

University of Mumbai



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

Under Credit, Grading and Semester System

With Effect from Academic Year 2016-2017

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

Board of Studies-Transport Management, University of Mumbai

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

Course No.	Title of the Course
3.5.1	Community Development Project
3.5.2	Law and Insurance in Transport and Logistics
3.5.3	Survey in Transport
3.5.4	Maritime Economics and Policy
3.5.5	Fleet Operation and Management
3.5.6	Port Operations and Management
3.5.7	Transport Costing and Pricing

With effect from Academic Year 2016-2017

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

3.5.1 Community Development Project

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	10
2	Basics of Urban Community Development	15
3	Administrative and Policy Arrangements for Urban Development	15
4	Concept of Region:- Rural and Urban Community	10
5	Problems and Prospects of Urban Life	10
Total		60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> Community development-concept, definition, meaning, need, history, principles, objectives and scope. Rural development-concept, definition, meaning, need, objectives and scope. Understanding urbanization and urban growth in India - definition and characteristics of urban areas, town, city, metropolis, suburbs, satellite towns, the relevance of urban ecology, urban sociology and environmental psychology for urban community development practice. The demographic and land use pattern in urban areas- social area analysis
2	Basics of Urban Community Development
	<ul style="list-style-type: none"> Urban community development - meaning and scope. Urban development programs in India. Review of Indian experience in urban development with reference to town planning, slum clearance and improvement. IDSMD (integrated development of Small and Medium Towns etc).
3	Administrative and Policy Arrangements for Urban Development
	<ul style="list-style-type: none"> Administrative and policy arrangements for urban development with reference to municipalities, corporations, metropolitan development authorities, housing and slum clearance boards. Constitution-73rd amendment and its relevance to urban community development.
4	Concept of Region:- Rural and Urban Community
	<ul style="list-style-type: none"> Concept of Region. Types of Regions -functional and formal region. Techniques of regions delimitation. Regionalisation in India. Physiographic, Economic, Linguistic. Classification and Hierarchy of regions. The Concept of Rural - Urban Continuum
5	Problems and prospects of Urban Life
	<ul style="list-style-type: none"> Problems and prospects of urban life with reference to crowding and density, noise, air ,solid, and liquid pollution, urban housing, drinking water supply, transport, urban public health, urban non-formal sector, etc

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Programme at Semester V
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3.5.2 Law and Insurance in Transport and Logistics

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	12
2	Various Types of Insurance	13
3	Losses and Claim Handling	15
4	International Commercial Arbitration	20
	Total	60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> • Importance of insurance, Meaning, definition, Features, Parties to insurance, Evolution & Importance of insurance, Types of Insurance. • General Insurance - Type, Need, Scope, Principles, Functions, Organization & Administration of general insurance in India.
2	Various Types of Insurance
	<ul style="list-style-type: none"> • Types of Insurance cover, Insurance products, Transport Insurance, legal liabilities insurance, Third party legal liability insurance, property insurance, Hull & Machinery insurance, Rights & Obligations of party and particulars obligations, Insurance contract - Cost, Risk, Coinsurance, Retention, deductible
3	Losses and Claim Handling
	<ul style="list-style-type: none"> • Kinds of losses – perils and causa proxima – Actual Total Loss(ALT) - Constructive Total Loss (CTL) – Collisions and salvage – Average Clause – general average – coverage and institute clauses – transit clauses – Disbursement – premiums – liability – mutual protection & indemnity clubs (P&L clubs) • Claims Handling – Insurance claims – Risks – Reinsurance – Demurrage – claim producers and Documentation – right of subrogation.
4	International Commercial Arbitration
	<ul style="list-style-type: none"> • International Commercial Arbitration-Define, Advantage, traits, principles, basics, hulls, procedure. • International regulation- Regulations for vessel, Regulation relating to cargos, dangerous and hazardous cargos and packaging of cargos. • Conventions- Air Transport- Montreal Conventions, International inland waterway Transportation- CMNI/ BUDPEST convention. • Introduction into the Logistics law. • Efforts of United Nations and World Trade Organization (WTO) in unifying the basis of the International Trade Law – General principles in the International trade contracts/ negotiations, formulation and impact of the international trade contracts

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3.5.3 Survey in Transport

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction to Business Research Methods	15
2	Data Collection and Processing	15
3	Data Analysis and Interpretation	15
4	Advanced Techniques in Report Writing	15
Total		60

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

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3.5.4 Maritime Economics and Policy

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction of Maritime Economics	15
2	Financing Ships and Shipping Companies	15
3	Bulk Cargo and the Economics of Bulk Shipping	15
4	The Regulatory Frame Work of Maritime Economics	15
	Total	60

SN	Modules/ Units
1	Introduction of Maritime Economics
	<ul style="list-style-type: none"> • The economic organization of the shipping market: economic role of the shipping industry, World merchant fleet, Shipping cycles and shipping risk, Characteristics of shipping market cycles, The frequency of shipping cycles, Freight market, The return on investment in shipping, Determinants of maritime transport cost. • Supply, demand & freight rates: The shipping market model, The demand for sea transport, the supply of sea transport, the freight rate mechanism. Costs, Revenue and financial performance: Cash flow and the art of survival, The cost of running ships, The capital cost and financial performance, the revenue calculating computing the cash flow, price of vessel, Monopoly environment, Role of competition.
2	Financing Ships and Shipping Companies
	<ul style="list-style-type: none"> • Financing Ships and shipping companies: Ship finance and shipping economics, How ships have been financed in the past, The world financial system and types of finance, Financing ships with equity, Financing ships with debt, finance for new building, Leasing ships. • The economic principles of maritime trade, The decisions facing ship owners, The freight market, The sale and purchase market, The new building market, The demolition (recycling) market.
3	Bulk Cargo and the Economics of Bulk Shipping
	<ul style="list-style-type: none"> • Bulk cargo and the economics of bulk shipping: The commercial origins of bulk shipping, The bulk trades, The 'transport system' concept, Handling bulk cargoes, Liquid bulk cargoes, The five major dry bulks, The minor bulk trades, Refrigerated cargo, The vehicle trade • The general cargo and the economics of liner shipping: Introduction, The origins of the liner services, Economic principle of liner operation, Liner conference and their regulation, The components of liner service costs, The liner service cash flow model, Liner price, The demand for liner services, The liner shipping routes, The liner fleet, The economics of ships and ship designs. • Containerization and the economics of container shipping
4	The regulatory Frame Work of Maritime Economics
	<ul style="list-style-type: none"> • The regulatory frame work of maritime economics: How maritime regulation affects maritime economics, The institution that regulate shipping, self-regulation and the classification societies, The law of the sea, The regulatory role of the flag state. • The economics of shipbuilding and scrapping : Role of the merchant shipbuilding and scrapping industries, Regional structure of the world shipbuilding, shipbuilding market cycles, The economic principles, The shipbuilding production process, shipbuilding costs and competitiveness, The ship breaking industry, The international labour maritime market, The Indian legislation in maritime transport.

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3.5.5 Fleet Operation and Management

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	15
2	Budgeting & Costing of Fleets	15
3	Fleet Operations and Functions	15
4	Fleet Management	15
	Total	60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> • Introduction to fleet management - Meaning, define, functions, Types of fleet management, In house, outsourced, Advantages, Disadvantage & Role, Institutes, Regulatory bodies and related organization in fleet management, parties for fleet management, Rules applicable for fleet management.
2	Budgeting & Costing of Fleets
	<ul style="list-style-type: none"> • Budgeting and cost – cost factors in fleets, causes, magnitude & variabilities, key cost variables, Whole life cost. • Vehicle selection & acquisition, Methods of supply, Strength & weaknesses. • Operational options – Purchase, Leasing, Contract hire for vehicles, vehicle financing • Fuel – Choice, cost, control [Alternative fuel types], Safety, Reliability, Durability. • Managing HR in fleets – Staffing issues, Important of Managing total crew, Fulfilling future requirement
3	Fleet Operations and Functions
	<ul style="list-style-type: none"> • Functions – vehicle maintenance, vehicle telematics, vehicle tracking, Driver management, speed management, fuel management, Health & Safety Management • Fleet administration, monitoring and report, Maintenance & repairs relationship to time & mileage, Maintenance expenditure, Maintenance planning, Controlling maintenance expenditure, Warranty optimization, unplanned repair Maintenance, Organize emergency work, Vehicle maintenance system, cost of service. • Insurance & Accident – Risk Management, Insurance cover, Types of cover, Driver training • Disposals – Methods, Advantages, Disadvantages, optimization, depreciation cost, predicting residual value, Replacement cycle.
4	Fleet Management
	<ul style="list-style-type: none"> • Fleet legislations • Introduction to computer (IT) in fleet management • Environment – Green fleet issue, Minimising the effects of fleet on environment, fuel types & technology, Travel places & alternative working methods. • Grey fleet operations & management, • Current issue & sources of Information, Identifying the need of business & ensuring the fleet matches those needs.

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Programme at Semester V
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3.5.6 Port Operations and Management

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	15
2	Port Security and Safety, Port Competition & Marketing	15
3	Port Management	15
4	Port Facilities Management	15
Total		60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> • What is port, Features of port, Function of port, Role of port operator/manager, Types of port Authorities – Functions & role of port Authorities, port users & stakeholders, Port Administration & organization, Structure, Recent trends in port development • Interfacing between water air and land transportation, Transportation and Delivery of goods. • Role of port in International Trade & Transport, Effects of Globalisation on port choice, Change in Logistic & distribution pattern on influencing development or decline in port.
2	Port Security and Safety, Port Competition & Marketing
	<ul style="list-style-type: none"> • Port Security and Safety: <ul style="list-style-type: none"> ▪ Importance of safety Management, Safety Regulation & Procedure, ▪ Prevention of terrorism, Illegal Immigration, Theft & Smuggling, Handing of Dangerous goods. ▪ Regulatory Framework for port Security • Port Competition & Marketing. <ul style="list-style-type: none"> ▪ Nature of national & international port competition, ▪ Analysis of port market ▪ Techniques of port promotion ▪ Forms of port competition ▪ Tools of port marketing- Market information, Trade growth, Vessel development, Commercial needs, Financial viability, Location , Vessel transit times & port location
3	Port Management
	<ul style="list-style-type: none"> • Structure, Relationship between Infrastructure & delivery of services, Marine operations – conservancy, dredging, navigation aids etc., Avoidance of congestion, • Role of trade union, Labour organization and ITF, Statutory bodies, Customs, Immigration, port health, Marine safety, Needs of port users, Owners, Operators, Agents, Forwarders, Information flow between port, statutory bodies & port values.
4	Port Facilities Management
	<ul style="list-style-type: none"> • General layout of port & harbor, Types of Terminals, Vessel traffic system(VTS), Basic & Ancillary port services, Imports/Exports procedure & custom formalities, Types of cargo, equipment used in cargo and ship handling – conventional, present and future, port facilities, infrastructures and its optimal utility, Cargo clearance formalities

**Revised Syllabus of courses of B.Com. (Transport Management)
Programme at Semester V
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3.5.7 Transport Costing and Pricing

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction of Costing & Pricing	10
2	Transport Costing Techniques	10
3	Contract & Process Costing	15
4	Decision Making Techniques	10
5	Budgetary Techniques	15
	Total	60

SN	Modules/ Units
1	Introduction of Costing & Pricing
	<ul style="list-style-type: none"> • Introduction- Meaning, define, objectives & advantages, difference & relationship between cost, finance & management, accounting, essential of a good cost accounting system. • Cost concept & classification, Role of a cost accountant in an organization, Material cost, Labour cost, Overhead cost. • Preparation of cost sheet, Reconciliation of cost sheet
2	Transport Costing Techniques
	<ul style="list-style-type: none"> • Job costing, Batch costing, Unit costing, Operating costing (transport).
3	Contract & Process Costing
	<ul style="list-style-type: none"> • Contract costing, Process costing, ABC Analysis
4	Decision Making Techniques
	<ul style="list-style-type: none"> • Marginal costing and Decision Making
5	Budgetary Techniques
	<ul style="list-style-type: none"> • Standard costing, Budget & Budgetary control.

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

Course No.	Title of the Course
3.6.1	Public Transport, Network Planning and Operation
3.6.2	Quantitative Methods in Transport
3.6.3	Taxation and Transport
3.6.4	Maritime Transport
3.6.5	Human Resource Management and Industrial Relation
3.6.6	Transport Project Management
3.6.7	Research Project

With effect from Academic Year 2016-2017

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

**3.6.1 Public Transport, Network Planning and
Operation**

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction of Public Transport	15
2	Public Transport Planning Process	15
3	Policies and Regulations of Public Transport	15
4	Networking Planning & Operations in Public Transport	15
	Total	60

SN	Modules/ Units
1	Introduction of Public Transport
	<ul style="list-style-type: none"> Public Transport – Meaning , Advantages, Disadvantages, Need , Types- Airline, Bus, Train, Personal rapid transit, Cabel propelled transit, Ferry, Auto rickshaws and other, problems and challenges of public transport, factors and properties determining quality public transport, Privatization of India’s public transport sector, public transport and private transport – relationship and comparison, Integrated transport infrastructure approach in public transport, comparative analysis of different public transport modes Status of public transport in India, Public transport in India and developing countries Current perception of public transport, Issues in public transport, Travel demand issues, Fundamentals of demand & supply sides of transportation, societal issues constraining mobility of people goods & its implementation on public transport system
2	Public Transport Planning Process
	<ul style="list-style-type: none"> Planning process: Steps in planning process- plans, levels, objectives, content and data requirement- regional plan, master plan, detail development plan, development control regulation, zoning regulation. Public transport planning in rural areas- Planning strategy, Network planning, Travel demand estimation, Stakeholder consultation and preferences, Public transport mode options Public Transport Planning In Urban Areas- Urban transport planning, Travel demand estimation, Efficient use of existing/proposed infrastructure, Routing and scheduling of public transport, Intermodal coordination, Stakeholder consultation and preferences, Feasibility for higher-order modes like BRT and Metro rail
3	Policies and Regulations of Public Transport
	<ul style="list-style-type: none"> Policies & regulations – Public transport policy of India, Regulators Role (Regulation of Competition)- role of federal , regional and local transport agencies, Role of operators, private transport providers, & passengers of transportation , and other Stakeholders. Role of International Transport authorities in developing public transport. Current transportation policy issues Operations – Infrastructure, interchanges, Timetable, scheduling , routing , managing delays Planning Approaches: Demand studies: Origin – Destination matrices, minimum paths (distance, time and cost), Route planning, special service [schools, offices, rural, disable, senior citizen etc], application of optimization Techniques to operations headways, route, length, stops, etc

SN	Modules/ Units
4	Networking Planning & Operations in Public Transport
	<ul style="list-style-type: none"> • Managing network infrastructure - Terminal, stops, information systems, ticketing systems • Customer satisfaction and marketing of public transport, Customers care- Safety, Security, Lost Luggage, Complaints & Investigations etc • Funding of public transport system , Financing of public transport- fare and ticketing, Revenue, profit and subsidies • Rules and Regulations in public transport – food and drink , smoking , noise, banned items, other regulations • Recent Developments in public transport in India and World, Emerging technologies- to improve mobility, economic and environmental concerns of public transport • Sustainable Transportation- Principles, indicators and its implications.

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Programme at Semester VI
with effect from the Academic Year 2016-2017**

3.6.2 Quantitative Methods in Transport

Modules at a Glance

SN	Modules	No. of Lectures
1	Measures of Central Tendency, Measures of Dispersion	10
2	Probability and Probability Distribution	15
3	Regression and Correlation	15
4	Multivariate Data Analysis	10
5	Tests of Significance and Confidence Interval	10
	Total	60

SN	Modules/ Units
1	Measures of Central Tendency, Measures of Dispersion
	<ul style="list-style-type: none"> • Introduction to Sampling Techniques and Statistical Distributions: Frequency distribution; Mean; Standard deviation; Standard error, Skewness; Kurtosis; Definitions and Applications; Simple random sampling; Stratified sampling; Systematic sampling; Sample Size determination; Applications in Traffic Engineering ; Statistical Distributions: Binomial, Poisson, Exponential and Normal distributions; Fitting of distributions; Mean and variance; Chi-square test of goodness-of-fit; Chi-square distribution; Students T-distribution; Snedectors, F-Distribution
2	Probability and Probability Distribution
	<ul style="list-style-type: none"> • Probability and Probability distribution
3	Regression and Correlation
	<ul style="list-style-type: none"> • Regression and Correlation
4	Multivariate Data Analysis
	<ul style="list-style-type: none"> • Multivariate data analysis: Types of data; Basic vectors and matrices, Dispersion, Variance and covariance, Analysis of Variance; Correlation matrices; Principal component analysis, Time series analysis
5	Tests of Significance and Confidence Interval
	<ul style="list-style-type: none"> • Large sample and small sample tests; Tests for single mean, Means of two samples, Proportions, two variances, two observed correlation coefficients, Applications. Intervals for mean, variance and regression coefficients

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

3.6.3 Taxation and Transport

Modules at a Glance

SN	Modules	No. of Lectures
1	Direct Tax	15
2	Deductions	15
3	Transport Related Acts	15
4	Indirect Tax	15
Total		60

SN	Modules/ Units
1	Direct Tax
	<ul style="list-style-type: none"> • Definition: Assesse, Assessment Year, assessment, annual value, business, capital asset, income, person, previous year, transfer. • Basis of Charge: Previous Year, Residential Status, Scope of total income, deemed income, income deemed to accrue or arise in India. • Income from Salaries • Computation of Capital Gain
2	Deductions
	<ul style="list-style-type: none"> • TDS (194 C, 194J, 192, 194 H) • Profit and Gains from Business and Profession (Special preferences to taxation and provision related to transportation) • Deduction from gross total income (80 C, 80 G, 80 TTA, 80 D, 80 E) • Computation of total income (slab rate of individual, company, HUF, Advance Tax,) • Indirect Tax
3	Transport Related Acts
	<ul style="list-style-type: none"> • Customs Act • Excise Act
4	Indirect Tax
	<ul style="list-style-type: none"> • Vat, Service Tax, LBT. • Road Tax, Vehicle Tax, Toll Tax.

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

3.6.4 Maritime Transport

Modules at a Glance

SN	Modules	No. of Lectures
1	Basics of Maritime Transport	15
2	Maritime Contracts and Shipping	15
3	Flagging Policy and Decisions	15
4	International Conventions and National Regulations	15
	Total	60

SN	Modules/ Units
1	Basics of Maritime Transport
	<ul style="list-style-type: none"> Introduction to marine transport, Principles of marine transport, Development of maritime transport, Outlook of marine transport Market, Organizations & other stake holders in maritime Industry, Documentation, Elements of maritime geography & port – shipping Routes & ports, Role & Functions of seaports, container transport by sea. Major components of maritime transport
2	Maritime Contracts and Shipping
	<ul style="list-style-type: none"> Shipping market, Shipping costs & pricing mechanism in maritime, Transport cost of marine transport & freight, Maritime Expeditious, operational aspect – Maritime contracts – Types & Provision, Management of Maritime contracts – on board administration, documentation & procedures [time sheet, bill of lading]
3	Flagging Policy and Decisions
	<ul style="list-style-type: none"> Flagging policy and decisions: flag state and ship registration practices, shipping management practices and uses of BIMCO Shipman and CREWMAN. Design and development of safety management systems in maritime organisations using ISM code. Legislation: Hague Visby Rules. The Hamburg Rules
4	International Conventions and National Regulations
	<ul style="list-style-type: none"> The role and function of UNO and other international organizations (IMO, ILO, UNCTAD, WHO) in the maritime context. International conventions and national regulations responsibility of ship owners and crews: report, declaration and certificate requirement. History of IMO, membership in IMO, legal instruments-SOLAS, COLREG, PSC. Governing bodies in IMO, Technical Committee, Marine Safety Committee, standards and recommendations for safety. Investigation in Marine casualty. Safety of navigation, radio communications, search and rescue, standards of training and watch keeping, ship design and equipment, fire protection, stability ,load lines and shipping vessel safety, flag state implementation, dangerous goods, solid cargoes and containers, bulk liquid and gases

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

**3.6.5 Human Resource Management and
Industrial Relation**

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	15
2	Recruitment and Selection Process	15
3	Performance Appraisal	15
4	Participative Management and Industrial Relations	15
	Total	60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> • Definition, features, scope / functions of HRM, definition of personnel management • Evolution of HRM / trends in HRM, Difference between HRM and PM, Challenges before the HR manager, Role of HR manager, Traits / characteristics of the workforce, Personnel philosophy • Personnel Manual. • HRP- Definition, Process of HRP along with brief coverage of personnel demand and supply forecasting techniques, Factors affecting HRP • Human Resource Information System – HRIS • VRS, Outsourcing, pink slip/termination / retrenchment / downsizing / separation, Contracting and sub-contracting, Promotions and transfers
2	Recruitment and Selection Process
	<ul style="list-style-type: none"> • Job analysis – definition, methods of collecting job data, merits and demerits / limitations • Job design – definition, factors affecting job design, approaches to job design • Job evaluation – definition, methods of job evaluation, process of job evaluation. • Recruitment – definition, sources of recruitment, merit and demerits • Selection – definition, process of selection, types of selection tests, types of interviews • Induction / orientation – definition, methods, process • Placement • Training and Development - Definition of training and development, Methods of training managers • Process / procedure of conducting training program , How to evaluate effectiveness of training programs • Advantages of T and D
3	Performance Appraisal
	<ul style="list-style-type: none"> • Performance Appraisal - Definition of performance appraisal, Methods of appraisal for managers – traditional and modern, Process / procedure of conducting performance appraisal, Advantages of performance appraisal, Limitations of appraisal • Compensation Management - Definition of compensation, Components of salary / salary slip • Fringe benefits – definition and types, Performance linked incentives / incentives – definition, advantages and disadvantages • Career Planning and Development - Definition of career planning and career development, Process / procedure of career planning, Career stages / career life cycle and how to handle personnel at each stage

SN	Modules/ Units
	<ul style="list-style-type: none"> • Essentials to make career planning successful • Career counseling • Employee retention techniques • Succession planning
4	Participative Management and Industrial Relations
	<ul style="list-style-type: none"> • Participative Management - Definition of Participative Management, Levels of participation, Trends in Participative Management, Factors essential for successful participative management, Forms of participation, Participation through Quality circles, Empowered Teams. • Industrial Relations: Definition of industrial relations, Features of industrial relations, Importance of industrial relations, Approaches to industrial relations, Parties to industrial relations • Dynamics of Industrial Relation in India- Significance of IR, Conflicts and Disputes, <ul style="list-style-type: none"> ▪ Trade unions, Employers Federations, ▪ Industrial Disputes: causes, types, trends, Dispute Settlements Machinery, ▪ Wages and IR, collective Bargaining, ▪ Labour welfare and social security- Labour welfare and FR: Concept, Purpose, Statutory and non-statutory provisions, ILO Conventions ▪ Employee Discipline and Domestic Enquiry ▪ Employee Grievances ▪ Globalisation and FR • Trade Unions - Definition of trade union, Features of trade unions, Trade union movement in India • Trends in the trade union.

***Revised Syllabus of courses of B.Com. (Transport Management)
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3.6.6 Transport Project Management

Modules at a Glance

SN	Modules	No. of Lectures
1	Introduction	15
2	Project Identification and Selection Planning	15
3	Project Management	15
4	Project Performance Measurement and Evaluation	15
Total		60

SN	Modules/ Units
1	Introduction
	<ul style="list-style-type: none"> • Introduction, Need for Project Management, Project Management Knowledge Areas and Processes, The Project Life Cycle, The Project Manager (PM), Phases of Project Management Life Cycle, Project Management Processes, Impact of Delays in Project Completions, Essentials of Project Management Philosophy, Project Management Principles
2	Project Identification and Selection Planning
	<ul style="list-style-type: none"> • Project Identification and Selection: Pre-Feasibility Study, Feasibility Studies • Project Planning: Introduction, Project Planning, Need of Project Planning, Roles, Responsibility and Team Work • Organizational Structure and Organizational Issues: Relationship between Project Manager and Line Manager, Conflict Resolution, Change management • PERT and CPM
3	Project Management
	<ul style="list-style-type: none"> • Resources Considerations in Projects: Introduction, Resource Allocation, Scheduling, Project Cost Estimate and Budgets, Cost Forecasts • Project Risk Management Steps in Risk Management, Risk Identification, Risk Analysis, Reducing Risks • Project Quality Management and Value Engineering • Project Management Information System • Purchasing and Contracting for Projects: Introduction, Purchase Cycle, Contract Management, Procurement Process
4	Project Performance Measurement and Evaluation
	<ul style="list-style-type: none"> • Project Performance Measurement and Evaluation: Introduction, Performance Measurement, Productivity, Project Performance Evaluation, Benefits and Challenges of Performance Measurement and Evaluation, Controlling the Projects • Project Execution and Control • Project Close-out, Termination and Follow-up • Reference

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

Reference Books

Reference Books
Community Development Project
<ol style="list-style-type: none">1. K.C. Sivaramakrishnan, A. Kundu and B.N. Singh Handbook of Urbanisation in India by, 2007, Oxford University Press, New Delhi.2. Rao VLS Prakasa Urbanization in India, Concept Publishing Company, New Delhi3. R Ramachandran, Urbanization and Urban Systems in India By , Oxford University Press4. Urban social geography: an introduction Paul L. Knox, Steven Pinch5. Urbanization and Governance in India by Hust, Evelin & Mann, Michael(Eds), Place of Publication, New Delhi, 20056. Pillai P Gopinadhan , Rural Development in India, Pointer Publishers, New Delhi7. Behera, M. C, Globalising Rural Development, Sage Pubns8. Singh Katar Rural Development, sage pubns pvt ltd9. Lea, D.A.M. and Srivastava, R.K., Rural Development and the state: Contradiction and Dilemmas in Development countries, Methun: London, 198310. Roy, Ramasahray and Srivastava, R.K. Dialogues on Development, Sage Publication London, 198611. Singh, K., Rural Development: Principles, Policies and Management, New Delhi, Sage Publication, 198612. Desai, Vasant, Rural Development (Vol 1 & 4), Himalaya Publishing House, Bombay, 198813. Misra, R.P., Rural Development (Vol 1&5), Concept Publishing Company, New Delhi, 198514. Chandra, Subhash, Social Participation in Urban Neighbourhoods, National Publishing House, New Delhi, 197715. Kasambi Meera, Urbanisation and Urban Development in India I CSSR, New Delhi, 199416. Chandrashekara, C.S. and Deva Raj (eds.) Urban Perspectives -2000, Nation Institute of Urban Affairs, New Delhi, 1978
Law and Insurance in Transport and Logistics
<ol style="list-style-type: none">1. Dr. Talib H Musa, Almujaaz in the International Trade Law, Altaqafeh publishers, 2001.2. Rosa Greaves, EC Transport Law, Pearson Education, maritime & Transport law area3. Hamzah Haddad, The International Trade Law4. Legal principles in shipping Business 2010-2011 by institute of chartered shipbrokers[written by seamanship international Ltd.]5. Shipping law by simon baughen [Routledge-Cavendish]6. Marine cargo claims [International shipping laws] by William Tetley7. General Insurance Guide – Dr. L.P.Gupta, 20168. The business for insurance - Ronald Perm Company9. The International Law of the sea by R Rothwell10. Shipping and Environmental Law (2nd Edition) by Charles11. Marine Insurance: its principles and practice by Tempelman (Qureshi press)

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

Reference Books

Reference Books
Survey in Transport
<ol style="list-style-type: none"> 1. <i>Research for Marketing Decisions</i> Paul E. Green, Donald S. Tull 2. <i>Marketing Research – text and cases</i> Harper W. Boyd jr. , Ralph Westfall 3. <i>Research methodology in social science</i>, O.R.Krishnaswamy, Himalaya Publication 4. <i>Business Research Methods</i>, Donald R Cooper, Pamela Schindler, Tata McGraw Hill 5. <i>Marketing research and applied orientation</i>, Naresh K Malhotra, Pearson 6. <i>Statistics for management</i>, Levin and Reuben, Prentice hall. 7. <i>Research methods for Management</i> :S Shajahan, Jaico publishing 8. <i>Survey Method for Transport Planning</i> Anthony J. Richardson, Elizabeth S. Ampf, Arnim H. Meyburg
Maritime Economics and Policy
<ol style="list-style-type: none"> 1. <i>International Economics (2nd edition)</i> 2. <i>Principle of Economics (3rd edition)</i> – N. Gregory Mankiw 3. <i>Miltiades Chachdrads, International Economics – Mc. Graw Hill International edition</i> 4. <i>Maritime Economics – Martin Stopford</i> 5. <i>Maritime Economics – Alan Branch</i> 6. <i>The hand book of maritime economics and business – Taylor and Francis</i>
Fleet Operation and Management
<ol style="list-style-type: none"> 1. <i>Analytical fleet maintenance management – 3rd edition – John. E. Dolce</i> 2. <i>Fleet Management - John. E. Dolce</i> 3. <i>Dynamic fleet Management – Zeimpekis</i> 4. <i>Fleet managers guide to vehicle specification and procedures - John. E. Dolce</i> 5. <i>John Duke – Fleet management , Mc. Graw Hill</i>
Port Operations and Management
<ol style="list-style-type: none"> 1. <i>Port Management and operations –Patrick Alderton , 2nd edition</i> 2. <i>Port security handbook , 2004- Lloyds Register</i> 3. <i>Port infrastructure and economic development – Pradeepta Kumar Samanta and Ashok Kumar Monthay, Gyan publication, 2005.</i> 4. <i>Port State control – Dr Z. Ozcayir, 2nd edition</i> 5. <i>Port development – a handbook for planners in developing countries- UNCTAD</i> 6. <i>Port management textbook series, vol 1, General aspects of port management; vol3 port marketing ; vol 4 port and transport logistics, Bremen: Institute of Shipping economics and logistics</i> 7. <i>Thomas B.J. 1989, Management of port maintenance; A review of current problems and practices, London : HMSO</i>

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

Reference Books

Reference Books
Transport Costing and Pricing
<ol style="list-style-type: none">1. <i>Khanna Pandey & Ahuja: Practical costing , Sultan Chand</i>2. <i>K.S.Thakur: Cost Accounting , New century book house pvt. Ltd.</i>3. <i>Jain and Narang: Cost Accountong , Kalyani Publishers</i>4. <i>S. N Maheshwari: Cost accounting , Mahaveer Publishers</i>5. <i>Horngreen : Cost accounting – A Managerial emphasis, Prentice Hall</i>6. <i>LLectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</i>7. <i>Cost Accounting by C.S. Rayudu, Tata Mc. Graw Hill and Co. Ltd., Mumbai</i>8. <i>Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Graw Hill and Co. Ltd.Mumbai</i>9. <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i>10. <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i>11. <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Graw Hill and Co. Ltd., Mumbai</i>12. <i>Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</i>13. <i>Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi</i>14. <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i>15. <i>Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i>

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

Reference Books

Reference Books
Public Transport, Network Planning and Operation
<ol style="list-style-type: none"> 1. Vuchic, V.R., <i>Urban Transit: Operations, Planning, and Economics</i>, John Wiley and Sons (2005). 2. Transportation Research Board, <i>Transit Capacity and Quality of Service Manual, Transit Cooperative Research Program (TCRP) Report 100, 2nd Edition, 2001.</i> 3. Vuchic, V.R., <i>Urban Transit: Systems and Technology</i>, John Wiley and Sons (2007). 4. Ceder, A., <i>Public Transit Planning and Operation: Theory, Modeling, and Practice</i>, ButterworthHeinemann (2007)
Quantitative Methods in Transport
<ol style="list-style-type: none"> 1. <i>Basic Statistics - Simpson and Kafks; Oxford and IBH Calcutta, 1969.</i> 2. <i>Fundamentals of Mathematical Statistics – Gupta, S.C and Kapoor, K.V.Sultancho</i>
Taxation and Transport
<ol style="list-style-type: none"> 1. <i>Direct tax manual – Taxmann</i> 2. <i>Direct tax law –Bangar</i> 3. <i>Indirect tax law- Taxmann</i> 4. <i>Indirect tax manual – Bangar</i> 5. <i>Singhania VK & Singhania K, Direct Taxes – Laws and practices, Taxmann</i> 6. <i>Ahuja – direct taxes</i>
Maritime Transport
<ol style="list-style-type: none"> 1. <i>Caraiani G., Serescu, M, Maritime transport, Luxima Lex Publishing House, Bucharest.</i> 2. <i>Popa C, Maritime Economics, Course notes, Mircea cel batran, Naval academy Publishing house, Constanta, 2007</i> 3. <i>Popa C, Maritime Economics, Course notes, Mircea cel batran, Naval academy Publishing house, Constanta, 2008</i> 4. <i>Maritime Transportation - Safety , Management and Risk Analysis – Svein Kristiansen</i>
Human Resource Management and Industrial Relation
<ol style="list-style-type: none"> 1. <i>Human Resources and Personnel management – text and cases – 4th edition – K. Aswathappa</i> 2. <i>A strategic approach to Human Resources Management – Jayashree Sadri, Sorabh Sadri</i> 3. <i>Personnel management – Mamoria</i> 4. <i>Principles of Personnel Management – Edwin B. Flippo</i> 5. <i>Excellence through HRD – M. Nair and T.V. Rao</i> 6. <i>Handbook of Human Resource management Practice – Michael Armstrong</i> 7. <i>Human Resource management – Gary Dessler</i> 8. <i>Human resource management – Saiyadain</i> 9. <i>Planning and Managing Human Resources- William J Rothwell and H.C. Kazanas</i>
Transport Project Management