



St. Albert's College (Autonomous)

PLM1CMT0220-QUANTITATIVE TECHNIQUES

I. Course Instructor

Name Vinu Wilson	Sem, Programme & Batch semester I M. Voc Logistics & Supply Chain Management 2020-22	Email vinuwilson@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)	6

III. Course Objectives:

I To expose the students to various Statistical and Operations research tools for data analysis.

II. To enable the students to interpretation the results.

III. To facilitate them to take objective decisions based on the models.

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		
Arithmetic Mean, Weighted Arithmetic Mean, Mean, Median Mode –	2 - NOV - 2020	Class exercises
Measurement of Variance: Range,	3 - NOV - 2020	
Quartile deviation, Average deviation,	4 - NOV - 2020	Lectures
Standard deviation, Coefficient of	5 - NOV - 2020	
variance – Probability: Concept and	6 - NOV - 2020	
	9 - NOV - 2020	

theorems, Binomial, Poisson and Normal distribution - Determinate of Confidence interval	10 - NOV - 2020 11 - NOV - 2020 12 - NOV - 2020 13 - NOV - 2020 16 - NOV - 2020 17 - NOV - 2020 18 - NOV - 2020 19 - NOV - 2020 20 - NOV - 2020 24 - NOV - 2020 25 - NOV - 2020	
Sign test, Runs test – Chi Square test – Mann Whitney – Wilcoxin test – Krushal Wallis – Friedman tests – Spearman's Rank Correlation.	26 - NOV - 2020 27 - NOV - 2020 30 - NOV - 2020 1-DEC-2020 2-DEC-2020 3-DEC-2020 4-DEC-2020 7-DEC-2020 8-DEC-2020 9-DEC-2020 10-DEC-2020 11-DEC-2020 14-DEC-2020 15-DEC-2020 16-DEC-2020 17-DEC-2020 18-DEC-2020 21-DEC-2020 22-DEC-2020 23-DEC-2020 4-JAN-2021 5-JAN-2021 6-JAN-2021 7-JAN-2021	Lectures
Methods of correlation – Pearson, Kendall rank correlation, spearman correlation, point biserial correlation. - Types of correlation – Positive negative, linear non-linear - Basics of Multivariate Analysis: Factor analysis – Cluster analysis – Discriminant Analysis – Types of Regression - Multiple Regression – Multiple Analysis of variance.	8-JAN-2021 11-JAN-2021 12-JAN-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN2021 25-JAN-2021	Lectures

Errors in testing – one tail & two tail testing – one sample t test and two sample t tests – paired t test – F test – ANOVA: one way and two way.	27-JAN-2021	Lectures
	28-JAN-2021	
	29-JAN-2021	
	1-FEB-2021	
	2-FEB-2021	
	3-FEB-2021	
	13-JAN-2021	
	14-JAN-2021	
	15-JAN-2021	
	18-JAN-2021	
	19-JAN-2021	
	20-JAN-2021	
	21-JAN-2021	
	22-JAN-2021	
	25-JAN-2021	
	27-JAN-2021	
	28-JAN-2021	
	29-JAN-2021	
	1-FEB-2021	
	2-FEB-2021	
	3-FEB-2021	
	4-FEB-2021	
Problem formation, Graphical Method, Simplex – Transportation: Basic feasibility solution, Optimization Methods - Assignment – Game Theory: Saddle point, Dominance and Mixed strategy.	5-FEB-2021	Lectures, Field discussions
	8-FEB-2021	
	9-FEB-2021	
	10-FEB-2021	
	11-FEB-2021	
	12-FEB-2021	
	15-FEB-2021	
	16-FEB-2021	
	17-FEB-2021	
	18-FEB-2021	
	19-FEB-2021	
	22-FEB-2021	
	23-FEB-2021	
	24-FEB-2021	
	25-FEB-2021	
	26-FEB-2021	
	29-FEB-2021	
	1-MAR-2021	
	2-MAR-2021	
	3-MAR-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
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Various Techniques used in quantitative Techniques	4 Days	Experiential Learning	4 th Week
Quantitative techniques	12 Hours	MOOC Course in Coursera	1 st 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 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:

1. Sharma J. K, (2012) Operations research: theory and Application, Macin
2. Gupta S. P, (2006) Statistical methods", Sultan Chand & Co., New Delhi.
3. Mustafi C. K, (2008) Statistical methods in managerial decisions", Macmillan, India.





St. Albert's College (Autonomous)

PLM1CRT0320 – BUSINESS COMMUNICATION

I. Course Instructor

Name NEENU JOSE	Sem, Programme & Batch Sem I, M. Voc Logistics & Supply Chain Management, 2020-22	Email neenujose@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	72 (Including assignments)
2	Assessment (CAE & ESE)	3
	Total	75
	Remedial Sessions	3

III. Course Objectives:

- To study the communication skills.
- To apply it in practical business situations, written exercises & e-mails and letters: Rewriting and re-framing of sentences are being delivered.

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		
Fundamentals of Communication –	2 - NOV - 2020	Class exercises
Business Communication – The	3 – NOV – 2020	
Communication Model – - Objectives of	4 – NOV – 2020	Lectures
Communication -Overcoming the Barriers	5 – NOV – 2020	
to Communication - types – 7 C's of	6 – NOV – 2020	GD
communication – general principles of	9 – NOV – 2020	
communication - formal and informal	10 – NOV – 2020	
communication network – work team	11 – NOV – 2020	
communication – variables – goal – conflict	12 – NOV – 2020	
resolution – non – verbal communication –	13 – NOV – 2020	
cross cultural communication – business	16 – NOV – 2020	
meetings – business etiquette.	17 – NOV – 2020	
	18 – NOV – 2020	
	19 – NOV – 2020	
	20 – NOV – 2020	
	24 - NOV - 2020	
	25 - NOV - 2020	

<p>Verbal and Non-Verbal Communication Introduction – Types of verbal and nonverbal communication - Public Speaking Skills - Role of audio-visual aids and computers in oral presentations - Tele Conference - Video Conference. Interviewing– Placement Interviews, Discipline Interviews, Appraisal - Interviews and Exit Interviews. Listening skills -Mannerisms -Body language – Kinesics – Professional Dressing – Conducting meetings, seminars and conferences - Group discussion - Oral Business presentations. Individual Presentations. team presentation – delivering the business presentation visual aids – slides – electronic presentation – hand – outs – delivering the presentation</p>	<p>26 - NOV - 2020 27 - NOV - 2020 30 - NOV - 2020 1-DEC-2020 2-DEC-2020 3-DEC-2020 4-DEC-2020 7-DEC-2020 8-DEC-2020 9-DEC-2020 10-DEC-2020 11-DEC-2020 14-DEC-2020 15-DEC-2020 16-DEC-2020 17-DEC-2020 18-DEC-2020 21-DEC-2020 22-DEC-2020 23-DEC-2020 4-JAN-2021 5-JAN-2021 6-JAN-2021 7-JAN-2021</p>	<p>GD Lectures</p>
<p>The Stages in writing, Pre writing, Writing and Post writing. Letters for different occasions- accepting/declining invitations, congratulating, consoling, conveying information – Social Communication - Blogs, Reviews (films, books), posting comments, tweets, cross-cultural communication. Work Place Communication – Minutes, Proposals, Memorandums, Press releases, Presentations, Profile of institutions, Speeches, Responding to enquiries and complaints, Resumes, Applications. Commercial/Business Letters and Principles of Effective Writing - Sample Letters. writing for media and media relations</p>	<p>8-JAN-2021 11-JAN-2021 12-JAN-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN-2021 25-JAN-2021 27-JAN-2021 28-JAN-2021 29-JAN-2021</p>	<p>GD, Lectures</p>
<p>Groups: Importance of features, Advantages and Disadvantages techniques of Group decisionmaking - Brain storming sessions, Nominal Group Technique, Delphian Technique, solving problems in Groups</p>	<p>1-FEB-2021 2-FEB-2021 3-FEB-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021</p>	<p>GD, Lectures, Field discussions</p>

	20-JAN-2021 21-JAN-2021 22-JAN-2021 25-JAN-2021 27-JAN-2021 28-JAN-2021 29-JAN-2021 1-FEB-2021 2-FEB-2021 3-FEB-2021 4-FEB-2021	
NEGOTIATIONS AND REPORT WRITING: (15 Hours) Introduction - Phases of a Negotiation - Characteristics of Negotiation - Opening Negotiations - Legal Aspects of 23Communication - Reports: Writing reports of different kinds -Long & short reports -Formal & Informal reports Annual report, Status report, Survey report.	5-FEB-2021 8-FEB-2021 9-FEB-2021 10-FEB-2021 11-FEB-2021 12-FEB-2021 15-FEB-2021 16-FEB-2021 17-FEB-2021 18-FEB-2021 19-FEB-2021 22-FEB-2021 23-FEB-2021 24-FEB-2021 25-FEB-2021 26-FEB-2021 29-FEB-2021 1-MAR-2021 2-MAR-2021 3-MAR-2021	GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Nonverbal communication in you	2 Days	Role Paly	2 nd Week
Letter Writing	2 Days	Assignment	7 th Week
Report Writing	3 Days	Assignment	9 th Week

VI. Seminars

Assignments

The following topics are decided for Seminar.

No	Topics	Activity	Submission Deadlines
Seminar	<ul style="list-style-type: none"> Types of Formal Communication Relevance of Informal Communication 	PowerPoint Presentation for a presentation of 10 minutes duration	Twice in a month

• Steps in writing	
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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

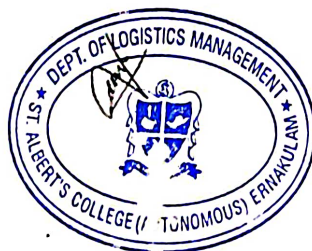
VIII. Required reading:

TEXT BOOKS:

1. Sanjay Kumar & Pushpalatha, Communication Skills, Oxford University Press, 2011.
2. Kaul & Asha, Effective Business Communication, PHI 2nd Edition, 2006.

REFERENCE BOOKS:

1. Lesikar R.V & Flatley M V, Basic Communication Skills for empowering the internet generation, Tata-McGraw Hill, 2009. 2. Sharma R C & Mohan K, Business Correspondence & Report Writing, TMH, 2009.
2. Scot Ober, Contemporary business communication, fifth edition, biztantra.
3. Lesiler & Flat lay, Basic Business communication. Tata Mc Graw Hill.





St. Albert's College (Autonomous)

PLM1CRT0420 – FUNDAMENTALS OF LOGISTICS

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 1 M.Voc L & SCM, 2020-22	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)	0

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		
CONCEPT OF LOGISTICS:	2 - NOV - 2020	Class exercises
Introduction to Logistics, Logistics	3 - NOV - 2020	
Objectives, Concept of Logistics	4 - NOV - 2020	Lectures

Management, Evolution, Role of Logistics in an Economy, Concept of Supply Chain Management (SCM), Difference between Logistics and Supply Chain Management, Logistics and Competitive Advantage, Logistics Mix, Logistics in Organised Retail in India	5 - NOV - 2020 6 - NOV - 2020 9 - NOV - 2020 10 - NOV - 2020 11 - NOV - 2020 12 - NOV - 2020 13 - NOV - 2020 16 - NOV - 2020 17 - NOV - 2020 18 - NOV - 2020 19 - NOV - 2020 20 - NOV - 2020 24 - NOV - 2020 25 - NOV - 2020	GD
LOGISTICS OUTSOURCING: Introduction, Objectives, Concept of Logistics Outsourcing, Catalyst for logistics outsourcing, Benefits of logistics outsourcing, Issues in logistics outsourcing, Third-Party Logistics, Fourth-Party Logistics, Selection of Logistics Service Provider, Logistics Service Contract, Outsourcing -Value Proposition	26 - NOV - 2020 27 - NOV - 2020 30 - NOV - 2020 1-DEC-2020 2-DEC-2020 3-DEC-2020 4-DEC-2020 7-DEC-2020 8-DEC-2020 9-DEC-2020 10-DEC-2020 11-DEC-2020 14-DEC-2020 15-DEC-2020 16-DEC-2020 17-DEC-2020 18-DEC-2020 21-DEC-2020 22-DEC-2020 23-DEC-2020 4-JAN-2021 5-JAN-2021 6-JAN-2021 7-JAN-2021	GD Lectures
INTEGRATED LOGISTICS: Introduction, Objectives, Concept of Integrated Logistic, Operational Objectives, Barriers, Information technology, Logistics performance cycle, manufacturing support performance cycle, Procurement performance cycle	8-JAN-2021 11-JAN-2021 12-JAN-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN-2021	GD, Lectures

	25-JAN-2021 27-JAN-2021 28-JAN-2021 29-JAN-2021	
LOGISTICS INFORMATION SYSTEM: Introduction, Objectives, Concept of Logistics Information System (LIS), Importance of LIS, Principles of designing LIS, Logistics Information Architecture, Application of Information Technology in Logistics and Supply Chain Management	1-FEB-2021 2-FEB-2021 3-FEB-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN-2021 25-JAN-2021 27-JAN-2021 28-JAN-2021 29-JAN-2021 1-FEB-2021 2-FEB-2021 3-FEB-2021 4-FEB-2021	GD, Lectures, Field discussions
CUSTOMER SERVICE: Key Element of Logistics: Introduction, Objectives, Concept of Customer Service, Attributes of customer service, Different phases of customer services, Customer Service for Competitiveness, Value-Added Logistical Service	5-FEB-2021 8-FEB-2021 9-FEB-2021 10-FEB-2021 11-FEB-2021 12-FEB-2021 15-FEB-2021 16-FEB-2021 17-FEB-2021 18-FEB-2021 19-FEB-2021 22-FEB-2021 23-FEB-2021 24-FEB-2021 25-FEB-2021 26-FEB-2021 29-FEB-2021 1-MAR-2021 2-MAR-2021 3-MAR-2021	GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Simulation Learning	1 day	Experiential Learning	2nd 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	Topics	Activity	Submission Deadlines	
Assignment	Logistics Outsourcing	Preparation of assignment	Wednesday of 3 rd Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	Key Elements of Logistics	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. David B. Grant, Chee Yew Wong, Sustainable Logistics and Supply Chain Management: Principles and Practices for Sustainable Operations and Management, Kindle Edition
2. Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGrawhill/Irwin, First Edition, 1998.
3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
4. Douglas M. Lambert, James S. Stock and Lisa M. Ellram (1998), Fundamentals of Logistics Management, The McGraw Hill Companies, New York.

5. Gaurdin, Kent N., Global Logistics Management (2001), Blackwell Publishers Ltd., Oxford.
6. Martin Christopher, Logistics and Supply Chain Management (2000), Financial Times Management, Pitman Publishing, London.





St. Albert's College (Autonomous)

PLM1CMT0120 ORGANIZATIONAL BEHAVIOUR

I. Course Instructor

Name Elma George	Sem, Programme & Batch Semester I, M. Voc Logistics Management 2020-22	Email elmageorge@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	60 (Including assignments)
2	Assessment (CAE & ESE)	3
	Total	63
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives:

- To help the students to develop cognizance of the importance of human behavior.
- To enable students to describe how people behave under different conditions and understand why people behave as they do.
- To provide the students to analyze specific strategic human resources demands for future action.
- To enable students to synthesize related information and evaluate options for the most logical and optimal solution such that they would be able to predict and control human behavior and improve results.

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		
Definition, need and importance of organizational behaviour – Nature and scope – Frame work – Organizational behaviour models.	2 - NOV - 2020	Lectures
	3 - NOV - 2020	
	4 - NOV - 2020	
	5 - NOV - 2020	Practical Lab
	6 - NOV - 2020	
	9 - NOV - 2020	Class exercises

	10 – NOV – 2020	
	11 – NOV – 2020	
	12 – NOV – 2020	
	13 – NOV – 2020	
	16 – NOV – 2020	
	17 – NOV – 2020	
	18 – NOV – 2020	
	19 – NOV – 2020	
	20 – NOV – 2020	
	24 – NOV – 2020	
	25 – NOV – 2020	
	26 – NOV – 2020	
	27 – NOV – 2020	Lectures
	30 – NOV – 2020	
	1-DEC-2020	Practical Lab
	2-DEC-2020	
	3-DEC-2020	Class exercise
	4-DEC-2020	
	7-DEC-2020	
	8-DEC-2020	
	9-DEC-2020	
	10-DEC-2020	
	11-DEC-2020	
	14-DEC-2020	
	15-DEC-2020	
	16-DEC-2020	
	17-DEC-2020	
	18-DEC-2020	
	21-DEC-2020	
	22-DEC-2020	
	23-DEC-2020	
	4-JAN-2021	
	5-JAN-2021	
	6-JAN-2021	
	7-JAN-2021	
	8-JAN-2021	Lectures
	11-JAN-2021	
	12-JAN-2021	Practical Lab
	13-JAN-2021	
	14-JAN-2021	Class exercise
	15-JAN-2021	
	18-JAN-2021	
	19-JAN-2021	
	20-JAN-2021	
	21-JAN-2021	
	22-JAN-2021	
	25-JAN-2021	
	27-JAN-2021	
	28-JAN-2021	
Personality – types – Factors influencing personality – Theories – Learning – Types of learners – The learning process – Learning theories – Organizational behaviour modification. Misbehaviour – Types – Management Intervention. Emotions - Emotional Labour – Emotional Intelligence – Theories. Attitudes – Characteristics – Components – Formation – Measurement- Values. Perceptions – Importance – Factors influencing perception – Interpersonal perception - Impression Management. Motivation –Early Theories of motivation – Needs Hierarchy theory, Theory X & Y, Two-Factor theory; Contemporary Theories of motivation – Goal Setting Theory – Reinforcement Theory – Expectancy Theory – Applications of Motivation - Effects on work behavior.		
Group Formation and Development; Group Dynamics; Team Building, Structure of Groups; Group Efficiency; Group Norms; Cohensiveness; Group Effectiveness; Group Decision Techniques; Application of Fundamental Interpersonal Relations Orientation – (FIRO-B); Team building - Interpersonal relations - Kinesics-Body Language, Communication – Control.		

	29-JAN-2021	
	1-FEB-2021	Lectures
	2-FEB-2021	
Leadership: – Leadership Theories: Trait Theories – Behavioural Theories – Contingency Theories: Fiedler Model – Path Goal Theory – Contemporary Leadership: Charismatic Leadership & Transformational Leadership – Power: Bases of Power – Power Tactics	3-FEB-2021	Practical Lab
	13-JAN-2021	
	14-JAN-2021	Class exercise
	15-JAN-2021	
	18-JAN-2021	
	19-JAN-2021	
	20-JAN-2021	
	21-JAN-2021	
	22-JAN-2021	
	25-JAN-2021	
	27-JAN-2021	
	28-JAN-2021	
	29-JAN-2021	
	1-FEB-2021	
	2-FEB-2021	
	3-FEB-2021	
	4-FEB-2021	
Organization Structure: Span of Management – Centralization & Decentralization – Organizational culture and climate – Factors affecting organizational climate – Importance of Job satisfaction – Determinants – Measurements – Influence on behaviour. Organizational change – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Stress Management - Emotional Intelligence, Emotional Labor, Conflict, Transactional Analysis & Johari Window - Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives – Organizational effectiveness	5-FEB-2021	Lectures
	8-FEB-2021	
	9-FEB-2021	Practical Lab
	10-FEB-2021	
	11-FEB-2021	Class exercise
	12-FEB-2021	
	15-FEB-2021	
	16-FEB-2021	
	17-FEB-2021	
	18-FEB-2021	
	19-FEB-2021	
	22-FEB-2021	
	23-FEB-2021	
	24-FEB-2021	
	25-FEB-2021	
	26-FEB-2021	
	29-FEB-2021	
	1-MAR-2021	
	2-MAR-2021	
	3-MAR-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Group discussion on different leadership styles	1 Days	Experiential Learning	4 th Week
Quiz	12 Hours	Experiential Learning	1 st Week

VI. Assignments and Seminars

Assignments

Both the assignments & presentation are individual assignments and should be submitted through Google classroom and Google meet.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on given topic	Preparation of assignment	Monday of 5 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 8 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. Schermerhorn, Hunt and Osborn, Organisational behavior, John Wiley, 9th Edition, 2008.
2. Udai Pareek, Understanding Organisational Behaviour, 2nd Edition, Oxford Higher Education, 2004.
3. Mc Shane & Von Glinov, Organisational Behaviour, 4th Edition, Tata Mc Graw Hill, 2007.





St. Albert's College (Autonomous)

PLM1CRT0220: ACCOUNTING FOR MANAGERS

I. Course Instructor:

Name Lynn Paul	Sem, Programme & Batch Semester I , M.VOC LOGISTICS AND SUPPLY CHAIN MANAGEMENT, 2020-2022	Email lynn@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)	4

III. Course Objectives:

- The course introduces the student to financial accounting, its basic concepts, analysis and interpretation and tools.

IV. Course Delivery Plan

This course is a course requiring lot of student centric learning processes. The teaching methods include lectures, discussions, class works seminar presentations 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 FINANCIAL ACCOUNTING: Purpose, use and role. Financial Accounting rules, concepts and conventions. Financial Accounting transactions, the process of recording,	2 - NOV - 2020	Class exercises
	3 - NOV - 2020	
	4 - NOV - 2020	Lectures
	5 - NOV - 2020	
	6 - NOV - 2020	
	9 - NOV - 2020	
	10 - NOV - 2020	Assignments
	11 - NOV - 2020	
	12 - NOV - 2020	
	13 - NOV - 2020	

rules of book keeping and books of accounts – Double Entry book keeping, journalizing primary and secondary books of accounts.

16 – NOV – 2020
17 – NOV – 2020
18 – NOV – 2020
19 – NOV – 2020
20 – NOV – 2020
24 - NOV - 2020
25 - NOV - 2020

THE STRUCTURE AND CONTENTS OF FINANCIAL STATEMENTS:

The profit and loss account and the Balance Sheet.

The need for adjusting entries – revenue recognition, accrual principle, depreciation, closing inventories and their valuation

Trend Analysis

26 - NOV - 2020
27 - NOV - 2020
30 - NOV - 2020
1-DEC-2020
2-DEC-2020
3-DEC-2020
4-DEC-2020
7-DEC-2020
8-DEC-2020
9-DEC-2020
10-DEC-2020
11-DEC-2020
14-DEC-2020
15-DEC-2020
16-DEC-2020
17-DEC-2020
18-DEC-2020
21-DEC-2020
22-DEC-2020
23-DEC-2020
4-JAN-2021
5-JAN-2021
6-JAN-2021
7-JAN-2021

Class works

Lectures

THE ANALYSIS OF FINANCIAL STATEMENTS

Ratio Analysis, Types of ratios and their meaning
using ratios to understand the financial status and performance of an organization.

8-JAN-2021
11-JAN-2021
12-JAN-2021
13-JAN-2021
14-JAN-2021
15-JAN-2021
18-JAN-2021
19-JAN-2021
20-JAN-2021
21-JAN-2021
22-JAN-2021
25-JAN-2021
27-JAN-2021
28-JAN-2021
29-JAN-2021

Class works

Lectures

Home works

FUNDS FLOW

ANALYSIS:

Inter firm comparisons and
Trend analysis- Cost
accounting and its
purposes. Classification of
Costs and their uses.
Allocation of Costs. Cost
centers.

1-FEB-2021
2-FEB-2021
3-FEB-2021
13-JAN-2021
14-JAN-2021
15-JAN-2021
18-JAN-2021
19-JAN-2021
20-JAN-2021
21-JAN-2021
22-JAN-2021
25-JAN-2021
27-JAN-2021
28-JAN-2021
29-JAN-2021
1-FEB-2021
2-FEB-2021
3-FEB-2021
4-FEB-2021

Lectures

Class works

FINANCIAL STATEMENT

ANALYSIS:

Types (methods) of Costing,
Activity Based Costing. Joint
products and by-

5-FEB-2021
8-FEB-2021
9-FEB-2021
10-FEB-2021
11-FEB-2021
12-FEB-2021
15-FEB-2021
16-FEB-2021

Lectures

Class works

products. Relevant costs for decision making

17-FEB-2021
18-FEB-2021
19-FEB-2021
22-FEB-2021
23-FEB-2021
24-FEB-2021
25-FEB-2021
26-FEB-2021
29-FEB-2021
1-MAR-2021
2-MAR-2021
3-MAR-2021

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
How to prepare a Balance Sheet	1 day	Experiential learning	2 nd 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	Topics	Activity	Submission Deadlines	
Assignment	Accounting concepts and conventions	Preparation of assignment	Wednesday of 3 rd Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on financial statement analysis.	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 7 th Week of Course	Submit the seminar report 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%	
<75	1
	Not eligible for appearing for ESE

VIII. Required reading:

TEXT BOOKS:

1. Arora M.N, Accounting for Management, Himalaya Publishing House, New Delhi.
2. Gupta R.L, Advanced Accounting, Sultan Chand & Sons.
3. Maheswari S.N and Maheswari S.K, Advanced Accounting, Vikas Publishing House, New Delhi.
4. Shashi K. Gupta, Management Accounting, Kalyani Publishers, New Delhi.

REFERENCES:

1. Financial statement analysis, R.L., Gupta & Radhaswamy, Sultan Chand, 1982.
2. Cost and management Accounting (A managerial emphasis), 15th edition, Charles T Horngren, Pearson, 2014.
3. Accounting for management, 3rd edition, Richard M. Lynch and Williamson, Mc Graw Hill, 2011.
4. Management and cost Accounting, 7th edition, Colin Drury, Cengage, 2007.
4. Management Accounting, 4th edition, Khan & Jain, Tata McGraw Hill, 2006.

ADDITIONAL RESOURCES: ocw.mit.edu, education-portal.com, hbsp.harvard.edu, www.imanet.org.





St. Albert's College (Autonomous)

PLM1CRT0120-ENTREPRENEURIAL DEVELOPMENT

I. Course Instructor

Name Lakshmi G	Sem, Programme & Batch semester I M. Voc Logistics & Supply Chain Management 2020-22	Email lakshmlg@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)	6

III. Course Objectives:

I Understanding basic concepts in the area of entrepreneurship.

II. Understanding the role and importance of entrepreneurship for economic development.

III. Developing personal creativity and entrepreneurial initiative.

IV. Understanding the stages of the entrepreneurial process and the resources needed for the successful development of entrepreneurial ventures.

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		
Meaning of entrepreneur - Evolution of the concept - Functions of an Entrepreneur - Role of entrepreneur in economic development - Types of	2 - NOV - 2020 3 - NOV - 2020 4 - NOV - 2020 5 - NOV - 2020 6 - NOV - 2020	Class exercises Lectures



St. Albert's College (Autonomous)

PLM1CRT0120-ENTREPRENEURIAL DEVELOPMENT

I. Course Instructor

Name Lakshmi G	Sem, Programme & Batch semester I M. Voc Logistics & Supply Chain Management 2020-22	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)	6

III. Course Objectives:

I Understanding basic concepts in the area of entrepreneurship.

II. Understanding the role and importance of entrepreneurship for economic development.

III. Developing personal creativity and entrepreneurial initiative.

IV. Understanding the stages of the entrepreneurial process and the resources needed for the successful development of entrepreneurial ventures.

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		
Meaning of entrepreneur - Evolution of the concept - Functions of an Entrepreneur - Role of entrepreneur in economic development - Types of	2 - NOV - 2020 3 - NOV - 2020 4 - NOV - 2020 5 - NOV - 2020 6 - NOV - 2020	Class exercises Lectures

<p>Entrepreneur - Family Business - Intrapreneur- an emerging class - Concept of Entrepreneurship - Evolution of Entrepreneurship - Development of Entrepreneurship - Entrepreneurial Culture - Stages in entrepreneurial process</p>	<p>9 – NOV – 2020 10 – NOV – 2020 11 – NOV – 2020 12 – NOV – 2020 13 – NOV – 2020 16 – NOV – 2020 17 – NOV – 2020 18 – NOV – 2020 19 – NOV – 2020 20 – NOV – 2020 24 - NOV - 2020 25 - NOV - 2020</p>	
<p>Meaning of business plan - Environment scanning and opportunity analysis - Business plan process - Advantages of business planning - Marketing plan - Production/operations plan - Organization plan - Financial plan - Generation and screening of project idea— Project formulation- market demand and situation analysis-- technical analysis; financial analysis, analysis of project risk, firm risk and market risk, cost benefit analysis, social cost benefit analysis—Environmental appraisal of projects – stress on environment—a project report preparation.</p>	<p>26 - NOV - 2020 27 - NOV - 2020 30 - NOV - 2020 1-DEC-2020 2-DEC-2020 3-DEC-2020 4-DEC-2020 7-DEC-2020 8-DEC-2020 9-DEC-2020 10-DEC-2020 11-DEC-2020 14-DEC-2020 15-DEC-2020 16-DEC-2020 17-DEC-2020 18-DEC-2020 21-DEC-2020 22-DEC-2020 23-DEC-2020 4-JAN-2021 5-JAN-2021 6-JAN-2021 7-JAN-2021</p>	<p>Lectures</p>
<p>Small industry financing developing countries - A brief overview of financial institutions in India - Central level and state level institutions - SIDBI - NABARD - IDBI - SIDCO - Indian Institute of Entrepreneurship - DIC - Single Window - Latest Industrial Policy of Government of India</p>	<p>8-JAN-2021 11-JAN-2021 12-JAN-2021 13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN-2021 25-JAN-2021 27-JAN-2021</p>	<p>Lectures</p>

The nature of international entrepreneurship - Importance of international business to the firm - International versus domestic entrepreneurship - Stages of economic development - Entrepreneurship entry into international business - exporting - Direct foreign investment - barriers to international trade.	28-JAN-2021	Lectures
	29-JAN-2021	
	1-FEB-2021	
	2-FEB-2021	
	3-FEB-2021	
	13-JAN-2021	
	14-JAN-2021	
	15-JAN-2021	
	18-JAN-2021	
	19-JAN-2021	
	20-JAN-2021	
	21-JAN-2021	
	22-JAN-2021	
	25-JAN-2021	
	27-JAN-2021	
	28-JAN-2021	
	29-JAN-2021	
	1-FEB-2021	
	2-FEB-2021	
	3-FEB-2021	
	4-FEB-2021	
Informal risk capital market - venture capital - nature and overview - venture capital process - locating venture capitalists - approaching venture capitalists. Social Entrepreneurship: Social enterprise-need - types- characteristics and benefits of social enterprises - Social entrepreneurship - Rural entrepreneurship, MSME Policies. Make-In India, Start-Up India, Stand-Up India.	5-FEB-2021	Lectures, Field discussions
	8-FEB-2021	
	9-FEB-2021	
	10-FEB-2021	
	11-FEB-2021	
	12-FEB-2021	
	15-FEB-2021	
	16-FEB-2021	
	17-FEB-2021	
	18-FEB-2021	
	19-FEB-2021	
	22-FEB-2021	
	23-FEB-2021	
	24-FEB-2021	
	25-FEB-2021	
	26-FEB-2021	
	29-FEB-2021	
	1-MAR-2021	
	2-MAR-2021	
	3-MAR-2021	

IV. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Various Techniques used in entrepreneurship development	4 Days	Experiential Learning	4 th Week

Entrepreneurship	12 Hours	MOOC Course in Coursera	1 st Week
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V. 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 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.

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. Prasanna Chandra: Projects – Planning, Analysis, Selection, Financing, Implementation and Review – CFM-MHE Professional Series in Finance, 8th Edition
2. Bhavesh M Patel : Project Management, Vikas Publications
3. R. Gopal, Pradip Manjrekar -Entrepreneurship & Innovation Management –Abe Books
4. Desai, Vasant – Entrepreneurship Management: Passion, Works, Wonders, Himalaya Publishing House





St. Albert's College (Autonomous)

PLM1CMT0320- PRINCIPLES OF MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Lynn Paul	Sem I M.Voc L & SCM, 2020-22	lynn@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)	4

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		
Science, Theory and Practice – The Evolution of Management- Management Thoughts and the Patterns of Management Analysis - Principles of	2 - NOV - 2020 3 – NOV – 2020 4 – NOV – 2020 5 – NOV – 2020	Class exercises Lectures

Management and Scientific Principles of Management – Skills Required for a manager - Management and Society: The External Environment – Levels of Management - Vision, Effectiveness, Efficiency and Teamwork - Social Responsibility and Ethics – Global and Comparative Management – The Basis of Global Management.	6 – NOV – 2020 9 – NOV – 2020 10 – NOV – 2020 11 – NOV – 2020 12 – NOV – 2020 13 – NOV – 2020 16 – NOV – 2020 17 – NOV – 2020	GD
PLANNING: PODSCORB - Planning: -Meaning – nature – importance -Levels of planning. Objectives – setting objectives – Policies – Planning premises, Types of plans - Process of planning - Decision Making; MBO - Meaning, Importance, Process; Principles in Planning	18 – NOV – 2020 19 – NOV – 2020 20 – NOV – 2020 24 - NOV - 2020 25 - NOV - 2020 26 - NOV - 2020 27 - NOV - 2020 30 - NOV - 2020 1-DEC-2020 2-DEC-2020 3-DEC-2020 4-DEC-2020 7-DEC-2020 8-DEC-2020	GD Lectures
ORGANIZING & STAFFING: Nature-Purpose-Principles-Organisational Structure and types - Departmentation - Centralization vs. Decentralization - Span of control- Delegation of Authority – –Elements of Delegation - Effective Organizing and Organizational Culture – Global Organizing. Principles in Organising – Coordination functions in organisation - Line Vs Staff Authority – Networking and Virtual Organizations Staffing: - Meaning, Principles in Staffing, Staffing Functions	9-DEC-2020 10-DEC-2020 11-DEC-2020 14-DEC-2020 15-DEC-2020 16-DEC-2020 17-DEC-2020 18-DEC-2020 21-DEC-2020 22-DEC-2020 23-DEC-2020 4-JAN-2021 5-JAN-2021 6-JAN-2021 7-JAN-2021 8-JAN-2021 11-JAN-2021 12-JAN-2021	GD, Lectures
DIRECTING & LEADERSHIP: Leadership – Leadership Traits – Leadership Styles – Principles in Directing –Emerging Trends in Management; Management of Creativity & Innovation – Creative Process – Managing E-Business World – Challenges –	13-JAN-2021 14-JAN-2021 15-JAN-2021 18-JAN-2021 19-JAN-2021 20-JAN-2021 21-JAN-2021 22-JAN2021	GD, Lectures, Field discussions

Management in Globalized Era - Organizational Social Responsibility	25-JAN-2021 27-JAN-2021 28-JAN-2021 29-JAN-2021 1-FEB-2021 2-FEB-2021 3-FEB-2021	
MANAGEMENT CONTROL: System and process of Controlling - Requirements for effective control - The Budget as Control Technique - Information Technology in Controlling - Control Techniques- Control and planning- Types of Control- Reporting - Co-ordination; Principles in Control and Co ordination	4-FEB-2021 5-FEB-2021 8-FEB-2021 9-FEB-2021 10-FEB-2021 11-FEB-2021 12-FEB-2021 15-FEB-2021 16-FEB-2021 17-FEB-2021 18-FEB-2021 19-FEB-2021 22-FEB-2021 23-FEB-2021 24-FEB-2021 25-FEB-2021 26-FEB-2021 29-FEB-2021 1-MAR-2021 2-MAR-2021 3-MAR-2021	GD, Lectures, Field discussions

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 to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on organisation	Preparation of assignment	Wednesday of 4 th Week of Course	Submit the assignment in class room

	n structure and design			
Seminar	Assignment on Leadership styles .	Preparation of assignment	Friday of 6 th Week of Course	Submit the assignment in class room

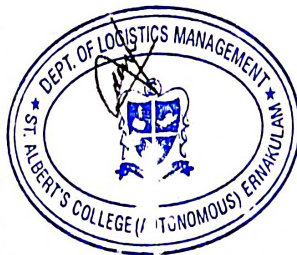
Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

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. Moshal.B.S . *Principles of Management*, Ane Books India, New Delhi.
2. Bhatia R.C. *Business Organization and Management*, Ane Books Pvt. Ltd., New Delhi.
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)

PLM2CMT0320 – EXPORT IMPORT MANAGEMENT

I. Course Instructor

Name NEENU JOSE	Sem, Programme & Batch Sem II, M. Voc Logistics Management, 2020-22	Email ncenujose@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	60

III. Course Objectives:

- To understand India's contribution in International Trade and Service.
- To know the Export and Import Documents used in Global Trade.
- To identify future opportunities and challenges of India's Foreign Trade.
-

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		
INTERNATIONAL TRADE: Need and importance of International Trade - Meaning and Definition of Export – Classification – Strategy and Preparation for Export Marketing – Starting an Export Organization: Starting an export firm Registration Formalities –Export Licensing – Selection of Export Product – Exim code number – Elements of export contract- INCOTERMS –Payment settlement of exports and Imports - Identification of Markets – Methods of Exporting – Payment Terms – Letter of Credit – Export Finance: Sources of Finance - Liberalisation of Imports – Negative List for Imports – Categories of Importers - Customs regulations and import clearance formalities – Types of import licenses - Import Procedure and Documentation	1 - DEC - 2020 2 - DEC - 2020 3 - DEC - 2020 4 - DEC - 2020 7 - DEC - 2020 8 - DEC - 2020 9 - DEC - 2020 10 - DEC - 2020 11 - DEC - 2020 14 - DEC - 2020 15 - DEC - 2020 16 - DEC - 2020 17 - DEC - 2020 28 - DEC - 2020 29 - DEC - 2020 30 - DEC - 2020 31 - DEC - 2020	Class exercises Lectures GD

ALIGNED DOCUMENTATION SYSTEM: Types of documents – Primary Documents – Regulatory Documents - Transport, Negotiation and Insurance documents – E-Databases and Documents - Commercial Invoice – Shipping Bill – Certificate of Origin – Consular Invoice – Mate’s Receipt – Bill of Lading –GR Form – ISO 9000 – Procedure for obtaining ISO 9000 – BIS 14000 Certification – Types of Marine Insurance Policies – Import Documents – Transport Documents – Bill of Entry – Certificate of Inspection – Certificate of Measurements – Freight Declaration.	1 - JAN- 2021 4 - JAN- 2021 5 - JAN- 2021 6 - JAN- 2021 7 - JAN- 2021 8 - JAN- 2021 11 - JAN- 2021 12 - JAN- 2021 13 - JAN- 021 14 - JAN- 2021 15 - JAN- 2021 16 - JAN- 2021 18 - JAN- 2021 19 - JAN- 2021 20 - JAN- 2021 21 - JAN- 2021	GD Lectures
STEPS IN EXPORT PROCEDURE: Export Contract – Forward Cover – Export – Finance Institutional Frame worked for export Finance – Excise Clearance – Pre-shipment Inspection – Methods of Pre-shipment Inspection Marine – Insurance – Role of Clearing and Forwarding Agents – Shipping and Customs Formalities – Customs EDI System – Negotiation of Documents	22 - JAN- 2021 23 - JAN- 2021 25 - JAN- 2021 26 - JAN- 2021 27 - JAN- 2021 28 - JAN- 2021 29 - JAN- 2021 30 - JAN- 2021 1 - FEB- 2021 2 - FEB- 2021 3 - FEB- 2021 4 - FEB- 2021 5 - FEB- 2021 6 - FEB- 2021 8 - FEB- 2021 9 - FEB- 2021 10 - FEB- 2021 11 - FEB- 2021 12 - FEB- 2021 15 - FEB- 2021 16 - FEB- 2021	GD, Lectures
REALIZATION OF EXPORTS PROCEEDS: Pre-Import Procedure – Steps in Import Procedure – Legal Dimensions of Import Procedure – Customs Formalities for Imports – Warehousing of Imported goods – Exchange Control Provisions for Imports – Retirement of Export Documents – Town of Export Excellence. Recent Trends in World Trade – India’s Foreign Trade - Project Exports Deemed Exports - India’s	17 - FEB- 2021 18 - FEB- 2021 19 - FEB- 2021 20 - FEB- 2021 22 - FEB- 2021 23 - FEB- 2021 24 - FEB- 2021 25 - FEB- 2021 26 - FEB- 2021 27 - FEB- 2021	GD, Lectures, Field discussions

Foreign Trade Policy – India Trade Agreements and tariff benefits - Export Promotion Capital Goods Scheme (EPCG) license- Duty exemption scheme –Import formalities for EOUs and SEZs –CEZ - Import Risk Management	1 - MAR- 2021 2 - MAR- 2021 3 - MAR- 2021 4 - MAR- 2021 5 - MAR- 2021 6 - MAR- 2021 8 - MAR- 2021	
POLICY AND INSTITUTIONAL FRAMEWORK FOR EXPORTS AND IMPORTS FOREIGN TRADE POLICY: Role of commercial bank, EXIM Bank, ECGC SIDBI and others – Export promotion Schemes – Insurance for Export – Types – export credit insurance – Risk Management – Types of risks – mitigation methods. Highlights – Special Focus Initiatives – Duty Drawback – Deemed Exports – ASIDE – MAI & MDA – Star Export Houses – EPCG Scheme – Incentives for Exporters – Export Promotion Councils – Commodity Boards – FIEO – IIFT – EOUs – SEZs – ITPO – ECGC – EXIM Bank	9 - MAR- 2021 10 - MAR- 2021 11 - MAR- 2021 12 - MAR- 2021 15 - MAR- 2021 16 - MAR- 2021 17 - MAR- 2021 18 - MAR- 2021 19 - MAR- 2021 20 - MAR- 2021 22 - MAR- 2021 23 - MAR- 2021 24 - MAR- 2021 25 - MAR- 2021 26 - MAR- 2021 27 - MAR- 2021 29 - MAR- 2021 30 - MAR- 2021 31 - MAR- 2021	GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Be a clearing agent	2 Days	Role Paly	9 th Week
ISO Procedure	2 Days	Assignment	7 th Week
Incoterms	3 Days	Assignment	13 th Week

VI. Seminars

Assignments

The following topics are decided for Seminar.

No	Topics	Activity	Submission Deadlines
Seminar	<ul style="list-style-type: none"> Methods of foreign entry Trade Blocs Letter of Credit 	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:

TEXT BOOKS:

1. Aseem Kumar(2007) "Export and Import Management", Excel Books Publications, New Delhi
2. David Stewart (2008)" International Supply Chain Management", Cengage publications,
3. Ram Singh(2008) "Export Management" Indian Institute of Foreign Trade, New Delhi

REFERENCES:

1. Usha Kiran Rai, Export-Import and Logistics Management, ASOKE publication.
2. T E. Johnson, D L. Bade, Export/Import Procedures and Documentation, AMACOM publication.
3. P.K.Khurana (2010): Export Management, Galgotia Publication, New Delhi
4. Jeevanandam C(2002) "Foreign Exchange: Practices Concepts and control" Sultan Chand Publications
5. Foreign Trade Policy(2015-2020): Hand book of Export Procedure and Annual of the Ministry of Commerce, Government of India.





St. Albert's College (Autonomous)

PLM2CRT0320 – PORT OPERATIONS

I. Course Instructor

Name	Sem, Programme & Batch	Email
Lynn Paul	Sem 2 M.Voc L & SCM, 2020-22	lynn@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)	0

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		

PORT STRUCTURE AND FUNCTIONS: Definition - Types and Layout of the Ports – Organisational Structure- Fundamental observations. Main functions and features of ports: Infrastructure and connectivity Administrative functions - Operational functions. Main services: Services and facilities for ships - Administrative formalities - Cargo transfer - Services and facilities for cargo - Additional “added value” service- Ports and their stakeholders like PHO, Immigration, Ship agents, Stevedores, CHA	1 - DEC - 2020 2 - DEC - 2020 3 - DEC - 2020 4 - DEC - 2020 7 - DEC - 2020 8 - DEC - 2020 9 - DEC - 2020 10 - DEC - 2020 11 - DEC - 2020 14 - DEC - 2020 15 - DEC - 2020 16 - DEC - 2020 17 - DEC - 2020 28 - DEC - 2020 29 - DEC - 2020 30 - DEC - 2020 31 - DEC - 2020	Class exercises Lectures GD
PORT OPERATIONS: Berths and Terminals - Berth Facilities and Equipment - ship Operation – Pre-shipment planning, the stowage plan and on-board stowage - cargo positioning and stowage on the terminal – Developments in cargo/container handling and terminal operation - Safety of cargo operations - Cargo security: Measuring and evaluating performance and productivity.	1 - JAN- 2021 4 - JAN- 2021 5 - JAN- 2021 6 - JAN- 2021 7 - JAN- 2021 8 - JAN- 2021 11 - JAN- 2021 12 - JAN- 2021 13 - JAN- 021 14 - JAN- 2021 15 - JAN- 2021 16 - JAN- 2021 18 - JAN- 2021 19 - JAN- 2021 20 - JAN- 2021 21 - JAN- 2021	GD Lectures
PORT ADMINISTRATION OWNERSHIP AND MANAGEMENT PORT OWNERSHIP STRUCTURE: Types of port ownership and administration – Organizations concerning ports - Boards governing the ports - Port management development Rise and fall of Ports - information technology in ports..Port ownership in Indian context: Acts governing the Ports in India – Port ownership structure in India. Port reform: Framework for port reform - Evolution of ports in a	22 - JAN- 2021 23 - JAN- 2021 25 - JAN- 2021 26 - JAN- 2021 27 - JAN- 2021 28 - JAN- 2021 29 - JAN- 2021 30 - JAN- 2021 1 - FEB- 2021 2 - FEB- 2021 3 - FEB- 2021 4 - FEB- 2021	GD, Lectures

competitive world Alternative Port Management Structure and Ownership Models.	5 - FEB- 2021 6 - FEB- 2021 8 - FEB- 2021 9 - FEB- 2021 10 - FEB- 2021 11 - FEB- 2021 12 - FEB- 2021 15 - FEB- 2021 16 - FEB- 2021	
PORT DEVELOPMENT: Phases of port development - Growth in world trade - Changes in growth Development in terminal operation. Shipping technology and port: Ship knowledge Ship development and port development - Port time and ship speed - Other technical development affecting port.	17 - FEB- 2021 18 - FEB- 2021 19 - FEB- 2021 20 - FEB- 2021 22 - FEB- 2021 23 - FEB- 2021 24 - FEB- 2021 25 - FEB- 2021 26 - FEB- 2021 27 - FEB- 2021 1 - MAR- 2021 2 - MAR- 2021 3 - MAR- 2021 4 - MAR- 2021 5 - MAR- 2021 6 - MAR- 2021 8 - MAR- 2021	GD, Lectures
PORT COMPETITION AND MARKETING: Understand the nature of port competition - national and international. Understand the need for market information including trade growth - vessel development - commercial needs and financial viability. Thoroughly understand the relevance of geographic location to both vessel transit time and port rotation - Understand the role of ship-owners/ship operators - shippers/receivers, freight contractors, forwarders and other transport interests (for example, railways, and road hauliers). Be aware of the various techniques of port promotion and how they assist with identification of potential users. Understand the impact of inland transportation and inland depot/handling facilities. Be aware of the scope for collaboration on through transport.	9 - MAR- 2021 10 - MAR- 2021 11 - MAR- 2021 12 - MAR- 2021 15 - MAR- 2021 16 - MAR- 2021 17 - MAR- 2021 18 - MAR- 2021 19 - MAR- 2021 20 - MAR- 2021 22 - MAR- 2021 23 - MAR- 2021 24 - MAR- 2021 25 - MAR- 2021 26 - MAR- 2021 27 - MAR- 2021 29 - MAR- 2021 30 - MAR- 2021 31 - MAR- 2021	GD, Lectures

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time

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 as hardcopy before 9AM
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 5 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. Chang, Y., Lee, S., & Tongzon, J. L. (2008). Port selection factors by shipping lines
2. Goss, R. (1990). Economic policies and seaports: Strategies for port authorities
3. BLONIGEN, B. A., & WILSON, W. W. (2006). New measures of port efficiency

4. Bichou, K., & Gray, R. (2004). A logistics and supply chain management approach to port performance measurement.
5. Goss, R. (1990). Economic policies and seaports: Strategies for port authorities. Maritime Policy & Management,





St. Albert's College (Autonomous)

PLM2CMT0120: RESEARCH METHODOLOGY

I. Course Instructor

Name NEETHU ISMAIL	Sem, Programme & Batch Semester II M.VOC LOGISTICS AND SUPPLY CHAIN MANAGEMENT 2020-2022	Email neethuismail@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)	3

III. Course Objectives:

- The objective of the course is to equip the students with basic understanding of the research methodology and its application in management.

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 BUSINESS RESEARCH:	5-APR-2021	Class exercises
Definition - research	7-APR-2021	
and managers - need	8-APR-2021	Lectures
for research - type of	9-APR-2021	
research – Importance	12-APR-2021	
of research - research	13-APR-2021	
relationship - internal	19-APR-2021	
vs. external consultant	20-APR-2021	
	21-APR-2021	
	22-APR-2021	
	23-APR-2021	
	25-APR-2021	
	26-APR-2021	

/ researchers - advantages and disadvantages - knowledge about research and managerial effectiveness - building blocks of science in research - induction - deductive method - case study.		
THE RESEARCH PROCESS: An overview - types of research - explorative study - descriptive - causal research - influence of uncertainty on the research. Broad problem areas - preliminary data collection - nature of data to be gathered - background information of the organization. Literature survey - reasons - conduct - write up the literature review - problem definition - theoretical frame work.	27-APR-2021 28-APR-2021 29-APR-2021 30-APR-2021 3-MAY-2021 4-MAY-2021 5-MAY-2021 6-MAY-2021 7-MAY-2021 10-MAY-2021 11-MAY-2021 12-MAY-2021 13-MAY-2021 14-MAY-2021 17-MAY-2021	Class Activities Lectures
MEASUREMENT OF VARIABLES: (10 Hours) Operational definitions - dimensions and elements - Scales - nominal - ordinal, interval, ratio scales - dimensions of operational definition and scaling.	18-MAY-2021 19-MAY-2021 20-MAY-2021 21-MAY-2021 24-MAY-2021 25-MAY-2021 26-MAY-2021 27-MAY-2021 28-MAY-2021 31-MAY-2021 1-JUN-2021 2-JUN-2021 3-JUN-2021 4-JUN-2021 7-JUN-2021 8-JUN-2021	Class Activities Lectures

Reliability and validity - goodness of measures - Item analysis - types of validity. Data collection methods - primary sources of data - secondary sources - interviewing questionnaire - design - guidelines, other methods of data collection- observation - projective methods. Sampling - types - issues of precessions and confidence in determining sample size. Importance of sample, sampling design and sample size.		
DATA ANALYSIS AND INTERPRETATION: Getting data ready for analysis - editing data - Handling blank response - code - categorization - entering data. Data analysis - Testing goodness of fit of data	9-JUN-2021 10-JUN-2021 11-JUN-2021 12-JUN-2021 15-JUN-2021 16-JUN-2021 17-JUN-2021 18-JUN-2021 19-JUN-2021 22-JUN-2021 23-JUN-2021 24-JUN-2021 25-JUN-2021	Lectures Class discussions

parametric and nonparametric tests - multi variant analysis - analysis of dependence - analysis of interdependence - multiple regression, discriminate analysis		
THE RESEARCH REPORT: Research proposal - characteristics of well written reports - contents - integral part of a report - oral presentation - handling questions - report format. Editing of Report. Preparation of reference for report	26-JUN-2021 29-JUN-2021 30-JUN-2021 1-JUL-2021 2-JUL-2021	Lectures Class discussions

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Projective Technique	2 Hours	Story telling	6 th Week
Primary Data Collection	2 Days	Questionnaire making	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	Wednesday of 7 th Week of Course	Submit the assignment to Google Classroom before 11.59 pm

	of 10 minutes duration		
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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

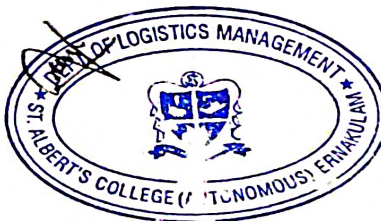
VIII. Required reading:

TEXT BOOKS:

1. Research methodology, OR Krishnamoorthi, Himalaya publishing house, Mumbai SI No. Title Author Publishing & Year 1
2. Research Methodology Ranjith Kumar Pearson, 2nd edition 2
3. Research Methods for management Dr S.Shajahan Jaico Publishing House
4. Research Methodology..methods and techniques C.R.Kothari New Age International publishers
5. Research Methods Ram Ahuja Rawat publications
6. Research Methodology K.R.Sharma National Publishing House

REFERENCES:

1. Cooper, R. Donald and Pamela, S. Schindler (2009). Business Research Methods, 9/e; New Delhi: Tata McGraw-Hill.
2. Uma Sekaran, (2009). Research Methods for Business – A Skill Building Approach, 4/e; New Delhi: Wiley India.
3. Krishnaswamy, K. N., Appa Iyer Sivakumar and Mathirajan, M. (2009). Management Research Methodology, New Delhi: Pearson Education.
4. Nandagopal R., Arul Rajan K. and Vivek N. (2007). Research Methods in Business, 2/e; New Delhi:





St. Albert's College (Autonomous)

PLM2CRT0220 – WAREHOUSE & INVENTORY MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 2 M.Voc L & SCM, 2020-22	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)	0

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 AND INVENTORY MANAGEMENT:

Concepts – Decision making – Operations – Need for warehousing – Issues affecting warehousing – Various warehousing facilities – Different types of ware houses – Bonded warehousing and its procedures – Characteristics of ideal ware houses – Role of inventory – Functions of inventory – Types of inventory – Cost of inventories – Need to hold inventory – Work in process inventory – Finished good inventory.

1 - DEC - 2020
2 - DEC - 2020
3 - DEC - 2020
4 - DEC - 2020
7 - DEC - 2020
8 - DEC - 2020
9 - DEC - 2020
10 - DEC - 2020
11 - DEC - 2020
14 - DEC - 2020
15 - DEC - 2020
16 - DEC - 2020
17 - DEC - 2020
28 - DEC - 2020
29 - DEC - 2020
30 - DEC - 2020
31 - DEC - 2020

Class exercises

Lectures

GD

SELECTIVE INVENTORY CONTROL:

Economic Order Quantity – Safety Stocks – Inventory Management Systems – Forecasting Techniques – Ratio Analysis on Inventory – Profit Margin – 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.

1 - JAN- 2021
4 - JAN- 2021
5 - JAN- 2021
6 - JAN- 2021
7 - JAN- 2021
8 - JAN- 2021
11 - JAN- 2021
12 - JAN- 2021
13 - JAN- 021
14 - JAN- 2021
15 - JAN- 2021
16 - JAN- 2021
18 - JAN- 2021
19 - JAN- 2021
20 - JAN- 2021
21 - JAN- 2021

GD

Lectures

MRP:

MRP I -Material Requirement Planning and Execution – LIFO, FIFO – MRP II – Manufacturing Resource Planning and Execution – Just in Time(JIT) – Make or Buy Decisions – Concept of Outsourcing – Factors Influencing Make or But Decisions – Trends in Make or Buy Decisions in context of core competency – Goods – Types of Goods – Stocks – Types of Stocks – Spare parts inventories.

22 - JAN- 2021
23 - JAN- 2021
25 - JAN- 2021
26 - JAN- 2021
27 - JAN- 2021
28 - JAN- 2021
29 - JAN- 2021
30 - JAN- 2021
1 - FEB- 2021
2 - FEB- 2021
3 - FEB- 2021
4 - FEB- 2021

GD, Lectures

	5 - FEB- 2021 6 - FEB- 2021 8 - FEB- 2021 9 - FEB- 2021 10 - FEB- 2021 11 - FEB- 2021 12 - FEB- 2021 15 - FEB- 2021 16 - FEB- 2021	
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. Use of Computers in Inventory Management – Evaluation of Performance of Materials Function – Criteria and methodology of evaluation. Warehousing risk analysis.	17 - FEB- 2021 18 - FEB- 2021 19 - FEB- 2021 20 - FEB- 2021 22 - FEB- 2021 23 - FEB- 2021 24 - FEB- 2021 25 - FEB- 2021 26 - FEB- 2021 27 - FEB- 2021 1 - MAR- 2021 2 - MAR- 2021 3 - MAR- 2021 4 - MAR- 2021 5 - MAR- 2021 6 - MAR- 2021 8 - MAR- 2021	GD, Lectures
WAREHOUSE MANAGEMENT SYSTEMS: Introduction – The necessity of WMS – Role of automation – Profiler – Automatic sortation – Butler – Logics of determining locations and sequences – Uncertainties in material management systems – Distribution resource planning. Case studies related to Warehouse Automation– Appropriate software for store keeping and Inventory control – Creating a Database for Transactional tasks – Setting up user's own inventory control Database system – Internal communication – Leading Store keeping and Inventory control packages.	9 - MAR- 2021 10 - MAR- 2021 11 - MAR- 2021 12 - MAR- 2021 15 - MAR- 2021 16 - MAR- 2021 17 - MAR- 2021 18 - MAR- 2021 19 - MAR- 2021 20 - MAR- 2021 22 - MAR- 2021 23 - MAR- 2021 24 - MAR- 2021 25 - MAR- 2021 26 - MAR- 2021 27 - MAR- 2021 29 - MAR- 2021 30 - MAR- 2021 31 - MAR- 2021	GD, Lectures

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time

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	Material Handling Systems	Preparation of assignment	Wednesday of 3 rd Week of Course	Submit the assignment as hardcopy before 9AM
Seminar	Necessity of WMS	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 5 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. Bose & D Chandra. Inventory Management. 1st Edition.

2. P.M. Price & M.J. Harrison. Warehouse Management & Inventory Control. 2nd Edition

3. Gwynne Richards. Warehouse Management. 2nd Edition
4. Martin Christopher. Logistics and Supply Chain Management. Pearson
5. Raghuram G. Logistics and Supply Chain Management. Mac Millan
6. Bose & D Chandra. Inventory Management. 1st Edition.
7. Sridhara Bhat. Inventory Management. 2nd Edition.





St. Albert's College (Autonomous)

PLM2CMT0220 HUMAN RESOURCE MANAGEMENT

I. Course Instructor

Name Elma George	Sem, Programme & Batch semester II, MVoc Logistics Management 2020-21	Email elmageorge@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	60(Including assignments)
2	Assessment (CAE & ESE)	4
	Total	64
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	3

III. Course Objectives:

- To teach relevant, practical and applicable human resource management skills to equip the student with the foundation competencies for working as HR practitioners in business.
- To highlight the important challenges facing managers and employees in today's business climate.
- To introduce contemporary theory and practice in modern human resource management and the range of tools and methods available to address HR challenges and problems.

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		
Meaning, Scope & Objectives of HRM, Evolution of HRM, Difference between PM & HRM, HRM function's, HR	1 - DEC - 2020 2 - DEC - 2020	Lectures

Policy & procedures. Competitive challenges influencing HRM Qualities & qualification of HR Manager, Line & Staff Roles and Responsibilities of HR Manager/Departments, Human capital management - HR as a factor of Competitive Advantage

3 - DEC - 2020
4 - DEC - 2020
7 - DEC - 2020
8 - DEC - 2020
9 - DEC - 2020
10 - DEC - 2020
11 - DEC - 2020
14 - DEC - 2020
15 - DEC - 2020
16 - DEC - 2020
17 - DEC - 2020
28 - DEC - 2020
29 - DEC - 2020
30 - DEC - 2020
31 - DEC - 2020

Group Discussions

Human Resource Planning - Job Analysis and Design - Recruiting: The Recruitment and Selection process- Planning and Forecasting, Internal and External sources of candidates, Writing Job Description & Job Specification, Managing HR in challenging times- Testing and Selection: Basic testing concepts, Types of interviews, Types of Tests. Placement, Orientation & Induction - Interview: Process and Types, Guidelines for Interviews. Capacity Building.

1 - JAN- 2021
4 - JAN- 2021
5 - JAN- 2021
6 - JAN- 2021
7 - JAN- 2021
8 - JAN- 2021
11 - JAN- 2021
12 - JAN- 2021
13 - JAN- 021
14 - JAN- 2021
15 - JAN- 2021
16 - JAN- 2021
18 - JAN- 2021
19 - JAN- 2021
20 - JAN- 2021
21 - JAN- 2021

Orientation, Training Process, Training Needs Analysis, Training Techniques- On -the-Job & Off-the -Job Training Methods, OJT Process, Training Evaluation. Management Development Programs: Case Study and other Modern Training Methods. Performance Management & Appraisal: Process and Techniques. Career Planning and Management Concepts - Career stages - Career Choices and Preferences, Time Management. Employee Separations, Downsizing & Outplacement, HRIS, Fundamentals of Industrial Relations and Fundamentals of Labour Laws

22 - JAN- 2021
23 - JAN- 2021
25 - JAN- 2021
26 - JAN- 2021
27 - JAN- 2021
28 - JAN- 2021
29 - JAN- 2021
30 - JAN- 2021
1 - FEB- 2021
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3 - FEB- 2021
4 - FEB- 2021
5 - FEB- 2021
6 - FEB- 2021
8 - FEB- 2021

	9 - FEB- 2021	
	10 - FEB- 2021	
	11 - FEB- 2021	
	12 - FEB- 2021	
	15 - FEB- 2021	
	16 - FEB- 2021	
Purposes of Performance Management, Performance Appraisal Methods, limitations and problems, Punishment and Promotion, Job evaluation. Wage & Salary fixation, Steps and factors affecting - incentives, bonus, ESOPs. Insurance, Fringe Benefits - QWL	17 - FEB- 2021	
	18 - FEB- 2021	
	19 - FEB- 2021	
	20 - FEB- 2021	
	22 - FEB- 2021	
	23 - FEB- 2021	
	24 - FEB- 2021	
	25 - FEB- 2021	
	26 - FEB- 2021	
	27 - FEB- 2021	
	1 - MAR- 2021	
	2 - MAR- 2021	
	3 - MAR- 2021	
	4 - MAR- 2021	
	5 - MAR- 2021	
	6 - MAR- 2021	
	8 - MAR- 2021	
Significance, Objectives, Approaches. Industrial Disputes- Causes, Forms, Preventive Machinery. Collective Bargaining: Basic Concepts. Long term settlements: Cases in India. Trade unions: Definition, Objectives, Functions Social Security in India, Employee welfare, Grievance Handling and Discipline-Sources and forms of Grievances -Grievance Procedure, Disciplinary Procedure. Participative Decision-making process – Role of quality circle in TQM. Strategic Human Resources Management, Strategic HRM tools. An over view of HR Analytics	9 - MAR- 2021	
	10 - MAR- 2021	
	11 - MAR- 2021	
	12 - MAR- 2021	
	15 - MAR- 2021	
	16 - MAR- 2021	
	17 - MAR- 2021	
	18 - MAR- 2021	
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	30 - MAR- 2021	
	31 - MAR- 2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Role Play	1 Days	Experiential Learning	4 th Week
Demo selection process	2 days	Experiential Learning	12 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	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.

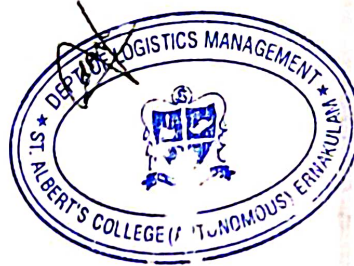
VII. Attendance (one component in class participation):

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. Bhatia S.K. 2005. IHR M: A Global Perspective: Practices and Strategies for Competitive Success, Deep and Deep Book Publishers, New Delhi,
2. Dessler, G. (2005) Human Resource Management (10th Ed.), Prentice Hall Publishing
3. Tony Edwards, Chrisrees: International Human Resource Management, Pearson,
4. Indrani Mutsuddi: Managing Human Resources in the Global Context, New Age Publishers,

5. Aswathappa.K, Human Resource Management, Text and Cases, Tata McGraw Hill, New Delhi. 2014
6. Gupta. S.C, Advanced Human Resource Management, Strategic Perspective, ANE Books Pvt. Ltd, New Delhi.2009.
7. Angela Baron and Michael Armstrong, Human Capital Management (Achieving Added Value through People), Kogan Page Limited, United States. 2007
8. Anuradha Sharma and Aradhana Khandekar Strategic Human Resource Management. Response Books, New Delhi. 2006
9. Beer et al, Managing Human Assets, The Free Press: Maxwell Mac Millan.Inc, New York. 1984





St. Albert's College (Autonomous)

PLM2CRT0120: OPERATIONS MANAGEMENT

I. Course Instructor:

Name LAKSHMI G	Sem, Programme & Batch Semester II M.VOC LOGISTICS AND SUPPLY CHAIN MANAGEMENT 2020-2022	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)	4

III. Course Objectives:

- To introduce the production Process and Planning Process
- To Familiarize the concepts of Operations
- To expose the students to various models and techniques

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		
PRODUCTION AS A VALUE ADDITION PROCESS:		Class exercises
Its ingredients – 5 P's of operations management – Material, man and machinery – Design function. Plant location – plant layout – Economy of size – work methods, work measurement techniques, capacity measurements - capacity planning and forecasting – Demand pattern-	5-APR-2021 7-APR-2021 8-APR-2021 9-APR-2021 12-APR-2021 13-APR-2021 19-APR-2021 20-APR-2021 21-APR-2021 22-APR-2021 23-APR-2021 25-APR-2021	Lectures

Forecasting model- Qualitative & Quantitative - selection of forecasting techniques-SMA-WMA-Simple exponential smoothing, Linear regression – Delphi method	26-APR-2021 27-APR-2021	
FACILITY LOCATION: factors influencing plant location-break even analysis - facility layout-basic formats-classification- process layout, Product layout and Group technology layout- advantages and limitation- systematic layout planning (SLP) – Concept of CRAFT, ALDEP, CORELAP- Assembly Line – Line balancing concept-Concept of mass production. Components of material management- Purchase model with instantaneous replenishment and without shortage – Manufacturing model without shortage – Material handling system- unit load concept- material handling principle-classification of material handling equipments.	28-APR-2021 29-APR-2021 30-APR-2021 3-MAY-2021 4-MAY-2021 5-MAY-2021 6-MAY-2021 7-MAY-2021 10-MAY-2021 11-MAY-2021 12-MAY-2021 13-MAY-2021 14-MAY-2021 17-MAY-2021 18-MAY-2021	Class Activities Lectures
AGGREGATE SALES AND OPERATION PLANNING: Introduction – overview- Production planning environment - Product Structure/ Bill of material (BOM) - Production planning control-	19-MAY-2021 20-MAY-2021 21-MAY-2021 24-MAY-2021 25-MAY-2021 26-MAY-2021 27-MAY-2021 28-MAY-2021 31-MAY-2021 1-JUN-2021 2-JUN-2021 3-JUN-2021 4-JUN-2021 7-JUN-2021 8-JUN-2021 9-JUN-2021	Class Activities Lectures

<p>Planning</p> <p>phase-action phase- the control</p> <p>phase.Single</p> <p>machine scheduling (SMS); types of scheduling-concept of SMS- SPT rule to minimize mean flow time-minimizing weighted mean flow time –EDD rule to minimize maximum lateness-flow shop scheduling-</p> <p>Introduction to Johnson Problem – Extension of Johnson's rule.</p>		
<p>MAINTENANCE: planning and control - Maintenance Objectives –Types – Basic reasons for replacement- reliability – reliability improvement reliability calculations- Modern production management tools - Vertical Integration – Quality Management, Quality</p>	<p>10-JUN-2021 11-JUN-2021 12-JUN-2021 15-JUN-2021 16-JUN-2021 17-JUN-2021 18-JUN-2021 19-JUN-2021 22-JUN-2021 23-JUN-2021 24-JUN-2021 25-JUN-2021 26-JUN-2021 29-JUN-2021 30-JUN-2021 1-JUL-2021 2-JUL-2021 3-JUL-2021 6-JUL-2021</p>	<p>Lectures</p> <p>Class discussions</p>

control – Statistical Quality Control (including process control) TQM – ISO 9000, 14000 and SA 8000 and other international standards – Quality circles – Vendor selection and rating – quality problem solving tools- Six Sigma – Service Quality.	7-JUL-2021 8-JUL-2021 9-JUL-2021 10-JUL-2021	
COMPUTER BASED INTEGRATED MANUFACTURING SYSTEMS: CIM, CAM, Robotics, automated material, FMS, ERP, World class manufacturing – Project Management concepts – PERT/CPM (concepts) – Gantt Chart-Precedence diagram – Lessons from Japanese and Chinese manufacturing – challenges due to globalization.	3-JUL-2021 6-JUL-2021 7-JUL-2021 8-JUL-2021 9-JUL-2021 10-JUL-2021 13-JUL-2021 14-JUL-2021	Lectures Class discussions.

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Production Process	10 min	Video	2 nd 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:

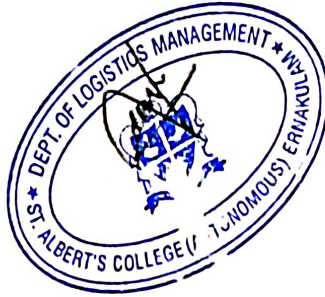
TEXT BOOKS:

1. Chary S, (2017) "Production and Operations Management", McGraw Hill Education
2. Chunawalla S A and Pate D'R, (2016), "Production and Operation Management", Himalaya Publishing House.
3. Panneerselvam (2012) "Production and Operations Management", Prentice Hall India
4. Production and Operations Management, 6th edition, Buffa, Wiley, 2007.

5. Production and Operations Management, Ebert J. Adams, Prentice Hall, 1989
6. Production and Operations Management, S.N. Chary, Tata McGraw Hill, 2004

REFERENCES:

1. William J. Stevenson, (2017), "Operations Management", McGraw-Hill Education
2. Operations Management, Panneerselvam, Prentice Hall, 2012





St. Albert's College (Autonomous)

LMG1CRT0320 PRINCIPLES OF MANAGEMENT

I. Course Instructor

Name LYNN PAUL	Sem, Programme & Batch Semester I ,B.Voc Logistics 2020-23	Email lynn@alberts.edu.in
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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 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
Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Nature and Process of Management:	02-Nov-2020	Class exercises
Schools of Management Thought –	03-Nov-2020	
Management Process School, Human	04-Nov-2020	Lectures
Behavioural School, Decision Theory	05-Nov-2020	
School, Systems Management School,	06-Nov-2020	
Contingency School – Managerial Role	09-Nov-2020	
– Basics of Global Management.	10-Nov-2020	
	11-Nov-2020	
	12-Nov-2020	
	13-Nov-2020	
	16-Nov-2020	
	17-Nov-2020	



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.	18-Nov-2020	GD
	19-Nov-2020	Lectures
	20-Nov-2020	
	23-Nov-2020	
	24-Nov-2020	
	25-Nov-2020	
	26-Nov-2020	
	27-Nov-2020	
	30-Nov-2020	
	01-Dec-2020	
	02-Dec-2020	
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.	03-Dec-2020	GD, Lectures
	04-Dec-2020	
	07-Dec-2020	
	08-Dec-2020	
	09-Dec-2020	
	10-Dec-2020	
	11-Dec-2020	
	14-Dec-2020	
	15-Dec-2020	
	16-Dec-2020	
	17-Dec-2020	
	18-Dec-2020	
	21-Dec-2020	
	22-Dec-2020	
	23-Dec-2020	
	04-Jan-2021	
	05-Jan-2021	
	06-Jan-2021	
Staffing: Systems approach to HRM - Performance appraisal and career strategy - HRD - meaning and concept.	07-Jan-2021	GD, Lectures, Field discussions
	08-Jan-2021	
	11-Jan-2021	
	12-Jan-2021	
	13-Jan-2021	
	14-Jan-2021	
	15-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	
	20-Jan-2021	
Directing: Motivation - meaning - need for motivation. Theories of motivation - Herzberg and McGregor. Leadership- importance - styles of leadership, Managerial Grid by Blake and Moun-ton, Leadership as a Continuum by Tannenbaum and Schmidt, Path Goal Approach by Robert House (in brief) Controlling -	21-Jan-2021	GD, Lectures.
	22-Jan-2021	
	25-Jan-2021	
	26-Jan-2021	
	27-Jan-2021	
	28-Jan-2021	
	29-Jan-2021	
	01-Feb-2021	
	02-Feb-2021	
	03-Feb-2021	
	04-Feb-2021	
	05-Feb-2021	



Concept, Significance, Methods of establishing control.

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 organisation 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 appearance for PSE



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)

LMG1CRT0220 FUNDAMENTALS OF ACCOUNTING

I. Course Instructor

Name	Sem, Programme & Batch	Email
Lynn Paul	S1, B.Voc semester I 2020-23	lynn@alberts.edu.in

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)	4

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 lot of student centric learning processes. The teaching methods include lectures, discussions, assignments, problem solving etc.

Topics	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Module I	02-Nov-2020 03-Nov-2020	Class exercises
Introduction of Accounting: Origin, Meaning, Definition	04-Nov-2020 05-Nov-2020 06-Nov-2020	Lectures Seminar presentations
Objectives, Importance, Functions, Limitations	09-Nov-2020 10-Nov-2020 11-Nov-2020	
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

Account, Types of accounts

Golden rules of accounting

Preparation of journals

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

Trial balance, Methods of preparing Trial balance

Sub-division of journal, Contra entry

Bank Reconciliation statement and its preparation.

Module 3

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

Objectives of providing depreciation

Factors affecting depreciation

12-Nov-2020

13-Nov-2020

16-Nov-2020

17-Nov-2020

18-Nov-2020

19-Nov-2020

20-Nov-2020

23-Nov-2020

24-Nov-2020

Class works

Lectures

Assignments

Home works

25-Nov-2020

26-Nov-2020

27-Nov-2020

30-Nov-2020

01-Dec-2020

02-Dec-2020

03-Dec-2020

04-Dec-2020

07-Dec-2020

08-Dec-2020

09-Dec-2020

10-Dec-2020

11-Dec-2020

Class works

Lectures

Assignments



Accounting treatment of depreciation,	14-Dec-2020	
Methods of providing depreciation	15-Dec-2020	Home works
	16-Dec-2020	
Reserves and provisions	17-Dec-2020	
	18-Dec-2020	
	21-Dec-2020	
	22-Dec-2020	
	23-Dec-2020	
	04-Jan-2021	
	05-Jan-2021	
Module 4	06-Jan-2021	
	07-Jan-2021	
Final accounts of sole traders	08-Jan-2021	Lectures
	11-Jan-2021	
Manufacturing, Trading & P&L Account	12-Jan-2021	Class works
	13-Jan-2021	
Balance Sheet	14-Jan-2021	Home works
	15-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	
	20-Jan-2021	
	21-Jan-2021	Lectures
Module 5	22-Jan-2021	
	25-Jan-2021	Assignments
Bill of exchange, Meaning, Definition,	26-Jan-2021	
Importance, Promissory note	27-Jan-2021	Seminar presentations
	28-Jan-2021	
Recording bill transaction- Honouring,	29-Jan-2021	
Dishonouring, Discounting.	01-Feb-2021	
	02-Feb-2021	
	03-Feb-2021	
	04-Feb-2021	
	05-Feb-2021	

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

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	Accounting concepts and conventions	Preparation of assignment	Wednesday of 4 th Week of Course
Seminar	PowerPoint presentation on Bill of exchange	PowerPoint Presentation for 10 minutes duration	Monday of 10 th Week of Course

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
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 Publications, 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)

LMG1CRT0120 OPERATIONS MANAGEMENT

I. Course Instructor

Name ELMA GEORGE	Sem, Programme & Batch Semester I ,B.Voc Logistics 2020-23	Email elmageorge@alberts.edu
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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.	02-Nov-2020 03-Nov-2020 04-Nov-2020 05-Nov-2020 06-Nov-2020 09-Nov-2020 10-Nov-2020 11-Nov-2020 12-Nov-2020 13-Nov-2020	Class exercises Lectures GD
Design of Manufacturing Process, Design of Service Systems, Facility Location and Layout Decisions.	16-Nov-2020 17-Nov-2020 18-Nov-2020 19- Nov-2020 20-Nov-2020 23-Nov-2020	Lectures



	24-Nov-2020	
	25-Nov-2020	
	26-Nov-2020	
	27-Nov-2020	
	30-Nov-2020	
Total Quality Management: Elements, Tools for TQM. Cost of Quality. ISO – Quality Stds – Statistical Process, Controls Charts, Concepts of acceptance sampling – OC Curve	01-Dec-2020	GD, Lectures
	02-Dec-2020	
	03-Dec-2020	
	04-Dec-2020	
	07-Dec-2020	
	08-Dec-2020	
	09-Dec-2020	
	10-Dec-2020	
	11-Dec-2020	
	14-Dec-2020	
	15-Dec-2020	
	16-Dec-2020	
	17-Dec-2020	
	18-Dec-2020	
Supply Chain Management, Lean Management, Sourcing and Supply Management, Inventory Planning and Control for independent demand items.	21-Dec-2020	GD, Lectures,
	22-Dec-2020	
	23-Dec-2020	
	04-Jan-2021	
	05-Jan-2021	
	06-Jan-2021	
	07-Jan-2021	
	08-Jan-2021	
	11-Jan-2021	
	12-Jan-2021	
	13-Jan-2021	
	14-Jan-2021	
	15-Jan-2021	
	18-Jan-2021	
Resource Planning – MRP for dependent items. Aggregate production planning. Scheduling of operations. Maintenance Management	19-Jan-2021	GD, Lectures,
	20-Jan-2021	
	21-Jan-2021	
	22-Jan-2021	
	25-Jan-2021	
	26-Jan-2021	
	27-Jan-2021	
	28-Jan-2021	
	29-Jan-2021	
	01-Feb-2021	
	02-Feb-2021	
	03-Feb-2021	
	04-Feb-2021	
	05-Feb-2021	



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 Management	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, Gower Press.
3. Peter S. Smith, Air Freight: operations, marketing and economics, Pinter
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)

LMGICMP0120 COMPUTER SKILLS FOR BUSINESS I

I. Course Instructor

Name Vinu Wilson	Sem, Programme & Batch Semester I, BVoc Logistics Management 2020-23	Email vinuwilson@alberts.edu.in
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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 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.	02-Nov-2020	
Identification of various hardware components of a computer system.	03-Nov-2020	Lectures
Familiarization of various Operating Systems.	04-Nov-2020	
E – world – efile, ewaste, ecommerce, email, etc... Customization of system configuration – screen mouse printer	05-Nov-2020	Practical Lab
	06-Nov-2020	
	09-Nov-2020	Class exercises
	10-Nov-2020	
	11-Nov-2020	
	12-Nov-2020	
	13-Nov-2020	



	16-Nov-2020	
	17-Nov-2020	
	19-Nov-2020	
Word Processing Software.	20-Nov-2020	Lectures
	23-Nov-2020	
Creating new Documents; Basic	24-Nov-2020	Practical Lab
Editing, Saving a Document; Printing a	25-Nov-2020	
Document; Print Preview, Page	26-Nov-2020	Class exercise
Orientation - Viewing Documents;	27-Nov-2020	
Setting tabs - Page Margins; Indents;	30-Nov-2020	
Ruler, Formatting Techniques; Font	01-Dec-2020	
Formatting, Paragraph Formatting;	02-Dec-2020	
Page Setup; Headers & Footers;	03-Dec-2020	
Bullets and Numbered List; Borders	04-Dec-2020	
and Shading; Find and Replace; Page		
Break & Page Numbers; Mail		
Merging- Spelling and Grammar		
Checking; Tables; Formatting Tables		

	07-Dec-2020	Lectures
MS Excel Software	08-Dec-2020	
	09-Dec-2020	Practical Lab
	10-Dec-2020	
Excel User Interface, Working with cell	11-Dec-2020	Class exercise
and cell addresses, Selecting a Range,	14-Dec-2020	
Moving, Cutting, Copying with Paste,	15-Dec-2020	
Inserting and Deleting cells, Freezing	16-Dec-2020	
cells, Adding, Deleting and Copying	17-Dec-2020	
Worksheet within a workbook,	18-Dec-2020	
Renaming a Worksheet, Cell	21-Dec-2020	
Formatting Options, Formatting fonts,	22-Dec-2020	
Aligning, Wrapping and Rotating text,	23-Dec-2020	
Using Borders, Boxes and Colors,	04-Jan-2021	
Centering a heading, Changing	05-Jan-2021	
row/column height/width, Formatting a	06-Jan-2021	
Worksheet Automatically, Insert	07-Jan-2021	
Comments, Clear contents in a cell,	08-Jan-2021	
Using print Preview, Margin and	11-Jan-2021	
Orientation, Centering a Worksheet,		
Using header and footer.		

	12-Jan-2021	Lectures
Presentation Software.	13-Jan-2021	
	14-Jan-2021	Practical Lab
	15-Jan-2021	
Creating presentation inserting slides	18-Jan-2021	Class exercise
adding sounds & videos-formatting	19-Jan-2021	
slides - slide layout views in	20-Jan-2021	
presentation - slide transition Custom	21-Jan-2021	
animation Managing slide shows -	22-Jan-2021	
using pen Setting slide intervals	25-Jan-2021	



26-Jan-2021
 27-Jan-2021
 28-Jan-2021
 29-Jan-2021
 01-Feb-2021
 02-Feb-2021
 03-Feb-2021
 04-Feb-2021
 05-Feb-2021

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

[Handwritten signature]





St. Albert's College (Autonomous)

ENG1CCT0320 - BASIC ENGLISH SKILLS

I. Course Instructor

Name	Sem, Programme & Batch	Email
Dilna Raju	Sem 1, B. Voc. Log Management, 2020-23	dilna@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	75

III. Course Objectives:

The Course aims to help the students;

- In reading texts for overall and in-depth comprehension.
- To Speak phonetically correct English.
- Confidently use English in both written and spoken forms.
- Use English for formal communication effectively.

IV. Course Delivery Plan

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

Topics	Session No & Date(s)	Methodology and Duration
Topics	Session No & Date(s)	Methodology and Duration
Introduction to the Course	02-Nov-2020	Class exercises and Lectures
Speech Sounds: Phonemic symbols	03-Nov-2020	
Vowels and Diphthongs	04-Nov-2020	
Different Types of Vowels	05-Nov-2020	
Diphthongs- 1	06-Nov-2020	
Diphthongs- 2	09-Nov-2020	
Diphthongs- 3	10-Nov-2020	
Vowels- 1	11-Nov-2020	
Vowels- 2	12-Nov-2020	
Vowels -3	13-Nov-2020	
Vowels- 4	16-Nov-2020	
Vowels- 5	17-Nov-2020	
Vowels- 6	18-Nov-2020	
Consonants - 1	19-Nov-2020	
Consonants - 2	20-Nov-2020	
Consonants - 3		
Consonants - 4		
Syllables		



Word stress - 1
 Word stress - 2
 Stress in polysyllabic words
 Stress in words used as different parts of speech
 Sentence stress 1
 Sentence stress 2
 Weak forms and strong forms 1
 Weak forms and strong forms 2
 Intonation 1
 Intonation 2

Accents 1
 Accents 2
 Awareness of different accents: American, British and Indian 1
 Awareness of different accents: American, British and Indian 2
 Influence of the mother tongue

Listening:
 Active listening
 Barriers to listening
 Listening and note taking
 Listening to announcements
 Listening to news on the radio and television

23-Nov-2020
 24-Nov-2020
 25-Nov-2020
 26-Nov-2020
 27-Nov-2020
 30-Nov-2020
 01-Dec-2020
 02-Dec-2020
 03-Dec-2020
 04-Dec-2020
 07-Dec-2020
 08-Dec-2020
 09-Dec-2020
 10-Dec-2020
 11-Dec-2020

14-Dec-2020
 15-Dec-2020
 16-Dec-2020
 17-Dec-2020
 18-Dec-2020
 21-Dec-2020
 22-Dec-2020
 23-Dec-2020
 04-Jan-2021
 05-Jan-2021
 06-Jan-2021
 07-Jan-2021
 08-Jan-2021
 11-Jan-2021
 12-Jan-2021
 13-Jan-2021

Discussions

Lectures

Classroom Exercises
 Lectures



Word stress and rhythm Pauses and sense groups Falling and rising tones Fluency and pace of delivery Art of small talk Participating in conversations Making a short formal speech Describing people, place, events and things Group discussion skills and telephone skills Group discussion skills and telephone skills		Lectures, Class Room Exercises, Discussions
Reading: Theory and Practice Scanning Surveying a textbook using an index Reading with a purpose Making predictions Understanding text structure Locating main points Locating main points Making inferences Reading graphics Reading critically Reading for research	14-Jan-2021 15-Jan-2021 18-Jan-2021 19-Jan-2021 20-Jan-2021 21-Jan-2021 22-Jan-2021 25-Jan-2021 26-Jan-2021 27-Jan-2021 28-Jan-2021 29-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021	GD, Lectures, Field discussions

V. Assignments and Seminars

Assignments

No	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Tuesday of the 7 th week of the course

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. V.Sasikumar, P Kiranmai Dutt and Geetha Rajeevan. Communication Skills in English.
2. Cambridge University Press and Mahatma Gandhi University. 2. A Course in Listening and Speaking-I and II. Sasi Kumar V, Kiranmai Dutt and Geetha Rajeevan, New Delhi: CUP, 2007
3. Study Listening: A Course in Listening to Lectures and Note-taking Tony Lynch New Delhi: CUP, 2004
4. Study Speaking: A Course in Spoken English for Academic Purposes. Anderson, Kenneth, Joan New Delhi: OUP, 2008





St. Albert's College (Autonomous)

LMG1CMT0120: BUSINESS MATHEMATICS

I. Course Instructor

Name ASHIL ANTONY	Sem, Programme & Batch B.VOC LOGISTICS MANAGEMENT Semester I 2020-23	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.	02-11-2020 03-11-2020 04-11-2020 05-11-2020 06-11-2020 09-11-2020 10-11-2020 11-11-2020	Class exercises Lectures



	12-11-2020 13-11-2020 16-11-2020 17-11-2020	
Algebra-1: Number system - Natural numbers, prime numbers, integers, rational and irrational numbers. Ratio, proportion and variation. 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.	18-11-2020 19-11-2020 20-11-2020 23-11-2020 24-11-2020 25-11-2020 26-11-2020 27-11-2020 30-11-2020 01-12-2020 02-12-2020 03-12-2020 04-12-2020	Class Activities Lectures
Algebra-2: Permutations and combinations - Logarithm - Compound interest, depreciation and annuities	07-12-2020 08-12-2020 09-12-2020 10-12-2020 11-12-2020 14-12-2020 15-12-2020 16-12-2020 17-12-2020 28-12-2020 29-12-2020 30-12-2020 31-12-2020	Lectures Class discussions
Matrices: Matrices, Matrix operations, Determinant of a square matrix and Rank of a matrix.	01-01-2021 04-01-2021 05-01-2021 06-01-2021 07-01-2021 08-01-2021 11-01-2021	Class discussions



	12-01-2021	
	13-01-2021	
	14-01-2021	
	15-01-2021	
	16-01-2021	
	18-01-2021	
	19-01-2021	
	20-01-2021	
System of Linear Equations: Inverse of square matrix (problems only), Solution of system of linear equations using matrices.	21-01-2021	Lectures and class discussions
	22-01-2021	
	23-01-2021	
	25-01-2021	
	27-01-2021	
	28-01-2021	
	29-01-2021	
	30-01-2021	
	01-02-2021	
	02-02-2021	
	03-02-2021	
	04-02-2021	
	05-02-2021	
	06-02-2021	
	08-02-2021	
	09-02-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Full Module	1 Day	Problem zone	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
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	Wednesday of 9 th Week of Course



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.



**I. Course Instructor**

Name	Sem, Programme & Batch	Email
LYNN PAUL	Semester II, BVoc Logistics Management 2020-23	lynnpaul@alberts.edu.in

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	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction to Tally Accounting Package: Familiarization of Tally 9 - Features of Tally – Screen components- Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.	01-Mar -2021	Lectures
	02-Mar-2021	
	03-Mar-2021	
	04-Mar-2021	Practical Lab
	05-Mar-2021	
	08-Mar-2021	
	09-Mar-2021	
	10-Mar-2021	
	11-Mar-2021	
	12-Mar-2021	



	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	
Creation of Groups, Ledgers:	18-Mar-2021	
Account groups – pre-defined groups	19-Mar-2021	Lectures
– creating single	22-Mar-2021	
& multiple groups – creation of primary	23-Mar-2021	Practical Lab
account groups – creating ledger	24-Mar-2021	
accounts in single &	25-Mar-2021	Class exercises
multiple – displaying, altering and	26-Mar-2021	
deleting account groups and ledgers	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	
	08-Apr-2021	
	09-Apr-2021	
Creation of Vouchers and Entering	12-Apr-2021	
Transactions and Generate Outputs:	13-Apr-2021	Lectures
Accounting vouchers- entering	14-Apr-2021	
transactions in accounting vouchers –	15-Apr-2021	Practical Lab
bill wise details - altering and deleting a	16-Apr-2021	
voucher entry – creating new voucher	19-Apr-2021	Class exercises
types – modifying an existing voucher –	20-Apr-2021	
duplicating a voucher – optional	21-Apr-2021	
vouchers – post-dated vouchers –	22-Apr-2021	
reverse journal – balance sheet –	23-Apr-2021	
profit and loss account – trial	26-Apr-2021	
balance – day books – account	27-Apr-2021	
books – statement of accounts – ratio	28-Apr-2021	
analysis - cash flow - fund flow – list of	29-Apr-2021	
accounts – exception reports.	30-Apr-2021	
	03-May-2021	
Practice Accounts with Inventory:	04-May-2021	
Enabling F 11 and F 12 - stock category	05-May-2021	Lectures
– stock group – single/multiple creation	06-May-2021	
of stock category and stock group –	07-May-2021	Practical Lab
creation of units of measurement –	10-May-2021	
creating single/multiple stock items –	11-May-2021	Class exercises
creating godowns – displaying, altering	12-May-2021	
and deleting stock groups, units, items	13-May-2021	
and godowns – cost categories- cost	14-May-2021	
centres – creating cost categories and	17-May-2021	
cost centres - displaying, altering and	18-May-2021	
deleting cost categories and cost centres	19-May-2021	
– purchase / sales orders – Inventory	20-May-2021	
vouchers – using inventory vouchers	21-May-2021	
– using accounting vouchers with	24-May-2021	
inventory details (invoice mode) - Tally	25-May-2021	
Security - Tally vault – Tally audit –		
advanced security control – back-up		



and restore – inventory reports – stock summary - inventory books.

Practice Accounting with Tax: F 11	26-May-2021	
& F 12 settings for taxation – TDS	27-May-2021	Lectures
– ledgers related to TDS – creating	28-May-2021	
TDS voucher types - TDS reports –	31-May-2021	Practical Lab
TCS – service tax - VAT – VAT	01-Jun-2021	
terminologies – computing VAT –	02-Jun-2021	Class exercises
ledgers and vouchers pertaining to	03-Jun-2021	
VAT – VAT reports – VAT forms –	04-Jun-2021	
interstate trade and CST.	07-Jun-2021	
	08-Jun-2021	
	09-Jun-2021	
	10-Jun-2021	
	11-Jun-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Creating own company and doing transactions	1 Days	Experiential Learning	4 th Week
Preparation of journals, creating ledgers and vouchers	12 Hours	Experiential Learning	8 th Week

VI. Assignments and Seminars

Assignments

Both the assignments & presentation are individual assignments and should be submitted through Google classroom and Google meet.

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 loss of marks for the assignment. Requests for extension of dates for submission are 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. Nadham & K.K. Nadham .Implementing Tally 9 A Comprehensive Guide to Tally





I. Course Instructor

Name MARIE SERENE D CRUZ	Sem, Programme & Batch B.VOC LOGISTICS MANAGEMENT Semester II 2020-23	Email serene@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	01-Mar-2021 02-Mar-2021 03-Mar-2021	Lectures
Origin of Meaning	04-Mar-2021 05-Mar-2021	
Scope of statistics	08-Mar-2021 09-Mar-2021	
limitations of Statistics	10-Mar-2021	
Relationship with business and industry.	11-Mar-2021 12-Mar-2021	



	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	
Collection of Data: Collection - Classification and tabulation of statistical data - Pie diagrams -Graphic representation.	18-Mar-2021	Class Activities
	19-Mar-2021	
	22-Mar-2021	Lectures
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	
	08-Apr-2021	
	09-Apr-2021	
Measures of Central Tendency: Mean - Median and Mode - Meaning and Computation -Standard deviation - Coefficient of variation.	12-Apr-2021	Lectures
	13-Apr-2021	
	14-Apr-2021	
	15-Apr-2021	Class discussions
	16-Apr-2021	
	19-Apr-2021	
	20-Apr-2021	
	21-Apr-2021	
	22-Apr-2021	
	23-Apr-2021	
	26-Apr-2021	
	27-Apr-2021	
	28-Apr-2021	
	29-Apr-2021	
	30-Apr-2021	
	03-May-2021	
Simple Correlation and Regression: Meaning - Karl Pearson's Correlation - Rank correlation- Computations - Uses - Regression equations - Forecasting.	04-May-2021	Lectures
	05-May-2021	
	06-May-2021	
	07-May-2021	Class discussions
	10-May-2021	
	11-May-2021	
	12-May-2021	
	13-May-2021	
	14-May-2021	
	17-May-2021	
	18-May-2021	
	19-May-2021	
	20-May-2021	
	21-May-2021	
	24-May-2021	
	25-May-2021	
Time Series Analysis: Components of time series - Definition - Computation of Trend -Computation of seasonal	26-May-2021	Lectures and class discussions
	27-May-2021	
	28-May-2021	



variation (Simple average method only).	31-May-2021
	01-Jun-2021
	02-Jun-2021
	03-Jun-2021
	04-Jun-2021
	07-Jun-2021
	08-Jun-2021
	09-Jun-2021
	10-Jun-2021
	11-Jun-2021

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 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 PSE



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.





I. Course Instructor

Name	Sem, Programme & Batch	Email
Lynn paul	Semester 2, B Voc Logistics 2020-23	lynn@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)	6

III. Course Objectives:

- Students will be able to understand the basic of logistics.
- They will have a clear idea of the major role, functions, activities, 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 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 - Retail logistics.	01-Mar-2021 02-Mar-2021 03-Mar-2021 04-Mar-2021 05-Mar-2021 08-Mar-2021 09-Mar-2021 10-Mar-2021 11-Mar-2021 12-Mar-2021	Class exercises Lectures GD
Logistics Management: Definition - Evolution of the concept - model	15-Mar-2021 16-Mar-2021	GD



– process - activities.Achievement of competitive advantage through logistics Framework - Role of Logistics management - Integrated Logistics Management.	17-Mar-2021	Lectures
	18-Mar-2021	
	19-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
Logistics Strategy: Strategic role of logistics – Definition - Role of logistics managers in strategic decisions - Strategy options, Lean strategy, Agile Strategies & Other strategies - Designing & implementing logistical strategy - Emerging concept in logistics.	31-Mar-2021	GD, Lectures
	08-Apr-2021	
	09-Apr-2021	
	12-Apr-2021	
	13-Apr-2021	
	14-Apr-2021	
	15-Apr-2021	
	16-Apr-2021	
	19-Apr-2021	
	20-Apr-2021	
Outsourcing Logistics: Reasons - Third party logistics provider - Fourth party Logistics providers (4PL) –Stages - Role of logistics providers.	21-Apr-2021	GD, Lectures,
	22-Apr-2021	
	23-Apr-2021	
	26-Apr-2021	
	27-Apr-2021	
	28-Apr-2021	
	29-Apr-2021	
	30-Apr-2021	
	03-May-2021	
	04-May-2021	
Quality Customer Service & Integrated Logistics: Customer service - importance elements - the order cycle	05-May-2021	GD, Lectures,
	06-May-2021	
	07-May-2021	
	10-May-2021	
	11-May-2021	
	12-May-2021	
	13-May-2021	
	14-May-2021	
	17-May-2021	
	18-May-2021	
	19-May-2021	
	20-May-2021	
	21-May-2021	
	24-May-2021	
	25-May-2021	
	26-May-2021	
	27-May-2021	
	28-May-2021	
	31-May-2021	



system - distribution channels -	01-Jun-2021
Functions performed - Types designing.	02-Jun-2021
	03-Jun-2021
	04-Jun-2021
	07-Jun-2021
	08-Jun-2021
	09-Jun-2021
	10-Jun-2021
	11-Jun-2021

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 & presentation 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

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%
<75

1
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. Arlawadi & 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)

ENG2CCT0320- ADVANCED ENGLISH SKILLS

I. Course Instructor:

Name	Sem, Programme & Batch	Email
Dilna Raju	Sem 2, B. Voc. Log Management, 2020-23	dilna@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	75 Hrs
2	Knowing the Adjectives- Participative Learning	1 Hr
	Total	76 Hrs
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	2

III. Course Objectives:

- To exhibit critical thinking and problem solving in both academic and non- academic settings.
- To become capable in proof-reading a text to identify and correct the errors.
- Develop skills to write letters, memos, agenda, minutes, essays and academic papers in the correct format and without grammatical errors.
- To Make effective presentations blending both content and technology.

IV. Course Delivery Plan

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

Topics	Session No & Date(s)	Methodology and Duration
Critical Thinking	01-Mar -2021	Lectures, Class exercises
Introduction to critical thinking	02-Mar-2021	
Benefits	03-Mar-2021	
Barriers	04-Mar-2021	
Reasoning	05-Mar-2021	
Arguments	08-Mar-2021	
Deductive and inductive arguments	09-Mar-2021	
Fallacies	10-Mar-2021	
Fallacies	11-Mar-2021	
Inferential comprehension	12-Mar-2021	
Critical thinking in academic writing	15-Mar-2021	
Clarity	16-Mar-2021	
Accuracy		
Precision		



Relevance		
Research for Academic Writing and the Writing Process:	17-Mar-2021	Lectures, Class Exercises
Data collection	18-Mar-2021	
Use of print, electronic sources and digital sources	19-Mar-2021	
Selecting key points	22-Mar-2021	
Note making	23-Mar-2021	
Paraphrasing	24-Mar-2021	
Summary	25-Mar-2021	
Documentation	26-Mar-2021	
Plagiarism	29-Mar-2021	
Plagiarism	30-Mar-2021	
Title	31-Mar-2021	
Body paragraphs	08-Apr-2021	
Body paragraphs	09-Apr-2021	
Introduction and conclusion		
Revising		
Accuracy in Academic Writing:	12-Apr-2021	Lectures, Class Exercises
Articles	13-Apr-2021	
Nouns and prepositions	14-Apr-2021	
Subject-verb agreement	15-Apr-2021	
Phrasal verbs	16-Apr-2021	
Modals	19-Apr-2021	
Modals	20-Apr-2021	
Tenses	21-Apr-2021	
Conditionals	22-Apr-2021	
Prefixes and suffixes	23-Apr-2021	
Prepositions	26-Apr-2021	
Adverbs	27-Apr-2021	
Relative pronouns	28-Apr-2021	
Passives	29-Apr-2021	
Conjunctions	30-Apr-2021	
Embedded questions	03-May-2021	
Punctuation and Abbreviations.		
Writing Models:	04-May-2021	Lectures, Class Exercises
Letters and Letters to the editor	05-May-2021	
Letters to the editor	06-May-2021	
Resume and covering letters	07-May-2021	
e-mail and Seminar papers	10-May-2021	
Project reports and Notices	11-May-2021	
Filling application forms	12-May-2021	
Minutes, agenda and Essays	13-May-2021	
	14-May-2021	
	17-May-2021	
	18-May-2021	
	19-May-2021	
	20-May-2021	
	21-May-2021	
	24-May-2021	



	25-May-2021	GD, Lectures
Presentation Skills:		
Soft skills for academic presentations	26-May-2021	
Effective communication skills	27-May-2021	
Structuring the presentation	28-May-2021	
Choosing appropriate medium	31-May-2021	
Flip charts – OHP	01-Jun-2021	
Power Point presentation	02-Jun-2021	
Clarity and brevity	03-Jun-2021	
Inter-action and persuasion	04-Jun-2021	
Interview skills	07-Jun-2021	
Group Discussions	08-Jun-2021	
	09-Jun-2021	
	10-Jun-2021	
	11-Jun-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Know the Adjective	1 hour	Classroom Activity	1 st week

VI. Assignments and Seminars

Assignments

No 1	Topics	Activity	Submission Deadlines
Assignment	Assignment on given topic	Preparation of assignment	Second Friday of January

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. Marilyn Anderson, Pramod K. Nayar and Madhucchandra Sen. Critical Thinking, Academic Writing and Presentation Skills. Pearson Education and Mahatma Gandhi University






St. Albert's College (Autonomous)

LMG2CMT0220: MARKETING MANAGEMENT

I. Course Instructor:

Name	Sem, Programme & Batch	Email
ELMA GEORGE	B.VOC LOGISTICS MANAGEMENT Semester I 2020-2023	elmageorge@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	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction: Meaning and definition of different marketing concepts - functions of marketing	01-Mar-2021	Class exercises
Environmental factors - market segmentation - buying motive and process - market targeting - consumer and customer - Factors affecting consumer behavior.	02-Mar-2021	
	03-Mar-2021	Lectures
	04-Mar-2021	
	05-Mar-2021	
	08-Mar-2021	
	09-Mar-2021	
	10-Mar-2021	
	11-Mar-2021	
	12-Mar-2021	
	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	



	18-Mar-2021	
	19-Mar-2021	
Marketing Mix: Marketing mix: meaning - product, product mix, new product development - product life cycle -importance of branding -packaging and labelling.	22-Mar-2021	Lectures
	23-Mar-2021	
	24-Mar-2021	Class Activities
	25-Mar-2021	
	26-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	
	08-Apr-2021	
	09-Apr-2021	
	12-Apr-2021	
	13-Apr-2021	
	14-Apr-2021	
	15-Apr-2021	
	16-Apr-2021	
	19-Apr-2021	
Pricing: Pricing policies - objectives - factors influencing pricing decisions - different pricing strategies: skimming- penetration. Market structure - channel of distribution and its importance.	20-Apr-2021	Lectures:
	21-Apr-2021	Class Discussions
	22-Apr-2021	
	23-Apr-2021	
	26-Apr-2021	
	27-Apr-2021	
	28-Apr-2021	
	29-Apr-2021	
	30-Apr-2021	
	03-May-2021	
	04-May-2021	
	05-May-2021	
	06-May-2021	
	07-May-2021	
Marketing Research: Definition, Scope and Process - Marketing Risk and Marketing Audit.	10-May-2021	Lectures
	11-May-2021	Class Discussions
	12-May-2021	
	13-May-2021	
	14-May-2021	
	17-May-2021	
	18-May-2021	
	19-May-2021	
	20-May-2021	
	21-May-2021	
	24-May-2021	
	25-May-2021	
	26-May-2021	
Promotion: Advertising - objectives and functions - types of advertising - personal selling and direct marketing - Sales Promotion - steps	27-May-2021	Lectures
	28-May-2021	Class discussions
	31-May-2021	
	01-Jun-2021	



- Marketing Plan – Types of Marketing.	02-Jun-2021	
	03-Jun-2021	
	04-Jun-2021	
	07-Jun-2021	
	08-Jun-2021	
	09-Jun-2021	
	10-Jun-2021	
	11-Jun-2021	

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.
SHH Kazmi, Marketing Management Text and Cases, Excel Books, New Delhi.
2. V. S Ramaswami & S. Namakumary, Marketing Management, MacMillan Publishers, New Delhi.
3. Cranfield, Marketing Management, Ane Books, New Delhi.
4. D. D Sharma, Marketing Research.





St. Albert's College (Autonomous)

LMG3CRT0219: LOGISTICS INFORMATION SYSTEMS

I. Course Instructor:

Name LAKSHMI G	Sem, Programme & Batch 53, B VOC LOGISTICS MANAGEMENT Semester III, 2019-2022	Email lakshmi.g@alberts.edu.in
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II. Duration of Course:

No	Activity	Duration
1	Contact hours	68 (Including assignments)
2	Assessment (CAE & ESE)	-
	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, 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		
Information Technology	01-Jun-2020	Class exercises
and Logistics: Electronic	02-Jun-2020	
Data Interchange -	03-Jun-2020	Lectures
Personal Computers	04-Jun-2020	
-Artificial	05-Jun-2020	
	08-Jun-2020	
	09-Jun-2020	
	10-Jun-2020	



Intelligence/Expert system	11-Jun-2020	
- Communications Bar	12-Jun-2020	
coding and Scanning -	15-Jun-2020	
Electronic Data	16-Jun-2020	
Interchange standards -	17-Jun-2020	
Communication -	18-Jun-2020	
Information and Future	19-Jun-2020	
directions.	22-Jun-2020	
	23-Jun-2020	
	24-Jun-2020	
	25-Jun-2020	
	26-Jun-2020	
	29-Jun-2020	
	30-Jun-2020	
Information Technology	01-Jul-2020	Lectures
for Supply Chain	02-Jul-2020	
Management: Bull whip	03-Jul-2020	
effect - IT in supply chain -	06-Jul-2020	
Business Process	07-Jul-2020	Class Activities
Reengineering - Enterprise	08-Jul-2020	
Resource Planning - EDI	09-Jul-2020	
Problems with EDI -	10-Jul-2020	
Impact of Internet on SCM.	13-Jul-2020	
	14-Jul-2020	
	15-Jul-2020	
	16-Jul-2020	
	17-Jul-2020	
	21-Jul-2020	
	22-Jul-2020	
	23-Jul-2020	
	24-Jul-2020	
	27-Jul-2020	
	28-Jul-2020	
	29-Jul-2020	
	30-Jul-2020	
Logistics Information:	03-Aug-2020	Lectures
Meaning and Need Forms -	04-Aug-2020	
LIS - Definition -	05-Aug-2020	Class Discussions
Information functionality -	06-Aug-2020	
activities involved in	07-Aug-2020	
transaction system -	10-Aug-2020	
Principles of designing or	11-Aug-2020	
evaluating LIS applications.	12-Aug-2020	
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	



	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
LIS Architecture:	07-Sep-2020	Lectures
Components - Two	08-Sep-2020	
forms of activities -	09-Sep-2020	Class Discussions
Planning and	11-Sep-2020	
co-ordination flows	14-Sep-2020	
and operating flows	15-Sep-2020	
- Flow and use of	16-Sep-2020	
integrated logistics	17-Sep-2020	
information.	18-Sep-2020	
	22-Sep-2020	
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
Information Forecasting:	01-Oct-2020	Lectures
Definition - Process -	05-Oct-2020	
Component - Characteristic	06-Oct-2020	
of forecastcompound -	07-Oct-2020	Class discussions
Approaches - Forecast	08-Oct-2020	
techniques - Forecast error	09-Oct-2020	
- E-Commerce.	12-Oct-2020	
	13-Oct-2020	
	14-Oct-2020	
	15-Oct-2020	
	16-Oct-2020	
	19-Oct-2020	
	20-Oct-2020	
	21-Oct-2020	
	22-Oct-2020	
	23-Oct-2020	
	27-Oct-2020	
	28-Oct-2020	
	30-Oct-2020	
	2-Nov-2020	
	3-Nov-2020	
	4-Nov-2020	
	5-Nov-2020	
	6-Nov-2020	
	9-Nov-2020	
	10-Nov-2020	
	11-Nov-2020	
	12-Nov-2020	



13-Nov-2020
16-Nov-2020
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23-Nov-2020
24-Nov-2020
25-Nov-2020
26-Nov-2020
27-Nov-2020
30-Nov-2020

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 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. 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)

LMG3CRT0319 – WAREHOUSE MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 3 B.Voc LM, 2019-22	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)	6

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	01-Jun-2020	Class exercises
- Decision making - Operations - Need for warehousing - Issues affecting warehousing - Various warehousing facilities - Different types of warehouses - Characteristics of ideal warehouses.	02-Jun-2020 03-Jun-2020 04-Jun-2020 05-Jun-2020 08-Jun-2020 09-Jun-2020	Lectures



	10-Jun-2020	
	11-Jun-2020	
	12-Jun-2020	
	15-Jun-2020	
Introduction to Inventory Management:	16-Jun-2020	GD
Role in supply chain - Role in	17-Jun-2020	Lectures
competitive strategy - Role of inventory	18-Jun-2020	
- Functions of inventory - Types of	19-Jun-2020	
inventory - WIP inventory - Finished	22-Jun-2020	
goods inventory - MRO inventories -	23-Jun-2020	
Cost of inventories - Need to hold	24-Jun-2020	
inventory.	25-Jun-2020	
	26-Jun-2020	
	29-Jun-2020	
	30-Jun-2020	
Warehouse Management Systems:	01-Jul-2020	GD, Lectures
Introduction - The necessity of WMS -	02-Jul-2020	
Logics of determining locations and	03-Jul-2020	
sequences - Independent demand	06-Jul-2020	
systems - Uncertainties in material	07-Jul-2020	
management systems - Dependent	08-Jul-2020	
demand systems - Distribution resource	09-Jul-2020	
planning.	10-Jul-2020	
	13-Jul-2020	
	14-Jul-2020	
	15-Jul-2020	
	16-Jul-2020	
	17-Jul-2020	
	21-Jul-2020	
	22-Jul-2020	
	23-Jul-2020	
	24-Jul-2020	
	27-Jul-2020	
	28-Jul-2020	
	29-Jul-2020	
	30-Jul-2020	
ABC Inventory Control: Managing	03-Aug-2020	GD, Lectures, Field discussions
inventories by ABC - Multi - echelon	04-Aug-2020	
inventory systems - Managing inventory	05-Aug-2020	
in multi echelon networks - Managing	06-Aug-2020	
inventory in single echelon networks.	07-Aug-2020	
Various approaches - Distribution	10-Aug-2020	
approaches - The true multi echelon	11-Aug-2020	
approach.	12-Aug-2020	
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	



	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
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.	07-Sep-2020	GD, Lectures, Field discussions
	08-Sep-2020	
	09-Sep-2020	
	11-Sep-2020	
	14-Sep-2020	
	15-Sep-2020	
	16-Sep-2020	
	17-Sep-2020	
	18-Sep-2020	
	22-Sep-2020	
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
	01-Oct-2020	
	05-Oct-2020	
	06-Oct-2020	
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	12-Oct-2020	
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	10-Nov-2020	



11-Nov-2020

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time

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 Warehouse	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)

LMG3CMT0219 - BUSINESS COMMUNICATION

I. Course Instructor

Name	Sem, Programme & Batch	Email
NEENU JOSE	Sem 3 B, Voc Logistics Management, 2019-22	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-2020 02-Jun-2020 03-Jun-2020 04-Jun-2020 05-Jun-2020 08-Jun-2020 09-Jun-2020	Class exercises Lectures



	10-Jun-2020	
	11-Jun-2020	
	12-Jun-2020	
	15-Jun-2020	
	16-Jun-2020	
	17-Jun-2020	
	18-Jun-2020	
	19-Jun-2020	
	22-Jun-2020	
	23-Jun-2020	
	24-Jun-2020	
	25-Jun-2020	
	26-Jun-2020	
	29-Jun-2020	
	30-Jun-2020	
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	01-Jul-2020	GD
	02-Jul-2020	Lectures
	03-Jul-2020	
	06-Jul-2020	
	07-Jul-2020	
	08-Jul-2020	
	09-Jul-2020	
	10-Jul-2020	
	13-Jul-2020	
	14-Jul-2020	
	15-Jul-2020	
	16-Jul-2020	
	17-Jul-2020	
	21-Jul-2020	
	22-Jul-2020	
	23-Jul-2020	
	24-Jul-2020	
	27-Jul-2020	
	28-Jul-2020	
	29-Jul-2020	
	30-Jul-2020	
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	03-Aug-2020	GD, Lectures
	04-Aug-2020	
	05-Aug-2020	
	06-Aug-2020	
	07-Aug-2020	
	10-Aug-2020	
	11-Aug-2020	
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	18-Aug-2020	
	19-Aug-2020	



	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
Groups: Importance of features, Advantages and Disadvantages techniques of Group decisionmaking - Brain storming sessions, Nominal Group Technique, Delphian Technique, solving problems in Groups	07-Sep-2020	GD, Lectures, Field discussions
	08-Sep-2020	
	09-Sep-2020	
	11-Sep-2020	
	14-Sep-2020	
	15-Sep-2020	
	16-Sep-2020	
	17-Sep-2020	
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	22-Sep-2020	
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
New Trends in Business Communication: E mail, Teleconferencing, video conferencing, SMS	01-Oct-2020	GD, Lectures, Field discussions
	05-Oct-2020	
	06-Oct-2020	
	07-Oct-2020	
	08-Oct-2020	
	09-Oct-2020	
	12-Oct-2020	
	13-Oct-2020	
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 25-Nov-2020
 26-Nov-2020
 27-Nov-2020
 30-Nov-2020

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Know your Body	2 Days	Experiential Learning	4 th Week
Language			
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)

LMG3CMT0119: RESEARCH METHODOLOGY

I. Course Instructor

Name	Sem, Programme & Batch	Email
ELMA GEORGE	S3, B.VOC LOGISTICS MANAGEMENT, 2019-2022	elnageorge@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 be able to understand the types, process and design in doing research.
- They are advanced to have knowledge in research methods and techniques of data collection and analysis.
- They will be able to conduct an independent study including formulating research questions and selecting a research approach, applying research methodology, designing a study and selecting specific methods and techniques appropriate for answering the questions.
- The practical skills of students are developed for both qualitative and quantitative methods.

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		
Research	01-Jun-2020	Class exercises



Research	01-Jun-2020	Class exercises
methodology-	02-Jun-2020	Lectures
03-Jun-2020		
meaning. Research,	04-Jun-2020	
05-Jun-2020		
meaning, objectives,	08-Jun-2020	
09-Jun-2020		
significance. Research	10-Jun-2020	
11-Jun-2020		
process- different	12-Jun-2020	
15-Jun-2020		
steps, criteria for good	16-Jun-2020	
17-Jun-2020		
research. Types of	18-Jun-2020	
19-Jun-2020		
research descriptive,	22-Jun-2020	
23-Jun-2020		
analytical, applied,	24-Jun-2020	
25-Jun-2020		
fundamental,	26-Jun-2020	
quantitative,	29-Jun-2020	
29-Jun-2020		
qualitative, empirical	30-Jun-2020	
and conceptual.		
Selection of research	01-Jul-2020	Class Activities
problem-sources-technique involved in	02-Jul-2020	Lectures
defining a problem.		
03-Jul-2020		
06-Jul-2020		
07-Jul-2020		
08-Jul-2020		
09-Jul-2020		
10-Jul-2020		
13-Jul-2020		
14-Jul-2020		
15-Jul-2020		
16-Jul-2020		
17-Jul-2020		
21-Jul-2020		
22-Jul-2020		
23-Jul-2020		
24-Jul-2020		
27-Jul-2020		
28-Jul-2020		
29-Jul-2020		
30-Jul-2020		
Research	03-Aug-2020	Class Activities
04-Aug-2020		



design-meaning-need	05-Aug-2020	Lectures
concepts-elements	06-Aug-2020	
Sampling	07-Aug-2020	
	10-Aug-2020	
design-steps criteria	11-Aug-2020	
of selecting a	12-Aug-2020	
sampling	13-Aug-2020	
procedure-sampling	14-Aug-2020	
process	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
Types of data-primary	07-Sep-2020	Lectures
data	08-Sep-2020	Class discussions
-meaning-advantages-dis	09-Sep-2020	
advantages-methods of	11-Sep-2020	
collecting primary data-	14-Sep-2020	
sources. Secondary data-	15-Sep-2020	
meaning, advantages	16-Sep-2020	
disadvantages-sources.	17-Sep-2020	
	18-Sep-2020	
	22-Sep-2020	
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
Interpretation-meaning-tec	01-Oct-2020	Lectures
hniques-of interpretation.	05-Oct-2020	Class discussions
Report	06-Oct-2020	
writing-significancetypes	07-Oct-2020	
of reports; (technical and	08-Oct-2020	
popular) steps-layout-oral	09-Oct-2020	
presentation. Note on	12-Oct-2020	
course work. This course	13-Oct-2020	
should not be taught in the	14-Oct-2020	
conventional lecture	15-Oct-2020	
	16-Oct-2020	
	19-Oct-2020	
	20-Oct-2020	
	21-Oct-2020	
	22-Oct-2020	
	23-Oct-2020	



method alone. Every lecture should be complemented by an appropriate activity (For example, reference, assignments, project reports etc.).

27-Oct-2020
28-Oct-2020
30-Oct-2020
2-Nov-2020
3-Nov-2020
4-Nov-2020
5-Nov-2020
6-Nov-2020
9-Nov-2020
10-Nov-2020
11-Nov-2020
12-Nov-2020
13-Nov-2020
16-Nov-2020
17-Nov-2020
18-Nov-2020
19-Nov-2020
20-Nov-2020
23-Nov-2020
24-Nov-2020
25-Nov-2020
26-Nov-2020
27-Nov-2020
30-Nov-2020

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Projective Technique	2 Hours	Story telling	6 th Week
Primary Data Collection	2 Days	Questionnaire making	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 1	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. Research methodology, OR Krishnamurthy, Himalaya publishing house, Mumbai SI No. Title Author Publishing & Year 1
2. Research Methodology Ranjith Kumar Pearson, 2nd edition 2
3. Research Methods for management Dr S.Shajahan Jaico Publishing House
4. Research Methodology. Methods and techniques C.R.Kothari New Age International publishers-Research Methods Ram Ahuja Rawat publications
5. Research Methodology K.R.Sharma National Publishing House





St. Albert's College (Autonomous)

LMG3CRT0119 DOMESTIC LOGISTICS MANAGEMENT

I. Course Instructor

Name LAKSHMI G	Sem, Programme & Batch S3,B,VOC LOGISTICS MANAGEMENT Semester III 2019-22	Email lakshmig.alberts@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)	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:	01-Jun-2020	Class exercises
Need for Planning – Fleet	02-Jun-2020	
management – Main types	03-Jun-2020	Lectures
of road freight transport-	04-Jun-2020	
Transport resource	05-Jun-2020	
requirements – Vehicle	08-Jun-2020	
	09-Jun-2020	
	10-Jun-2020	
	11-Jun-2020	



routing and scheduling
issues – Data requirements –
Manual methods of vehicle
routing and scheduling –
Computer routing and
scheduling -Information
system applications – GPS –
RFID.

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

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

12-Jun-2020
15-Jun-2020
16-Jun-2020
17-Jun-2020
18-Jun-2020
19-Jun-2020
22-Jun-2020
23-Jun-2020
24-Jun-2020
25-Jun-2020
26-Jun-2020
29-Jun-2020
30-Jun-2020

01-Jul-2020
02-Jul-2020
03-Jul-2020
06-Jul-2020
07-Jul-2020
08-Jul-2020
09-Jul-2020
10-Jul-2020
13-Jul-2020
14-Jul-2020
15-Jul-2020
16-Jul-2020
17-Jul-2020
21-Jul-2020
22-Jul-2020
23-Jul-2020
24-Jul-2020
27-Jul-2020

28-Jul-2020
29-Jul-2020
30-Jul-2020
03-Aug-2020
04-Aug-2020
05-Aug-2020
06-Aug-2020
07-Aug-2020
10-Aug-2020
11-Aug-2020
12-Aug-2020
13-Aug-2020
14-Aug-2020
17-Aug-2020
18-Aug-2020
19-Aug-2020
20-Aug-2020
21-Aug-2020

Class Activities

Lectures

Class Activities

Lectures



budget – Transportation	24-Aug-2020	
costing – problems	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
Documenting and	07-Sep-2020	Lectures
Information Flow: Advices	08-Sep-2020	
– Planning – FTL – LTL –	09-Sep-2020	
Documentation –Road	11-Sep-2020	Class discussions
Receipts / Truck Receipts /	14-Sep-2020	
Way Bills (RR / LR) -	15-Sep-2020	
Consignment note CMR	16-Sep-2020	
(EU & Canada) – Booking	17-Sep-2020	
-Invoicing &Information	18-Sep-2020	
Flow - Long Haul –	22-Sep-2020	
Coordination with terminals	23-Sep-2020	
– Exceptional Loads	24-Sep-2020	
(Project Cargo).	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
Legislation:	01-Oct-2020	Lectures
Operator	05-Oct-2020	
licensing-	06-Oct-2020	
Driver	07-Oct-2020	Class discussions
licensing –	08-Oct-2020	
Driver's	09-Oct-2020	
hours	12-Oct-2020	
regulations –	13-Oct-2020	
Road	14-Oct-2020	
transport	15-Oct-2020	
directive –	16-Oct-2020	
Tachographs	19-Oct-2020	
- Vehicle	20-Oct-2020	
dimensions	21-Oct-2020	
	22-Oct-2020	
	23-Oct-2020	
	27-Oct-2020	
	28-Oct-2020	
	30-Oct-2020	
	2-Nov-2020	
	3-Nov-2020	
	4-Nov-2020	
	5-Nov-2020	
	6-Nov-2020	



9-Nov-2020	
10-Nov-2020	
11-Nov-2020	
12-Nov-2020	
13-Nov-2020	
16-Nov-2020	
17-Nov-2020	
18-Nov-2020	
19-Nov-2020	
20-Nov-2020	
23-Nov-2020	
24-Nov-2020	
25-Nov-2020	
26-Nov-2020	
27-Nov-2020	
30-Nov-2020	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Driver Licensing	5 Days	Role Play	9 th Week
Documentation	3 Days	Experimental Learning	4 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 6 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 3 rd 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

64-85%

75-80%

<75

2

1

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)

LMG3CMP0119 COMPUTER SKILLS FOR BUSINESS- II

I. Course Instructor

Name ROSHNI ALICE PREM	Sem, Programme & Batch Semester III, BVoc Logistics Management 2019-22	Email roshnialiceprem@alberts.edu.in
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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)	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-2020	 Lectures Practical Lab Class Exercises
Mail Merge.	02-Jun-2020	
Printing of merged document.	03-Jun-2020	
	04-Jun-2020	
	05-Jun-2020	
	08-Jun-2020	
	09-Jun-2020	
	10-Jun-2020	
	11-Jun-2020	
	12-Jun-2020	
	15-Jun-2020	

	16-Jun-2020	
	17-Jun-2020	
	18-Jun-2020	
	19-Jun-2020	
	22-Jun-2020	
	23-Jun-2020	
	24-Jun-2020	
	25-Jun-2020	
	26-Jun-2020	
	29-Jun-2020	
	30-Jun-2020	
Creation of a worksheet with advanced formatting techniques.	01-Jul-2020	Lectures
Using all types of functions, give due importance to financial functions.	02-Jul-2020	
Creation of Charts and Disgrams.	03-Jul-2020	Practical Lab
	06-Jul-2020	
	07-Jul-2020	Class exercise
	08-Jul-2020	
	09-Jul-2020	
	10-Jul-2020	
	13-Jul-2020	
	14-Jul-2020	
	15-Jul-2020	
	16-Jul-2020	
	17-Jul-2020	
	21-Jul-2020	
	22-Jul-2020	
	23-Jul-2020	
	24-Jul-2020	
	27-Jul-2020	
	28-Jul-2020	
	29-Jul-2020	
	30-Jul-2020	
	03-Aug-2020	
	04-Aug-2020	
	05-Aug-2020	
	06-Aug-2020	
	07-Aug-2020	
	10-Aug-2020	
	11-Aug-2020	
	12-Aug-2020	
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	



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

26-Aug-2020
27-Aug-2020
07-Sep-2020
08-Sep-2020
09-Sep-2020
11-Sep-2020
14-Sep-2020
15-Sep-2020
16-Sep-2020
17-Sep-2020
18-Sep-2020
22-Sep-2020
23-Sep-2020
24-Sep-2020
25-Sep-2020
28-Sep-2020
29-Sep-2020
30-Sep-2020
01-Oct-2020
05-Oct-2020
06-Oct-2020
07-Oct-2020
08-Oct-2020
09-Oct-2020
12-Oct-2020
13-Oct-2020
14-Oct-2020
15-Oct-2020
16-Oct-2020
19-Oct-2020
20-Oct-2020
21-Oct-2020
22-Oct-2020
23-Oct-2020
27-Oct-2020
28-Oct-2020
30-Oct-2020
2-Nov-2020
3-Nov-2020
4-Nov-2020
5-Nov-2020
6-Nov-2020
9-Nov-2020
10-Nov-2020
11-Nov-2020
12-Nov-2020
13-Nov-2020
16-Nov-2020
17-Nov-2020

Lectures

Practical Lab

Class exercise



18-Nov-2020
 19-Nov-2020
 20-Nov-2020
 23-Nov-2020
 24-Nov-2020
 25-Nov-2020
 26-Nov-2020
 27-Nov-2020

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
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)

LMG4CMT0119 - SUPPLY CHAIN MANAGEMENT

I. Course Instructor

Name	Sem. Programme & Batch	Email
Roshni Alice Prem	Sem 4 B Voc LM 2019-22	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)	0

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: An Introduction – Integrated Logistics Management – Concept – Evolution and Development – Difference – Role – Scope – Functions and Importance – The new Manufacturing and Distribution Practices in the light of Globalized Economy – Local and International Supply Chains – Benefits and Issues – Types of Supply Chains and examples – Strategic, tactical, operational decisions in supply chain – SCM building blocks – Supply Chain Drivers and Obstacles – International Logistics and Supply Chain Management – The Total Cost Concept and Logistics and SCM Trade-Offs.	01-Dec-2020 02-Dec-2020 03-Dec-2020 04-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020 28-Dec-2020 29-Dec-2020 30-Dec-2020 31-Dec-2020	Class exercises Lectures GD
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Key Supply Chain Business Processes: Planning – Sourcing – Producing – Distributing and Paying – Managing material flow and distribution – Distribution and Planning Strategy – Warehousing and Operations Management – Transportation Management – Inventory Management.	01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021 15-Jan-2021 16-Jan-2021 18-Jan-2021 19-Jan-2021 20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021	GD Lectures
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Purchasing and Supplier Management: Sourcing and Supplies Management, Outsourcing – Global Sourcing – Vendor Identification – Selection – Evaluation – Development – Supplier Relationship Management – Supplier Quality Management – Supply Chain Performance.	24-Jan-2021 27-Jan-2021 28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021	GD, Lectures
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	10-Feb-2021	
	11-Feb-2021	
Forecasting Systems Design: Customer	12-Feb-2021	GD, Lectures, Field discussions
Service Management and Measurements	15-Feb-2021	
- CRM -Manufacturing Logistics -	16-Feb-2021	
Pricing Strategies - SCM Relationships	17-Feb-2021	
- Third Party Logistics and Fourth	18-Feb-2021	
Party Logistics - SCM Network Design	19-Feb-2021	
and Facilities Development - SCM	20-Feb-2021	
Planning and Development Strategies -	22-Feb-2021	
Supply Chain Uncertainties - Supply	23-Feb-2021	
Chain Vulnerabilities.	24-Feb-2021	
	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
	1-Mar-2021	
	2-Mar-2021	
	3-Mar-2021	
	4-Mar-2021	
	5-Mar-2021	
	6-Mar-2021	
Supply Chain Coordination and	8-Mar-2021	GD, Lectures, Field discussions
Integration: Role of IT. Impact of	9-Mar-2021	
Internet and E-Business -IT enabled	10-Mar-2021	
SCM, Future of SCM.	12-Mar-2021	
	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	
	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

V. Innovative Learning Programmes

Name of Programme	Duration
Flame Bar	2 Days
Internship	4 weeks

Type

Debate

Hands on training

Proposed Time

1st week

8th 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





**LMG4CRT0119: SHIPPING AND OCEAN FREIGHT LOGISTICS
MANAGEMENT**

I. Course Instructor

Name LAKSHMI G	Sem, Programme & Batch S4,B.VOC LOGISTICS MANAGEMENT Semester IV 2019-2022	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 & FSE)	7
	Total	60
	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	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Shipping Industry and Business: Description of a ship – Uses of a ship or a floating vessel –	01-Dec-2020	Class exercises
Classification of ship(route point)(cargo carried) –	02-Dec-2020	
Superstructure – Tonnages and Cubics – Drafts and	03-Dec-2020	Lectures
Load lines – Flag	04-Dec-2020	
Registration – Different	07-Dec-2020	
Cargo (Packing, Utility or Value) – Trimming –	08-Dec-2020	
Cleansing	09-Dec-2020	
– Unitized Cargo.	10-Dec-2020	
	11-Dec-2020	
	14-Dec-2020	
	15-Dec-2020	
	16-Dec-2020	
	17-Dec-2020	
	28-Dec-2020	
	29-Dec-2020	
	30-Dec-2020	
	31-Dec-2020	
	01-Jan-2021	
	04-Jan-2021	



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.	05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021 15-Jan-2021 16-Jan-2021 18-Jan-2021 19-Jan-2021 20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021 25-Jan-2021 27-Jan-2021	Class Activities Lectures
Shipping Lines: Hub and Spoke – Process Flow – Advices – Booking – Containerization – Containers-Container Numbering – Process Flow – Shipping Sales – Leads – Quotations – Customer Service.	28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021 10-Feb-2021 11-Feb-2021 12-Feb-2021	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.	15-Feb-2021 16-Feb-2021 17-Feb-2021 18-Feb-2021 19-Feb-2021 20-Feb-2021 22-Feb-2021 23-Feb-2021 24-Feb-2021 25-Feb-2021 26-Feb-2021 27-Feb-2021 1-Mar-2021 2-Mar-2021 3-Mar-2021 4-Mar-2021 5-Mar-2021	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	6-Mar-2021 8-Mar-2021 9-Mar-2021 10-Mar-2021 12-Mar-2021 15-Mar-2021 16-Mar-2021	Lectures Class discussions



Trade and Documentation -	17-Mar-2021
Conditions of Contract - Managing	18-Mar-2021
Key Accounts - Trade Lane	19-Mar-2021
Development - Consortium.	20-Mar-2021
	22-Mar-2021
	23-Mar-2021
	24-Mar-2021
	25-Mar-2021
	26-Mar-2021
	27-Mar-2021
	29-Mar-2021
	30-Mar-2021
	31-Mar-2021

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 1	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 NNM.

A handwritten signature in dark ink, possibly reading "A. J. Wilson", is written over a faint circular stamp.



St. Albert's College (Autonomous)

LMG4CRT0219 EXPORT IMPORT – POLICIES & PROCEDURES

I. Course Instructor

Name	Sem, Programme & Batch	Email
Neenu Jose	S4, B. Voc Logistics Management, 2019-22	neenujose@alberts.edu.in

II. Duration of Course:

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

III. Course Objectives:

- Students will be given a clear understanding regarding the procedures and documents of entire export-import.
- They are well aware of 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, Methods of entry into foreign market.	01-Dec-2020 02-Dec-2020 03-Dec-2020 04-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020	Class exercises Lectures GD



	28-Dec-2020	
	29-Dec-2020	
	30-Dec-2020	
	31-Dec-2020	
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	01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021 15-Jan-2021 16-Jan-2021 18-Jan-2021 19-Jan-2021 20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021 25-Jan-2021	GD Lectures
E.T.P.(Latest): Highlights, Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK, Institutional Frame Work – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA	27-Jan-2021 28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021 10-Feb-2021 11-Feb-2021 12-Feb-2021	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:	15-Feb-2021 16-Feb-2021 17-Feb-2021 18-Feb-2021 19-Feb-2021 20-Feb-2021 22-Feb-2021 23-Feb-2021 24-Feb-2021 25-Feb-2021 26-Feb-2021	GD, Lectures, Field discussions



Imports: Preliminaries, Procedures, Policies, Prohibited/Negative/Canalized List, Documentation – Bill of Entry, Customs Formalities, Categories of Importers, Retirement of Import Documents, Excise Formalities, Trading Blocs, Tariff and Non-Tariff Barriers, European Union, NAFTA

27-Feb-2021
1-Mar-2021
2-Mar-2021
3-Mar-2021
4-Mar-2021
5-Mar-2021
6-Mar-2021
8-Mar-2021
9-Mar-2021
10-Mar-2021
12-Mar-2021
15-Mar-2021
16-Mar-2021
17-Mar-2021
18-Mar-2021
19-Mar-2021
20-Mar-2021
22-Mar-2021
23-Mar-2021
24-Mar-2021
25-Mar-2021
26-Mar-2021
27-Mar-2021
29-Mar-2021
30-Mar-2021
31-Mar-2021

GD, Lectures, Field discussions

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	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 reading:

- 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)

LMG4CMT0319: SOFT SKILLS AND PERSONALITY DEVELOPMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Neenu Jose	S4, B.VOC Logistics Management 2019-22	neenujose@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)	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.	01-Dec-2020	Class exercises
	02-Dec-2020	
	03-Dec-2020	Lectures
	04-Dec-2020	
	07-Dec-2020	
	08-Dec-2020	
	09-Dec-2020	
	10-Dec-2020	



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

11-Dec-2020
14-Dec-2020
15-Dec-2020
16-Dec-2020
17-Dec-2020
28-Dec-2020
29-Dec-2020
30-Dec-2020
31-Dec-2020

GD

Lectures

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

01-Jan-2021
04-Jan-2021
05-Jan-2021
06-Jan-2021
07-Jan-2021
08-Jan-2021
11-Jan-2021
12-Jan-2021
13-Jan-2021
14-Jan-2021
15-Jan-2021
16-Jan-2021
18-Jan-2021
19-Jan-2021
20-Jan-2021
21-Jan-2021
22-Jan-2021
23-Jan-2021
25-Jan-2021
27-Jan-2021

GD, Lectures

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

28-Jan-2021
29-Jan-2021
30-Jan-2021
01-Feb-2021
02-Feb-2021
03-Feb-2021
04-Feb-2021
05-Feb-2021
06-Feb-2021
08-Feb-2021
09-Feb-2021
10-Feb-2021
11-Feb-2021
12-Feb-2021
15-Feb-2021
16-Feb-2021
17-Feb-2021
18-Feb-2021
19-Feb-2021



	20-Feb-2021	
	22-Feb-2021	
	23-Feb-2021	
	24-Feb-2021	
	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
	9-Mar-2021	
	10-Mar-2021	
	12-Mar-2021	
	15-Mar-2021	
	16-Mar-2021	
Professional skills: Organisational skills- team work- business and technical correspondence- job oriented skills-professional etiquettes.	17-Mar-2021	GD, Lectures, Field discussions
	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

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 1	Assignment on given topic	Preparation of assignment	Wednesday of 8 th Week of Course



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
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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 Meycans Hills Publication.
- V. Dark Studying International Communication Sage Publication.
- VI. Murphy Hidderandt Thomas Effective Business Communication Mc Graw Hill






LMG4CMT0219: BUSINESS ETHICS AND GLOBAL BUSINESS
MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
LAKSHMI G	S4, B.VOC LOGISTICS MANAGEMENT Semester IV 2019-22	lakshmig@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 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:	01-Dec-2020	Class exercises
Values of Indian culture	02-Dec-2020	
and society – Models of	03-Dec-2020	
management in	04-Dec-2020	
the Indian socio-political	07-Dec-2020	
environment – Indian	08-Dec-2020	



work ethos – Indian heritage in production and consumption – Indian mythologies and values/culture – western culture vs. Indian culture.

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

Ethical Decision Making in Business: Ethical dilemmas in business – ethical universalism and relativism in business – factors affecting the business ethics – process of ethical decision-making in business – individual differences in managers and ethical judgement – whistle blowing.

Ethics in Functional Areas: Ethical issues in functional areas: Marketing, HR, Production,

09-Dec-2020
10-Dec-2020
11-Dec-2020
14-Dec-2020
15-Dec-2020
16-Dec-2020
17-Dec-2020
28-Dec-2020
29-Dec-2020
30-Dec-2020
31-Dec-2020

01-Jan-2021
04-Jan-2021
05-Jan-2021
06-Jan-2021
07-Jan-2021
08-Jan-2021
11-Jan-2021
12-Jan-2021
13-Jan-2021
14-Jan-2021
15-Jan-2021
16-Jan-2021
18-Jan-2021
19-Jan-2021
20-Jan-2021
21-Jan-2021
22-Jan-2021
23-Jan-2021
25-Jan-2021
27-Jan-2021
28-Jan-2021
29-Jan-2021
30-Jan-2021

01-Feb-2021
02-Feb-2021
03-Feb-2021
04-Feb-2021
05-Feb-2021
06-Feb-2021
08-Feb-2021
09-Feb-2021
10-Feb-2021
11-Feb-2021
12-Feb-2021
15-Feb-2021
16-Feb-2021
17-Feb-2021
18-Feb-2021

Class Activities

Lectures

Lectures

Class discussions



Lectures

IT/Systems and Finance –	19-Feb-2021	Class discussions
Environmental ethics – Gender	20-Feb-2021	
ethics – CSR as business ethics –	22-Feb-2021	
Ethics in international business	23-Feb-2021	
	24-Feb-2021	
	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
	2-Mar-2021	
	3-Mar-2021	
	4-Mar-2021	Lectures and class discussions
	5-Mar-2021	
	6-Mar-2021	
	8-Mar-2021	
Ethics Management: Role of	9-Mar-2021	
organizational culture in Ethics –	10-Mar-2021	
structure of ethics	12-Mar-2021	
management: Ethics programmes,	15-Mar-2021	
code of conduct, ethics committee,	16-Mar-2021	
ethics officers and the	17-Mar-2021	
CEO – communicating ethics:	18-Mar-2021	
communication principles, channels,	19-Mar-2021	
training programmes and	20-Mar-2021	
evaluation – Ethics audit –	22-Mar-2021	
corporate governance and ethical	23-Mar-2021	
responsibility – transparency	24-Mar-2021	
international and other ethical	25-Mar-2021	
bodies – recent trends, issues and	26-Mar-2021	
cases.	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

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 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 Google Classroom before 11.59 pm
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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):

45-100%	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. 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 Wiley & Sons.
8. Sekhar R. C. (1997), Ethical Choices in Business, Response Books.
9. Fernando A. C. (2009), Business Ethics, Pearson Education.






I. Course Instructor

Name	Sem, Programme & Batch	Email
Neenu Jose	S5, B. Voc Logistics Management 2018-21	neenujose@alberts.edu.in

II. Duration of Course:

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

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-June-2020	Class exercises
Dept its functions, Ergonomics,	02-June-2020	
Challenger and relevance of HRM.	03-June-2020	Lectures
Manpower planning.	04-June-2020	
	05-June-2020	GD
	08-June-2020	
	09-June-2020	
	10-June-2020	
	11-June-2020	
	12-June-2020	
	15-June-2020	



	16-June-2020	
	17-June-2020	
	18-June-2020	
	19-June-2020	
	22-June-2020	
	23-June-2020	
	24-June-2020	
	25-June-2020	
	26-June-2020	
	29-June-2020	
Recruitment: Sources of recruitment, Selection- Selection process, Training - Definition, Types of training Executive Development.	30-June-2020	GD
	01-July-2020	Lectures
	02-July-2020	
	03-July-2020	
	06-July-2020	
	07-July-2020	
	08-July-2020	
	09-July-2020	
	10-July-2020	
	13-July-2020	
	14-July-2020	
	15-July-2020	
	16-July-2020	
	17-July-2020	
	21-July-2020	
	22-July-2020	
	23-July-2020	
	24-July-2020	
	27-July-2020	
Performance Appraisal: Techniques Promotion, Career Planning	28-July-2020	GD, Lectures
	29-July-2020	
	30-July-2020	
	03-Aug-2020	
	04-Aug-2020	
	05-Aug-2020	
	06-Aug-2020	
	07-Aug-2020	
	10-Aug-2020	
	11-Aug-2020	
	12-Aug-2020	
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	



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

26-Aug-2020
27-Aug-2020
07-Sep-2020
08-Sep-2020
09-Sep-2020
11-Sep-2020
14-Sep-2020
15-Sep-2020
16-Sep-2020
17-Sep-2020
18-Sep-2020
22-Sep-2020
23-Sep-2020
24-Sep-2020
25-Sep-2020
28-Sep-2020
29-Sep-2020
30-Sep-2020
01-Oct-2020

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

05-Oct-2020
06-Oct-2020
07-Oct-2020
08-Oct-2020
09-Oct-2020
12-Oct-2020
13-Oct-2020
14-Oct-2020
15-Oct-2020
16-Oct-2020
19-Oct-2020
20-Oct-2020
21-Oct-2020
22-Oct-2020
23-Oct-2020
27-Oct-2020
28-Oct-2020
30-Oct-2020
2-Nov-2020
3-Nov-2020
4-Nov-2020
5-Nov-2020
6-Nov-2020

GD, Lectures, Field discussions

V. Innovative Learning Programmes

Name of Programme

Duration

Type

Proposed Time



Get the Right Person on Job	2 Hours	Demonstration	6 th Week
Performance Appraisal	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	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:

1. K. Aswathappa, Human resource and personnel management
2. Gary Desseler, A frame work for human reresource management
Mammoria & Mammoria, Personnel management
3. Edwin Philipo, Personnel management.



[Handwritten signature]



St. Albert's College (Autonomous)

LMG5CMT0217 – CUSTOMER RELATIONSHIP MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Roshni Alice Prem	Sem 5 B.Voc LM,2018-21	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)	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
These are the topics to be covered in the modules		
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-June-2020	Class exercises
	02-June-2020	
	03-June-2020	Lectures
	04-June-2020	
	05-June-2020	GD
	08-June-2020	
	09-June-2020	
	10-June-2020	



	11-June-2020	
	12-June-2020	
	15-June-2020	
	16-June-2020	
	17-June-2020	
	18-June-2020	
	19-June-2020	
	22-June-2020	
	23-June-2020	
	24-June-2020	
	25-June-2020	
	26-June-2020	
	29-June-2020	
	30-June-2020	
	01-July-2020	
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.	02-July-2020	GD
	03-July-2020	Lectures
	06-July-2020	
	07-July-2020	
	08-July-2020	
	09-July-2020	
	10-July-2020	
	13-July-2020	
	14-July-2020	
	15-July-2020	
	16-July-2020	
	17-July-2020	
	21-July-2020	
	22-July-2020	
	23-July-2020	
	24-July-2020	
	27-July-2020	
	28-July-2020	
	29-July-2020	
	30-July-2020	
	03-Aug-2020	
	04-Aug-2020	
The multi channel integration process: Customers and the use of channels, sales force, calcenter, internet website, direct mail, e-commerce, m-commerce, channel integration, channel strategies- role of customer channel experience and channel categories.	05-Aug-2020	GD, Lectures
	06-Aug-2020	
	07-Aug-2020	
	10-Aug-2020	
	11-Aug-2020	
	12-Aug-2020	
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	



	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
	07-Sep-2020	
	08-Sep-2020	
	09-Sep-2020	
	11-Sep-2020	
	14-Sep-2020	
	15-Sep-2020	
	16-Sep-2020	
	17-Sep-2020	
	18-Sep-2020	
Analytical CRM: Information management process in CRM. The data repository – data marts/data warehouse. Analytical tools for data mining – visualization tools, segmentation, prediction tools, neural networks, decision trees, affinity grouping, churn management, customer profiling and profitability analysis, OLAP, Data protection, privacy codes of practice.	22-Sep-2020	GD, Lectures, Field discussions
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
	01-Oct-2020	
	05-Oct-2020	
	06-Oct-2020	
	07-Oct-2020	
	08-Oct-2020	
	09-Oct-2020	
	12-Oct-2020	
	13-Oct-2020	
	14-Oct-2020	
	15-Oct-2020	
IT systems Front office and back office applications – sales force automation, call centre management, marketing automation campaign management. Selecting a CRM solution. Organizing for CRM implementation. CRM change and project management. Establishing a CRM performance monitoring system – standards, metrics and key performance indicators, CRM budget and CRM return on investment.	16-Oct-2020	GD, Lectures, Field discussions
	19-Oct-2020	
	20-Oct-2020	
	21-Oct-2020	
	22-Oct-2020	
	23-Oct-2020	
	27-Oct-2020	
	28-Oct-2020	
	30-Oct-2020	
	2-Nov-2020	
	3-Nov-2020	
	4-Nov-2020	
	5-Nov-2020	
	6-Nov-2020	



V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Perceive your customer	1 hour	Role play	8 th 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	Topics	Activity	Submission Deadlines	
Assignment	Types of CRM	Preparation of assignment	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 Education 2010.
2. Adrian, Hand book of CRM, Achieving Excellence Through Customer Management, Butterworth Heinemann.
3. Francis Buttle, Customer Relationship Management Concepts and Technologies, Butterworth Heinemann.
4. Paul Greenberg 4th edition, CRM at the Speed of Light, Tata Mc Graw Hill.



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LMG5CRT0317: MARKETING MANAGEMENT

I. Course Instructor:

Name	Sem. Programme & Batch	Email
ELMA GEORGE	B.VOC LOGISTICS MANAGEMENT Semester V 2018-2021	elmageorge@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	Session No & Date(s)	Methodology and Duration
These are the topics to be covered in the modules		
Introduction: Meaning and definition of different marketing concepts - functions of marketing- environmental factors - market segmentation - buying motive and process - consumer and Customer - Factors affecting consumer behavior - Marketing Plan.	01/06/2020 02/06/2020 03/06/2020 04/06/2020 05/06/2020 08/06/2020 09/06/2020 10/06/2020 11/06/2020 12/06/2020 13/06/2020 16/06/2020 17/06/2020 18/06/2020	Class exercises Lectures



	19/06/2020 22/06/2020 23/06/2020 24/06/2020 25/06/2020 26/06/2020 29/06/2020 30/06/2020 01/07/2020 02/07/2020 03/07/2020	
Marketing Mix: Marketing mix: meaning - product, product mix- - product life cycle - importance of branding -packaging and labelling.	06/07/2020 07/07/2020 08/07/2020 09/07/2020 10/07/2020 13/07/2020 14/07/2020 15/07/2020 16/07/2020 17/07/2020 20/07/2020 21/07/2020 22/07/2020 23/07/2020 24/07/2020 27/07/2020 28/07/2020 29/07/2020 30/07/2020 31/07/2020 03/08/2020 04/08/2020	Lectures Class Activities
Pricing: Pricing policies - objectives - factors influencing pricing decisions - different pricing strategies: skimming- penetration. Market structure - channel of distribution and its importance.	05/08/2020 06/08/2020 07/08/2020 10/08/2020 11/08/2020 12/08/2020 13/08/2020 14/08/2020 17/08/2020 18/08/2020 19/08/2020 20/08/2020 21/08/2020 24/08/2020 25/08/2020 26/08/2020	Lectures Class Discussions



Promotion: Advertising - objectives and functions - types of advertising - personal selling and direct marketing - Sales Promotion.

27/08/2020

28/08/2020

31/08/2020

01/09/2020

02/09/2020

03/09/2020

04/09/2020

07/09/2020

08/09/2020

09/09/2020

10/09/2020

11/09/2020

14/09/2020

15/09/2020

16/09/2020

17/09/2020

18/09/2020

21/09/2020

22/09/2020

23/09/2020

24/09/2020

25/09/2020

28/09/2020

29/09/2020

30/09/2020

01/10/2020

02/10/2020

05/10/2020

06/10/2020

07/10/2020

08/10/2020

09/10/2020

12-Oct-2020

13-Oct-2020

14-Oct-2020

15-Oct-2020

16-Oct-2020

19-Oct-2020

20-Oct-2020

21-Oct-2020

22-Oct-2020

23-Oct-2020

27-Oct-2020

28-Oct-2020

30-Oct-2020

2-Nov-2020

3-Nov-2020

4-Nov-2020

5-Nov-2020

Lectures

Class Discussions

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

Lectures

Class discussions



6-Nov-2020

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)

LMG5CMT0117: ENTERPRISE RESOURCE PLANNING

I. Course Instructor:

Name	Sem, Programme & Batch	Email
LAKSHMI G	S5,B.VOC LOGISTICS MANAGEMENT 2018-2021	lakshmig@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 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 ERP packages, ERP products and markets – players and characteristics, benefits of ERP implementations, critical success factors, pitfalls.

01-June-2020
02-June-2020
03-June-2020
04-June-2020
05-June-2020
08-June-2020
09-June-2020
10-June-2020
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12-June-2020
15-June-2020
16-June-2020
17-June-2020
18-June-2020
19-June-2020
22-June-2020
23-June-2020
24-June-2020
25-June-2020
26-June-2020
29-June-2020

Class exercises

Lectures

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.

22-June-2020
23-June-2020
24-June-2020
25-June-2020
26-June-2020
29-June-2020
30-June-2020
01-July-2020
02-July-2020
03-July-2020
06-July-2020
07-July-2020
08-July-2020
09-July-2020
10-July-2020
13-July-2020
14-July-2020
15-July-2020

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,

16-July-2020
17-July-2020
21-July-2020
22-July-2020
23-July-2020
24-July-2020
27-July-2020
28-July-2020
29-July-2020
30-July-2020



selection of ERP process of ERP implementation- managing changes in IT organization - preparing IT infrastructure, measuring benefits of ERP, implementation obstacles, risk factors.

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.

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.

03-Aug-2020
04-Aug-2020
05-Aug-2020
06-Aug-2020
07-Aug-2020
10-Aug-2020
11-Aug-2020
12-Aug-2020
13-Aug-2020

14-Aug-2020
17-Aug-2020
18-Aug-2020
19-Aug-2020
20-Aug-2020
21-Aug-2020
24-Aug-2020
25-Aug-2020
26-Aug-2020
27-Aug-2020
07-Sep-2020
08-Sep-2020
09-Sep-2020
11-Sep-2020
14-Sep-2020
15-Sep-2020
16-Sep-2020
17-Sep-2020
18-Sep-2020
22-Sep-2020
23-Sep-2020
24-Sep-2020
25-Sep-2020

28-Sep-2020
29-Sep-2020
30-Sep-2020
01-Oct-2020
05-Oct-2020
06-Oct-2020
07-Oct-2020
08-Oct-2020
09-Oct-2020
12-Oct-2020
13-Oct-2020
14-Oct-2020
15-Oct-2020
16-Oct-2020
19-Oct-2020
20-Oct-2020
21-Oct-2020

Lectures

Class Discussions

Lectures

Class discussions



22-Oct-2020
23-Oct-2020
27-Oct-2020
28-Oct-2020
30-Oct-2020
2-Nov-2020
3-Nov-2020
4-Nov-2020
5-Nov-2020
6-Nov-2020

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 1	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 Jants 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)

**LMG5CRT0117: BUSINESS ETHICS AND GLOBAL BUSINESS
MANAGEMENT**

I. Course Instructor

Name	Sem, Programme & Batch	Email
LAKSHMI G	S5, B.VOC LOGISTICS MANAGEMENT 2018-21	lakshmig@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 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-June-2020
02-June-2020
03-June-2020
04-June-2020
05-June-2020
08-June-2020
09-June-2020
10-June-2020
11-June-2020
12-June-2020
13-June-2020
16-June-2020
17-June-2020
18-June-2020
19-June-2020
22-June-2020
23-June-2020
24-June-2020
25-June-2020
26-June-2020
29-June-2020
30-June-2020

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

01-July-2020
02-July-2020
03-July-2020
06-July-2020
07-July-2020
08-July-2020
09-July-2020
10-July-2020
13-July-2020
14-July-2020
15-July-2020
16-July-2020
17-July-2020
21-July-2020
22-July-2020
23-July-2020
24-July-2020
27-July-2020
28-July-2020
29-July-2020
30-July-2020
03-Aug-2020
04-Aug-2020
05-Aug-2020
06-Aug-2020

Class Activities

Lectures



Ethical Decision Making in Business: Ethical dilemmas in business – ethical universalism and relativism in business – factors affecting the business ethics – process of ethical decision-making in business – individual differences in managers and ethical judgement – whistle blowing.	07-Aug-2020	Lectures
	10-Aug-2020	
	11-Aug-2020	
	12-Aug-2020	Class discussions
	13-Aug-2020	
	14-Aug-2020	
	17-Aug-2020	
	18-Aug-2020	
	19-Aug-2020	
	20-Aug-2020	
	21-Aug-2020	
	24-Aug-2020	
	25-Aug-2020	
	26-Aug-2020	
	27-Aug-2020	
	07-Sep-2020	
	08-Sep-2020	
	09-Sep-2020	
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	11-Sep-2020	Lectures
	14-Sep-2020	
	15-Sep-2020	
	16-Sep-2020	Class discussions
	17-Sep-2020	
	18-Sep-2020	
	22-Sep-2020	
	23-Sep-2020	
	24-Sep-2020	
	25-Sep-2020	
	28-Sep-2020	
	29-Sep-2020	
	30-Sep-2020	
	01-Oct-2020	
	05-Oct-2020	
	06-Oct-2020	
	07-Oct-2020	
	08-Oct-2020	
	09-Oct-2020	
	12-Oct-2020	
	13-Oct-2020	
	14-Oct-2020	
Ethics Management: Role of organizational culture in Ethics – structure of ethics management: Ethics programmes, code of conduct, ethics committee, ethics officers and the	15-Oct-2020	
	16-Oct-2020	
	19-Oct-2020	
	20-Oct-2020	
	21-Oct-2020	
	22-Oct-2020	
	23-Oct-2020	
	27-Oct-2020	
	28-Oct-2020	



CEO – communicating ethics:	30-Oct-2020
communication principles, channels,	2-Nov-2020
training programmes and	3-Nov-2020
evaluation – Ethics audit –	4-Nov-2020
corporate governance and ethical	5-Nov-2020
responsibility – transparency	6-Nov-2020
international and other ethical	
bodies – recent trends, issues and	
cases.	

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 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. Chakraborty S. K. (1995), Ethics in Management, Oxford University Press.
2. Chakraborty S. K. (2003), Management and Ethics Omnibus, Oxford University
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)

LMG5CMP0318 ENTERPRISE RESOURCE PLANNING LAB

I. Course Instructor

Name	Sem, Programme & Batch	Email
Lynn Paul	semester 5, BVoc Logistics Management 2020-21	lynnpaul@alberts.edu.in

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-June-2020	Class exercises
	02-June-2020	
	03-June-2020	Lectures
	04-June-2020	
	05-June-2020	Practical Lab
	08-June-2020	
	09-June-2020	
	10-June-2020	
	11-June-2020	
	12-June-2020	
	15-June-2020	
	16-June-2020	
	17-June-2020	
	18-June-2020	
	19-June-2020	



	22-June-2020
	23-June-2020
	24-June-2020
	25-June-2020
	26-June-2020
Understanding Bank reconciliation statement, Preparation of Bank reconciliation statement	29-June-2020
	30-June-2020
	01-July-2020
	02-July-2020
	03-July-2020
	06-July-2020
	07-July-2020
	08-July-2020
	09-July-2020
	10-July-2020
	13-July-2020
	14-July-2020
	15-July-2020
	16-July-2020
	17-July-2020
	21-July-2020
	22-July-2020
	23-July-2020
	24-July-2020
	27-July-2020
	28-July-2020
	29-July-2020
	30-July-2020
	03-Aug-2020
	04-Aug-2020

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

05-Aug-2020
06-Aug-2020
07-Aug-2020
10-Aug-2020
11-Aug-2020
12-Aug-2020
13-Aug-2020
14-Aug-2020
17-Aug-2020
18-Aug-2020
19-Aug-2020
20-Aug-2020
21-Aug-2020
24-Aug-2020
25-Aug-2020
26-Aug-2020
27-Aug-2020



Problems related to payroll

07-Sep-2020
08-Sep-2020
09-Sep-2020
11-Sep-2020
14-Sep-2020
15-Sep-2020
16-Sep-2020
17-Sep-2020
18-Sep-2020
22-Sep-2020
23-Sep-2020
24-Sep-2020
25-Sep-2020
28-Sep-2020
29-Sep-2020
30-Sep-2020
01-Oct-2020
05-Oct-2020
06-Oct-2020
07-Oct-2020
08-Oct-2020
09-Oct-2020
12-Oct-2020
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30-Oct-2020
2-Nov-2020
3-Nov-2020
4-Nov-2020
5-Nov-2020



6-Nov-2020

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	Topics	Activity	Submission Deadlines	
Assignment	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. Ate Publishing Chennai.
3. A.K. Nadhani& K.K. Nadhani . Implementing Tally 9 A Comprehensive Guide to Tally





St. Albert's College (Autonomous)

LMG6CMT0117 ENTREPRENEURSHIP DEVELOPMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Neenu Jose	S6, B. Voc Logistics Management 2018-21	neenujose@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	54 (Including assignments)
2	Assessment (CAE & ESE)	6
	Total	60

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	01-Dec-2020 02-Dec-2020 03-Dec-2020 04-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020 28-Dec-2020 29-Dec-2020 30-Dec-2020	Class exercises Lectures GD



	31-Dec-2020	
	01-Jan-2021	
	04-Jan-2021	
	05-Jan-2021	
Create an awareness about EDP.	06-Jan-2021	GD
Entrepreneurial development	07-Jan-2021	
programme concept; Need for training;	08-Jan-2021	Lectures
phases of EDP; curriculum & contents	11-Jan-2021	
of Training Programme; Support	12-Jan-2021	
systems, Target Groups; Institutions	13-Jan-2021	
conducting EDPs in India and Kerala.	14-Jan-2021	
	15-Jan-2021	
	16-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	
	20-Jan-2021	
	21-Jan-2021	
	22-Jan-2021	
	23-Jan-2021	
	25-Jan-2021	
	27-Jan-2021	
	28-Jan-2021	
	29-Jan-2021	
	30-Jan-2021	
	01-Feb-2021	
	02-Feb-2021	
General awareness about identification of	03-Feb-2021	GD, Lectures
project financing new enterprises.	04-Feb-2021	
Promotion of a venture; opportunity	05-Feb-2021	
Analysis Project identification and	06-Feb-2021	
selection; External environmental analysis	08-Feb-2021	
economic, social, technological an	09-Feb-2021	
competitive factors; Legal requirements for	10-Feb-2021	
establishment of a new unit; loans;	11-Feb-2021	
Overrun finance; Bridge finance; Venture	12-Feb-2021	
capital; Providing finance in Approaching	15-Feb-2021	
financing institutions for loans.	16-Feb-2021	
	17-Feb-2021	
	18-Feb-2021	
	19-Feb-2021	
	20-Feb-2021	
	22-Feb-2021	
	23-Feb-2021	
	24-Feb-2021	
	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
To identify different Discuss	1-Mar-2021	
opportunities in small business. Small	2-Mar-2021	Field discussions



business Enterprise - Identifying the Business opportunity in various sectors - formalities for setting up of a small business enterprise - Institutions supporting small business enterprise - EDII (Entrepreneurship Development Institute of India), SIDO (Small Industries Development Organization NSIC (National small Industries Corporation Ltd. (CNSIC) NIESBUD (National Institute for Entrepreneurship and small Business Development) Sickness in small business enterprise causes and remedies.	3-Mar-2021 4-Mar-2021 5-Mar-2021 6-Mar-2021 8-Mar-2021 9-Mar-2021 10-Mar-2021 12-Mar-2021 15-Mar-2021 16-Mar-2021 17-Mar-2021 18-Mar-2021 19-Mar-2021 20-Mar-2021	
To understand about a project report relating to a small business. Project formulation - Meaning of a project report significance contents formulation planning commissions guidelines for formulating a project report - specimen of a project report, problems of entrepreneurs case studies of entrepreneurs.	22-Mar-2021 23-Mar-2021 24-Mar-2021 25-Mar-2021 26-Mar-2021 27-Mar-2021 29-Mar-2021 30-Mar-2021 31-Mar-2021	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	Topics	Activity	Deadlines
Seminar	EDII	With PPT Seminar	3 rd Week
Seminar	Feasibility Analysis	With PPT Seminar	10 th Week
Seminar	Industrial Sickness	With PPT Seminar	



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 Fylie, 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)

LMG6CRT0217 OPERATIONS MANAGEMENT

Course Instructor:

Name	Sem, Programme & Batch	Email
ROSHNI ALICE PREM	Semester VI ,B.Voc Logistics 2018-21	roshnialice@alberts.edu.in

I. 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

II. 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

III. 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.

01-Dec-2020
02-Dec-2020
03-Dec-2020
04-Dec-2020
07-Dec-2020
08-Dec-2020
09-Dec-2020
10-Dec-2020
11-Dec-2020
14-Dec-2020
15-Dec-2020
16-Dec-2020
17-Dec-2020
28-Dec-2020
29-Dec-2020
30-Dec-2020
31-Dec-2020
01-Jan-2021
04-Jan-2021
05-Jan-2021
06-Jan-2021
07-Jan-2021

Class exercises

Lectures

GD



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

8-Jan-2021
11-Jan-2021
12-Jan-2021
13-Jan-2021
14-Jan-2021
15-Jan-2021
16-Jan-2021
18-Jan-2021
19-Jan-2021
20-Jan-2021
21-Jan-2021
22-Jan-2021
23-Jan-2021
25-Jan-2021
27-Jan-2021

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**

28-Jan-2021
29-Jan-2021
30-Jan-2021
01-Feb-2021
02-Feb-2021
03-Feb-2021
04-Feb-2021
05-Feb-2021
06-Feb-2021
08-Feb-2021
09-Feb-2021
10-Feb-2021
11-Feb-2021
12-Feb-2021
15-Feb-2021
16-Feb-2021
17-Feb-2021
18-Feb-2021
19-Feb-2021
20-Feb-2021
22-Feb-2021
23-Feb-2021
24-Feb-2021

GD, Lectures

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



	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
	1-Mar-2021	
	2-Mar-2021	
	3-Mar-2021	
	4-Mar-2021	
	5-Mar-2021	
	6-Mar-2021	
	8-Mar-2021	
	9-Mar-2021	
Resource Planning – MRP for dependent items. Aggregate production planning. Scheduling of operations. Maintenance Management	10-Mar-2021	GD, Lectures,
	12-Mar-2021	
	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	
	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

IV. 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

V. 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
Assignment	Assignment on Facility Location and Layout	Preparation of assignment	Friday of 6 th Week of Course



Seminar	PowerPoint presentation on Sourcing and Supply Management	PowerPoint Presentation for a presentation of 10 minutes duration	Friday of 20 th Week of Course	Class room Presentation
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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.

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. 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)

LMG6CRT0417 FINANCIAL MANAGEMENT

Course Instructor

Name	Sem, Programme & Batch	Email
Lynn Paul	S6, B.Voc Logistics Management, 2018-21	lynn@alberts.edu.in

I. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	60

II. Course Objectives

- It enables students to create familiarity in 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.

III. 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	01-Dec-2020	Lectures
	02-Dec-2020	
	03-Dec-2020	
Finance functions, recording - Definition and scope of finance functions	04-Dec-2020	Seminar presentations
	07-Dec-2020	
	08-Dec-2020	
	09-Dec-2020	
Profit maximization Vs wealth maximization goal	10-Dec-2020	PPTs
	11-Dec-2020	
	14-Dec-2020	
	15-Dec-2020	
Organisation of finance function.	16-Dec-2020	Group discussions
	17-Dec-2020	
	28-Dec-2020	
	29-Dec-2020	



	30-Dec-2020	
	31-Dec-2020	
	01-Jan-2021	
	04-Jan-2021	
Module 2	05-Jan-2021	Group discussions
	06-Jan-2021	
Sources of finance	07-Jan-2021	
	08-Jan-2021	Lectures
Short term sources	11-Jan-2021	
	12-Jan-2021	
Long term sources	13-Jan-2021	Assignments
	14-Jan-2021	
Shares	15-Jan-2021	
	16-Jan-2021	Seminar presentations
Debentures	18-Jan-2021	
	19-Jan-2021	
Preferred stock	20-Jan-2021	
	21-Jan-2021	
	22-Jan-2021	
	23-Jan-2021	
	25-Jan-2021	
Module 3	27-Jan-2021	
	28-Jan-2021	Group discussions
working capital management - concept - Determinants	29-Jan-2021	
	30-Jan-2021	
	01-Feb-2021	Lectures
Cash management	02-Feb-2021	
	03-Feb-2021	
Receivables management	04-Feb-2021	Assignments
	05-Feb-2021	
	06-Feb-2021	
	08-Feb-2021	
	09-Feb-2021	
	10-Feb-2021	
Module 4	11-Feb-2021	
	12-Feb-2021	
Financing Decisions	15-Feb-2021	Lectures
	16-Feb-2021	
Cost of Capital	17-Feb-2021	
	18-Feb-2021	Group discussions
Cost of specific source of capital	19-Feb-2021	
	20-Feb-2021	Class works
Weighted average cost of capital	22-Feb-2021	
	23-Feb-2021	Home works
	24-Feb-2021	



Capital structure - factors influencing capital structure	25-Feb-2021 26-Feb-2021 27-Feb-2021	
Theories of capital structure	1-Mar-2021 2-Mar-2021	
Leverage - meaning and types.	3-Mar-2021 4-Mar-2021 5-Mar-2021	
Module 5	6-Mar-2021 8-Mar-2021 9-Mar-2021	Lectures
Divided decision	10-Mar-2021 12-Mar-2021 15-Mar-2021	Assignments
Meaning and significance of dividend decisions	16-Mar-2021 17-Mar-2021 18-Mar-2021 19-Mar-2021	Seminar presentations
Modigliani and Miller Approach	20-Mar-2021 22-Mar-2021 23-Mar-2021	
Walter's model	24-Mar-2021 25-Mar-2021 26-Mar-2021	
Gordon's model	27-Mar-2021 29-Mar-2021 30-Mar-2021	
Corporate Dividend practice in India.	31-Mar-2021	

IV. 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

V. Assignments and Seminars

Assignments

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

No	Topics	Activity	Submission Deadlines
Assignment 1	Sources of Finance	Preparation of assignment	Tuesday of 3 rd Week of Course Submit the assignment before 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
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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.

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. 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.

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St. Albert's College (Autonomous)

LMG6CRT0117 RETAIL MANAGEMENT

I. Course Instructor

Name	Sem, Programme & Batch	Email
Elma George	B.Voc Logistics Management, semester VI, 2018-21	elmageorge@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	10
	Total	60

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	01-Dec-2020	Lectures
	02-Dec-2020	
Introduction to Retailing:	03-Dec-2020	
	04-Dec-2020	Seminar presentations
Retailing in India	07-Dec-2020	
	08-Dec-2020	
Significance of retail industry	09-Dec-2020	PPTs
Types of retailers	10-Dec-2020	
	11-Dec-2020	
	14-Dec-2020	
	15-Dec-2020	
Types of merchandise	16-Dec-2020	Group discussions
	17-Dec-2020	
	28-Dec-2020	



Module 2	31-Dec-2020	
	01-Jan-2021	Group discussions
	04-Jan-2021	
	05-Jan-2021	
Consumer Buying Behaviour	06-Jan-2021	Lectures
	07-Jan-2021	
	08-Jan-2021	
Types of buying decisions	11-Jan-2021	Assignments
	12-Jan-2021	
	13-Jan-2021	
Market segmentation	14-Jan-2021	Seminar presentations
	15-Jan-2021	
	16-Jan-2021	
CRM process in retailing	18-Jan-2021	
	19-Jan-2021	
	20-Jan-2021	
	21-Jan-2021	
	22-Jan-2021	
	23-Jan-2021	
	25-Jan-2021	
Module 3	27-Jan-2021	
	28-Jan-2021	
Retail Store Location	29-Jan-2021	Group discussions
	30-Jan-2021	
Site selection	01-Feb-2021	
	02-Feb-2021	
Retail organization	03-Feb-2021	Lectures
	04-Feb-2021	
Human resource, finance and operation dimensions.	05-Feb-2021	Assignments
	06-Feb-2021	
	08-Feb-2021	
	09-Feb-2021	
	10-Feb-2021	
	11-Feb-2021	
	12-Feb-2021	
	15-Feb-2021	
	16-Feb-2021	
	17-Feb-2021	
	18-Feb-2021	
	19-Feb-2021	
	20-Feb-2021	
	22-Feb-2021	
	23-Feb-2021	
	24-Feb-2021	
	25-Feb-2021	
Module 4	26-Feb-2021	
	27-Feb-2021	



The Merchandise Management	1-Mar-2021	Lectures
	2-Mar-2021	
	3-Mar-2021	
Managing the merchandise	4-Mar-2021	Group discussions
Planning process		Class works
Buying merchandise		Home works
Retail pricing.		
Module 5	5-Mar-2021	
	6-Mar-2021	Lectures
Retail Communication Mix	8-Mar-2021	
	9-Mar-2021	
Store layout, design and visual merchandising	10-Mar-2021	Assignments
	12-Mar-2021	
	15-Mar-2021	
Retail customer service.	16-Mar-2021	Seminar presentations
	17-Mar-2021	
	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

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
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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 & Burton 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)

LMG6CRT0317-Transportation and distribution management

I. Course Instructor

Name	Sem, Programme & Batch	Email
Lakshmi G	S6, B.Voc Logistics Management, 2018-21	lakshmig@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)	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	01-Dec-2020 02-Dec-2020 03-Dec-2020 04-Dec-2020	Class exercises Lectures



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.

04-Dec-2020
07-Dec-2020
08-Dec-2020
09-Dec-2020
10-Dec-2020
11-Dec-2020
14-Dec-2020
15-Dec-2020
16-Dec-2020
17-Dec-2020
28-Dec-2020
29-Dec-2020
30-Dec-2020
31-Dec-2020

GD

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

01-Jan-2021
04-Jan-2021
05-Jan-2021
06-Jan-2021
07-Jan-2021
08-Jan-2021
11-Jan-2021
12-Jan-2021
13-Jan-2021
14-Jan-2021
15-Jan-2021
16-Jan-2021
18-Jan-2021
19-Jan-2021
20-Jan-2021
21-Jan-2021
22-Jan-2021
23-Jan-2021
25-Jan-2021

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

27-Jan-2021
28-Jan-2021
29-Jan-2021
30-Jan-2021
01-Feb-2021
02-Feb-2021
03-Feb-2021
04-Feb-2021
05-Feb-2021
06-Feb-2021
08-Feb-2021
09-Feb-2021
10-Feb-2021
11-Feb-2021

GD, Lectures



	12-Feb-2021	
	15-Feb-2021	
Documenting and Information Flow:	16-Feb-2021	GD, Lectures, Field discussions
Advices – Planning – FTL – LTL – Documentation	17-Feb-2021	
–Road Receipts / Truck Receipts / Way Bills (RR / LR) - Consignment note	18-Feb-2021	
CMR (EU & Canada) – Booking Invoicing & Information Flow - Long Haul – Coordination with terminals	19-Feb-2021	
– Exceptional Loads (Project Cargo).	20-Feb-2021	
	22-Feb-2021	
	23-Feb-2021	
	24-Feb-2021	
	25-Feb-2021	
	26-Feb-2021	
	27-Feb-2021	
	1-Mar-2021	
	2-Mar-2021	
	3-Mar-2021	
	4-Mar-2021	
	5-Mar-2021	
	6-Mar-2021	
Legislation: Operator licensing – Driver licensing – Driver's hours regulations	8-Mar-2021	GD, Lectures, Field discussions
– Road transport directive – Tachographs - Vehicle dimensions	9-Mar-2021	
	10-Mar-2021	
	12-Mar-2021	
	15-Mar-2021	
	16-Mar-2021	
	17-Mar-2021	
	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	
	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Latest techniques used for transportation and	4 Days	Experiential Learning	5th Week



distribution management			
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:

- Logistics of facility location and allocation / Dileep R. Sridhar (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)

