

UNIVERSITY OF MUMBAI

No. UG/20 of 2018-19

CIRCULAR:-

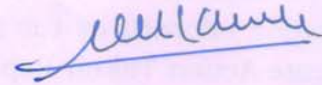
Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No.UG/120 of 2016-17, dated 27th October, 2016 relating to syllabus of Bachelor of Commerce (B.Com.) degree course.

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

MUMBAI – 400 032

14th June, 2018

To



(Dr. Dinesh Kamble)
I/c REGISTRAR

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

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

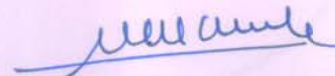
No. UG/20 -A of 2018

MUMBAI-400 032

14th June, 2018

Copy forwarded with Compliments for information to:-

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



(Dr. Dinesh Kamble)
I/c REGISTRAR

University of Mumbai



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

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

(To be implemented from Academic Year 2018-2019)

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

B.Com. (Transport Management) Programme

Under Choice Based Credit, Grading and Semester System

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

(To be implemented from Academic Year 2018-2019)

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

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

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

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

(To be implemented from Academic Year 2018-2019)

Semester V

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

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

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

1. Elective Courses (EC)

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

Modules at a Glance

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

Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> • Definition, features, scope of HRM, personnel management Evolution of HRM / trends in HRM, Challenges before the HR manager, Role of HR manager, Traits / characteristics of the workforce personnel manual • HRP- Definition, Process of HRP along with brief coverage of personnel demand and supply forecasting techniques, Factors affecting HRP • Concepts: 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 • 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, Advantages of Training & development
3	Performance Appraisal and Career Planning
	<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 • Career Planning and Development - Definition of career planning and career development, Process / procedure of career planning, Career stages / career life cycle, Essentials to make career planning successful, Career counseling. Employee retention techniques, Succession planning.
4	Participative Management and Industrial Relation
	<ul style="list-style-type: none"> • Participative Management - Definition of Participative Management, Levels of participation, Factors essential for successful participative management, Forms of participation. • Industrial Relations: Definition of industrial relations, Features of industrial relations, Importance of industrial relations, Approaches to industrial relations, Parties to industrial relations • Trade Unions - Definition of trade union, Features of trade unions in India. • Industrial Disputes – Causes, Types, Dispute settlement mechanism, Employee grievances. • Labour laws – Trade Union Act 1962, Minimum Wages Act 1948, Factories Act 1948, Workman Compensation Act 1923, Child Labour Act 1986, Sexual Harassment At Workplace Act 2013.

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

1. Elective Courses (EC)

2. Transport Costing & Pricing

Modules at a Glance

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

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

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

1. Elective Courses (EC)

3. Transport Insurance & Risk Management

Modules at a Glance

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

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

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

1. Elective Courses (EC)

4. Strategic Management

Modules at a Glance

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

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

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

1. Elective Courses (EC)

5. Ethics and Public Relations in Transport

Modules at a Glance

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

Sr. No.	Modules / Units
1	<p data-bbox="320 199 879 232">Introduction to Ethics and Business Ethics</p> <ul data-bbox="320 248 1406 734" style="list-style-type: none"> <li data-bbox="320 248 1406 421">• Introduction to Ethics: Meaning, Features, Concept of Ethics, Evolution of Ethics, Nature of Ethics- Personal, Professional, Managerial Importance of Ethics, Objectives, Scope, Types – Transactional, Participatory and Recognition, Ethical Values <li data-bbox="320 432 1406 734">• Business Ethics: Meaning, Objectives, Purpose and Scope of Business Ethics Towards Society and Stakeholders, Role of Government in Ensuring Business Ethics Principles of Business Ethics, 3 Cs of Business Ethics – Compliance, Contribution and Consequences, 4 V model of Ethical Leadership, Myths about Business Ethics, Ethical Performance in Businesses in India, Ethical Dilemma, Ethical issues in transportation, Solutions to ethical issues in transport and logistics sector.
2	<p data-bbox="320 748 743 781">Corporate Governance and CSR</p> <ul data-bbox="320 797 1406 1328" style="list-style-type: none"> <li data-bbox="320 797 1406 1104">• Corporate Governance: Concept, Need for Corporate Governance • Significance of Ethics in Corporate Governance, Principles of Corporate Governance, Benefits of Good Governance, Issues in Corporate Governance • Theories- Agency Theory, Shareholder Theory, Stakeholder Theory and Stewardship Theory • Corporate Governance in India, Emerging Trends in Corporate Governance, Models of Corporate Governance, Insider Trading, 4 P’s in corporate Governance, Whistle Blowing <li data-bbox="320 1115 1406 1328">• CSR: Meaning of CSR, Types of Social Responsibility • Aspects of CSR- Responsibility, Accountability, Sustainability and Social Contract • Need for CSR • CSR Principles and Strategies • Issues in CSR • Social Accounting • Ethical Issues in International Business Practices • Recent Guidelines in CSR • Future of CSR
3	<p data-bbox="320 1341 539 1375">Public Relations</p> <ul data-bbox="320 1391 1406 1921" style="list-style-type: none"> <li data-bbox="320 1391 1406 1608">• Fundamental of Public Relations: Introduction, Meaning, Essentials of Public Relations, Objectives of Public Relations, Scope of Public Relations, Significance of Public Relations in Transport and Logistics • Tracing Growth of Public Relations, Reasons for Emerging International Public Relations <li data-bbox="320 1619 1406 1742">• Public Relations Environment: Introduction, Social and Cultural Issues, Economic Issues, Political Issues, Legal Issues, Technological Issues, Ecological Issues <li data-bbox="320 1753 1406 1832">• Theories used in Public Relations: Systems Theory, Situational Theory, Social Exchange Theory, Diffusion Theory <li data-bbox="320 1843 1406 1921">• Mass Media Laws: Defamation, Invasion of Privacy, Copyright Act, Digital Piracy, RTI

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

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

1. Elective Courses (EC)

6. Transport Planning

Modules at a Glance

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

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

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

2. Core Courses (CC)

1. Port Operations Management

Modules at a Glance

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

Sr. No.	Modules / Units
1	<p data-bbox="320 203 592 237">Introduction to Port</p> <ul data-bbox="320 248 1410 994" style="list-style-type: none"> • Port, Harbor: Meaning, Features of Port, Functions of Port, Types of Port, Port values, Port Services and Facilities, Challenges and Opportunities in Port Sector, Port Users and Stakeholders and their needs, Statutory Bodies governing port (National and International), Port Authority, Port Ownership Management Model. • Port Infrastructure: Port Structure, Port Layout, Port location (relevance of location to both vessel transit time and port rotation) dependency of port location on hinterland and geographical resources • Port planning: Terminal planning, Capacity planning (no of berths, size and length, relationship between berth occupancy, service time and wasting time, berth throughput) Role of traffic in planning, Analysis of demand factors, capacity calculation, • Role of port/ Importance of Port : In economic development, in trading patterns of nations, in national and international trade, in maritime logistics and modal shift. • Terminals: Types of terminals, terminal operators, position and places in terminals, privatization of terminals, window system in terminal. • Ships: Types (according to cargo needs and trade routes), effect of port time on ship speed, influence of port development on ship development.
2	<p data-bbox="320 1005 970 1039">Port Organization, Operations and Management</p> <ul data-bbox="320 1050 1410 1559" style="list-style-type: none"> • Port organization structure: Organization Structure of Major ports of India, how activities are organized to operate effectively and efficiently. • Port Operations and Management : Capacity management, information flow between port, users and authority, marine operations(dredging, navigation aids and conservancy) • Port logistics: Port and Logistics, Port and supply chain,, recent trends in logistics, inter modality and landside port logistics, Integrating port with global supply chain • Port Finance: Port Costing, Port Pricing Private sector participation in finance, Tariff rates, Pricing strategy, Port Investment • Port Development and Maintenance: History, Factors affecting development of port, factors affecting performance of port, port restructuring in India, effect of globalization on port choice, recent trends in port.
3	<p data-bbox="320 1570 647 1603">Port Safety and Security</p> <ul data-bbox="320 1615 1410 2002" style="list-style-type: none"> • Port security and safety: Types of Risk and Uncertainties, Risk and safety Indicators, Valuing Port Safety, Threats to Port, Risk Approach and economic evaluation. • Port competition and marketing: Features and elements of Port Competition, Port Promotion, Port Marketing. • Port Health and marine safety: IMO, Port Health Bill, Environmental principles and procedures in port. • Port Labor and HRM: History and organization of port labor, HR system, labor v/s technology, Role of Various personnel at Port, ITF, ILO, Carrier options in port.

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

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

2. Core Courses (CC)

2. Maritime Transport & Economics

Modules at a Glance

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

Sr. No.	Modules / Units
1	Introduction to 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, The freight market, The sale and purchase market, The new building market, The demolition (recycling) market. • 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. Determinants of maritime transport cost.
2	Financing Ship and Flagging Policies
	<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 return on investment in shipping. • Flagging policy and decisions: flag state and ship registration practices, shipping management practices and uses of BIMCO Shipman and CREWMAN. Design and development of safety management systems in maritime organizations using ISM code. Legislation: Hague Visby Rules. The Hamburg Rules. The economic principles of maritime trade, Maritime Contracts, Management of Maritime Contracts- on board administration, Documentation and procedure
3	Bulk Cargo and General Cargo
	<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	Economics of Shipbuilding and Scrapping
	<ul style="list-style-type: none"> • The economics of shipbuilding and scrapping : Role of the merchant shipbuilding and scrapping industries, Regional structure of the world shipbuilding, shipbuilding market cycles, The economic principles, The shipbuilding production process, shipbuilding costs and competitiveness, The ship breaking industry, The international labour maritime market, The Indian legislation in maritime transport. The role and function of UNO and other international organizations (IMO, ILO, UNCTAD, WHO) in the maritime context.

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

Reference Books

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

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

Reference Books

5. Ethics and Public Relations in Transport

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

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

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

Core Course (CC)

1. Port Operations and Management

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

2. Maritime Transport and economics

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

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

(To be implemented from Academic Year 2018-2019)

Semester VI

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

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

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

1. Elective Courses (EC)

1. International Trade & Transport

Modules at a Glance

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

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

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

1. Elective Courses (EC)

2. Fleet Operations & Management

Modules at a Glance

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

Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> • Introduction to fleet management - Meaning, define, functions, Need, History and Evolution, Types of fleet management- In house, outsourced, Advantages, Disadvantage & Role, Parties for fleet management, Disciplines in fleet management, summarized operations in various modes, Recent Trends in Fleet, • Potential and challenges of Fleet operation in India
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, ways to reduce fleet cost. • Vehicle selection & acquisition, Methods of supply, Strength & weaknesses. • Operational options – Purchase, factors affecting procurement, 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 • Careers in Fleet Management • Fleet forecasting
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. • ALG Residual Model for Computation of residual value
4	Fleet Management
	<ul style="list-style-type: none"> • 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. • Fleet Card • Strategies on Fleet management business

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

1. Elective Courses (EC)

3. Analytical Modeling

Modules at a Glance

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

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

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

1. Elective Courses (EC)

4. Reengineering & Turnaround Management

Modules at a Glance

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

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

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|------------------------|
| • Operation Strategies |
|------------------------|

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

1. Elective Courses (EC)

5. Tourism Management

Modules at a Glance

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

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

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

1. Elective Courses (EC)

6. Community Development Project

Modules at a Glance

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

Sr. No.	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. • Development : Concepts, Theories, Dimensions and Strategies (include development theories)
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	Problems and Prospects of Urban Life
	<ul style="list-style-type: none"> • Concept of Region. Types of Regions -functional and formal region. Techniques of regions • Delimitation. Regionalization in India. Physiographic, Economic, Linguistic. Classification and • Hierarchy of regions. The Concept of Rural - Urban Continuum.

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

2. Core Course (CC)

1. Transport Policy and Documentation

Modules at a Glance

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

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

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

Reference Books

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

- *Practical Business Re-Engineering by Nick Obolensky*

Reference Books

5. Tourism Management

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

6. Community Development Project

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

Core Course (CC)

1. Transport Policy and Documentation

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

- http://rasci.in/downloads/2013/Movement_Goods_India.pdf
- <http://howtoexportimport.com/Documents-required-for-import-customs-clearance-159.aspx>

University of Mumbai



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

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

(To be implemented from Academic Year 2018-2019)

Board of Studies-in-Transport Management

Introduction

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

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

Guidelines for preparation of Project Work

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

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

Format

1st page (Main Page)

Title of the problem of the Project

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

By

Name of the Learner

Under the Guidance of

Name of the Guiding Teacher

Name and address of the College

Month and Year

2nd Page

This page to be repeated on 2nd page (i.e. inside after main page)

On separate page

Index

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

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used:

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

(Model Structure of the Project Work)

- **Chapter No. 1: Introduction**

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

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

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

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

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

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

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

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

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

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

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

On separate page

Name and address of the college

Certificate

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

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

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



Name and Signature of
Guiding Teacher

Date of submission:

On separate page

Declaration by learner

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

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

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

Name and Signature of the learner

Certified by

Name and signature of the Guiding Teacher

On separate page

Acknowledgment

(Model structure of the acknowledgement)

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

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

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

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

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

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

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

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

2. Guidelines for Internship based project work

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

Evaluation pattern of the project work

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

Note:

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

Passing Standard

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

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

Scheme of Evaluation

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

A) Internal Assessment: 25 %

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

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

B) Semester End Examination: 75 %

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

(Detail question paper pattern has been given separately)

❖ Passing Standard

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

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

Question Paper Pattern (Practical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 1/2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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

Note:

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

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 1/2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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

Note:

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

