

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

<b>Paper Code: UB03FBVS01</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Human Resource Management- I</b>	

Unit	Description in detail	Weighting (%)
<b>1</b>	<p><b><u>Nature &amp; Scope of Human Resource Management</u></b>            Concept of Human Resource Management            Characteristics of Human Resource Management            Objectives of Human Resource Management            Importance of Human Resource Management            Scope of Human Resource Management            Functions of Human Resource Management            Evolution of the concept of Human Resource Management</p>	<b>25%</b>
<b>2</b>	<p><b><u>Human Resource Planning &amp; Job design</u></b>            Concept of Human Resource Planning            Objectives of Human Resource Planning            Need &amp; Importance of Human Resource Planning            Process of Human Resource Planning            Problems in Human Resource Planning            ❖ <b><u>Job Design:</u></b>            Concept of Job Description &amp; Job Specification            Job Description v/s Job Specification            Concept &amp; methods of Job Design</p>	<b>25%</b>
<b>3</b>	<p><b><u>Career Planning and Development</u></b>            Meaning of Career Planning            Objectives of Career Planning            Process of Career Planning            Advantages and Limitation of Career Planning</p>	<b>25%</b>
<b>4</b>	<p><b><u>Human Resource Development</u></b>            Concept of Human Resource Development            Difference between HRM &amp; HRD            Need and Significance of HRD            Principles of HRD            Employee Counselling            Six Sigma</p>	<b>25%</b>

**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 III)**

1.

<b>Paper Code: UB03FBVS02</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Environmental Studies-I</b>	

2.

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting</b>
<b>1</b>	<b>Overview of Environmental Studies:</b> Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	<b>25 %</b>
<b>2</b>	<b>Natural Resources and Associated Problems</b> Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	<b>25 %</b>
<b>3</b>	<b>Ecosystems</b> Concept, Structure, Function. Types, Characteristics, Threats of following ecosystems Forest, Grassland, Desert and Aquatic Ecosystems Role of Individuals in sustaining the above types of Ecosystems	<b>25 %</b>
<b>4</b>	<b>Biodiversity</b> Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	<b>25 %</b>

**Basic Text & Reference Books:**

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p

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

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

<b>Paper Code: UB03FBVS03</b>	<b>Total Credit:5</b>
<b>Title Of Paper: Soft Skills for Business</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting</b>
I	<b>Elements of communication</b> Meaning, importance, objectives of communication Process of communication, Types, Nonverbal communication-Body language, gestures, postures, Facial expression, Dress code. The cross cultural Dimensions of business communication Listening & speaking. Eliciting Response, Business and social etiquette	25%
II	<b>Public speaking</b> Importance, principles of effective speaking & presentations Speech for introduction of a speaker Speech for vote of thanks Occasional speech Use of technology	25%
III	<b>Interview Techniques</b> Importance Art of conducting and giving interviews Placement interviews Discipline interview	25%
IV	<b>Meeting</b> Importance Participating and conducting group discussions Brain storming, e-meeting Preparing Agenda and minutes of the meeting	25%
	<b>Skill development</b> Draft your bio data Prepare your career plan	

**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**

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

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

<b>Paper Code: UB03FBVS04</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Banking laws and practices</b>	

Unit	Description in detail	Weighting (%)
I	<b>Overview of banking Regulatory Framework</b> Provision of RBI act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act,2002 Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance	25%
II	<b>Legal Aspects of banking Operations</b> Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities  Valuation of securities, special features of Recovery of Debts Due to banks and financial institutions Act,2013	25%
III	<b>Banker- Customer Relations</b> The legal relationship between banker and customer Unincorporated bodies Financial advice, letters of introduction and other services Rendered by banks Special features of the relationship between banker and customer The mutual rights and duties, Power to combine Different accounts	25%
IV	<b>Electronic banking &amp; IT in Banks</b> Introduction, IT applications in banking , computer based information systems for banking Electronic fund management, Electronic commerce and banking Customer relationship management	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.**

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

<b>Paper Code: UB03CBVS01</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Supply chain &amp; Logistics-III</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>Unit: 1</b>	<b>Planning and Resourcing:</b> Need for Planning – Fleet management – Main types of road freight transport – Transport resource requirements – Vehicle routing and scheduling issues – Data requirements – Manual methods of vehicle routing and scheduling – Computer routing and scheduling – Information system applications – GPS – RFID.	25%
<b>Unit: 2</b>	<b>Vehicle Selection:</b> Types of vehicles – Types of operations – Load types and characteristics – Main types of vehicle body - Implications of vehicle selection – Vehicle acquisition.	25%
<b>Unit: 3</b>	<b>Vehicle Costing:</b> Reasons for road freight transport vehicle costing – Main types of costing systems – Vehicle standing costs – Vehicle running costs – Overhead costs – Costing the total transport operation – Whole life costing – Vehicle cost comparisons – Zero-based budget.	25%
<b>Unit: 4</b>	<b>Documenting and Information Flow:</b> Advices – Planning – FTL – LTL – Documentation – Road Receipts / Truck Receipts / Way Bills (RR / LR) - Consignment note CMR (EU & Canada) – Booking – Invoicing & Information Flow - Long Haul – Coordination with terminals – Exceptional Loads (Project Cargo).	25%

**Basic Text & Reference Books:**

- ❖ Logistics of facility location and allocation / Dileep R. Sule (Marcel Dekker)
- ❖ Logistics & supply chain management / Martin Christopher (Prentice Hall Financial Times)
- ❖ The management of business logistics / John J. Coyle, Edward J. Bardi, C. John Langley (West Publishing Company)
- ❖ Manufacturing operations and supply chain management : the LEAN approach / [edited by] David Taylor and David Brunt (Thomson Learning)
- ❖ Operations and process management : principles and practice for strategic impact / Nigel Slack (Financial Times Prentice Hall)
- ❖ Logistics and Distribution Management: Alan Rushton, Phil Croucher, Peter Baker (CILT)

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

**Programme: B.VOC**  
**Semester: III**

<b>Paper Code:</b> UB03CBVS02	<b>Total Credit: 5</b>
<b>Title Of Paper: Warehouse Management</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>1</b>	<b>Introduction to Warehousing:</b> Concepts – Decision making – Operations – Need for warehousing – Issues affecting warehousing – Various warehousing facilities – Different types of ware houses – Characteristics of ideal ware houses.	<b>25 %</b>
<b>2</b>	<b>Introduction to Inventory Management:</b> Role in supply chain – Role in competitive strategy - Role of inventory – Functions of inventory - Types of inventory – WIP inventory – Finished goods inventory – MRO inventories – Cost of inventories - Need to hold inventory.	<b>25 %</b>
<b>3</b>	<b>Warehouse Management Systems:</b> Introduction – The necessity of WMS – Logics of determining locations and sequences – Independent demand systems – Uncertainties in material management systems – Dependent demand systems – Distribution resource planning.	<b>25 %</b>
<b>4</b>	<b>ABC Inventory Control:</b> Managing inventories by ABC – Multi – echelon inventory systems - Managing inventory in multi echelon networks – Managing inventory in single echelon networks. Various approaches – Distribution approaches – The true multi echelon approach.	<b>25 %</b>

**Basic Text & Reference Books:**

- ❖ Martin Christopher. Logistics and Supply Chain Management. Pearson
- ❖ Raghuram G. Logistics and Supply Chain Management. Mac Millan

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

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

<b>Paper Code: UB03CBVS03</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Principles of Logistics information system</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
<b>1</b>	<b>Information Technology and Logistics:</b> Electronic Data Interchange - Personal Computers -Artificial Intelligence/Expert system - Communications Bar coding and Scanning - Electronic Data Interchange standards – Communication - Information and Future directions.	<b>25%</b>
<b>2</b>	<b>Information Technology for Supply Chain Management:</b> Bull whip effect - IT in supply chain - Business Process Reengineering - Enterprise Resource Planning – EDI Problems with EDI - Impact of Internet on SCM.	<b>25%</b>
<b>3</b>	<b>Logistics Information:</b> Meaning and Need Forms – LIS – Definition - Information functionality - activities involved in transaction system - Principles of designing or evaluating LIS applications.	<b>25%</b>
<b>4</b>	<b>Information Forecasting:</b> Definition – Process – Component - Characteristic of forecast compound – Approaches - Forecast techniques - Forecast error – E-Commerce.	<b>25%</b>

**Basic Text & Reference Books**

- ❖ David J. Bloomberg, Stephen LeMay & Joe B. Hanna. Logistics. Prentice-Hall of India Pvt Ltd., New Delhi, 2003.
- ❖ Donald J. Bowersox & David J. Closs. Logistical Management. Tata McGraw Hill Publishing Co. Ltd, New Delhi, 2004
- ❖ Satish C. Ailawadi & Rakesh Singh. Logistics Management. Prentice-Hall of India Pvt Ltd., New Delhi, 2005
- ❖ Donald Waters. Logistics. Palgrave Macmillan, New York, 2004
- ❖ Krishnaveni Muthiah. Logistics Management & World Sea borne Trade. Himalaya Publishing House, Mumbai, 1999
- ❖ Sarika Kulkarni. Supply Chain Management, Tata Mc- Ashok Sharma Graw Hill Publishing Co Ltd., New Delhi,2004

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



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

<b>Paper Code: UB03CBVS04</b>	<b>Total Credit:</b>  <b>3</b>
<b>Title of Paper: Basic Tally 9.2</b>	

	<b>Description in detail</b>	<b>Weightage (%)</b>
<b>1</b>	<b>Basic of Accounting:</b> What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	<b>25 %</b>
<b>2</b>	<b>Steps for working in the Tally:</b> Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	<b>25 %</b>
<b>3</b>	<b>Inventory Management:</b> Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	<b>25 %</b>
<b>4</b>	<b>Practical Training and Assignments</b>	<b>25%</b>

**Basic Text & Reference Books:**

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani “Implementing Tally 9”BPB Publication, latest edition.

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