

University of Mumbai



No. AAMS (UG) / 2 of 2022-23
Mumbai-400 032,
28th April, 2022.

To,
I/c. Director,
Garware Institute of Career
Education and Development,
Vidyanagari, Kalina,
Santacruz (E),
Mumbai - 400 098.

Sub :- BMS (Custom Clearance, Freight Forwarding & Logistics).

Ref RB/MU-2021/CR-366/Edn-5/200, dated 2 March, 2022.

Sir,

I am to invite your attention to Ordinances, Regulations and Syllabus relating to the BMS (Custom Clearance, Freight Forwarding & Logistics) to inform you that the recommendations made by the **Advisory Committee & Board of Management** of Garware Institute of Career Education & Development at its Meeting held on **25th January, 2018** & resolution passed by the **Board of Deans** at its meeting held on **9th March, 2020** vide item No. 24 have been accepted by the **Academic Council** at its meeting held on **23rd February, 2021**, vide item no. 9.3 and subsequently approved by the **Management Council** at its meeting held on **27th September, 2021** vide item No. 10 and **24th February, 2022** vide item No. 3 that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6731 & 6732 Regulations 9474 & 9475 and the syllabus of **BMS (Custom Clearance, Freight Forwarding & Logistics)** has been introduced and the same have 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
28th April, 2022

(Sudhir S. Puranik)
REGISTRAR

A.C/9.3/23/02/2021
M.C/10/27/9/2021

No. AAMS (UG) / 2 - A of 2022

28th April, 2022

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans
- 2) The Dean, Faculty of Commerce & Management.
- 3) The Director, Board of Examinations and Evaluation.
- 4) The Director, Board of Students Development,
- 5) The Director, Department of Information & Communication Technology,
- 6) The Co-Ordinator, MKCL.

(Sudhir S. Puranik)
REGISTRAR

Copy for information and necessary action :-

1. The Deputy Registrar, College Affiliations & Development Department (CAD),
2. College Teachers Approval Unit (CTA),
3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),
4. The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA)
5. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),
6. The Deputy Registrar, Executive Authorities Section (EA)
He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
7. The Deputy Registrar, PRO, Fort, (Publication Section),
8. The Deputy Registrar, Special Cell,
9. The Deputy Registrar, Fort Administration Department (FAD) Record Section,
10. The Deputy Registrar, Vidyanagari Administration Department (VAD),

Copy for information :-

1. The Director, Dept. of Information and Communication Technology (DICT), Vidyanagari,
He is requested to upload the Circular University Website
2. The Director of Department of Student Development (DSD),
3. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,
4. All Deputy Registrar, Examination House,
5. The Deputy Registrars, Finance & Accounts Section,
6. The Assistant Registrar, Administrative sub-Campus Thane,
7. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,
8. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,
9. P.A to Hon'ble Vice-Chancellor,
10. P.A to Pro-Vice-Chancellor,
11. P.A to Registrar,
12. P.A to All Deans of all Faculties,
13. P.A to Finance & Account Officers, (F & A.O),
14. P.A to Director, Board of Examinations and Evaluation,
15. P.A to Director, Innovation, Incubation and Linkages,
16. P.A to Director, Department of Lifelong Learning and Extension (DLLE),
17. The Receptionist,
18. The Telephone Operator,

Copy with compliments for information to :-

19. The Secretary, MUASA
20. The Secretary, BUCTU.

AC – 23/2/2021

Item No. 9.3

UNIVERSITY OF MUMBAI



Proposed Syllabus for the course of BMS (CUSTOMS CLEARANCE, FREIGHT FORWARDING AND LOGISITCS)

(Credit Based Semester and Grading System with
effect from the academic year 2018-19)

UNIVERSITY OF MUMBAI



Syllabus for Approval

Sr. No.	Heading	Particulars
1	Title of the Course O. 6731	BMS (Custom Clearance, Freight Forwarding & Logistics)
2	Eligibility for Admission O. 6732	12 th pass any faculty with English subject compulsory. Admissions on the basis of Written Test & Interview
3	Passing Marks R.9474	50% PASSING MARKS
4	Ordinances / Regulations (if any)	
5	No. of Years / Semesters R.9475	3 YEARS / 6 SEMESTERS
6	Level	HSC / Diploma
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	From Academic Year 2018-19

Date:

Signature:

I/c. DIRECTOR

Dr. Shivram S. Garje, I/C. Director, Garware Institute of Career Education & Development

UNIVERSITY OF MUMBAI
GARWARE INSTITUTE OF CAREER EDUCATION & DEVELOPMENT
SYLLABUS RELATING TO THE
BMS (CUSTOMS CLEARANCE, FREIGHT FORWARDING AND LOGISTICS) (FULL-TIME)
(w.e.f .the academic year 2018-2019 of Course introduced in 1985)

Preamble:

- Custom Clearance and Freight Forwarding is a very important component of the commercial sector.
- There is an increasing demand for personnel in the field of International Trade & Logistics.
- To help to inculcate the element of competition in the Customs Clearance & Freight Forwarding industry, qualified personnel in this respective field are in utmost demand to handle the growing business in the private as well as in the public sector.
- In view of this, Garware Institute of Career Education and Development plans to introduce Three years Full-time Bachelor in Customs Clearance, Freight Forwarding and Logistics.

Objective:

- To impart adequate knowledge and develop the skill requirements to meet the demands of the industry.
- To train the students in theory and practical to fit in well and perform in an excellent manner.
- To develop skilled personnel who are acquainted with knowledge of Customs Law, Procedures, Tariffs, Policy, Transportation, Documentation and International Trade.
- To Groom the students to take up executive and supervisory roles.

Career Scope:

- The contents of the program are specially designed and will be of great interest to those who wish to take up a career in customs clearance, freight forwarding, transportation and distribution.
- This program will broaden the student's understanding of the industry and all new entrants to this field.
- In view of introduction of competitive element in the International Trade sector there is a greater need for trained personnel in the Imports and Exports business.

CREDIT CHART DETAILS:

Two or Three Guest Lectures by Experts per Semester.

Port and Field Visits per Semester for exposure to industry.

1 st Year	Subject Code	Core Subject	Assessment Pattern			Teaching Hours			
		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER I	1	Communication Skills	40	60	100	60	--	60	4
	2	Introduction to Documentation	40	60	100	60	--	60	4
	3	Introduction to Processes and Procedures (Freight Forwarding (FF))	40	60	100	60	--	60	4
	4	Introduction to Processes and Procedures (Customs Clearance (CC))	40	60	100	60	--	60	4
	5	Commercial Geography	40	60	100	60	--	60	4
	6	Introduction to Logistics	40	60	100	60	--	60	4
	7	Business Economics	40	60	100	45	--	45	3
		Total	280	420	700	405	--	405	27

		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER II	8	Material Handling	40	60	100	45	--	45	3
	9	Book Keeping and Accountancy	40	60	100	45	--	45	3
	10	Introduction to Transportation	40	60	100	60	--	60	4
	11	Shipping Practice	40	60	100	60	--	60	4
	12	Sales and Marketing Skills	40	60	100	60	--	60	4
	13	Introduction to Supply Chain Management (SCM)	40	60	100	60	--	60	4
	14	Introduction to Warehousing	40	60	100	45	--	45	3
		Total	280	420	700	375	--	375	25

2 nd Year	Subject Code	Core Subject	Assessment Pattern			Teaching Hours			
		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER III	15	Advance Freight Forwarding	40	60	100	60	--	60	4
	16	Legal and Regulatory Architecture	40	60	100	60	--	60	4
	17	Air Transportation	40	60	100	45	--	45	3
	18	Coastal Transportation	40	60	100	45	--	45	3
	19	Road and Rail Transportation	40	60	100	45	--	45	3
	20	Dangerous Goods Regulations (DGR)	40	60	100	45	--	45	3
	21	Organization Structure (Custom Brokers, Freight Forwarders, Logistics Service Providers)	40	60	100	60	--	60	4
	22	Practicals (Presentations, Field Visits, Report Writing)	200	--	200	--	90	90	3
		Total	480	420	900	360	90	450	27

		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER IV	23	Business Law	40	60	100	45	--	45	3
	24	Customs Rules	40	60	100	60	--	60	4
	25	Customs Law and Procedures	40	60	100	60	--	60	4
	26	Allied Acts and Compliances	40	60	100	45	--	45	3
	27	IT and E-Commerce	40	60	100	45	--	45	3
	28	Customs Tariffs	40	60	100	60	--	60	4
	29	Export and Import Management	40	60	100	45	--	45	3
	30	Foreign Language – Spanish (Level 1)	40	60	100	45	--	45	3
		Total	320	480	800	405	--	405	27

3 rd Year	Subject Code	Core Subject	Assessment Pattern			Teaching Hours			
		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER V	31	Business Communication	40	60	100	45	--	45	3
	32	Business Environment	40	60	100	45	--	45	3
	33	Multimodal Transportation (MTO)	40	60	100	60	--	60	4
	34	Chartering	40	60	100	60	--	60	4
	35	Security Compliances	40	60	100	45	--	45	3
	36	Auditing and Financial Management	40	60	100	60	--	60	4
	37	Foreign Language – Spanish (Level 2)	40	60	100	45	--	45	3
		Total	280	420	700	360	--	360	24

		Topics	Internal Marks	External Marks	Total Marks (CA) 100	Theory Hours	Practical Hours	Total Hours	Total Credits
SEMESTER VI	38	Entrepreneurship Management	40	60	100	60	--	60	4
	39	Sales and Marketing Management	40	60	100	60	--	60	4
	40	HR Management	40	60	100	60	--	60	4
	41	Business Ethics	40	60	100	60	--	60	4
	42	Foreign Language – Spanish (Level 3)	40	60	100	45	--	45	3
	43	Project and Viva Voce	100	100	200	--	30	30	1
	44	Internship and Report Writing	200		200	--	3 months	3 months	12
		Total	500	400	900	285	30 hours and 3 months	285 theory hours + 30 practical hours + 3 months	32
		Grand Total	2140	2560	4700	2190	120 hours & 3 months	2190 theory hours + 120 practical hours + 3 months	162

SUBJECT-WISE SYLLABUS
SEMESTER I

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
1	COMMUNICATION SKILLS	60	30
	Unit I Meaning, Definition, Features, Importance and Aids to Communication, different flows of communication in an organization.	6	3
	Unit II Elements and Process of Communication, Seven C's of the Effective Communication.	6	3
	Unit III Audience analysis, message and situation analysis	6	3
	Unit IV Barriers to effective communication - Interpersonal, intra-group and inter-group Communication	6	3
	Unit V Transmission, Listening, Elements and process of listening. Strategies for effective listening. Barriers to listening	6	3
	Unit VI Interviews and Group Discussion	6	3
	Unit VII Written communication, Memos, Notices, Circulars, Reports, Contracts, Minutes of Meeting, Personal Letter writing – defining a problem, developing objectives and options.	6	3
	Unit VIII Business Letter Writing, Agenda, Articles, Advertisements, Elements and Principle, Communication in the role of a supervisor, feedback, maintaining log-book.	6	3
	Unit IX Written Analysis clarity and style.	6	3
	Unit X Briefing of reports, articles and other documents. Presentation skills – Public Speaking.	6	3
	Reference Books: 1) Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003. 2) Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012. 3) Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
2	INTRODUCTION TO DOCUMENTATION (Customs, Transport, Regulatory, Financial, Commercial and Other)	60	30
	Unit I Introduction to the Exim Trade.	2	1
	Unit II The Regulators who control the Exim Trade in India & World.	4	2

	Unit III Role of a Customs Broker & Logistic Service Provider in Exim Trade	8	4
	Unit IV Set of documents required during dealing with these regulators	8	4
	Unit V Mode (Manual / Electronic) and Means (Types) of documents.	6	3
	Unit VI Preparation of these documents manually or electronically.	16	8
	Unit VII Implications of documents with Regulators & Importance of those documents with reference to WTO	4	2
	Unit VIII Various Protocols during preparation of those documents, Current & Future scenario with reference to “Ease of Doing Business”	6	3
	Unit VII Virtual practice sessions including internals	6	3
	Reference Material: 1) Handouts on Import and Export documentation 2) Documents		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
3	INTRODUCTION TO PROCESSES AND PROCEDURES (FREIGHT FORWARDING – FF)	60	30
	Unit I Definition & Introduction of Freight Forwarder	2	1
	Unit II History of Freight Forwarder	2	1
	Unit III Rights duties and responsibilities of Freight Forwarders	2	1
	Unit IV Relationship with Intervening parties –Shipping Line/Air Line/Customs Broker/Transporter/Warehouse keeper/CFS/Port/Agent/NVOCC/MTO etc...	10	5
	Unit V Essentials of Freight Forwarding	10	5
	Unit VI Documentation in relation to Freight Forwarder & Intervening parties (Imports Air, Imports Sea, Imports Road, Imports Rail, Imports Multimodal, Exports Air, Exports Sea, Exports Road, Exports Rail, Exports Multimodal)	12	6
	Unit VII Procedures	12	6
	Unit VIII Organisational structure of freight forwarder	4	2
	Unit IX Network building	2	1
	Unit X Standard Trading Conditions Costing, Quoting and Invoicing	4	2
	Reference Material: 1) Handouts on Freight Forwarding Processes 2) Documents		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
4	INTRODUCTION TO PROCESSES AND PROCEDURES (CUSTOMS CLEARANCE – CC)	60	30
	Unit I Introduction to Customs procedures	4	2
	Unit II Organization Structure of Customs, Functions of Customs	6	3
	Unit III Introduction to various statute governing the import /export, Authorities involved in Customs Clearance.	8	4
	Unit IV Introduction to Foreign Trade Policy, Handbook of Procedures	8	4
	Unit V Introduction to Customs Act, 1962	6	3
	Unit VI Customs Clearance Procedures, Examination of goods, Customs declarations.	6	3
	Unit VII Customs Classification, Tariffs, Customs duties.	8	4
	Unit VIII Import Export Code (IEC) under Foreign Trade (Development and Regulation) Act, 1962.	4	2
	Unit IX Introduction to Allied laws - Drugs and cosmetic Act, 1940, Food Safety and Standards Act, 2006, Wild life crime Control Bureau, Plant Quarantine (Regulation of Import into India) Order, 2003, Textile Committee, Special Valuation Branch (Related Parties)	10	5
	Reference Material: 1) Handouts on Customs Clearance Processes and Procedures 2) www.cbic.gov.in 3) Documents		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
5	COMMERCIAL GEOGRAPHY	60	30
	Unit I Introduction to Commercial Geography – Introduction, Meaning and Definition, Nature, Scope, Importance	6	3
	Unit II Resources - Introduction, Concept of Resource, Nature of Resource, Importance of Resources, Classification (Types) of Resources, Conservation of Resources, Major Bio-resources and their International Trade	8	4
	Unit III Manufacturing Industries – Introduction, Factors of industrial location, Brief study of the industries with special reference to world, New Industrial Policies in India.	8	4
	Unit IV Transportation and Communication - Transportation and Communication – Significance, Road Transport, Rail Transport, Water Transport (will have details about Ports in India and Major ports around the world), Air transport Mass communication–satellite communication, computer networking	8	4

	Unit V Globalization - Concept and nature of globalization, Trends of globalization, Impact of globalization	6	3
	Unit VI Market System - Definition of Market, Market Structure, Significance of Market, Geographical factors affecting market system, Classification of Markets	8	4
	Unit VII International Trade - Trade organizations, World Trade Organization (WTO), Organization of Petroleum Exporting Countries (OPEC) European Economic Community (EEC)	8	4
	Unit VIII Maps: Elements, Map Interpretation & Statistical Diagrams	8	4
	Reference Material: 1) Commercial Geography – P N Pandey, Nirali Prakashan 2) Elements of Commercial Geography – P N Pandey, Nirali Prakashan		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
6	INTRODUCTION TO LOGISTICS	60	30
	Unit I Logistics: Definition - History and Evolution – Objectives – Elements - activities importance - The work of logistics - Logistics interface with marketing - Retail logistics	8	4
	Unit II Logistics Management: Definition - Evolution of the concept - model – process - activities. Achievement of competitive advantage through logistics Framework - Role of Logistics management - Integrated Logistics Management. Functions of the Logistics system-In-bound and Out-bound logistics – Components of Logistics Management.	12	6
	Unit III Logistics Strategy: Strategic role of logistics – Definition - Role of logistics managers in strategic decisions - Strategy options, Lean strategy, Agile Strategies & Other strategies - Designing & implementing logistical strategy - Emerging concept in logistics.	10	5
	Unit IV Outsourcing Logistics: Trends of Logistics & Supply Chain Management, Logistics Service Provides (LSP), Supply chain integration -Role of 3 PL and 4 PL - Order Fulfilment-Financial Flow in Supply Chain, Reverse Logistics design and management- Logistics information system. Reasons - Third party logistics provider - Fourth party Logistics providers (4PL) –Stages - Role of logistics providers.	10	5
	Unit V Quality Customer Service & Integrated Logistics: Customer service - importance elements - the order cycle system - distribution channels - Functions performed - Types designing.	10	5
	Unit VI Demand forecasting — Strategic sourcing --Inventory Management-Concept and Types of Inventory, Functions of Inventory -Elements of Inventory Costs, Inventory Management – vendor development – Vendor Inventory	10	5
	Reference Material: 1) David J. Bloomberg, Stephen LeMay & : Logistics, Prentice-Hall of India Pvt Joe B. Hanna Ltd.,New Delhi, 2003.		

	2) Donald J. Bowersox & David J. Closs : Logistical Management, Tata McGraw Hill Publishing Co. Ltd, New Delhi, 2004		
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Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
7	BUSINESS ECONOMICS	60	30
	Unit I INTRODUCTION- Meaning, Nature and Scope of Business Economics - Micro and Macro, Basic Economic Problems, Market forces in solving economic problems, Circular Flow of Income and Expenditure, Opportunity and production possibility curve, Economic tools.	8	4
	Unit II DEMAND ANALYSIS - Concept of Demand, Elasticity of Demand and their types, Revenue Concepts - Total Revenue, Marginal Revenue, Average Revenue and their relationship. SUPPLY ANALYSIS - Concepts and Law of Supply, Factors Affecting Supply, Aggregate Demands & Aggregate Supply.	12	6
	Unit III COST ANALYSIS - Accounting Costs and Economic Costs, Short Run Cost Analysis: Fixed, Variable and Total Cost Curves, Average and Marginal Costs, Long Run Cost Analysis: Economies and Diseconomies of Scale and Long Run Average and Marginal Cost Curves, Law of variable proportions..	12	6
	Unit IV PRICING UNDER VARIOUS MARKET CONDITIONS - Perfect Competition - Equilibrium of Firm and Industry under Perfect Competition, Monopoly - Price Determinations under Monopoly. Monopolistic Competition - Price and Output Determination under Monopolistic Competition. Oligopoly Market Structure and Product Pricing Periods. Classification of Markets. Perfect Competition: Features and Price determination of the firm & industry Monopoly: Features, Price determination & Price discrimination. Monopolistic Competition & Oligopoly. Monopolistic Competition: Features & Price determination. Product differentiation & Selling Cost. Oligopoly: Features, Kinked demand Curve & Price leadership.	16	8
	Unit V Factor Pricing - Marginal Productivity Theory of Distribution. Rent: Modern Theory of Rent & Quasi Rent. Wages: Minimum & living Wages, Trade union & Wages. Interest Liquidity Preference Theory of Interest. Profit: Innovation Theory of Profit, Risk & Uncertainty Theory of Profit.	12	6
	Reference Material: 1) Business Economics – Girija Shankar – Nirali Prakashan 2) Business Economics – Mukund Mahajan – Nirali Prakashan		

SEMESTER II

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
8	MATERIAL HANDLING	45	22.5
	Unit I Introduction, Materials Handling (Concept, Objectives, Guidelines), Importance, Scope and Functions	3	1.5
	Unit II Materials Handling – Principles, Equipment.	6	3
	Unit III Classification of Material Handling, Salient Features	6	3
	Unit IV Selection criteria, Material Handling in Plant and warehouses.	6	3
	Unit V Optimum allocation, Methods to minimize cost, Maintenance, Safety Issues.	6	3
	Unit VI Material handling problems, Skills related to MHE, Automation in MHE, Recent Developments, Case Studies	6	3
	Unit VII Systems Safety Matting, Industrial Safety Equipment	6	3
	Unit VIII Packaging, Role, Requisites, Forms, Packaging Materials, Export Packaging, Consumer and Industrial Packaging, Packaging for MHE efficiency, Case Studies	6	3
	Reference Books: 1) Material Handling Equipment – Haynes, David 2) Introduction to Materials Handling – Siddhartha Ray – New Age International Publishers		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
9	BOOK KEEPING AND ACCOUNTANCY	45	22.5
	Unit I Introduction of Book Keeping and Accountancy: Origin, Meaning, Definition, Need, Importance, Functions, Advantages, Limitations, Principles, Generally accepted accounting principles, Accounting equation, Double entry system, difference between book-keeping and accountancy	10	5
	Unit II Recording Transactions: Journal, Ledger, Trial Balance, Cash Book, Bank Book (single column, double column and three column), Bank Reconciliation Statement.	9	4.5
	Unit III Accounting for Depreciation: Meaning, Importance, Methods of providing depreciation (straight line, diminishing, annuity), Reserves and Provisions.	8	4
	Unit IV Final accounts of Sole Traders, Maintaining of PD accounts with Port, CFS, Airport authorities. GST and its calculation with cut off dates for payment and returns, Method of Job Costing for Custom brokers	10	5

	Methods of job costing for Freight forwarding industry, Various software available for book keeping and accounting for Custom brokers and freight forwarders		
	Unit V Bill of Exchange: Meaning – Definition – Importance, Promissory Note – Recording bill transaction (honoring, dishonoring, discounting)	8	4
	Reference Books: 1) Business Accounting - Jain and Narang 2) Book Keeping and Accounting for the Small business - Peter Taylor		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
10	INTRODUCTION TO TRANSPORTATION	60	30
	Unit I Introduction to Transportation, concept, meaning & definition, history with evolution, fundamentals, importance, functions of Transportation, Role, choice of mode of transportation	12	6
	Unit II Modes and Elements, Means/Modes of Transport.	12	6
	Unit III Transportation System: Physical Infrastructure (Links & Nodes), Flow Entities, Control System, Road Hierarchy, Nerves of SCM Transportation economics	12	6
	Unit IV Transportation planning, Transportation System's Impact on Environment, Safety, Emerging technologies	12	6
	Unit V Transportation in India: Road Transport in India, Road Network in India, Rail Transport in India, Rail Network in India, Water transport in India, Water Network in India, Air Transport in India, Air Network in India	12	6
	Reference Books: 1) Introduction to Transportation – Donald Bowersox – Pearson College Publication 2) Introduction to Transportation Planning – Bruton Michael J – Hutchinson Publishers		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
11	SHIPPING PRACTICE	60	30
	Unit I Introduction, Ships, Types, Classification, Specialized vessels, Tankers, Ship crew.	8	4
	Unit II Shipping Industry and business, Marketing services of shipping.	8	4
	Unit III Stevedoring, Lighterage services and Security	8	4
	Unit IV Shipping Lines	8	4
	Unit V Shipping lines, Containerization, Shipping sales, customer service	8	4

	Unit VI Operations Unitization, Stowage factors and densities, Cargo handling equipment, Ship clearance, Export import process.	10	5
	Unit VII Documentation, Business Communication in shipping, port and liner agents, other intermediaries.	10	5
	Reference Books: 1) John F. Wilson. Carriage of Goods by Sea. Harlow: Longman 2) J.R. Whittaker. Containerization. Hemisphere: Wiley 3) Cyril Frederick Hardy Cufley. Ocean Freights and Chartering. Adlard Coles Nautical		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
12	SALES AND MARKETING SKILLS	60	30
	Unit I Introduction to Selling Skills, Nature and role of selling, characteristics, types of selling, image of selling.	10	5
	Unit II Personal Selling Skills: Introduction, opening, need and problem identification, presentation and demonstration, dealing with objections, negotiation, closing the sale, follow-up.	10	5
	Unit III Customer support, Customer concerns, Reliable service, customer relationship, customer concerns, continuous improvement, team work.	10	5
	Unit IV Credit applications, Store security, Safety, Demonstration, Sales Maximization	10	5
	Unit V Marketing concept, Marketing fundamentals, Marketing mix, Service Marketing concepts, branding and retailing, marketing approach.	10	5
	Unit VI Marketing Skills: Writing, Internal & Interpersonal communication, Confident public speaking, attitude of lifelong learning, organized, select KPIs, correct understanding of difference between goals, strategies and tactics, Listening, collaboration, research.	10	5
	Reference Books: 1) Key Marketing Skills – Peter Cheverton, Kogan Page publishers 2) How to master the art of selling – Tom Hopkins, Business Plus Publishers		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
13	INTRODUCTION TO SUPPLY CHAIN MANAGEMENT (SCM)	60	30
	Unit I Introduction: Definition, objectives, functions, drivers, stages, participants, challenges.	10	5
	Unit II Key supply chain business processes: Planning, Sourcing, Production, Operations, Distribution Channels, Bullwhip effect, Decision phases, Principles	10	5
	Unit III		

	Tools: Activity Based Costing (ABC), Time Driven Activity Based Costing (TDABC).	10	5
	Unit IV Forecasting systems design: Demand Forecasting, Make v/s Buy Decisions, Outsourcing.	10	5
	Unit V Purchasing and Supplier Management: Procurement, Purchasing, Vendor management.	10	5
	Unit VI Supply Chain coordination and integration: IT enabled SCM, Future of SCM	10	5
	Reference Books: 1) Martin Christopher. Logistics and Supply Chain Management 2) Sunil Chopra and Peter Meindal. Supply Chain Management 3) Donald J. Bowersox and David J. Closs. Integrated Logistics Management 4) N. Chandrasekharan, Supply Chain Management		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
14	INTRODUCTION TO WAREHOUSING	45	22.5
	Unit I Introduction to Warehousing: Concepts – Decision making – Operations – Need for warehousing – Issues affecting warehousing – Various warehousing facilities – Different types of ware houses – Characteristics of ideal ware houses.	10	5
	Unit II Introduction to Inventory Management: Role in supply chain – Role in competitive strategy - Role of inventory – Functions of inventory - Types of inventory – WIP inventory – Finished goods inventory – MRO inventories – Cost of inventories - Need to hold inventory	9	4.5
	Unit III Warehouse Management Systems: Introduction – The necessity of WMS – Logics of determining locations and sequences – Independent demand systems – Uncertainties in material management systems – Dependent demand systems – Distribution resource planning.	10	5
	Unit IV ABC Inventory Control: Managing inventories by ABC – Multi – echelon inventory systems - Managing inventory in multi echelon networks – Managing inventory in single echelon networks. Various approaches – Distribution approaches – The true multi echelon approach.	8	4
	Unit V The Principles and Performance Measures of Material Handling Systems: Introduction. Vehicle travel path(time) – Handling time – vehicle utilization – no of loads completed – congestion – Effective performance systems – Fundamentals of various types of material handling systems – automated storage and retrieval systems Bar coding technology and applications RFID technology	8	4
	Reference Books: 1) Warehouse Management - Gwynne Richards, Kogan Page publishers 2) Raghuram G. Logistics and Supply Chain Management. Mac Millan		

SEMESTER III

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
15	ADVANCE FREIGHT FORWARDING	60	30
	Unit I Introduction, Definition, History, MTO definition, MTO act 1993, relationship between intervening parties, Conventions, MTO legislation, ICC, FEDAI	18	9
	Unit II Documents, Standard Trading Conditions	10	5
	Unit III FFFAI, AMTOI, MANSA, FIATA, Digital Information, Automation, Quality Services, Network Agency	8	4
	Unit IV NVOCC, Consolidation Operations, Responsibilities and Liabilities of NVOCC, Relationships with Shipping Lines	12	6
	Unit V Project Cargo, ODC, Special Equipment	4	2
	Unit VI Quotation, Offer, Negotiation, Rates, Work Contract, Cargo Chartering, Scope	8	4
	Reference Books: 1) A practical guide to shipping and freight forwarding – Sameer Varun 2) www.fiata.com		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
16	LEGAL AND REGULATORY ARCHITECTURE	60	30
	Unit I Introduction, Labour laws in India, Environment Protection Act, Competition Act, Micro Small and Medium Enterprises Development Act, IPR,	16	8
	Unit II Carriage Acts	14	7
	Unit III Other Acts, Insurance, Income Tax, IPC, RBI, FEMA, Customs Act, SEZ	14	7
	Unit IV Local and International Organizations & Authorities	16	8
	Reference Books: 1) Business Regulatory Framework – P N Chaudhary, Nirali Prakashan 2) Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
17	AIR TRANSPORTATION	45	22.5
	Unit I Introduction, Air Cargo, Airline Industry, World Geography, Industry Regulations, Air Cargo Agency, Airline Marketing, Customer Service	12	6

	Unit II Aircraft, Handling Facilities	11	5.5
	Unit III Air Freight Forwarding, Cargo Booking Procedures, Cargo Automation	12	6
	Unit IV Air waybill, Exercises	10	5
	Reference Books: 1) Simon Taylor, Air transport logistics, Hampton 2) P.S. Senguttavan, Fundamentals of Air transport management		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
18	COASTAL TRANSPORTATION	45	22.5
	Unit I Coastal transportation: Introduction, Meaning, Types, processes, coastal erosion, coastal deposition, techniques	15	7.5
	Unit II Coastal Shipping: Meaning, Importance, potential, measures, advantages, disadvantages, associations, costs, documents, policies, issues, remedies, incentive schemes, future prospects, inland waterways, coasting vessel act, coastal shipping in US, China	15	7.5
	Unit III Amending and Repealing acts and adaption orders, other relevant acts and laws	15	7.5
	Reference Books: 1) Coastal Shipping through time – Ian Collard, Amberley publishing 2) Inland waterway transport Challenges and Prospects – Bart Weigmans, Rob Konings, Routledge Group.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
19	ROAD AND RAIL TRANSPORTATION	45	22.5
	Unit I Road transport Introduction, Transport Co-ordination, Types of Regulations, planning and resourcing, vehicle selection, vehicle costing, documenting, information flow, legislation, road transport in India, Commercial and Passenger transport, recent developments	23	11.5
	Unit II Rail Transport Introduction, types of wagons, uses, structure, rules, mobility to passengers and goods and services, operations, expenditure, traffic system, accidents, routing analysis	22	11
	Reference Books: 1) Road Goods Transport Industry in India-A study of its structure and organization, 1994, Central Institute of Road Transport, Pune, India. 2) Indian Railways – Towards a Safer Tomorrow, S.C. Halder, Jain Publishing House 3) Kadiyali, L.R. Traffic Engineering and Transportation Planning, 6th Edition, Khanna Publishers, 2000.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
20	DANGEROUS GOODS REGULATIONS (DGR)	45	22.5
	Unit I Air Aircraft Act, Rules, IATA DGR, DGCA, Authorities, Identification of DG, Classification, Packing methods, marking and labelling, documentation, handling, radioactive materials, CB and FF responsibilities, Shipper responsibility, Airline responsibility, limitations, interpretations	37	18.5
	Unit II Ocean Introduction, handling, packing, marking, labelling, documentation.	8	4
	Reference Books: 1) IATA Dangerous Goods Regulations 2) The carriage of dangerous goods by sea - Güner-Özbek, Springer 3) IMDG Code, IMO		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
21	ORGANIZATION STRUCTURE (CB, FF, LSP)	60	30
	Unit I Introduction, Meaning, Theory, Importance, Features, Functions, Organisational goals, matrix, role, responsibilities, accountability, origins of modern organizations.	12	6
	Unit II Structure and designs, types, processes, challenges.	12	6
	Unit III Organization Structure of Airlines, Shipping Lines, Container Freight Stations, Ports, Airports,	12	6
	Unit IV Organization Structure of Transport firms, IT firms, Logistics service providers, Warehouse, Customs Brokers, Freight Forwarders.	12	6
	Unit V Case Studies, Assignments, Report writing and presentations	12	6
	Reference Books: 1) Organisation Theory and Design by Richard L. Daft, 6 th Edn., Cincinnati, Ohio: South-Western College Publishing, 1998. 2) Organisation Theory by Stephen P Robbins, New Delhi: Prentice Hall, 1998		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
22	PRACTICALS Project Work Assignments on: Various topics related to Customs Clearance, Freight Forwarding, Transportation, Shipping, Airfreight, Logistics, Supply Chain, Warehousing, Inventory, Legal framework and laws. Presentations Report writing Site visits	90	45

SEMESTER IV

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
23	BUSINESS LAW	45	22.5
	Unit I Introduction, Indian Contract Act, Special Contracts	9	4.5
	Unit II Indian Partnership Act, LLP	9	4.5
	Unit III Sale of Goods Act, Negotiable Instrument Act	9	4.5
	Unit IV Companies Act	9	4.5
	Unit V Other Laws: IT Act, RTI, Consumer Protection	9	4.5
	Reference Books: 1. Kuchhal M.C. - Business Law (Vikas Publication, 4 th Edition) 2. Gulshan S.S. - Business Law Including Company Law (Excel Books)		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
24	CUSTOMS RULES	60	30
	Unit I Rules pertaining to customs clearance procedures, documentation, provisions, foreign trade policy, regulations, Case Laws	16	8
	Unit II Adjudication, Appeals, Refunds, Fines, Penalties, Less Charge Demand, Short Levy, Customs Valuation Rules, Case Laws	8	4
	Unit III Custom Audit Regulations, Sea Cargo Manifest and Transshipment Regulations, ATA Carnet, Case Laws	10	5
	Unit IV Private and Public Bonded Warehousing Regulations, Case Laws	6	3
	Unit V CBLR, Baggage Rules, Rules related to FTA, Foreign Post, Ship Stores, Coastal, Courier, Case Laws	12	6
	Unit VI Project Import Regulations, AEO, Handling of cargo in Customs Area Regulations, Case Laws	8	4
	Reference Books: 1. www.cbic.gov.in 2. Custom Law Manual		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
25	CUSTOMS LAWS AND PROCEDURES	60	30
	Unit I Provisions and Procedures, Manufacture in Bond, Investigations, Punishments	10	5
	Unit II Rules under Central Excise & Salt Act, Allied acts in force, prohibitions and Restriction	10	5
	Unit III Refunds, Drawback, Abatement of duty, ramification of duty, Legal aspects of provisions of the Customs Act Relating to levy of duty, Value of goods, Classification, E-Waybill	10	5
	Unit IV The Scheme of exemptions, Broad aspects of Customs Laws applicable to imports from or exports to countries of the world	10	5
	Unit V Major Ports act and state Minor Ports Act, Acts Prescribing Octroi levy and procedures for recovery	10	5
	Unit VI Conservation of Foreign Exchange, Prevention of smuggling Activities, Indian Post office Act, The Civil Procedure Code, The Criminal Procedure Code., Interpretation of statutes Act, Rules for determining origin of Goods , Quantum of Anti-Dumping duty , KYOTO Convention	10	5
	Reference Books: 1. www.cbic.gov.in 2. Custom Law Manual 3. Customs Act 1962		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
26	ALLIED ACTS AND COMPLIANCES	60	30
	Unit I EOU, DTA, SEZ	4	2
	Unit II Laws relating to narcotics and drugs, cosmetics, psychotropic, magic remedies, pharmacy, medicinal, toilet preparations	20	11
	Unit III Indian stamp act, arms act, foreign trade (development and regulation) act, FEMA, PQ, ADC, FSSAI, CITES, Cess, Textile committees	10	5
	Unit IV Legal framework, ICC, UCP, Global Customs Regulations and systems	10	5
	Unit V EDI, ICEGATE, SWIFT, Single Window	10	5
	Unit VI Laws relating to environment, customs conventions, protocols, hazardous waste, Montreal protocol, IPR	6	3
	Reference Material: 1. www.cbic.gov.in 2. Custom Law Manual 3. Customs Act 1962		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
27	IT AND E-COMMERCE	45	22.5
	Unit I Introduction Role-uses-IT framework-data mining-standardization-presentation devices-communication devices-system architecture-implementation of ERP	3	1.5
	Unit II Computer Technology Basics-Evolution-Operating systems-MS word-MS excel-PowerPoint-MS Access-MS Project	6	3
	Unit III Management Information Systems MIS-Importance-Evaluation-Computers-Organizational Structure-MIS.	6	3
	Unit IV Decision Support Systems Introduction-definition-evaluation-model management-DSS generators-multi-criteria modelling	6	3
	Unit V Introduction to E-commerce Meaning – Concept- E-Commerce v/s Traditional Commerce – E-business – History of E-commerce – EDI – Importance – features – benefits – impacts – challenges – limitations.	6	3
	Unit VI Business Models of E-Commerce B2B- B2C- C2C-Business to Government-Business to employee-E-commerce infrastructure-Network settings-internet infrastructure-security issues-regulatory framework	6	3
	Unit VII Electronic Payment System Introduction – online payment systems- e-cash-e-cheque-smart card-all types-security issues-solutions-biometrics	6	3
	Unit VIII Logistics & Supply Supply Chain software technology-Transport technology	6	3
	Reference Material: 1. E-Commerce – An Indian Perspective, P T Joseph 2. The complete E-Commerce Book – Janice Reynolds, CRC Press		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
28	CUSTOMS TARIFF	60	30
	Unit I History, Framework and Introduction of Tariff, Harmonized System and Coding System and features	10	5
	Unit II Categorization of items into Sections, Chapters, Headings and Sub-Headings, Schedule I and Arrangement of items in Tariff	10	5
	Unit III Method of how to use the tariff, Section, Chapter and Heading Notes classification method	10	5
	Unit IV Definitions, Meanings, Terminology, Punctuations in tariff, Customs Tariff Act 1975	10	5
	Unit V General Rules of Interpretation, General Exemptions, understanding of other notifications issued, Schedule II and arrangement of items in tariff	10	5

	Unit VI GST Tariff, Introduction, Act, Rules, Documents, Taxes	10	5
	Reference Material: 1. Customs Tariff Act 1975, R K Jain 2. GST Tariff 3. www.cbic.gov.in		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
29	EXPORT AND IMPORT MANAGEMENT	45	22.5
	Unit I India's Foreign Trade, Trends, Prospects, Strategies, Balance of Trade, Measures, Service Exports	2	1
	Unit II Exports, Definition, Meaning, transactions, Costing, Finance, Project Exports, Export Procedure, Documents, Customs Clearance	12	6
	Unit III Imports, Definition, Need, Procedure, Finance, Customs Compliance, Valuation and Assessment, Customs duty	15	7.5
	Unit IV GST, Provisions, Duty Credits, Procedures	4	2
	Unit V Related Topics: Special Focus Initiatives, Drawback, Deemed Exports, ASIDE, MAI, MDA, Star Export Houses, EPCG Schemes, Incentives, EPCs, Commodity Boards.	6	3
	Unit VI Insurance: Marine, Cargo	6	3
	Reference Material: 1. Government of India: Export - Import Policy 2. Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
30	FOREIGN LANGUAGE – SPANISH (LEVEL 1)	45	22.5
	Unit I The alphabets & Words	9	4.5
	Unit II Salutations & Basic instructions	9	4.5
	Unit III El verbo ser, The verb 'ser' & interrogativos	9	4.5
	Unit IV AR verbs, Interrogativos & Read the time	9	4.5
	Unit V the verb estar	9	4.5
	Reference Material: 1. Leonardo Gómez Torrego, Gramática didáctica del español, SM 2. Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House		

SEMESTER V

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
31	BUSINESS COMMUNICATION	45	22.5
	Unit I Understanding the Foundations of Business Communication, Mastering team, interpersonal communication, Advantages & disadvantages, Guidelines for successful collaborative writing, Social networking, Importance of listening, Group communication	10	5
	Unit II Introduction to managerial writing, Three-Step Writing Process, Importance of analyzing, Improving writing technique, Information-gathering, Differences between the direct & indirect, Business letters, Messages	10	5
	Unit III Presentations, business and social etiquette, audio-visual media, Interviews, role play, simulation, conflict, ethics	10	5
	Unit IV Employment messages, resumes, application, building careers, communication challenges	10	5
	Unit V Individual and group presentations	5	2.5
	Reference Material: 1. Business Communication, Asha Kaul, Prentice Hall of India, Delhi 2. Business Communication Strategies, Monipally Mathukutty, Tata McGraw Hill Publishers		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
32	BUSINESS ENVIRONMENT	45	22.5
	Unit I Introduction, business, business environment, types, role, characteristics	10	5
	Unit II Political and Legal Environment	10	5
	Unit III Social, Cultural, Technological, Competitive Environment	10	5
	Unit IV International Environment	10	5
	Unit V Case Studies	5	2.5
	Reference Material: 1. Business Environment, Perna Sharma, Vipul Prakashan 2. Business Environment Text and Case Studies, Paul Justin		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
33	MULTIMODAL TRANSPORT (MTO)	60	30
	Unit I MTO: Introduction, MT Operator, Challenges, Intermodal.	6	3

	Unit II Consolidation: Definition, FF, Consolidator	6	3
	Unit III MTO system in India: modes, ICDs, CFS, RORO, LRT	6	3
	Unit IV Sales Contract and Documentation: Documentary Credits, L/C, Bill of Lading, Letter of Indemnity, EGM, IGM	6	3
	Unit V Conventions: UNCTAD, ICC, CMR, CIM, TR, Haque, IMO	6	3
	Unit VI Regulatory Reforms: MTO act, International conventions, private terminals policy, coastal shipping policy, FDI reforms, Policy to permit Operators, MV act, Warsaw	6	3
	Unit VII Trade Routes	6	3
	Unit VIII Practitioners: Types, Options, Liner operators, NVOCC	6	3
	Unit IX Through Transport Shipping	6	3
	Unit X Global Perspective of MTO	6	3
	Reference Material: 1. Containerisation, Multimodal Transport and Infrastructure Development in India by Dr. K V Hariharan, Shroff Publishers & Distributors 2. A Textbook on Container & Multimodal Transport Management by Dr. K V Hariharan, Shroff Publishers & Distributors		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
34	CHARTERING	60	30
	Unit I Basics of Chartering: Introduction, Types, Charter Procedure, terms, negotiations, do's and don't's.	15	7.5
	Unit II Dry Cargo Chartering: Ships, tonnage, loadlines, freight markets, charter party, practical guidelines	15	7.5
	Unit III Tanker Chartering: types, cargo handling, crude oil, market structure	15	7.5
	Unit IV Chartering Markets	15	7.5
	Reference Material: 1. Principles of Chartering (3rd Edition) by Photis M. Panayides. 2. Dry Cargo Chartering by ICS (Institute of Chartered Shipbrokers) 3. Tanker Chartering by ICS.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
35	SECURITY COMPLIANCES	45	22.5
	Unit I		

	Freight Security	15	7.5
	Unit II Transport Security	9	4.5
	Unit III Air Cargo Security	3	1.5
	Unit IV Logistics Security	9	4.5
	Unit V Global Supply Chain Security	9	4.5
	Reference Material: 1. Principles of Chartering (3 rd Edition) by Photis M. Panayides. 2. Dry Cargo Chartering by ICS (Institute of Chartered Shipbrokers) 3. Tanker Chartering by ICS.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
36	AUDITING AND FINANCIAL MANAGEMENT	60	30
	Unit I Auditing: Introduction	10	5
	Unit II Audit of companies	10	5
	Unit III Special areas of audit	10	5
	Unit IV Financial Management: Introduction	10	5
	Unit V Investment Decision, Financing Decision	10	5
	Unit VI Divident Decisions, Working Capital Decisions	10	5
	Reference Material: 1. I.M. Pandey. Financial Management. Vikas Publications 2. Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHI Learning		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
37	FOREIGN LANGUAGE – SPANISH (LEVEL 2)	45	22.5
	Unit I Speak fluently expressing events on a variety of topics in the present, the past and the future tense. Understand and answer questions, summarize, communicate and offer some opinion on topics related to everyday life if spoken to them slowly and clearly.	9	4.5
	Unit II Understand and give directions to navigate in a city, rent a car, order food and follow instructions to cook., Give and understand orders, ask and give help, express an agreement or a disagreement.	9	4.5
	Unit III Formulate hypothesis on a general topic you are aware of, Inquire about someone's mood or health, Apologize or react to an apology.	9	4.5
	Unit IV		

	Begin and end a conversation, show interest in continuing a conversation, repeat what you have said and check if you have understood correctly, Narrate what others have told you using reported speech.	9	4.5
	Unit V Express stronger emotions like fear, grief, concern, disappointment, gratitude and appreciation, Take a stand as for or against any proposal, argument etc, Write formal and informal letters using conventional methods, Paraphrase, summarize and assess what others have said in a social setup with remarkable fluency and ease of expressions	9	4.5
	Reference Material: 1. Leonardo Gómez Torrego, Gramática didáctica del español, SM 2. Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House		

SEMESTER VI

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
38	ENTREPRENEURSHIP MANAGEMENT	60	30
	Unit I Concept, Meaning, definition of entrepreneur and entrepreneurship. Elements, determinants, importance and significance of entrepreneurship and creative behavior; Characteristics and qualities of entrepreneurs;	6	3
	Unit II Role of culture in entrepreneurial development; Entrepreneurial development programme (EDP), Managing the problems faced by entrepreneurs Development of women entrepreneurs-	9	4.5
	Unit III Idea generation – sources and methods Identification and classification of ideas. Environmental Scanning and SWOT analysis Preparation of project plan – points to be considered, Components of an ideal business plan – market plan, financial plans, operational plan, and HR plan. Project formulation – project report significance and contents, Project appraisal – Aspects and methods.	9	4.5
	Unit IV Small and Medium Enterprises: Meaning and definition, Policies, SME funding	9	4.5
	Unit V Business Groups: Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution	9	4.5
	Unit VI Public and Private System: Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups, The concept, role and functions of business incubators, angel investors, venture capital and private equity fund	9	4.5
	Unit VII Mobilising Resources: Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems.	9	4.5
	Reference Material: 1. Kuratko and Rao, Entrepreneurship: A South Asian Perspective, Cengage Learning.		

	2. Robert Hisrich, Michael Peters, Dean Shepherd, Entrepreneurship, McGraw-Hill Education		
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Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
39	SALES AND MARKETING MANAGEMENT	60	30
	Unit I Introduction to Marketing and Marketing Management, Marketing Concepts – its relevance in India – Marketing Structures and systems - Marketing Process - Marketing mix - Marketing environment. - Consumer Markets and buying behavior – Market segment and segment analysis and targeting and positioning - Environmental scanning and market opportunity analysis - Market estimation - Market potential, demand forecasting and sales forecasting - Marketing Information Systems, Marketing Research, Market Planning	6	3
	Unit II Product Decisions - concept of a Product - Product mix decisions - Brand Decision – New Product Development – Sources of New Product idea – Product identification - Steps in Product Development – Product Life Cycle strategies- Stages in Product Life Cycle – Branding and Packaging - Price Decisions - Pricing objectives - Pricing policies, structures and constraints - Different pricing method - New product pricing, Product Mix pricing strategies and Price adjustment strategy - Concepts of regulated prices in selected industries	6	3
	Unit III Promotion Decision - Communication process – Promotion mix – Promotion strategies with reference to consumer and industrial products - Advertising Decision, Advertising objectives - Advertising and Sales Promotion – Developing Advertising Programme – Role of Media in Advertising - Advertisement effectiveness - - Sales force Decision.	6	3
	Unit IV Marketing Research- Types, process – tools and techniques – application of marketing research – product launching, demand estimation, advertising, brand preferences, customer satisfaction, retail stores image, customer perception, distribution, customer relationship, competitor analysis and related aspects	6	3
	Unit V Distribution Management - importance of distribution in developing country. Role of middle man, identification, selection and managing dealers. Distribution Channels Management - Physical distribution	6	3
	Unit VI Internet Marketing - Introduction to Internet Marketing. Mapping fundamental concepts of Marketing (7Ps, STP) - Strategy and Planning for Internet Marketing - The Website - Analysis of websites - Online marketing – web based marketing programmes – emerging trends and challenges to marketers	6	3
	Unit VII Sales Management : Definition and meaning, Objectives, Sales Research, Sales Forecasting, Sales Forecasting methods, Sales Planning and control, Sales Organization Sales Skills: Developing a Sales Personality – confidence - Selling Concepts & Traits of a Successful Salesperson Selling to Various Stakeholders such as Dealers, Suppliers, Vendors, Channel Partners, Superiors, Subordinates, Team- Mates & Peers - Selling to Customers.	8	4
	Unit VIII Services Marketing Understanding Services: Factors influencing the Growth of the Service sector at the Global Level, Nature of Service Marketing, Service Marketing Mix	8	4
	Unit IX	8	4

	International Marketing – Introduction - International Marketing Environment - Globalization and the New economic order, liberalization and internationalization of the Business		
	Reference Material: K.S. Chandrasekar, MARKETING MANAGEMENT TEXT AND CASES, Tata McGraw-HillPublication Govindarajan, MARKETING MANAGEMENT CONCEPTS, CASES, CHALLENGES AND TRENDS, Prentice Hall of India.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
40	HR MANAGEMENT	60	30
	Unit I Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System	10	5
	Unit II Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction	12	6
	Unit III Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.	12	6
	Unit IV Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation; Factors affecting wage policy, Wage Boards Fringe Benefits, Perquisites, Incentives, Bonus, Profit sharing, VRS, Maintenance of service files pension;	12	6
	Unit V Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery Drafting Charge Sheets: Model standing orders, code of conduct, Bond of service, wage & salary records, E.S.I, P.F. Gratuity, pension and bonus records.	12	6
	Reference Material: K. Aswathappa, Human resource and personnel management - Gary Dessler, A frame work for human resource management		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
41	BUSINESS ETHICS	60	30
	Unit I	4	2

	Values of Indian culture and society – Models of management in the Indian socio-political environment – Indian work ethos – Indian heritage in production and consumption – Indian mythologies and values/culture – western culture vs. Indian culture.		
	Unit II Definition of ethics and business ethics – Law vs. Ethics – Ethical principles in business – approaches to business ethics: Teleology, Deontology and Utilitarianism – importance of business ethics – debate for and against business ethics.	8	4
	Unit III Ethical dilemmas in business – ethical universalism and relativism in business – factors affecting the business ethics – process of ethical decision-making in business – individual differences in managers and ethical judgement – whistle blowing.	8	4
	Unit IV Ethical issues in functional areas: Marketing, HR, Production, IT/Systems and Finance – Environmental ethics – Gender ethics – CSR as business ethics – Ethics in international business	8	4
	Unit V Role of organizational culture in Ethics – structure of ethics management: Ethics programmes, code of conduct, ethics committee, ethics officers and the CEO – communicating ethics: communication principles, channels, training programmes and evaluation – Ethics audit – corporate governance and ethical responsibility – transparency international and other ethical bodies – recent trends, issues and cases.	8	4
	Unit VI Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance	8	4
	Unit VII Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards on CSR	8	4
	Unit VIII Globalisation and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business. Organisational structure for international business operations; International business negotiations. Outsourcing and its potentials for India; Role of IT in international business; International business and ecological considerations	8	4
	Reference Material: 1. Ghosh P. K. (2010), Business Ethics, Vrinda Publications. 2. John R. Boatright (2008), Ethics and the Conduct of Business, Pearson Education.		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
42	FOREIGN LANGUAGE – SPANISH (LEVEL 3)	45	22.5
	Unit I		

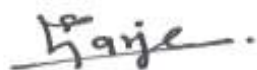
	Write clear grammatically well-structured sentences, presentations, articles and texts on complex subjects. Defend ideas, point of view, arguments with a clear opening and conclusion. Show skepticism, approval, disapproval on a variety of situations. Formulate some hypothesis, transmit messages or narrate events, give orders/ commands, make requests in different time lines.	9	4.5
	Unit II Utilize the language in a literary sense, participate, react, respond and interrogate on various topics in a flexibly and fluently. Understanding and responding to texts spoken at medium or fast pace. Report oppositions, processes, results and circumstances. Linking ideas, adding information and forming structured speech.	9	4.5
	Unit III Provide recommendations or advise. Refer to issues and interpretations from your point of view and that of others. Ability to extract information and summarize texts. Also ability to produce different types of text using discourse markers to show process and result relationship. Express likes, wants and preferences and influence the ideas, decisions of the other party. Understand and respond to questions posed by a native speaker, without having them to rephrase or paraphrase their questions.	9	4.5
	Unit IV GRAMMAR: Advanced Grammar; Analysis of literary texts and texts on other general topics; Essays on specific themes. LITERATURE: A selection of literary texts in the foreign language	9	4.5
	Unit V BUSINESS SPANISH: Translation of texts from the foreign language into English and vice versa Language for business trade Commercial and official letters. Customer service letter. Advertorial or infomercial Business correspondence. The business letter and order	9	4.5
	Reference Material: 1. Español sin fronteras, I, SGEL, 1997. 2. Nuevo Ven I, Edelsa 2004		

Subject Code	Core Subject/Topic	Total Hours	Session of 2 hours each
43	PROJECT AND VIVA VOCE	30	15
	Project Dissertation work as per project guidelines given on one topic related to the customs clearance, shipping, transportation, logistics, supply chain industry. Viva voce examination based on the project work submitted.		

Subject Code	Core Subject/Topic	Total Hours	
44	INTERNSHIP		
	The student will attach himself with a service (customs broker/freight forwarder/shipping/airfreight/transporter/warehouse/logistics/scm) organization approved by the Department for a period of 12 weeks for Industry Training. The student should actively participate in the operations of the organization and should work like any other employee of that organization. At the end of the internship, the student should prepare a comprehensive report (not less than 120 pages, A4 size). The report and the specimens of the work done by the student should be attested by the organization. Student should also produce a certificate of internship from the organization. All the above details should be submitted to the Department for evaluation.	3 months	

**New ordinances 6731 & 6732 relating to the
BMS (Customs Clearance, Freight Forwarding & Logistics)**

- i) **Necessity of starting these courses:** - The University of Mumbai's Garware Institute of Career Education & Development plans to introduce three years Full time BMS (Custom Clearance, Freight Forwarding & Logistics). Custom Clearance, Freight Forwarding & Logistics is a very important component of the commercial sector. To help to inculcate the element of competition in the Custom Clearance, Freight Forwarding industry, qualified personnel in this respective field are in utmost demand to handle the growing business in the private as well as in the public sector.
- ii) **Whether UGC has recommended to start the said courses:** - UGC encourages the incorporation of skill oriented and value added courses to develop skilled manpower. This course is in tune with NSDC mandate.
- iii) **Whether all the courses have commenced from the academic year 2018-19:** - Yes, it would be commencing from the Academic year 2018-19.
- iv) **The Courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?** – Yes, this course is self-financed. The expert visiting faculty from industries come to teach this course.
- v) **To give details regarding duration of the course and is it possible to compress the course?** :- The duration of the course in Three years (Six Semester). It cannot be further compressed.
- vi) **The intake capacity of each course and no. of admissions given in the current academic year (2018-19):** - The intake capacity of this course 60 students each batch and admitted 30 students.
- vii) **Opportunities of Employability / Employment available after undertaking these courses:** - The contents of the program are specially designed and will be of great interest to those who wish to take up a career in the Custom Clearance, Freight Forwarding industry. The students completing this course have great opportunities in the Government, Public and private sectors which require the knowledge of customs Law, Procedures, Tariffs, Policy, Transportation, Documentation and International Trade. These students have great demand in import and export business.



I/c. DIRECTOR