

TUMKUR UNIVERSITY

First Year

Programme Structure and Syllabus

BACHELOR OF COMMERCE

B.Com. (Logistics)

Apprenticeship Embedded Degree Programme (AEDP)

(with effect from 2025-26)

As per

STATE EDUCATION POLICY (SEP)

(CBCS-Scheme 2024-25 onwards)



Department of Studies & Research in Commerce

Dr. Sadananda Maiya School of Commerce & Management

B.H.Road, Tumakuru, Karnataka - 572103

FIRST YEAR PROGRAMME STRUCTURE

B. Com: Logistics (B.Com-LD)

First Semester

Part	Course Code/ Category	Title of the Course	Category of Courses	Instruction hrs/ Week	Duration of Exam (Hrs.)	Marks			Credits
						IA	Univ. Exam (SEE)	Total	
Part -1	L1-1	Language-1- Kannada/ Hindi/ Sanskrit/ Urdu/ Additional English	LC	4	3	20	80	100	3
	L2-1	Language – II English	LC	4	3	20	80	100	3
Part 2	B.Com. LD 1.1	Fundamentals of Logistics	DSE: LD2401	4	3	20	80	100	4
	B.Com. LD 1.2	Materials Management	DSE: LD2402	4	3	20	80	100	4
	B.Com. LD 1.3	Warehousing & Distribution Centre Operations	DSE: LD2403	4	3	20	80	100	4
	B.Com. 1.4	Financial Accounting	DSC-C1	4	3	20	80	100	4
Part 3	CC 1.5	Constitutional Values	CC	2	1.5	10	40	50	2
Total						130	520	650	24

Second Semester

Part	Course Code/ Category	Title of the Course	Category of Courses	Instruction hrs/ Week	Duration of Exam (Hrs.)	Marks			Credits
						IA	Univ. Exam (SEE)	Total	
Part -1	L1-1	Language-1 Kannada/Hindi/Sanskrit/Urdu/ Additional English	LC	4	3	20	80	100	3
	L2-1	Language – II English	LC	4	3	20	80	100	3
Part 2	B.Com. LD 2.1	Freight Forwarding - Ocean & Air Cargo	DSE: LD2404	4	3	20	80	100	4
	B.Com. LD 2.2	Forecasting and Inventory Management	DSE: LD2405	4	3	20	80	100	4
	B.Com. LD 2.3	Surface Transportation	DSE: LD2406	4	3	20	80	100	4
	B.Com. 2.4	Business Correspondence	DSC-C2	3T + 2P	3	20	80	100	4
Part 3	CC 1.5	Environmental Science	CC	2	1.5	10	40	50	2
Total						130	520	650	24

Note: LD (DSE): Logistics and Distribution

DSC: Discipline Specific Course

IA: Internal Assessment

DSE: Discipline Specific Elective

CC: Compulsory Course **T:** Theory **P:** Practicals

SEE: Semester End Examination

First Semester Course Matrix

Part	Course Code/ Category	Title of the Course	Category of Courses	Instru- ction hrs/ Week	Durat- ion of Exam (Hrs.)	Marks			Credits
						IA	Univ. Exam (SEE)	Total	
Part -1	L1-1	Language-1- Kannada/ Hindi/ Sanskrit/ Urdu/ Additional English	LC	4	3	20	80	100	3
	L2-1	Language – II English	LC	4	3	20	80	100	3
Part 2	B.Com. LD 1.1	Fundamentals of Logistics	DSE: LD2401	4	3	20	80	100	4
	B.Com. LD 1.2	Materials Management	DSE: LD2402	4	3	20	80	100	4
	B.Com. LD 1.3	Warehousing & Distribution Centre Operations	DSE: LD2403	4	3	20	80	100	4
	B.Com. 1.4	Financial Accounting	DSC-C1	4	3	20	80	100	4
Part 3	CC 1.5	Constitutional Values	CC	2	1.5	10	40	50	2
Total						130	520	650	24

Note: LD (DSE): Logistics and Distribution

DSE: Discipline Specific Elective

DSC: Discipline Specific Course

CC: Compulsory Course

IA: Internal Assessment

SEE: Semester End Examination

Part-2: Course Code / Category: DSE: LD-2401		
Title of the Course: B.Com. LD: 1.1 FUNDAMENTALS OF LOGISTICS		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To develop competencies and knowledge of students to become logistics professionals 2. To orient students in the field of Logistics 3. To help Students to understand Fundamentals of Logistics 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. Students will be able to apply the Basic knowledge of Logistics in the real-life situation. 2. This subject will enable them to enhance their ability and professional skills in Logistics. 		
Unit	Topics	
Unit 1	Introduction to Logistics History of Logistics Need for logistics- Cost and Productivity, cost saving & Productivity improvement. Logistics Cost, reduction in logistics cost, benefits of efficient Logistics, Principles of Logistics, Technology & Logistics -Informatics, Logistics optimization. Listing of Sub-sectors of Logistics	
Unit 2	Logistics and Customer Service Definition of Customer Service Elements of Customer Service-Phases in Customer Service-Customer Retention - Procurement and Outsourcing - Definition of Procurement/Outsourcing - Benefits of Logistics Outsourcing - Critical Issues in Logistics Outsourcing	
Unit 3	Global Logistics Global Supply Chain - Organizing for Global Logistics-Strategic Issues in Global Logistics - Forces driving Globalization - Modes of Transportation in Global Logistics Barriers to Global Logistics - Markets and Competition - Financial Issues in Logistics Performance - Integrated Logistics - Need for Integration - Activity Centres in Integrated Logistics. Role of 3PL&4PL.	
Unit 4	Warehouse, Transportation, Courier, E-Commerce a) Warehouse: Warehouse-Meaning, Types of Warehouses Benefits of Warehousing. b) Transportation- Meaning; Types of Transportations, efficient transportation system and Benefits of efficient transportation systems. c) Courier/Express - Courier/Express-Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier - Express Sector for international and domestic shipping. d) E-Commerce - Meaning, Brief on Fulfillment Centers, Reverse logistics in e-commerce sector, marketing in e-commerce and future trends in e-commerce.	
Unit 5	EXIM, Supply chain, Cold Chain, Liquid Logistics, Rail Logistics a) EXIM: Brief on EXIM/FF & CC, Multi-modal transportation, brief on customs clearance, bulk load handling and brief on trans-shipment. b) Supply chain. (c) Cold chain. (d) Liquid Logistics. (e) Rail Logistics.	

Text & Reference Books

1. Course Material Prepared by Logistics Sector Skill Council.
2. Douglas Lambert, James R Stock, Lisa M. Ellram, Fundamentals of Logistics Management (The Irwin/McGraw-Hill Series in Marketing), McGraw-Hill/Irwin, First Edition, 1998.
3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
4. Sudalaimuthu & Anthony Raj, Logistics Management for International Business: Text and Cases, PHI Learning, First Edition, 2009.
5. Douglas M. Lambert, James R. Stock, Lisa M. Ellram, Fundamentals of Logistics Management, David Grant, McGraw Hill Higher Education, 1997.
6. Ismail Reji Logistics Management, , Excel Book, First Edition, 2008

Part-2: Course Code / Category: DSE: LD-2402		
Title of the Course: B.Com. LD: 1.2 MATERIALS MANAGEMENT		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To help Students to understand basic Principles and concept of material Management 2. To orient students on contemporary development in the field of material management 3. To develop competencies and knowledge of students to become effective professionals 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. To apply the knowledge about material management in the real-life business situation 2. Understand the contemporary practices followed in the field of Materials Management 3. To enhance their managerial ability and professional skills 		
Unit	Topics	
Unit 1	Materials Management Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions. -Supply Chain Management -Objectives- Components, Trade off Customer Service & Cost. Supply Chain Analytics.	
Unit 2	Purchasing Purchasing: purchasing and procurement activities under Materials management- Purchasing Methods- Purchasing and quality Assurance- Purchase Cycle – governmental purchasing practices and procedures - Negotiation & Bargaining – Vendor relations	
Unit 3	Inventory and Forecasting Inventory - Need of Inventory -Types of Inventories - Basic EOQ Model - EOQ with discounts – Different types of Analysis. Forecasting –methods of forecasting-Material Requirement Planning (MRP) -Input and output of MRP system -BOM Explosion -MRP II.	
Unit 4	Quality Control Quality control of material: Incoming material quality control- statistical quality control (Various control charts) - Inventory control & Cost Reduction techniques. Value Analysis & Value Engineering. Standardization – need and importance. Codification - concept, benefits.	
Unit 5	Stores Stores - Functions- Stores layout -documentation- Materials handling and storage systems, - Principles of Materials Handling system – Safety issues	

Text & Reference Books

1. Course Material Prepared by Logistics Sector Skill Council
2. A.K. Datta, Materials management: procedures, text and cases.
3. P. Gopalakrishnan, Materials management: An integrated approach.
4. J.R. Tony Arnold & Stephen N. Chapman, Introduction to Materials management.
5. K S Menon, Purchasing and Materials Management.
6. Handbook of Materials Management – Gopalakrishnan

Part-2: Course Code / Category: DSE: LD-2403		
Title of the Course:		
B.Com. LD: 1.3 WAREHOUSING & DISTRIBUTION CENTRE OPERATIONS		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To develop competencies and knowledge of students to become Warehouse professionals 2. To help Students to understand Warehousing and distribution centre operations 3. To orient students about contemporary practices followed in Warehousing & Logistics 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. To apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation 2. To enhance their ability and professional skills 3. To Understand the contemporary Practices in the Industry 		
Unit	Topics	
Unit 1	Introduction to Warehouse Introduction to Warehouse (Storage and Packaging) Background - Types of Warehouses - Broad functions in a warehouse - warehouse layouts and layout related to functions. Equipment requirement in warehouse -Strategic Aspects of Warehouse.	
Unit 2	Receiving of Goods Receiving of Goods - Advanced shipment notice (ASN)-Goods Receipt note-(GRN)-Stages involved receipt of goods- Visual inspection of goods unloaded- Formats for recording of goods unloaded from carriers- Procedure for Arranging of goods on dock -Put away of Goods-its activity -Put away list and its need-Put away of goods into storage locations - storage location codes and its application	
Unit 3	Procedure to Prepare Warehouse Dispatches Procedure to prepare warehouse dispatches-Preparing Packaging List/Dispatch Note-Packaging-its importance of packing-Packaging Materials-reading Labels-quality parameters in packing significance-Cross Docking Method-and its application- Automation: Pick / Put to Light - A Frame - Automated Order Selection – Pick-N- Go - Outbound Sorters - Automatic Truck Loading.	
Unit 4	Distribution Distribution – Definition – Need for physical distribution –concept – system perspective - functions of distribution – marketing forces affecting distribution. Channels of distribution: role of marketing channels – channel functions – channel structure –designing distribution channel – choice of distribution channels	
Unit 5	Warehouse Safety Rules and Procedures Warehouse Safety Rules and Procedures: Hazardous cargo – Procedure for Identification of Hazardous Cargo - safety data sheet- Familiarization with the industry. Health, Safety & Environment - 5S Concept on shop floor. Personal protective Equipment’s (PPE) and their uses.	

Text & Reference Books

1. Course Material Prepared by Logistics Sector Skill Council.
2. Definitive Guide to Warehousing, The: Managing the Storage and Handling of Materials and Products in the Supply Chain (Council of Supply Chain Management Professionals) 1st Edition
3. Warehouse Management: A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse- III Edition-Gwynne Richards

Part-2: Course Code / Category: DSC-C1		
Title of the Course: B.Com. LD: 1.4 FINANCIAL ACCOUNTING		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To help students understand theoretical framework of accounting, preparation of financial statement of sole proprietors. 2. Develop ability for conversion of single entry into double entry. 3. Develop skill to work out practical problems on consignment and hire purchase system. 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. To understand the theoretical framework of accounting as well as Accounting standards. 2. To demonstrate the preparation of financial statement of manufacturing and non- manufacturing entities of sole proprietors. 3. To prepare Financial Statements from Incomplete records. 4. To work out the accounting treatments for Consignment transactions. 5. To learn various methods of Accounting for Hire Purchase transactions. 		
Unit	Topics	
Unit 1	THEORITICAL FRAMEWORK OF ACCOUNTING Introduction-Meaning and Scope of Accounting- Objectives of Accounting Importance of Accounting-Function of Accounting-Terminologies used in accounting- Users of Accounting Information-Accounting Process-Basis of Accounting: Cash basis and Accrual Basis-Branches of Accounting- Principles of Accounting-Concepts and Conventions-Accounting equations. Accounting Standards- Introduction to Accounting standards-International Financial Reporting Standards (IFRS)-Accounting Standard Board (ASB) - International Accounting Standard Board (IASB) and The Institute of Chartered Accountants of India (ICAI). Meaning-Need and Objectives of IND AS- List of IND AS.	
Unit 2	FINANCIAL STATEMENTS OF SOLE PROPRIETORS Introduction- Meaning of sole proprietor-financial statements of non- manufacturing Entities: Trading account- Income statement / Profit and loss account-Balance sheet-Financial statements of manufacturing entities: manufacturing account-trading account-profit and loss account- Balance sheet- Problems.	
Unit 3	CONVERSION OF SINGLE ENTRY IN TO DOUBLE ENTRY SYSTEM Introduction –Meaning- Features- Merits & Demerits-Double Entry System- Meaning-Features-difference- Conversion of Single Entry System into Double Entry System-Need for Conversion- Preparation of Statement of Affairs- Cashbook- Bills Receivable Account - Total Debtors Account - Bills Payable Account -Total Creditors Account- Preparation of Financial Statements: Trading and Profit & Loss and Balance Sheet-Problems.	

Unit 4	<p>CONSIGNMENT ACCOUNTS</p> <p>Introduction – Meaning – Consignor – Consignee – consignment v/s sales- proforma invoice- account sales-types of commission-Accounting for consignment transactions and events- Goods Sent at Cost Price – Goods Sent at Invoice Price – Normal Loss – Abnormal Loss – Valuation of Stock – Stock Reserve – Journal Entries – Ledger Accounts in the books of Consignor- problems.</p>
Unit 5	<p>HIRE PURCHASE SYSTEM</p> <p>Introduction-Meaning of hire purchase agreement- Hire purchaser, Hire seller -hire purchase price- cash price-Calculation of interest-when cash price and the rate of interest are given- when cash price is given but rate of interest is not given- when cash price is not given but rate of interest is given- when Interest excluding from Installments - Calculation of cash price and installment amount-Calculation of Depreciation under straight line method and Reducing balance method- Journal entries and ledger accounts in the books of hire purchaser (asset accrual method only) (excluding default and repossession).</p>

Text and Reference Books

1. B.S. Raman (2008), Financial Accounting, Vol. I & II, United Publishers & Distributors
2. Charles T. Horngren and Donna Philbrick, (2013) Introduction to Financial Accounting, Pearson Education, 11th Edition.
3. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India.
4. S. Anil Kumar, V. Rajesh Kumar and B. Mariyappa (2023)–Financial Accounting, HPH.
5. J.R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi, 32nd Edition.
6. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House.
7. SP Iyengar (2005), Advanced Accounting, Sultan Chand & Sons, Vol. 1

Note: Latest edition of textbooks and reference Books may be use

Second Semester Course Matrix

Part	Course Code/ Category	Title of the Course	Category of Courses	Instruction hrs/ Week	Duration of Exam (Hrs.)	Marks			Credits
						IA	Univ. Exam (SEE)	Total	
Part -1	L1-1	Language-1 Kannada/Hindi/Sanskrit/Urdu/ Additional English	LC	4	3	20	80	100	3
	L2-1	Language – II English	LC	4	3	20	80	100	3
Part 2	B.Com. LD 2.1	Freight Forwarding - Ocean & Air Cargo	DSE: LD2404	4	3	20	80	100	4
	B.Com. LD 2.2	Forecasting and Inventory Management	DSE: LD2405	4	3	20	80	100	4
	B.Com. LD 2.3	Surface Transportation	DSE: LD2406	4	3	20	80	100	4
	B.Com. 2.4	Business Correspondence	DSC-C2	3T + 2P	3	20	80	100	4
Part 3	CC 1.5	Environmental Science	CC	2	1.5	10	40	50	2
Total						130	520	650	24

Note: LD (DSE): Logistics and Distribution

DSC: Discipline Specific Course

T: Theory

IA: Internal Assessment

DSE: Discipline Specific Elective

CC: Compulsory Course

P: Practicals

SEE: Semester End Examination

Part-2: Course Code / Category: DSE: LD-2404		
Title of the Course:		
B.Com. LD: 2.1 FREIGHT FORWARDING -OCEAN & AIR CARGO		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To develop competencies and knowledge of students to become freight forwarding professionals 2. To develop competencies on documentation procedures 3. To help Students to understand freight forwarding. 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. Students will be able to apply the Basic knowledge of freight forwarding including ocean and air cargo in the real-life situation 2. Students will be able to demonstrate their skill on documentation in their profession. 3. This subject will enable them to enhance their ability and professional skills 		
Unit	Topics	
Unit 1	Introduction to EXIM Introduction to EXIM, Freight forwarding and custom clearance – types of custom clearances – Importance of custom clearance – certificate of origin, ICEGATE and insurance – custom Act – Regulations pertaining to custom clearance – different modes of freight forwarding — process of freight forwarding.	
Unit 2	Operation Procedures of Freight Forwarding Operation Procedures of Freight Forwarding - The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment / consignment	
Unit 3	Basic Handling of Errors and the Operational Errors that occur in Common List of basic handling of errors and the Operational errors that occur in common - Procedure for checking of shipping bill, Airway bill based on invoice and packing list received from department for Freight Forwarding. Regulations (EXIM/IATA/Countries)/COM based on permutations and combinations of weight vs volume.	
Unit 4	Cargo Handling , DGFT, and Packaging for Cargo Cargo handling, INCO terms and terminologies used in Cargoes - Different Types of Cargoes for transportation. Full Export and Import value of the cargo – Importer and exporter Code (IEC), The registered PAN based Business Identification number received from the Directorate General of Foreign Trade - Different type of Cargo, their quantity and value - Packaging requirement for the cargo during shipment from the shipper - Inspection procedure for the cargo while unloading - DO's and DON'T's while handling different cargo	
Unit 5	Documentation of Freight Forwarding Process Documentation of Freight Forwarding process as per customer timelines and requirements - Carting, unloading, Stacking, Loading; and Stuffing - Procedure for dealing with loss or damage to goods - Different P.G.A and their roles. Technical knowledge on Containers; Pallets; Palletization; Fumigation- Letters of Credit and payment Terms. Etc. computer and its application in internal systems of documentation.	

Text & Reference Books

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control- Vikas Publication, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer verlag, First Edition, 2006.
4. Stephen Frey, Gower, Management Guide to Efficient Money Saving Warehousing, 1982.
5. Swapna Pillai, Export Import Procedures & Documentation, Sahitya Bhawan Publication, 2020.

Part-2: Course Code / Category: DSE: LD-2405		
Title of the Course:		
B.Com. LD: 2.2 FORECASTING AND INVENTORY MANAGEMENT		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To develop competencies and knowledge of students to become Forecasting and inventory management professionals 2. To orient students in the field of Forecasting and inventory management 3. To help Students to understand forecasting and inventory management 		
Learning Outcomes		
<ol style="list-style-type: none"> 1. Students will be able to apply the Basic knowledge of forecasting and inventory management in the real life situation. 2. It will enable them to enhance their ability and professional skills in inventory management 		
Unit	Topics	
Unit 1	Forecasting Forecasting: Meaning –Need -Types of forecasts –Demand Forecasting- Types of Demand Forecasting--Importance - Demand planning v/s Forecasting-Sources of demand-Supply chain dynamics	
Unit 2	Sales and Operations Planning Sales and Operations Planning- Goals and objectives of S&OP -Collaborative Planning-Types -Collaborative planning, forecasting and replenishment- Cyclic decomposition techniques. Short- term forecasting techniques- Technology Forecasting and Methodologies: Role of Technology Information Forecasting and Assessment Council (TIFAC).	
Unit 3	Inventory: Purpose of Inventory Inventory: Purpose of Inventory- -Types of Goods -General Management of Inventory- Multi-Echelon Inventory Systems -Use of Computers in Inventory Management- Evaluation of Performance of Materials Function–Latest trends in Inventory Management	
Unit 4	Codification and Classification Codification – Classification – Methodology–Requirement of codes – Coding Structure and Design –Advantages - International Codification – Right Quantity – Economic Ordering Quantity -Costs associated with Inventories- Models in logistics	
Unit 5	Influence of Production Policy on Inventory Levels Influence of production policy on inventory levels – inventories and customer service level – steps to improve inventory management – optimum inventory –Inventory management uncertainty (fixed order quantity model) - Calculation of safety stocks	

Text & Reference Books

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007
3. Chaman L Jain, Fundamentals of Demand Planning & Forecasting, Graceway Publishing 3rd edition.
4. Kapoor V.K, Operations Research – Concepts, Problems & Solutions-.-Sultan Chand & Sons.
5. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai
6. Simchi-Levi, David, Designing and Managing Supply Chain, TMH, 3rd Edition, 2007.
7. David E Mulcahy, Warehouse Distribution and Operations Handbook, McGraw Hill, 6thEd, 1993.

Part-2: Course Code / Category: DSE: LD-2406		
Title of the Course: B.Com. LD: 2.3 SURFACE TRANSPORTATION		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> To help Students to understand basics of surface transportation including road and rail transport To develop competencies and knowledge of students to become transportation professionals 		
Learning Outcomes		
<ol style="list-style-type: none"> Students will be able to apply the knowledge of surface transportation in the real-life situation Enhancement of professional skills with regard to the field. 		
Unit	Topics	
Unit 1	Introduction to Surface Transportation Introduction to surface transportation -Need - functions of transportations in logistics -Types of transportations metrics -various land transport carriers and their Load capacities - types of temperature-controlled carriers- inter modal transport -verification of carriers and drivers - transit rules	
Unit 2	Transportation Optimisation Transportation Optimisation -Documentation for transportation – GST – E Waybill Filing - Importance of consignment number -Transportation Telematics -Vehicle tracking system - GPS systems. -Procedure for downloading and reading tracking data from devices -Probable reasons for delay or any issues during transit -Solutions - re-routing	
Unit 3	Organisation Structure in a Transport Organization Organisation Structure in a Transport organization- Incident management systems & Processes - hazmat goods rules -Importance of safety data sheet and labels -Procedure for Consolidation of consignments for optimal loads -Reporting discrepancies such as pilferages, loss or damage of goods in transit -Checking insurance and claims -steps to close deliveries.	
Unit 4	Benefits of Efficient Transportation Systems Benefits of efficient transportation systems-emerging trends in transportation sector-pricing in transportation sector-govt regulations on transportation in India. Safety procedures during transit and emergency response steps - List of good practices in driving.	
Unit 5	Customer Management Customer Management-Vendor coordination for return truck loads-DG Handling – features and facilities offered by railways – innovative schemes-facilities to popularize rail logistics in India	

Text & Reference Books

- Course Material Prepared by Logistics Sector Skill Council.
- J P Saxena, Warehouse Management and Inventory Control-Vikas Publication, First Edition, 2003.
- A Practical Guide to Logistics: An Introduction to Transport, Warehousing, Trade and Distribution - Jerry Rudd-Kogan Page publications.
- Stephen Frey, Gower, Management Guide to Efficient Money Saving Warehousing, 1982.
- Kapoor Satish K., and Kansal Purva, Basics of Distribution Management: A Logistical Approach, Prentice HALL of India.

Part-2: Course Code / Category: DSC-C2		
Title of the Course:		
B.Com. ROM: 2.4 BUSINESS CORRESPONDENCE		
Course Credits	No. of Hours Per Week	Total No. of Teaching Hours
4	4 : (3 Theory and 2 Practicals)	60
PEDAGOGY: Classroom lecture, Group Discussion, Presentations, Case Studies, Simulations, Fieldwork, Industrial visit (Where ever is required) etc.,		
Course Objectives		
<ol style="list-style-type: none"> 1. To identify the role of business communication skills to excel in profession and workplace environment. 2. To explain various elements and methods of effective business communication. 3. To augment business communication skills and IT applications seamlessly at workplace. 		
Course Outcomes		
<ol style="list-style-type: none"> 1. The learner will be able to apply business communication skills to achieve proficiency in communication with different stakeholders at workplace. 2. Identify the various parts of a business letter; an recognize the different types of letters used in business. 		
Unit-1	Introduction to Communication	
	Meaning, definition, and purpose of communication. Methods of communication: verbal & non-verbal; and formal and informal. Network in communication. Principles & characteristics of effective communication, barriers in communication, the solutions to typical communication barriers. Impact of technological advancements on Communication. Types- Internet, Blogs, E-mails, Moodle, social media (Facebook, Tweeter & WhatsApp), Advantages and Disadvantages	
Unit 2	Business Communication	
	The need for business communication. The methods to practice Business communication skills at workplace. Channels- Formal and Informal; Vertical, Horizontal, Diagonal, Grapevine Methods: Verbal and Nonverbal. Characteristics of verbal and Non-verbal Communication. Verbal communication: elements of verbal communication- voice, pitch, tone, intonation semantics. Non-verbal: the right usage of body language, expression, eye contact. Importance of effective listening skills- Importance of Listening Skills, Obstacles to listening, cultivating good Listening Skills''	
Unit 3	Business Correspondence	
	Letter: Meaning, and nature. Types Letters: Formal and Informal. Format of formal letters. Types of business or official letters: Letter of acceptance of Job, Letter of Enquiry, order letters, Letter of complaint, reply to letter of complaint, Promotion, sales, letter to stakeholders, inter-departmental letter, letter of resignation, and recovery letters. Sample letters. Letter Writing- Parts, Structure, Layouts- Full Block, Modified Block, Semi – Block. Effective Letter Writing, effective Email Writing.	
Unit 4	Meetings & Report Writing	
	Meeting: Meaning, Types (organisational and operational), Planning/requisites for meeting, minutes of meeting and action taken report. Mode of meeting: Online & Physical meetings. Report writing: Meaning, types of reports (newspaper, magazine, and official report in business), Format of reports, steps in report writing. Reading Skills: Reading and analyze business reports. Writing proposals, Presentations, Group Discussion, Practice Sessions: Mock Interviews, Mock Meetings / Conferences, Book Reviews/ Summarization, Reading Comprehension, delivering business presentations.	

Unit 5	Basic IT Applications for Office Management
	<p>Introduction; Computer, Computer hardware and software components. Printer, types Basic Computer Skills: Operation of computer, using the mouse and keyboard, navigating the desktop. Microsoft Windows: Windows operating system, File management basics: Creating, renaming, moving, and deleting files and folders, Customizing the Windows desktop, and settings. Microsoft Word: Creating and formatting documents: Text formatting, paragraph formatting, page layout, working with tables and images, Saving, printing and sharing documents. Microsoft Excel: Creating and formatting spreadsheet Entering data, formatting cells, using basic formulas, Working with rows, columns, and sheets, Saving, printing, and sharing spreadsheets. Power point presentation: need, Creating Presentation, Adding, Deleting, and Reordering Slides, Inserting and Formatting Text Boxes, Applying Themes and Backgrounds, Inserting Images, Icons, Shapes, Charts, and Tables.</p>

Reference Books

1. Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
2. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
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Handwritten signatures in blue ink:
 [Signature 1] → E.V. [Signature 2]
 [Signature 3]

Handwritten signature in green ink:
 [Signature 4]

Handwritten signature in green ink:
 [Signature 5]

Chairman BOS(UG)
 Department of Commerce
 Tumkur University, Tumkur-03.

Handwritten signature in blue ink:
 [Signature 6]
 DR. P. PARAMASHIVAIAH
 SENIOR PROFESSOR AND DEAN
 DEPT. OF STUDIES AND
 RESEARCH IN COMMERCE
 TUMKUR UNIVERSITY