Pimpri Chinchwad Education Trust's PIMPRI CHINCHWAD COLLEGE OF ENGINEERING

SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE 411044 An Autonomous Institute Approved by AICTE and Affiliated to SPPU, Pune



## Curriculum Structure of B. Voc. Logistics Management

and

## Syllabus of B. Voc. Program

## (Approved by Board of Studies, B. Voc. Program, PCCoE)

(Course 2023)



Effective from Academic Year 2023-24

#### **Institute Vision**

To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value Added Quality Education through a matching ecosystem for building successful careers.

#### **Institute Mission**

- 1. Serving the needs of the society at large through establishment of a state-of-art Engineering Institute.
- 2. Imparting right Attitude, Skills, and Knowledge for self-sustenance through Quality Education.
- 3. Creating globally competent and Sensible engineers, researchers and entrepreneurs with an ability to think and act independently in demanding situations.

#### **Quality Policy**

We at PCCOE are committed to impart Value Added Quality Education to satisfy the applicable requirements, needs and expectations of the Students and Stakeholders. We shall strive for academic excellence, professional competence and social commitment in fine blend with innovation and research. We shall achieve this by establishing and strengthening state-of- the-art Engineering and Management Institute through continual in effective implementation improvement of Quality Management System.



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## ABBREVIATIONS

Abbreviations	Course Full Name
MJ	Major/ Core Course
MI	Minor/ Program Specific Course
MD	Multidisciplinary course
AEC	Ability Enhancement Course
VAC	Value added Course
SEC	Skill Enhancement Course: Internship/ Project/ Mini Project

## CURRICULUM STRUCTURE STRUCTURE FOR I<sup>ST</sup> YEAR B. Voc. (LOGISTICS MANAGEMENT) SEMESTER I

B. Voc. Struct	ure	Sem-I	Т	eachii	ng Sch	eme	Examination Scheme						
Course Code	Course Type	Course Name	L	Р	Н	CR	IE 1	IE 2	ЕТЕ	T W	O R	PR	Total
VLM21101	MJ	Core Course I: Fundamentals of SCM	3	-	3	3	25	25	50	-	-	-	100
VCM21201/ VLM21201	MI	Program Specific Elective Course I:	3	-	3	3	25	25	50	-	-	-	100
VLM21301	MD	Multidisciplinary Course I: : Fundamentals of Management	2	-	2	2	20	20	40	-	-	-	80
VLM21401	AEC	Ability Enhancement Course I: Writing skills		2	2	1	-	-	-	50	-	-	50
VLM21501	VAC	Value added Course I: Health & wellness		2	2	1	-	-	-	50	-	-	50
VLM21601	SEC	On Job Training (ELE/Q5901)	-	20	20	10	-	-	-	-	-	200	200
Total			8	24	32	20	70	70	140	100	-	200	580

## SEMESTER II

B. Voc. Struct	ure	Sem-II	Те	achin	g Sch	eme	e Examination Scheme						
Course Code	Course CodeCourse TypeCourse Name		L	Р	н	CR	IE 1	IE 2	ЕТЕ	T W	O R	PR	Total
VLM22102	МЈ	Core Course II: Warehouse & Inventory Management	3	-	3	3	25	25	50	-	-	-	100
VCM22202/ VLM22202	MI	Program Specific Elective Course II	3	-	3	3	25	25	50	-	-	-	100
VLM22302	MD	Multidisciplinary Course II: Business Accounting	2	-	2	2	20	20	40	-	-	-	80
VLM22402	AEC	Ability Enhancement Course II: Language I (Soft Skill)		2	2	1	-	-	-	50	-	-	50
VLM22502	VAC	Value added Course II: IT Tools		2	2	1	-	-	-	50	-	-	50
VLM22602	SEC	On Job Training (ELE/Q5902)	-	20	20	10	-	-	-	-	-	200	200
Total			8	24	32	20	70	70	140	100	-	200	580

#### LIST OF COURSES – PROGRAM-SPECIFIC ELECTIVE COURSE I

Course Code	Course Name	
VLM21201	Introduction to Logistics Management	
VCM21201	Engineering Drawing	Choose any one

#### LIST OF COURSES – PROGRAM-SPECIFIC ELECTIVE COURSE II

Course Code	Course Name	
VLM22202	Marketing Management & Customer Relationship Management	a.
VCM22202	Basics of Electrical & Electronics	Choose any one

Abbreviation: L- Lecture; P- Practical; H- Hours; CR- Credits; IE 1 – Internal Evaluation-1; IE 2 – Internal Evaluation-II; ETE – End Term Examination; TW – Term Work; OR – Oral Exam; PR – Practical Exam.

B. Voc. Stru	icture	Sem-III	Т	eachir	ng Sch	ieme	Examination Scheme						
Course Code	Course Type	Course Name	L	Р	н	CR	IE 1	IE 2	ET E	T W	O R	PR	Total
VLM23103	MJ	Core Course III	2	-	2	2	20	20	40	-	-	-	80
VLM23104	MJ	Core Course III	-	2	2	1	-	-	-	-	-	50	50
VLM23203	MI	Pr. Sp. Course III	2	-	2	2	20	20	40	-	-	-	80
VLM23204	MI	Pr. Sp. Course IV	-	2	2	1	-	-	-	-	-	50	50
VLM23303	MD	Multidisciplinary Course III	2	-	2	2	20	20	40	-	-	-	80
VLM23403	AEC	Ability Enhancement Course III		2	2	1	-	-	-	50	-	-	50
VLM23503	VAC	Value added Course III		2	2	1	-	-	-	50	-	-	50
VLM23603	SEC	Internship III: On Job Training	-	20	20	10	-	-	-	-	-	200	200
	Total			28	34	20	60	60	120	100	-	300	640

## STRUCTURE FOR II<sup>ND</sup> YEAR B. Voc. (LOGISTICS MANAGEMENT) SEMESTER III

### SEMESTER -IV

B. Voc. Structure Sem-IV Teaching Scheme Examination Scheme						ne							
Course Code	Course Type	Course Name	L	Р	Н	CR	IE 1	IE 2	ET E	TW	O R	PR	Total
VLM24104	MJ	Core Course IV	2	-	2	3	25	25	50	-	-	-	100
VLM24105	MJ	Core Course V	-	2	2	1	-	-	-	-	-	50	50
VLM24205	MI	Pr. Sp. Course V	2	-	2	2	20	20	40	-	-	-	80
VLM24404	AEC	Ability Enhancement Course IV		2	2	1	-	-	-	50	-	-	50
VLM24504	VAC	Value added Course IV		2	2	1	-	-	-	50	-	-	50
VLM24604	SEC	Project I: Mini Project	-	4	4	2	-	-	-	-	-	50	50
VLM24605	SEC	Internship III: On Job Training	-	20	20	10	-	-	-	-	-	200	200
	Total			30	34	20	45	45	90	100	-	300	580

Abbreviation: L- Lecture; P- Practical; H- Hours; CR- Credits; IE 1 – Internal Evaluation-1; IE 2 – Internal Evaluation-II; ETE – End Term Examination; TW – Term Work; OR – Oral Exam; PR – Practical Exam.

## STRUCTURE FOR III<sup>RD</sup> YEAR B. Voc. (LOGISTICS MANAGEMENT)

B. Voc. S	B. Voc. Structure Sem-V					neme	Examination Scheme						
Course Code	Course Type	Course Name	L	Р	н	CR	IE 1	IE 2	ET E	TW	O R	PR	Total
VLM25106	MJ	Core Course VI	2	-	2	3	25	25	50	-	-	-	100
VLM25107	MJ	Core Course VII	-	2	2	1	-	-	-	-	-	50	50
VLM25108	MJ	Core Course VIII	2	-	2	3	25	25	50	-	-	-	100
VLM25109	MJ	Core Course IX	-	2	2	1	-	-	-	-	-	50	50
VLM25206	MI	Pr. Sp. Course VI	2	-	2	2	20	20	40	-	-	-	80
VLM25606	SEC	Internship V: On- Job Training	-	20	20	10	-	-	-	-	-	200	200
Total			6	24	30	20	70	70	140	-	-	300	580

## SEMESTER V

#### **SEMESTER -VI**

B. Voc. Structure Sem-VI				achir	ng Sch	neme	Examination Scheme						
Course Code	Course Type	Course Name	L	Р	Н	CR	IE 1	IE 2	ET E	TW	O R	PR	Total
VLM26110	MJ	Core Course X	2	-	2	3	25	25	50	-	-	-	100
VLM26111	MJ	Core Course XI	-	2	2	1	-	-	-	-	-	50	50
VLM26207	MI	Pr. Sp. course VII	2	-	2	2	20	20	40	-	-	-	80
VLM26607	SEC	Project II: Project	-	8	8	4	-	-	-	50	150	-	200
VLM26608	SEC	Internship VI: On Job Training	-	20	20	10	-	-	-	-	-	200	200
Total			4	30	34	20	45	45	90	50	150	250	630

Abbreviation: L- Lecture; P- Practical; H- Hours; CR- Credits; IE 1 – Internal Evaluation-1; IE 2– Internal Evaluation-II; ETE – End Term Examination; TW – Term Work; OR – Oral Exam, PR – Practical Exam.

# Course Syllabus Semester-I

Program	m: B. Voc. (Logistics)	Management)	Semes	Semester: I								
Course	Professional core of Chain Managemen	course I: Fundamen	ntals of Supply	Code:	VLM21101							
	Teaching Scheme	e		Evaluatio	n Scheme							
Lect	ure Hours	Credit	IE 1	IE 2	ЕТЕ	Total						
3	3	3	25	25	50	100						
Course	Objectives:											
1. To c	1. To develop an understanding of basic concepts and the role of supply chain management in business.											
2. To u	inderstand how supply chain	n drivers play an im	portant role in rec	lefining value	chain excellence	of Firms.						
3. To c	levelop analytical and critication	al understanding &	skills for planning	g, designing an	d operations of	supply						
4. Tou	4. To understand, appraise and integrate various supply chain strategies.											
Course	outcomes:											
After le	arning the course, student w	ill be able to	Chain Managar	nent								
2. Un	derstand the supply chain	Business processes	which are applie	ed in various ir	dustries.							
3. Un	derstand the Purchasing an	d Supplier managen	nent system and	Vendor Mana	gement .							
4. Im	portance of Forecasting &	Demand Measurem	ent									
5. Un 6. Ide	5. <b>Understand</b> Organization and Control of SCM in various industries.											
0. Iue	inity the Recent Trends and	Dete:	opry chain manag		us Dusiness See							
Detailed Syllabus:												
Unit	Description Dur (45											
1	Introduction to Supply Introduction to the Con Supply Chain Manageme design of distribution cha	Chain Managemen cept of Supply Ch ent. Models of SCM nnel, channel design	<b>t :</b> nain Managemen M, Evolution of S n.	t. Importance SCM. Distribu	& Objectives tion channels,							
	Case Study : The Suppl	y chain of Amul - ]	From Cow to Ki	tchen		8						
	Key Supply Chain Busin	ness Processes :										
2	Concept of Supply Chain Management, Concept of distribution. Case study of Commerce Driven Supp	Planning & its Imp of Producing and on <b>Grofers: A Infl</b> ly Chain.	ortance. Concept Distributing. M Juencing Factors	of Sourcing in anaging mate and Constra	Supply Chain rial flow and <b>ints in an E-</b>	8						
	Purchasing and Supplie	r Management										
3	Concept of Purchasing Factors to be considered	and Supplier Mana l before Vendor S	agement. Concep election Process,	ot of Vendor Steps in Ven	Management., ndor Selection							
	Process, Concept of Pro	curement Outsourc	ing, Reasons for	Procurement	it outsourcing.	8						
	Forecasting & Demand	Management :	x venuor select	IOILE LOCESS		0						
4	Demand management pr forecasting Relationship	between customer se	orecasting and particle and deman	roduction, basi	ic approach to							
	Case Study – Bullwhip	Effect				7						
	Organization & Control	in Supply Chain :										
5	Need for supply chain o organizational development	rganizational structuent, organizational s	ure, importance o tructure in integr	of supply chair ated logistics,	n organization, organizational	_						
	choice and organizational	scope.		-		7						
	<b>Recent Trends in Suppl</b>	y Chain Managem	ent									
6	Recent Developments in Supply Chain Management, The Role of E- Commerce in SupplyChain Management, Green Supply Chain Management. Case study : The coordinationof E-commerce and Logistics A case study of Amazon.com											

- 1. Martin Christopher, Logistics and Supply Chain Management.
- 2. Sunil Chopra and Peter Meindal, Supply Chain Management.
- 3. Donald J. Bowersox and David J. Clos, Integrated Logistics Management
- 4. N. Chandrasekharan, Supply Chain Management.

#### Reference Books:

- 1. Martin Christopher, Logistics and Supply Chain Management.
- 2. N. Chadra sekaran, *Supply Chain Management Process, System & Practice*, Oxford, 1<sup>st</sup> Edition.
- 3. Levi, Kaminsky et al, *Designing & Managing the Supply Chain –Concept*, Strategies & Case studies, TMGH, 3rd Edition.

Program:	B. Voc. (Logistics M	Semest	Semester: I							
Course:	Program Specific Ele Drawing	ctive Course I: Eng	Code: '	Code: VCM21201						
	Teaching Scheme		Evaluation Scheme							
Lecture	Hours	Credit	IE 1	IE 2	ЕТЕ	Total				
3	3	3	20	30	50	100				

#### **Course Objectives:**

- 1. To develop imagination of physical objects to be represented on paper for engineering communication.
- 2. To develop the interpretation and manual drawing skills.
- 3. To develop the physical realization and manual drawing skill

#### **Course Outcomes (Cos)**

After learning the course, students will be able to

- 1. **Understand** the drawing sheets, dimensioning and tolerances.
- 2. Understand and draw the projections of point and line on reference planes, inclined planes.
- 3. Understand the orthographic projections, first and third angle projections methods, draw orthographic views
- 4. Understand and draw the Isometric scale, construction of Isometric view of simple objects
- 5. Understand and draw the development of lateral surfaces of simple solids.
- 6. **Understand** and draw the free hand sketches of standard components of machine.

Detailed Syllabus							
Unit	Description	Duration (45 Hrs)					
1	<b>Introduction</b> Layout of drawing sheets, sizes of drawing sheets, different types of lines used in drawing practice, Dimensioning – linear, angular, aligned system, unidirectional system, parallel dimensioning, chain dimensioning, location dimension and size dimension. Tolerances – methods of representing tolerances, unilateral and bilateral tolerances, tolerance on linear and angular dimensions, geometrical tolerances.	7					
2	<b>Projection of Line and Planes</b> Introduction, Projection of points – points on the different quadrants and on the reference planes. Projection of straight lines (only first angle projection method) – Line on the reference planes - perpendicular to one plane and parallel to other plane – inclined to one plane and parallel to the other plane – parallel to both the planes –inclined to both the planes. Projection of planes (only first angle projection method) - Types of planes, Projection of planes perpendicular to both the reference planes, Perpendicular to one plane and parallel to other plane, Perpendicular to one plane and inclined to the other plane, Inclined to both planes.	8					
3	<b>Orthographic Projections</b> Reference planes, types of orthographic projections – First angle projections, Third angle projections, methods of obtaining orthographic views by First angle method.	6					
4	<b>Isometric View</b> Introduction, Isometric scale, construction of Isometric view of simple objects from given orthographic.	8					
5	<b>Development of Lateral Surfaces of Solids</b> Introduction, Development of lateral surfaces of Cone, Cylinder, Pyramid and Prism.	8					
6	<b>Freehand Sketching and introduction of AutoCAD software</b> Free hand sketching FV and TV of standard machine parts – Hexagonal headed nut and bolt, foundation bolts, shafts, keys, couplings, springs, screw thread forms, welded joints, riveted joints.	8					

1. Bhatt N.D., and Panchal V.M., Engineering Drawing, Charotar Publishing House, 2010.

2. Agrawal B., and Agrawal C M "*Engineering drawing*", Tata McGraw Hill Education Private Limited., 2014. Reference books:

- 1. Gill P.S., Engineering drawing, S.K. Kataria & Sons., 2016.
- 2. Gopalakrishnan.K.R., *Engineering Drawing*, (Vol.I and Vol.II), Dhanalakshmi publishers, 1970.
- 3. Venugopal. K, and Sreekanjana G., Engineering Graphics, New Age International Publishers. 2019.
- 4. Natarajan K. V., A text book of Engineering Drawing Graphics. Dhanalakshmi Publishers, 2008.

Program:	B. Voc. (Logistics M	anagement)			Semest	er: I	
Course:	se: Program Specific Elective Course I: Introduction to Logistics Management					VLM21201	
		]	Evaluati	on Scheme			
Lecture	Hours	Credit	IE 1 IE 2 ETE Total				Total
3	3	3	25		25	50	100

#### **Course Objectives:**

- 1. To develop knowledge about key elements of logistics processes,.
- 2. To understand about the interconnectedness of business units and organizations (via the flow of products, money, and information) through Logistics Management.
- 3. To incorporate and learn the critical elements of logistics management processes based on the most relevant application in forward-thinking companies.
- 4. To incorporate a meaningful focus on the rate of change occurring in business today, and more specifically, in business logistics.

#### **Course Outcomes**:

After learning the course, students will be able to

- 1. **Understand** the fundamentals aspects of Logistics management.
- 2. Apply the rationale process of planning and resourcing in Logistic Management.
- 3. **Develop** in depth knowledge about the vehicles costing and related documentation
- 4. **Develop** the knowledge of Material handling equipment & basic knowledge of Packing.
- 5. Understand of concept of Sales & Marketing of Logistics activities
- 6. Apply current trends & Technologies of Logistics Information Systems .

Detailed Syllabus					
Unit	Description	Duration (45 Hrs)			
1	Introduction to Logistics Management Objectives of logistics, Significance of logistics, Logistical Value proposition, Logistical operations, Integrated Logistics, Evolution to 3 PL & 4PL. Case –Study – Mumbai Dabbawalas	8			
2	<b>Planning and Resourcing</b> Need for Planning, Fleet management, Main types of road freight transport. Transport resource requirements, Vehicle routing and scheduling, Vehicle Selection: Types of vehicles, Types of operations, Load types and characteristics, Main types of vehicle body, Implications of vehicle selection.	8			
3	Vehicle Costing Concept of Vehicle costing, Main types of costing systems, Costing the total transport operation Documenting and Information Flow. FTL, LTL, Documentation– Road Receipts/Truck Receipts/Waybills (RR/LR) Consignment note CMR, Booking – Invoicing & Information Flow. Case Studies on Documentation of Vehicle Planning	8			
4	Material handling and packaging Principles and importance of materials handling, materials handling equipment, Safety Issues, Role of packaging, packaging for material handling efficiency, package design.	7			
5	Sales & Marketing of LogisticsFunction, Scope & Challenges, Agreement Preparation, Customer grievance handling method, SWOTAnalysis of Indian Market, Cross- Industrial standard, Market research And Analysis customer need,7R's,Case Studies on Agreement with Customers	7			

6	CURRENT Contours E-Logistics – Structure and Operation. Logistics Resource Management e-LRM. Automatic Identification Technologies. Reverse Logistics – Scope, design and as a competitive tool - Green Logistics Importance, scope of E- Commerce in Indian market, Role of IT in Supply Chain/Logistics.	7
Text Bo	ooks	
1.	Agrawal D.K., Textbook of Logistics and Supply Chain Management, MacMillan India, Limited, 2003.	
2.	David J. Bloomberg, Stephen Lemay, Logistic, 8th edition, Pearson Education Dorling Kindersley; 1st ed	dition, 2015.
3.	Satish C. Ailawadi& Rakesh Singh, <i>Logistics Management</i> , 2 <sup>nd</sup> Edition, Prentice-Hall of India Pvt Ltd., N Delhi,2013.	New
Referen	ice books:	
4.	Bowersox D., Closs D., and Mixby Copper, M., Supply Chain Logistics Management, McGraw Hill, 200	02.

- Bowersox D., Closs D., and Mixby Copper, M., Supply Chain Logistics Ma
   Ballou, Business Logistics/Supply Chain Management, Pearson Education.
   Bowersox, D.J., Logistics Management, Tat McGraw Hill, 2002

Program	m:	B. Voc. (Logistics N	(Ianagement)			Semester: I			
Course		Multidisciplinary Co	ourse I: Fundamen	tals of Managem	ent	Code:	VLM21301		
		Teaching Scheme			Evaluation Scheme				
Lecture	9	Hours	Credit         IE 1         IE 2         ETE					Total	
2	2 2 2 20 40							8	
Course Objectives:								0	
<ol> <li>To Develop knowledge of fundamental management concepts and skills</li> <li>To understand and apply the functions of management: such as planning, organizing, leading, controlling, and Decision – Making.</li> </ol>									
<ol> <li>To demonstrate critical thinking when presented with management problems.</li> <li>To identify the key competencies needed to be an effective manager.</li> </ol>									
Course	Outcor	nes:	<b>_</b>						
After le	arning t	he course, students wil	l be able to		0				
	1.	Understand the conce	pt of Management,	Planning & Busin	ness O	rganizat	lon		
	2. 3	Apply necessary skills	to Coordinate & Co	$g \propto \text{Starring}.$	hink et	ffectivel	7		
	3. 4.	<b>Identify</b> the areas to co	ontrol and selecting	the Appropriate c	ontroll	ling metl	ods/Techniques.		
			Dotoil	d Syllabus					
			Detan	u Bynabus.				Duration	
Unit	Description							( <b>30Hrs</b> )	
	Basics	of Management:							
	Definitions of Management, Functions of Management, Significance of Management Objectives of Management, Levels of Management, Evolution of Management thought-Contribution of Taylor and Henry Fayol								
1	Concept of Business Organization, Nature of Business, Functions of Business Organization, Factors Affecting the Establishment of Business Organization								
	Plann Conce	ing pt and Definition of Pl uning Limitations of P	anning, Objectives of P	of Planning ,Impo lans	rtance	of Planr	ing, The Process		
	Organ	nizing	iuning, Types of T	luiis					
	Conce of Aut Decen	pt & Definition of Org hority & Responsibiliti tralization and Recentr	anizing, Objectives, les, Delegation of au alization & Span of	and Types of Org thority, Concept of control.	ganizat of Cen	ional str tralizatio	uctures, Concept on,		
2	Staffing								
	Concept & Definition of Staffing, Staffing activities in HRM, <b>Objectives</b> of Staffing, <b>Advantages</b> of Staffing, <b>Process</b> of Staffing, Recruitment, Selection, Orientation and Placement, Training and Development								
		× .							
	Coord	lination & Communic	cation in Managem	ent					
3	Definition of Coordination, Characteristics of Coordination, Importance of Coordination, Symptoms of Poor Coordination, Tools for Coordinating the Activities, Co-operation for Coordination. Concept of Communication, Process of Communication, Types of communication, Barriers in communication.							7	
	~								
4	Cont Defin Chara Contr	rolling ition, Purpose of Co acteristics of Effectiv rolling	ntrolling, Importa ve Controls, Adva	nce of Controlli ntages of Contr	ng, St olling	eps in Proces	Control Process, s, Planning and	7	

- 1. Principles and Practice of Management-Himalaya Publishing.
- 2. Dr. L. M. Prasad, Principles and Practice of Management, Sultan Chand & Sons.

#### Reference books:

- 1. Madhushree Nanda & Stephan Robbins, Fundamentals of Management: Essential Concepts and Applications.
- 2. Chhabra T, Fundamentals of Management.
- 1. Robbins Decenzo, Fundamentals of Management.

Program	am: B. Voc. (Logistics Management) Semester: I						
Course:	:	Ability Enhancemen	t Course I: Writing	g Skills	Code: V	VLM21401	
	Teaching Scheme     Evaluation Scheme						
Prac	tical	Hours	Credit	IE 1	IE 2	TW	Total
2	2	2	1	-	-	50	50
Objecti	ves:						
1. 7	Γo introc	luce students to effectiv	ve writing.				
2. 7	Γο expos	se students to various ty	pes of documents				
3. 1	l'o equip	students with fundame	ental skills for effect	ive written comm	unication		
Course	Outcom	ies:					
After lea	arning th	e course students will					
1.	Underst	tand different writing s	tyles such as descrip	ptive and narrative	e writing.		
2.	Write s	ummaries and persuasi	ve letters				
3.	Write b	usiness emails and stru	ctured reports				
4.	Write jo	bb applications and resu	ime/CV for job purp	ooses			
Guideli	ne:						
Total: A	.ny 6 pra	ctical assignments to b	e conducted.				
			Detai	led Syllabus:			
Unit				Description			
1	Introd	uction to Effective W	riting Skills				
1	Aspect	s and characteristics of	writing skills. Impo	rtance of cohesio	n and coherence	in writing.	
2	<b>Write</b> Write a langua	a descriptive paragra a descriptive paragraph ge to create a picture ir	<b>ph:</b> about a person, plac the reader's mind.	ce, or object. Enco	ourage them to u	se sensory detai	ils and vivid
3	Write Write a the stor	a personal narrative: a personal narrative abory come alive.	out a memorable eve	nt. Use descriptiv	e language, dial	ogue, and reflec	ction to make
4	Write Read a though	a summary and respond n article or essay and v ts and reactions to the	<b>nse:</b> vrite a summary of the piece.	he main points, fo	llowed by a per	sonal response t	hat explains your
5	Write Write a current	<b>a persuasive letter:</b> a persuasive letter to a l issue or proposing a se	ocal or national gov plution to a problem	ernment represen	tative, expressin	ng your opinions	s on a
6	<b>Busine</b> Write a	e <b>ss email writing:</b> a business email on a g	ven scenario. Write	a formal email, u	sing appropriate	e tone, format, a	nd language
7	<b>Repor</b> Write a approp	t writing assignment: a report on a given topi riate language and term	c. Use clear prompt, hinology.	a report outline, i	in a structured a	nd professional	format, using
8	Job Aj Write a	pplication/ Cover Lett a job application in a pr	er: ofessional format w	ith all the necessa	ry details.		
9	<b>Resum</b> Write a qualifie	<b>he/CV writing assignn</b> a professional resume of cations relevant to the t	ent: r CV. Use a profess arget job or industry	ional format. Higl 7.	hlight skills, exp	periences, and	

#### **Reference Books:**

- 1.
- 2. 3.
- Seely, John. Oxford Guide to *Effective Writing and Speaking*. OUP 2nd edition, 2005 Goins, Jeff. *You Are a Writer* (So Start Acting Like One). Tribe Press Brohaugh, William. *Write Tight: Say Exactly What You Mean with Precision and Power*. Janzer. Anne. *The Writer's Process: Getting Your Brain in Gear*. Cuesta Park Consulting, 2016 4.
- 5. King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Program	m:	B. Voc. (Logistics M	lanagement)			Semest	er: I	
Course	:	Value Added Course	I: Health and well	ness		Code: V	VLM21501	
Teaching Scheme Evaluation Scheme								
Practic	al	Hours	Credit	IE 1	Ι	E 2	TW	Total
2		2	1	-		-	50	50
Course	Objecti	ves:						
1. ]	Prepare	graduates to become w	vellness, health, fitne	ess, nutrition educ	ation o	or foodse	rvice professior	nals
2. 1	Prepare	students for a variety of	of careers in wellnes	s, fitness, food an	d nutri	tion educ	cation and foods	service
Course	Outcon	nes:	1 11 /					
After lea	arning th Studente	e course students will	be able to	a alth and wallna	from	o	limancional and	
1	interdisc	inlinary perspective	be the principles of i	leann and wennes	55 11011			L
2.	Students	will be able to think a	and act ethically in the	he context of heal	th, nut	rition and	d wellness.	
Guideli	ne:				,			
Total: A	ny 5 exp	periments/assignments	to be conducted					
			Detai	led Syllabus:				
Sr.			2					
No.				Description				
	Psycho	ology of happiness:						
1	What i	s happiness? What ma	kes us happy? Socio	p-economic factor	s and h	nappines	s; Positive emot	ions
	Can w	e become happier?						
2	Geneti	c set-point and hedoni	c adaptation; Sustain	nable happiness m	nodel a	nd inten	tional activities	
	Наррі	ness Activities 1:						
3	Expres	sing gratitude and pos	itive thinking; Love	and kindness; Av	oiding	overthin	nking and social	l comparison
	Наррі	ness Activities 2:						
4	Identif	ying signature strengtl	hs; achieving happin	ess with "Flow".				
F	Is hap	piness sufficient?	11 1 0 . 10 1					
5	The co	ncept of eudaimonic v	ven-being; Sen-dete	ermination and mo	onvano	n		
	Meani	ng and purpose in lif	e:					
6	<sup>6</sup> The concept of meaning in life and logo-therapy; Life goals							
Refere	nce Bo	oks:						
1. W	. Weiten	, and M. A. Lloyd, <i>Ps</i>	ychology Applied to	Modern Life: Adj	justme	nt in the	21st Century, W	Vadsworth
Pu 2 P	blishing	, 2007 on Stragg Health and	wall being. Thrivin	g in the 21st cont	ury W	o dourortl	Dublishing 20	12

- R. Harington, *Stress, Health and well-being:* Thriving in the 21st century, Wadsworth Publishing, 2013. I. Boniwell, *Positive psychology in a nutshell*, McGraw-Hill Education, 2012.
- 2. 3.
- 4. S. Lyubomirsky, The how of happiness, Penguine Press, 2008.

Program:         B. Voc. (Logistics Management)         Semester: I								
Course	e: On	Job Training (L	SC/Q0102)		Code: VLM	121601		
Teaching Scheme				Evaluation Scheme				
P	ractical	Hours	Credit	тw	PR	OR	Total	
	20	20	10	-	200	-	200	
Guidel	ines: Students	will take on-the-j	ob training in the ind	lustry in the d	lomain of Log	gistics as per	the	
	following job	description and pe	ersonal attributes.					
Cours	e Objectives:							
1.	To expose stu	dents to the indus	try environment and	enhance their	technical ski	lls while		
	working in Pr	ivate/public enter	prises, government a	gencies, resea	rch labs, or a	ny other		
2	To apply know	nnical club.	a relevant to angina	oring tochnol	an concente	principles a	nd	
2.	techniques to	real-life industrial	work/projects.		ogy concepts,	principies, a	nu	
3.	To develop hi work effective	gher-order thinkir ely within cross-di	ng skills to work with sciplined environme	n people of dients.	verse backgro	ounds and cul	tures and	
Cours	e Outcomes:							
On the	completion o	f the OJT, studer	nts will be able to –					
1.	To apply theo	retical knowledge	in real-life applicati	ons with new	perspectives	to problem-s	olving.	
2.	To practice co	ommunication and	teamwork skills wh	ile building a	n professional	network of p	prospective	
	employment.							
3.	To write techr presentations	nical reports and d skills	ocument the project	outcomes alo	ng with enha	ncing the tech	nnical	
Job Ro	ole: Warehouse	e Supervisor						
	Job Descrip	otion						
	The individ activities, a and reportin	ual supervises da nd coordinating w ng the effectivenes	y-to-day operations vith clients and regults so of warehousing ac	at a warehou atory bodies. tivities and en	se by alloca S/he is also r mployees' per	ting resource responsible for rformance.	s, managing or measuring	
	1							
	Personal Attributes							
	The job hol includes lon and have the communicate	lder should be ph g-standing hours e good mathemati e effectively in Er	sysically and medic and occasional mate cal ability. S/he sho glish and vernacular	ally fit to un erial movemen uld have goo language.	dertake a wa nt. S/he shou d team mana	rehouse oper ld be observa gement skills	ration which ant, diligent, and should	

## Course Syllabus Semester-II

Progra	ogram: B. Voc. (LOGISTICS MANAGEMENT) Semester: II								
Course	Course:         Core course II: Warehouse & Inventory Management         Code: VLM22102								
	Teaching Scheme			Evaluat	ion Scheme				
Lect	ure Hours	Credit	IE 1	IE 2	ЕТЕ	Total			
3	3	3	25	25	50	100			
Course Objectives:									
	1. To provide basic know	wledge about Ware	house and Invente	ory Manageme	ent				
	2. To provide an insight	on technology used	d in warehousing.						
Cours	se Outcomes:								
After	learning the course students w	vill be able to;							
	1. <b>Understand</b> the con	cept of Warehousir	ng in business org	anization.					
	2. <b>Develop</b> knowledge	about Material Har	ndling Systems ar	nd its optimum	utilization				
	3. Understand Wareh	ouse Operations &	related documer	ntations					
	4. <b>Understand</b> the con	cept of inventory n	nanagement in the	e warehouse.					
	5. <b>Apply</b> the concept o	f Manufacturing Pl	anning and its ch	anging Trends.					
	6. <b>Apply</b> business strat	egies for decision i	n Warehousing.						
Detaile	d Syllabus:								
Unit		Des	cription			Duration (45 Hrs)			
	Introduction to Wareho	using							
1	Concept, Decision making	g, Operations, Nee	ed for warehousi	ng, Issues affe	ecting warehousing,	C			
	Various warehousing faci	lities, Different typ	es of warehouses	,		6			
	Case Studies		C.N.C. 4 1 1 1 1						
	The Principles and Perf	ormance Measure	s of Material Ha	ndling Systen	18				
2	completed, congestion, F	Fundamentals of va	arious types of n	naterial handli	ng systems.	Q			
	automated storage and re	trieval systems Bar	r coding technolo	gy and application	ations RFID	0			
	technology. Case Studies	1							
	Warehouse Operations								
	(furchouse operations								
3	Goods Receipt. Recordkeep	ing, Issue of Mater	rials. Types of Bo	oking – Proce	ss – Documents	8			
	Required for Booking, GR ( Management Systems - Mat	Creation, E-way Bil	ll & All Booking	Documents. W	arehouse	-			
	Wanagement bystems wa	eriai Handinig.							
	Introduction to Invento	rv Management							
	Concept of Inventory & I	nventory Managem	ent, Purpose of In	nventory, Role	of inventory,				
4	Types of inventory.	, ,	, I	57		0			
	Average Inventory - Holdin	Average Inventory - Holding (or Carrying) Costs - Ordering Costs - Setup (or Production							
	Cose Studies	Stock-out Costs.							
	,Cast Sinults Monufacturing Dianning								
	Inst in Time(IIT)-Worki	5 ng Process Invento	ries Make or Ri	uv Decisions	Concept of Goods				
5	Types of Goods ,Concept	of Stocks, Types of	of Stocks, Input	and Output	s of MRP, Bill of	7			
	Materials, Master Product	tion schedules	, r	- · · I	,	/			
	Case Study on MRP								

	De	ecisions in Warehousing	
6	Ir La	ntroduction and Space Determination in Warehouse Planning, Warehouse Operations, and ayout Decisions, Handling Decisions, Layout Configuration Decisions,	7
	C	ase Studies on Layout Design.	
Text	Book	(S)	
	1.	S. Chand and Co., Stores Management and Logistics, Martin Christopher, 2003.	
	2.	ChapmanandHall, Logistics – The Strategic Issues, MartinChristapher, 2016.	
	3.	Raghuram G., Logistics and Supply Chain Management, Pearson education, 2015.	
Refe	rence	Books:	
	1.	Lee Krajewski, Larry Ritzman, Manoj Malhotra, Operations Management, Pearson H	Education.
	2.	J.R. Tony Arnold, Stephen Chapman, Introduction to Materials Management, Ran	nakrishnan,
		Pearson.	
	3.	Bose & D Chandra, Inventory Management, 1 <sup>st</sup> Edition.	
	4.	SridharaBhat, <i>Inventory Management</i> , 2 <sup>nd</sup> Edition.	
	5.	Bose & D Chandra, Inventory Management, 1 Edition	

Program:	B. Voc. (Logistics Management) Semester: II								
Course:	Program Specific Elective Course II: Basics of Electrical & Electronics Code: VLM22202								
Teaching Scheme     Evaluation Scheme									
Lecture	LectureHoursCreditIE1IE2ETET					[otal			
3	3	3	25	25 25 50					
<ul> <li>Course Objectives: <ol> <li>The concepts of a capacitor and its capacitance</li> <li>To build a strong conceptual understanding of single phase and polyphase AC circuits with phasor diagram representation.</li> <li>To impart basic knowledge for conceptual understanding of DC and AC machines</li> <li>To introduce student with the fundamental skills to understand the basic of resistor, capacitor and inductor components.</li> <li>To acquire the basic knowledge of digital logic levels and application of digital electronics circuits.</li> </ol> </li> <li>Course Outcomes: <ul> <li>After learning the course, students will be able to</li> <li>Calculate series, parallel and composite capacitor as well as characteristics parameters.</li> <li>Apply the knowledge of single phase and three phase circuits to determine unknown electrical quantities.</li> <li>Demonstrate the constructional features and operational details of DC and AC machines</li> <li>Comprehension different biasing techniques to operate resistor, capacitor and inductor in different modes.</li> <li>Analyze output in different operating modes of different semiconductor devices.</li> </ul></li></ul>									
			Detailed Syll	abus:					
Unit			Description	1				Duration (45 Hrs)	
1	<b>Electrostatics:</b> E relative permittive capacitors, charg	Electrostatic field, electrostatic field, electrostatic field, electrostatic and capacitance.	ctric flux density, Capacitor, capaci f capacitors (no de	electric field s tors in series a rivation) and ti	strength a and paral me consta	bsolute perm lel, energy st ant	ittivity, cored in	7	
2	Single Phase A phasor representa reactive, apparen Polyphase A.C. system, relation circuits for star and delta connect	C Circuits: Generati ation, Pure R, Pure L, t power and power fac Circuits: Introduction between line and photon	on of single phas and Pure C circuit ctor on to 3 phase sup ase quantities (w	e sinusoidal <i>a</i> s, impedance, pply and its n ith phasor dia	A.C. volta admittanc ecessity, gram), po	ages, AC qu ce, concept of balance three ower in three	antities, f active, e phase e phase	7	
3	DC and AC machines         DC Machines: Construction, working principle of D.C. generator, emf equation of DC generator         (derivation not expected), working principle of D.C. motor, types of D.C. motor, Back emf         (Numerical), Industrial applications.         AC Machines: Single phase transformers: Construction, operating principle, emf equation, voltage         and current ratios. Losses, Efficiency and regulation, Autotransformer.								
4	<b>Fundamentals o</b> inductance, E.M. resistance and o Division Rules, H	f Electronics: Basic T F, Potential Differenc capacitance. Energy Kirchhoff;s law, Ideal/	Ferminology incluse e power, energy. ( stored in capacite Practical Voltage	ding current, re Dhm's law, Se or and induct /Current source	esistance, ries-Paral or, Curre e	capacitance, lel connectio ent and Volt	n of tage	7	
5	Basics of Semico semiconductor, N	onductor: Semicondu N-type and P-type sem	ctor materials and iconductor, Energ	its type: Intrin y bands: Valen	sic and Ez ce Band a	xtrinsic and Conducti	on	8	

	Band, carrier concentration, Fermi Level; PN Junction diode, Depletion Layer, Forward and Reverse Bias, V-I characteristic of PN Junction diode.	
6	<b>Fundamentals of Digital Electronics: Number System</b> : Introduction to number system, Conversion of number systems, Binary Code, 1's complement and 2's complement, Signed & amp; unsigned numbers, Binary arithmetic, Binary subtraction using 2's complement, Introduction to logic gates, Truth Table, Boolean Algebra.	8

1. I. J. Nagrath and Kothari (PHI learning Pvt.Ltd). "Theory and problems of Basic Electrical Engineering , Eastern Economy Edition.

2. Ashfaq Husain. "Fundamentals of Electrical Engineering", 4 th Edition, Dhanpat Rai & amp; Co.

3. V. N. Mittal and Arvind Mittal, "Basic Electrical Engineering", 2 nd Edition, McGrawHill.

4. V.K. Mehta. "Basic Electrical Engineering", 1 st Revised Edition ,S. Chand & amp; Co. Pvt. Ltd. NewDelhi.

5. R. L. Boylestad & amp; Louis Nashlesky (2007), Electronic Devices & amp; Circuit Theory, Pearson Education.

6. M. Moris Mano and Michael D. Ciletti, Digital Design, 5th Edition, , Pearson Education, New Delhi, , 2012

#### Reference Books:

1. D. C. Kulshreshta . "Basic Electrical Engineering ",1 st Edition, Tata McGraw hill.

2. B. L. Theraja and A. K. Theraja S. A textbook of Electrical Technology Vol I S. Chand & amp; Co. Pvt. Ltd. New Delhi,1 st Edition.

3. B. L. Theraja and A. K. Theraja . A textbook of Electrical Technology Vol II , S. Chand & amp;Co.

Pvt. Ltd. New Delhi,1 st Edition

4 Edward Hughes. "Electrical Technology", 10 th Edition ,Pearson.

5 R.P. Jain, Modern Digital Electronics, Prentice Hall of India, New Delhi 4 th edition

Program: B. Voc. (Logistics Management)				Semest	Semester: II			
Course:Program Specific Elective Course II: Marketing Management & Customer Relationship Management				Code:	Code: Code: VLM22202			
	<b>Teaching Scheme</b>	Evaluation Scheme						
Lecture	Lecture Hours Credit			IE 2	ETE	Total		
3	3	3	25	100				

#### **Course Objectives:**

- 1. To outline key marketing concepts and its application of market management.
- 2. To identify factors and processes essential for designing marketing strategy
- 3. To analyze and examine the implementation of marketing concepts, CRM and strategy to Firms.

#### **Course Outcomes:**

- After learning the course, students will be able to
- 1. Understand the concept of Marketing & Marketing Mix .
- 2. Understand the concept Place Mix( Physical Distribution) in the business organizations.
- 3. **Develop** in depth knowledge about Customer Relationship Marketing.
- 4. Understand the basic concepts of Customer Relationship Management
- 5. Apply ECRM skills relevant to the corporate world.
- 6. Apply relevant skills for operational Customer relationship management.

#### **Detailed Syllabus**

Unit	Description	Duration (45 Hrs)
1	<b>Introduction to Marketing Management:</b> Introduction to Marketing and Marketing Management, Marketing Concepts – Functions of Marketing Marketing Mix Product Decisions . Stages in Product Life Cycle. <b>Case Study On Product Life Cycle.</b>	8
2	<b>Place/Physical Distribution Mix:</b> Meaning of Place/Physical Distribution Mix, Types of Distribution, Level/Channel, factors which determine the choice of channels of distribution, Components, of Physical Distribution, Functions of Distribution Channel, Retailers and wholesalers, Case Studies	8
3	Customer Relationship Marketing (CRM): Concept and definition of CRM, four main stages of CRM - Customer acquisition, Customer retention, Customer expansion, Customer reactivation, Customer relationship marketing, Benefits of Customer Relationship Marketing, Types of customer relationships, factors that impact customer relationships. Case studies	8
4	Customer Relationship Management (CRM): Concept of Customer relationship Management, Need for Customer Relationship Management, Steps to Customer Relationship Management, Types of CRM, Key cross functional CRM processes. Acquiring customers, customer's loyalty and optimizing customer relationships, strategic frame work of CRM –origins, the role of CRM, Case studies	7
5	<b>ECRM :</b> Concept & Definition of Electronic Customer Relationship Management (ECRM), Features of ECRM, differences between CRM and ECRM, The benefits of ECRM, Different levels of ECRM. Tools used in ECRM.	7
6	<b>IT System</b> Front office and back office applications –sales force automation, call centre management, marketing automation campaign management, selecting a CRM solution. Organizing for CRM implementation, CRM change and project management. Establishing a CRM performance monitoring system – standards, metrics and key performance indicators, CRM budget and CRM return on investment.	7

- 1. Ballou, R.H., Business Logistics Management: Planning, Organizing, and Controllingthe Supply Chain, 4th Ed., Prentice Hall, 1998.
- 2. Bowersox, D.J. and D.J., Closs, Logistical Management: The Integrated Supply ChainProcess, McGraw Hill, 1996.
- 3. Philip Kotler, Jha& Koshy, Marketing Management, Pearson Education, New Delhi.

#### **Reference Books:**

- 1. V. S Ramaswami & S. Namakumary, Marketing Management, MacMillan Publishers, New Delhi.
- 2. Peelen E, D., Cutomer relationship management, Pearson Education 2010.

Progra	am: B. Voc. (Logistics Management) Semester: II					er: II					
Course	ourse:Multidisciplinary Course II: Business AccountingCode: VLM22302					VLM22302					
	Teaching Scheme Evaluation Scheme										
Lectur	LectureHoursCreditIE 1IE 2ETE						ЕТЕ	Total			
	2	2	2	20	2	0	40	80			
Course Objectives:											
1.	1. To understand the basic accounting concepts and conventions of accounting.										
2.	2. To know how the transactions are entered in the Double entry book keeping system and various books of accounts										
3.	To Prep	are the final accounts of	of an organization a	nd to examine the	financia	al data.					
Cours	e Outcor	nes:									
1.	Unders	tand the basic account	ing concepts and Pr	inciples of Accou	nting.						
2.	Develop	in depth knowledge i	n accounting, syster	n for maintenance	of acco	unts &	the financial state	ements			
3.	Apply t	he various methods of	depreciation in the	real time experien	ces.						
4.	Develop	in depth knowledge r	egarding bill of excl	hange & CCD & i	ts metho	ods.					
			Detaile	d Syllabus:				Duration			
Unit			Descr	iption				(24Hrs)			
	Introd	uction of Accounting	•					(24113)			
1	Origin	Meaning. Definition.	Need. Importance.	Functions and Lin	nitations	of Acc	ounting				
1	Accourt	nting principles, Gener	ally accepted accou	nting principles, I	Postulate	es of Ac	counting Double	6			
	entry s	ystem.									
	Record	ding Transactions &	Final accounts of S	ole Traders:	. 1	1 4					
2	colum	al, Ledger, Trial Baland	ce, Cash Book (sing n Statement, Trading	e column, double Accounts, Profit	and Lo	and th	ree unt and	0			
	Balanc	e Sheet.	,	5 ,				8			
	Accou	nting for Depreciatio	n								
3	Meani	ng, Importance, Metho	ods of providing dep	preciation (straight	t time, d	iminish	ing,	8			
	annuity	y), Reserves and Provi	sions.					0			
	Bill of	Exchange:									
	Meanii	ng – Definition – Impo	rtance, Promissory	Note – Recording	bill trar	isaction	(honoring,				
4		oring, discounting)						8			
	Bill Ra	uise – Verification of B	ill – Analyzing Outs	tanding – Ledger	Reconc	iliation	- Follow-up for				
	Payme	nt – Payment Clearance	ze.	suntaing Deager	recone	mation	Tonow up for				
Text	Books:										
1.	Jonath	an Berk, Peter DeMarz	zo, and Ashok Tham	np., <i>Financial Man</i>	agemen	t.					
2.	2. I.M. Pandey, <i>Financial Management</i> , Vikas Publication.										
Refer	Reference Books:										
1.	1. Khan and Jain TATA, Financial Management, McGraw-Hill										
2.	2. I.M. Pandey, Financial Management, Vikas Publication.										
3. 1	S. Sud Prasann	arsana Reddy, Financi a Chandra, Financial N	al Management Prin	ciple and Practice	es.						

Program	ogram: B. Voc. (Logistics Management) Semester: II									
Course	e: Ability Enhancement Course II: Soft Skill					Code: VLM22402				
	Teaching Scheme   Evaluation Scheme									
PI	R Hours Credit IE 1						TW	Total		
2	2 2 1 - 50									
Objectives:         1. To introduce students to four skills of language         2. To expose students to public speaking         3. To equip students with fundamental skills for expressing thoughts in effective manner										
Guid Total	Course Outcomes:         After learning the course students will be able to;         1.       Understand the importance of listening and reading skills         2.       Write well developed paragraphs and instructions         3.       Develop skills required for public speaking         4.       Present themselves effectively in different contexts         Guidelines :         Total : 6.									
			Detaile	ed Syllabus:						
Sr. No.				Description						
1	Introc Impor	luction to Soft Skills rtance, need of soft sk	with special referen ills, Soft Skills V/s	ce to language ski hard skills	ills					
2	Lister Impor	ning Skills rtance, Types and tech	nniques for effective	e listening. Assigr	nment	: Listen a	and summarize	the content.		
3	Readi Tips f Assig	ing Skills for effective reading, ' nment: Read the give	Гуреs of reading. n article/text and su	mmarize in your	own w	vords				
4	Writin Tips f Assig	ng Skills 1- Paragraph for effective writing, ( nment: Write a logica	Cohesion and coher l and well develope	ence in writing ed paragraph on th	ne give	en topic.				
5	Writin Writin	ng Skills 2 – Writing and one of the second se	instructions compete instruction	s Assignment: W	rite in	struction	s for processes	or activities		
6	Speaking Skills 1 – Self Introductions Tips for effective public speaking Assignment: Self introductions and describing job profiles.									
7	Speaking Skills 2 – Group Discussions         Assignment: Group Discussions and narrative incidents									
8	Speaking Skills 3 – Presentations Assignment: Presenting ideas and thoughts before an audience.									
9	9 Communication Skills 7 Types of communication and barriers to communication Assignment: Role play									
Ketere 1. Rao 2. Salar 3. Patil	Prasad ia R.S., Z.N., W	DOKS: N D V, English Gran and Kumar K.B., Effo Valke B., Thorat A., ar	nmar and Composit ective Communicat ad Merchant Z., Eng	ion, S. Chand and ion Skills, Khann glish For Practical	Co. F a book Purp	Pvt. Ltd, c publish oses, Ma	2017. ing co. (P)Ltd, cmillan Publica	2020. ation.2016.		

- Mishra S., and Muralikrishna C., Communication Skills for Engineers, Pearson India Publication,2011.
   Bhatia V., Business Communication, Khanna book publishing co. (P)Ltd, 2013.

Progra	Program: B. Voc. (Logistics Management) Semester: II										
Course: Value added Course II: IT Tools Code: VLM22502						VLM22502					
Teaching Scheme Evaluation Scheme											
Prac	ctical	Hours	Credit	IE 1	IE 2 TW						
2	2 2 1 - 50 50										
<b>Course</b> 1. 2.	<b>Object</b> To unde To learn	ives: erstand use of comput a and understand the I	er-based system in MS office world usi	communication aing simple tools.	nd fundamen	tals of Internet					
Course After le 1. 2.	Outcon arning th Demons Compre	nes: the course, students w strate the computer co hend the use of MS c	ill be able to omponents and how ffice and Internet C	they are used for Communication	r communicati	on and networki	ng.				
<b>Guideli</b> Total : (	<b>ine:</b> 6 experii	ments/assignments to	be conducted								
	[		Detail	ed Syllabus:							
Sr No				Description							
1	Study	of Basic Computer fu	indamentals.								
2	Demor	nstrate and Study of d	lifferent types of co	mputer networks	and internet.						
3	Create and manage professional documents using MS word.										
4	Create	and manage data usi	ng MS excel.								
5	Create	and manage presenta	tions using powerp	oint.							
6	6 Study of Internet Communication: Email, Social Media, etc.										
Text E	Books:										
1. 2. 3. 4. 5.	Kumar Orchid Jain S. Kurose <i>interne</i> Thareja	B., <i>Mastering MS O</i> s, <i>Microsoft Office 2</i> , Kartika Geeta, <i>Micr</i> James F., and Ross et, Pearson Publicatio a Reema, <i>Fundament</i>	ffice: Concise Hand 007, MS Office Ser osoft Office 2010 T Keith W., A Compu n, 2017. als of Computers, C	lbook with screen ies, 2018 Graining Guide, B ater Networking: Dxford University	<i>ishots</i> , V&S F PB Publicatio A <i>top-down aj</i> 7 Press, 2019.	Publishers, 2017. ons 2015. oproach featurin	g the				

- Ed Tittel, and Muthukumaran B., *Computer Networking*, Schaum's Outlines, TATA Mcgraw Hill Publications, 2006.
   Peter Norton, *Introduction to Computers*, Tata Mcgraw Hill Publication, 2005.

Progr	am: B. V	/oc. (Logistics Ma	Semester: II							
Course: On Job Training (LSC/Q0102):				Code: VLM22602						
	ſ	<b>Feaching Scheme</b>		Evaluation Scheme						
	Practical	Hours	Credit	TW	PR	OR	Total			
	20	20	10	-	200	-	200			
Guide descrij	lines: Students y ption and person	will take on-the-jot al attributes.	training in the indus	stry in the don	nain of Logisti	cs as per the f	following job			
Cour	se Objectives:									
1.	To expose stud	lents to the industry	y environment and en	hance their te	chnical skills	while working	g in			
	Private/public	enterprises, govern	ment agencies, resea	rch labs, or an	y other organi	ized technical	club.			
2.	To apply know techniques to r	ledge and abilities eal-life industrial v	relevant to engineeri vork/projects.	ng technology	concepts, pri	nciples, and				
3.	To develop hig	her-order thinking	skills to work with p	eople of diver	se background	ds and culture	s and			
	work effective	ly within cross-disc	ciplined environment	s.						
Cour	se Outcomes:									
On th	e completion of	the OJT, student	s will be able to –							
1.	To apply theor	etical knowledge ii	n real-life application	s with new pe	rspectives to p	problem-solvi	ng.			
2.	To practice con employment.	nmunication and te	eamwork skills while	building a pro	ofessional netv	work of prosp	ective			
3.	To write techni presentations S	ical reports and doo kills	cument the project or	atcomes along	with enhancir	ng the technic	al			
Job R	ole: Warehouse	Supervisor								
	Job Descrip	tion								
	The individual supervises day-to-day operations at a warehouse by allocating resources, managing activities, and coordinating with clients and regulatory bodies. He/ She is also responsible for measuring and reporting the effectiveness of warehousing activities and employees' performance									
	Job Specification									
	The job holder should be physically and medically fit to undertake a warehouse operation which includes long-standing hours and occasional material movement. He/ She should be observant, diligent, and have good mathematical ability.									
	He/ She sho vernacular la	uld have good tea	m management skill	s and should	communicate	effectively in	English and			
	He/ She mu Skillsin Eng	He/ She must have good PC Knowledge of MS Word, Excel and Power point as well as basic Math Skillsin English and vernacular language.								