-Dec-2017	
	12-Dec-2017	
	13-Dec-2017	
	14-Dec-2017	
	15-Dec-2017	
	18-Dec-2017	
	19-Dec-2017	
	20-Dec-2017	
	21-Dec-2017	
	22-Dec-2017	
General awareness about identification of project financing new enterprises.	03-Jan-2018	GD, Lectures
Promotion of a venture; opportunity Analysis Project identification and selection; External environmental analysis economic, social, technological and competitive factors. Legal requirements for establishment of a new unit; loans; Overrun finance; Bridge finance; Venture capital; Providing finance in Approaching financing institutions for loans	04-Jan-2018	
	05-Jan-2018	
	06-Jan-2018	
	08-Jan-2018	
	09-Jan-2018	
	10-Jan-2018	
	11-Jan-2018	
	12-Jan-2018	
	16-Jan-2018	
	17-Jan-2018	
	18-Jan-2018	
	19-Jan-2018	
	22-Jan-2018	
	23-Jan-2018	
	24-Jan-2018	
	25-Jan-2018	
	29-Jan-2018	
	30-Jan-2018	
	31-Jan-2018	
To identify different Discuss opportunities in small business. Small business Enterprise - Identifying the Business opportunity in various sectors - formalities for setting up of a small business enterprise - Institutions	01-Feb-2018	GD, Lectures, Field discussions
	02-Feb-2018	
	05-Feb-2018	
	06-Feb-2018	
	07-Feb-2018	
	08-Feb-2018	
	09-Feb-2018	
	12-Feb-2018	

supporting small business enterprise - 14-Feb-2018
 EDII (Entrepreneurship Development 15-Feb-2018
 Institute of India), 0 SLDO (Small 16-Feb-2018
 Industries Development Organization 19-Feb-2018
 NSIC (National small Industries 20-Feb-2018
 Corporation Ltd. (CNSIC) NIESBUD
 (National Institute for Entrepreneurship
 and small Business Development)
 Sickness in small business enterprise
 causes and remedies.

To understand about a project report 21-Feb-2018
 relating to a small business Project 22-Feb-2018
 formulation - Meaning of a project report 23-Feb-2018
 significance contents formulation planning 26-Feb-2018
 commissions guidelines for formulating a 27-Feb-2018
 project report - specimen of a project 28-Feb-2018
 report, problems of entrepreneurs case 01-Feb-2018
 studies of entrepreneurs. 02-Mar-2018
 05-Mar-2018
 06-Mar-2018
 07-Mar-2018
 08-Mar-2018
 09-Mar-2018
 12-Mar-2018
 13-Mar-2018
 14-Mar-2018
 15-Mar-2018
 16-Mar-2018
 19-Mar-2018
 20-Mar-2018
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 22-Mar-2018
 23-Mar-2018
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 27-Mar-2018
 28-Mar-2018

GD, Lectures, Field
 discussions

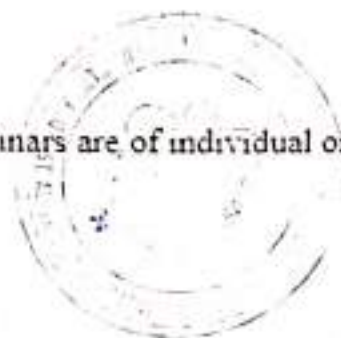
V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Are you an entrepreneur	2 Hours	Role Play	2 nd Week
Prepare a project report	2 Hours	Assignment	10 th Week

VI. Seminars

Assignments

The following seminars needs to be taken in class. The seminars are of individual or group mode.



No Seminar	Topics EDII	Activity With PPT Seminar	Deadlines 3 rd Week
Seminar	Feasibility Analysis	With PPT Seminar	10 th Week
Seminar	Industrial Sickness	With PPT Seminar	2 nd week

Note: Failure to present the topic on the date mentioned will result in 0 marks for it. Requests for extension of dates for seminar not entertained.

VII. Attendance (one component in class participation):

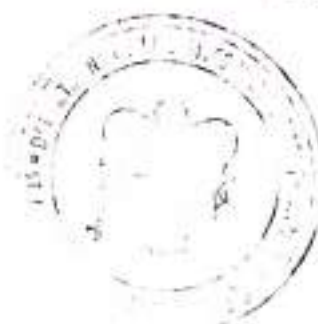
95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1

<75

Not eligible for appearing for ESE

VIII. Required reading:

- Clifton, Davis S. and Fyfe, David E., Project Feasibility Analysis, John Wiley, New York, 1977. Desai A. N., Entrepreneur and Environment, Ashish, New Delhi, 1990.
- Drucker, Peter, Innovation and Entrepreneurship, Heinemann, London, 1985
- Jain Rajiv, Planning a Small Scale Industry: A guide to Entrepreneurs, S.S. Books, Delhi, 1984 Kumar S. A., Entrepreneurship in Small Industry, Discovery, New Delhi, 1990
- McClelland, D. C. and Winter, W. G., Motivating Economic Achievement, Free Press, New York, 1969



St. Albert's College (Autonomous)

LMS604-Transportation and Distribution Management

I. Course Instructor

Name Sincy Ronny	Sem, Programme & Batch Semester VI , B.VOC Logistics Management, 2015-18	Email sincyronny@gmail.com
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	75
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	6

III. Course Objectives:

1. Students will be provided with good knowledge about domestic logistics operations.
2. It will help them to examine the details of planning, control and costing processes in domestic logistics management.
3. They will be able to understand the documentation procedures in logistics

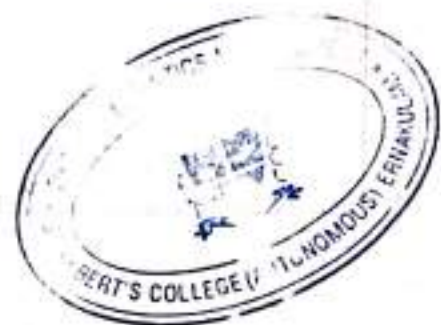
IV. Course Delivery Plan

This course is a course requiring a lot of student centric learning processes. The teaching methods include lectures, discussions, field based assignments etc.

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		



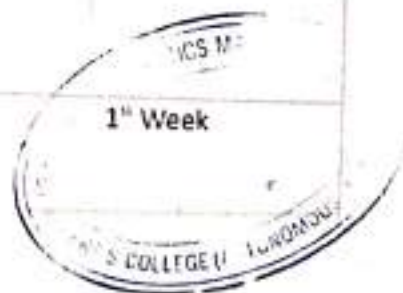
Planning and Resourcing: Need for Planning – Fleet management – Main types of road freight transport – Transport resource requirements – Vehicle routing and scheduling issues – Data requirements – Manual methods of vehicle routing and scheduling – Computer routing and scheduling Information system applications – GPS – RFID.	31-Oct-2017 01-Nov-2017 02-Nov-2017 03-Nov-2017 06-Nov-2017 07-Nov-2017 08-Nov-2017 09-Nov-2017 10-Nov-2017 13-Nov-2017 14-Nov-2017 15-Nov-2017 16-Nov-2017 17-Nov-2017 20-Nov-2017 21-Nov-2017 22-Nov-2017 23-Nov-2017 24-Nov-2017 27-Nov-2017 28-Nov-2017	Class exercises Lectures GD
Vehicle Selection: Types of vehicles – Types of operations – Load types and characteristics –Main types of vehicle body - Implications of vehicle selection – Vehicle acquisition	29-Nov-2017 30-Nov-2017 04-Dec-2017 05-Dec-2017 06-Dec-2017 07-Dec-2017 08-Dec-2017 11-Dec-2017 12-Dec-2017 13-Dec-2017 14-Dec-2017 15-Dec-2017 18-Dec-2017 19-Dec-2017 20-Dec-2017 21-Dec-2017 22-Dec-2017 03-Jan-2018 04-Jan-2018 05-Jan-2018 06-Jan-2018 08-Jan-2018	GD Lectures
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 – Transportation costing – problems	09-Jan-2018 10-Jan-2018 11-Jan-2018 12-Jan-2018 16-Jan-2018 17-Jan-2018 18-Jan-2018 19-Jan-2018 22-Jan-2018 24-Jan-2018 25-Jan-2018 29-Jan-2018 30-Jan-2018	GD, Lectures



	31-Jan-2018	
	01-Feb-2018	
	02-Feb-2018	
	03-Feb-2018	
	05-Feb-2018	
	07-Feb-2018	
	08-Feb-2018	
	09-Feb-2018	
	12-Feb-2018	
Documenting and Information Flow:	14-Feb-2018	GD, Lectures, Field discussions
Advices – Planning – FTL – LTL – Documentation	15-Feb-2018	
–Road Receipts / Truck Receipts / Way Bills (RR / LR) - Consignment note	16-Feb-2018	
CMR (EU & Canada) – Booking Invoicing & Information Flow - Long Haul – Coordination with terminals	19-Feb-2018	
– Exceptional Loads (Project Cargo).	20-Feb-2018	
	21-Feb-2018	
	22-Feb-2018	
	23-Feb-2018	
	26-Feb-2018	
	27-Feb-2018	
	28-Feb-2018	
	01-Feb-2018	
	02-Mar-2018	
Legislation: Operator licensing – Driver licensing – Driver's hours regulations	05-Mar-2018	GD, Lectures, Field discussions
– Road transport directive – Tachographs - Vehicle dimensions	06-Mar-2018	
	07-Mar-2018	
	08-Mar-2018	
	09-Mar-2018	
	12-Mar-2018	
	13-Mar-2018	
	14-Mar-2018	
	15-Mar-2018	
	16-Mar-2018	
	19-Mar-2018	
	20-Mar-2018	
	21-Mar-2018	
	22-Mar-2018	
	23-Mar-2018	
	26-Mar-2018	
	27-Mar-2018	
	28-Mar-2018	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Latest techniques used for transportation and distribution management	4 Days	Experiential Learning	4 th Week
Transportation and distribution management	12 Hours	MOOC Course in Coursera	1 st Week



VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Wednesday of 8 th Week of Course	Submit the assignment before 3pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 10 th Week of Course	Submit the assignment before 3 pm

Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- I. Logistics of facility location and allocation / Dileep R. Sule (Marcel Dekker)
- II. Logistics & supply chain management / Martin Christopher (Prentice Hall Financial Times)
- III. The management of business logistics / John J. Coyle, Edward J. Bardi, C. John
- IV. Langley (West Publishing Company)
- V. Manufacturing operations and supply chain management : the LEAN approach
- VI. [edited by] David Taylor and David Brunt (Thomson Learning)



- VII. Operations and process management : principles and practice for strategic impact /
- VIII. Nigel Slack (Financial Times Prentice Hall)
- IX. Logistics and Distribution Management: Alan Rushton, Phil Croucher, Peter Baker (CILT)

