

**SARDAR PATEL UNIVERSITY**  
**PROGRAMME: BACHELOR OF VOCATION (Supply chain & Logistics)**  
**SEMESTER – IV**  
**Syllabus with effect from: JUNE 2016**

<b>Paper Code: UB04FBVS01</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Human Resource Management- II</b>	

Unit	Description in detail	Weighting (%)
<b>1</b>	<p><b><u>Managing Performance and Compensation</u></b>  <b><u>Performance Appraisal:</u></b>            Concept of Performance Appraisal            Objectives of Performance Appraisal            Importance of Performance Appraisal            Techniques of Performance Appraisal-            a) MBO b) BARS            a) Checklist b) Paired Comparison            Limitations of Performance Appraisal</p> <p><b><u>Compensation:</u></b>            Concept of Compensation            Types of Compensation            Factors affecting Compensation</p>	<b>25%</b>
<b>2</b>	<p><b><u>Maintaining and Retaining Human Resources</u></b>  <b><u>Promotion:</u></b>            Concept &amp; Basis for Promotion            Promotion Policy</p> <p><b><u>Transfer:</u></b>            Concept of Transfer            Need &amp; Objectives of Transfer            Types of Transfer            Transfer Policy</p>	<b>25%</b>
<b>3</b>	<p><b><u>Integrating Human Resources</u></b>  <b><u>Industrial Relations:</u></b>            Concept of Industrial Relations            Objectives of Industrial Relations            Approaches to Industrial Relations            Causes of poor Industrial Relations            Measures for improving Industrial Relations</p> <p><b><u>Industrial Disputes:</u></b>            Meaning &amp; Definition of Industrial Disputes            Causes of Industrial Disputes            Prevention of Industrial Disputes</p>	<b>25%</b>
<b>4</b>	<b><u>Occupational Health and Safety</u></b>	<b>25%</b>

	Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	
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**Basic Text & Reference Books:**

1. K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4<sup>th</sup> Edition – Reprint 2008.
3. P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

**Note: Latest Edition of Text books may be used.**

**Programme: B.voc (SEM IV)**

<b>Paper Code:</b> UB04FBVS02	<b>Total Credit:3</b>
<b>Title Of Paper:</b> ENVIRONMENTAL STUDIES II	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
I	<b>Environmental Pollution</b> Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought	25%
II	<b>Social Issues and the Environment</b> Urban problems related to energy Water conservation, rain water harvesting, watershed management Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion.	25%
III	<b>Human Population and the Environment</b> Population growth, variation among nations. Population explosion – Family Welfare Programme. Role of Information Technology in Environment and human health.	25%
IV	<b>Sustainable Development Sustainable</b> Urban future – Rural Development Business Responsibility One Case Study.	25%

**Basic Text & Reference Books:-**

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.

**Programme: B.voc (Sem IV)**

<b>Paper Code:</b> UB04FBVS03	<b>Total Credit:3</b>
<b>Title Of Paper: Public Relations &amp; Corporate Communication</b>	

Unit	Description in detail	Weighting (%)
I	<b>Attitude and emotional intelligence</b> Importance of Attitude, Meaning of positive thinking and positive attitude Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life	25%
II	<b>Vision, Goal setting &amp; Time management</b> Meaning of vision Doing things for the right purpose Setting and achieving goals Importance of goal setting Methods to achieve set goals General principles of stress management and time management	25%
III	<b>Communication skills</b> Significance, process of communication, forms, communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume, Gd & interview	25%
IV	<b>Career planning</b> Career of planning Awareness of different Sources of information Choosing a career and career counseling.	25%
	<b>Skill development</b> Extempore speeches just a minute Role play	

**Basic Text & Reference Books:**

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

**Note: Latest Edition of Text books may be used**

**Programme: B.voc (Sem IV)**

<b>Paper Code: UB04FBVS04</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Insurance Laws and Practices IV</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>I</b>	<b>General Principles and Concepts of Insurance</b> Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
<b>II</b>	<b>Life Insurance</b> Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25%
<b>III</b>	<b>Fire Insurance</b> The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
<b>IV</b>	<b>General Insurance</b> Application of principles in General Insurance contacts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

**Basic Text & Reference Books**

- Kuchhal,M C and Vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

**Note: Latest Edition of Text books may be used.**

### B.Voc Semester IV

<b>Paper Code: UB04CBVS01</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Supply chain &amp; Logistics-IV</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>Unit: 1</b>	<b>Shipping Industry and Business:</b> Description of a ship – Uses of a ship or a floating vessel – Classification of ship(route point)(cargo carried) – Superstructure – Tonnages and Cubics – Drafts and Load lines – Flag Registration – Different Cargo (Packing, Utility or Value) – Trimming – Cleansing – Unitized Cargo.	25%
<b>Unit: 2</b>	<b>Stevedoring, Lighterage Services and Security:</b> Port Trusts – Operational unit – Services – Seaports – Vessel Operations – Pilotage – Stevedoring – Dock Labour Boards – charges – Automated Container Handling – Security at Ports and Harbours – Role of Security Agencies – Lighterage Services.	25%
<b>Unit: 3</b>	<b>Shipping Lines:</b> Hub and Spoke – Process Flow – Advices _ Booking – Containerization – Containers – Container Nubering – Process Flow – Shipping Sales – Leads – Quotations – Customer Service.	25%
<b>Unit: 4</b>	<b>Operations:</b> Volume/Weight Calculations – Shipment Planning Basics – Preparing and Loading Containers – Types of container services – FCL – Consolidation – LCL – Advanced Scientific Shipment Panning – Container De-stuffing.	25%

#### **Basic Text & Reference Books:**

- ❖ John F. Wilson. Carriage of Goods by Sea. Harlow: Longman
- ❖ J.R.Whittaker. Containerization. Hemisphere: Wiley
- ❖ Cyril Frederick Hardy Cufley. Ocean Freights and Chartering. Adlard Coles Nautical

**Note: Latest Edition of Text books may be used.**

**Programme: B.voc (Sem IV)**

<b>Paper Code: UB04CBVS02</b>	<b>Total Credit:5</b>
<b>Title Of Paper: International Logistic Management</b>	

Unit	Description in detail	Weighting (%)
I	<b>Integrated Logistics Management:</b> Concept, Evolution and Development, Importance of logistics management in international business, <b>International Logistics:</b> functions and intermediaries. Issues involved in movement of goods. Logistics information system – positioning information in logistics, logistics information systems design	25%
II	<b>The General Structure of Shipping Industry:</b> C.argo types, vessels and vessel characteristics, linear operations and tramp operations, chartering of bulk ocean carriers, the ocean linear conference system, freight structure and practices, coordination, role of intermediaries – forwarding and clearing agents, freight brokers, stevedors and shippers agents.	25%
III	<b>Warehousing and Containerization:</b> Warehousing , repacking and other value added service provided by logistics service providers. 3 PL and 4 PL logistics service. Performance measurement of logistic systems. <b>Containerization:</b> types of containers and ICDs. Layout and working of container terminals. Port system and sub systems, port organization and management.	25%
IV	<b>Rail Transport Systems:</b> Types of railway wagons, rakes, marshalling operations and yards, Railway goods freight structure, Railway Parcel service operations. Railway goods service operations. Procedure for availing railway parcel or goods service and the documentations involved.	25%

**Basic Text & Reference Books:-**

- ❖ James F. Robbison & William C. Capaciano (editors), The Logistics Handbook
- ❖ Donald F. Wood et.al., International Logistics
- ❖ Douglas Lambert and James R. Stock, Strategic Logistics Management.

**Note: Latest Edition of Text books may be used.**

**Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher**

## B.Voc Semester IV

<b>Paper Code: UB04CBVS03</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Supply chain Management</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
<b>1</b>	<b>Supply Chain Management and Logistics:</b> An Introduction – Integrated Logistics Management – Concept – Evolution and Development – Difference – Role – Scope – Functions and Importance – The new Manufacturing and Distribution Practices in the light of Globalized Economy – Local and International Supply Chains – Benefits and Issues.	<b>25%</b>
<b>2</b>	<b>Key Supply Chain Business Processes:</b> Planning – Sourcing – Producing – Distributing and Paying – Managing material flow and distribution – Distribution and Planning Strategy – Warehousing and Operations Management – Transportation Management – Inventory Management.	<b>25%</b>
<b>3</b>	<b>Purchasing and Supplier Management:</b> Sourcing and Supplies Management, Outsourcing – Global Sourcing – Vendor Identification – Selection – Evaluation – Development – Supplier Relationship Management – Supplier Quality Management – Supply Chain Performance.	<b>25%</b>
<b>4</b>	<b>Forecasting Systems Design:</b> Customer Service Management and Measurements – CRM – Manufacturing Logistics – Pricing Strategies – SCM Relationships – Third Party Logistics and Fourth Party Logistics – SCM Network Design and Facilities Development – SCM Planning and Development Strategies – Supply Chain Uncertainties – Supply Chain Vulnerabilities.	<b>25%</b>

### Basic Text & Reference Books

- ❖ Martin Christopher. Logistics and Supply Chain Management
- ❖ Sunil Chopra and Peter Meindal. Supply Chain Management
- ❖ Donald J. Bowersox and David J. Closs. Integrated Logistics Management
- ❖ N. Chandrasekharan, Supply Chain Management



**Programme: B.voc (Sem IV)**

<b>Paper Code:</b> UB04CBVS04	<b>Total Credit: 5</b>
<b>Title Of Paper: Operation Management</b>	

Unit	Description in detail	(%)
I	<b>Fundamentals of Operations Management</b> Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management - Role and responsibility of operations managers in modern business environment.	25%
II	<b>Production Process and Plant Layout</b> Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout - Types of plant layout (Process, Product and Fix layout)	25%
III	<b>Work Design</b> Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study	25%
IV	<b>Operation/Production Planning and Control</b> Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control	25%

**Basic Text & Reference Books:-**

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGrew Hill
- Modern Production Management by E.S.Buffa.

**Note: Latest Edition of Text books may be used.**

**Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher**