



S. P. Mandali's

R. A. PODAR COLLEGE OF COMMERCE AND ECONOMICS

(EMPOWERED AUTONOMOUS)

Matunga, Mumbai-400019

A I C T E APPROVED

DTE CODE: 3568

Course Structure

BACHELOR OF BUSINESS ADMINISTRATION

(SHIPPING & LOGISTICS MANAGEMENT)

FYBBA-Semester I & II

S P Mandali's

R. A. PODAR COLLEGE OF COMMERCE AND ECONOMICS

(EMPOWERED AUTONOMOUS)

Matunga, Mumbai-400 019

Syllabus And
Question paper pattern

BACHELOR OF BUSINESS ADMINISTRATION

(SHIPPING & LOGISTICS MANAGEMENT)

FYBBA -Semester I

Syllabus as per National Education Policy 2020

To be implemented from Academic Year 2025-2026

HYPERLINK "http://www.rapodar.ac.in" www.rapodar.ac.in

**Bachelor of Business Administration (BBA) Programme
(Shipping & Logistics Management)
Syllabus as per National Education Policy 2020
Course Structure
F.Y.B.B.A (Level 4.5)
(To be implemented from Academic Year- 2025-2026)**

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1	Major (06 credits)		1	Major (06 credits)	
1.A	Shipping & Logistics Management- I		1.A	Shipping & Logistics Management- II	
1.A.a	Logistics Management	03	1.A.a	Maritime Industry	03
1.A.b	Geography of Sea Transport	03	1.A.b	Shipping Management	03
2	Minor (03 credits)		2	Minor (03 credits)	
2.A.a	Economics – I	03	2.A.a	Economics II	03
3	General Elective (GE)/ Open Elective (OE) (03 Credits)		3	General Elective (GE)/ Open Elective (OE) (03 Credits)	
3.A.a	Organizational and Functional aspects of Multimodal Transport Operator	03	3.A.a	Computer Applications and System	03
4	Vocational & Skill Enhancement Courses (VSEC) (02 credits)		4	Vocational & Skill Enhancement Courses (VSEC) (04 credits)	
4.A	Vocational Skill Course (VSC)		4.A	Vocational Skill Course (VSC)	
	----- NA-----		4.A.a	Intellectual property Rights	02
4.B	Skill Enhancement Course (SEC)		4.B	Skill Enhancement course (SEC)	
4.B	Office Automation	02	4.B	Techniques & Procedures of Freight forwarding	02
5	Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (08 credits)		5	Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (06 credits)	
5.A	Ability Enhancement Course (AEC)		5.A	Ability Enhancement Course (AEC)	
5.A.a	Language & Literature-I	03	5.A.a	Language and Literature - II	03
5.B	Value Enhancement Course (VEC)		5.B	Value Enhancement Course (VEC)	
5.B.a	Mathematical techniques	03	5.B.a	Statistical techniques	03
5.C	Indian Knowledge System (IKS)				
5.C.a	Indian traditional approach in conservation and sustainability	02		-----NA-----	
TOTAL	CUMULATIVE CREDITS		22	TOTAL	CUMULATIVE CREDITS
					22

Exit option at the end of the first year (on completion of semester I and semester II):

Under Graduate Certificate in **Shipping and Logistics Management** will be awarded to a learner on fulfillment of the following conditions:

- The learner should have acquired 44 credits in Semester I and II considered together.
- The learner should acquire an additional 4 credits as per norms by completing recognized courses under the National Skill Qualification Framework (NSQF) such as Introduction to Warehouse Safety, Warehouse Management: Employees, Safety & Warehouse Costs, and Internship.

**Bachelor of Business Administration
(Shipping And Logistics Management) Programme
Syllabus of courses of FYBBA
(With effect from the Academic Year 2025-2026)**

1. Major

Logistics Management (3 Credits)

Semester I

1.Major	
1.A Shipping & Logistics Management	
1.A.a Logistics Management	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To sensitize the learner about the basics of logistics management
CObj 2	To enable understanding of concepts and functions of logistics
CObj 3	To understand the government policies related to logistics
Course Outcomes	
COOut 1	Understanding of concepts of logistics management, evolution, components of integrated logistics system, functions and roles of transportation in logistics management.
COOut 2	Study the factors involved in calculating transportation costs
COOut3	Gain knowledge about physical distribution, logistics outsourcing, third-party logistics (3PL), and fourth-party logistics (4PL).
COOut 4	Analyze the challenges associated with managing product returns in reverse logistics.
COOut5	Explore how reverse logistics can be utilized as a competitive advantage and strategies for measuring the effectiveness and efficiency of a logistics system.
COOut6	Assess the impact of government policies and regulations on logistics operations, Analyze the guidelines and principles that govern material handling systems.
COOut 7	Assess the key factors and growth drivers influencing the Indian logistics industry.
COOut8	Explore functions and roles of transportation in logistics management.
COOut9	Evaluate the role of information systems and technology in enhancing logistics management
COOut10	Devise strategies for optimizing customer service within a logistics management framework.

Modules at a Glance

Logistics Management		
Sr. No.	Module	No. of Lectures
1	Introduction to Logistics	15
2	Dynamics of Logistics Management	15
3	Functions, Government Policies & Regulations	15
Total		45

SYLLABUS

Sr. No.	Modules / Units
1	Introduction to Logistics
	<p>Overview of Logistics Management Definition, Nature and concept, Evolution of logistics and supply chain management, Impact of Logistics on economy and global trade, Key enablers and growth drivers of the Indian logistics industry, Key Components of logistics and their interrelationships, Integrated logistics system.</p>
2	Dynamics of Logistics management
	<p>Forecasting- Definition, types, methods, approaches, Numericals Order Processing- Order cycle and its components, order fulfillment and delivery, impact of e-commerce on order processing Packaging design considerations with respect to logistics Transportation Functions of transportation, Elements of transportation cost, Modes of transportation, Transportation infrastructure Multimodal transportation, Carrier selection, regulatory practices, Transportation management systems (TMS). Distribution Physical distribution, Logistics outsourcing, Third party logistics (3PL), Fourth party logistics (4PL), 5PL, 6PL Reverse Logistics Challenges of product return, System design for reverse logistics, Reverse logistics a competitive tool. Customer Service The measure of the effectiveness of logistics system, Handling returns, and Customer perception of service quality.</p>
3.	Government Policies & Regulations
	<p>Material Handling Material handling systems, Guidelines and principles of material handling. Information Systems Use of logistics information systems (LIS) and IT-technology for logistics, Planning and co-ordination of logistics information systems, Enterprise resource planning (ERP) systems, electronic data interchange (EDI) Managing risks in global logistics, Government policies and regulations related to logistics, Cultural considerations in international logistics.</p>

Reference Books

- Bhattacharya, S.K.; “Logistics Management – Definitions, Dimensions, and Functional Applications”; S. Chand;2nd edition 2013 or later.
- Shah, J; “Supply Chain Management; Text & Cases”; Pearson Education; 2016edition or later.
- Farahani, R.Z.; Rezapour, S.; Karday, L.; “Logistics Operations & Management: Concepts & Models”; Elsevier;2011 edition or later.
- Bhattacharya, S.K.; “Logistics Management – Definitions, Dimensions, and Functional Applications”; S. Chand;2nd e
- Ballou, R. H. (Year).
- Business Logistics/Supply Chain Management.
- Simchi-Levi, D., Simchi-Levi, E., & Chen, X. (Year). The Design of Robust Cross-Docking Systems.

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)

Logistics Management Semester End Examination and Practical Examination – 100 Marks

SEMESTER I

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor of Business Administration
(Shipping And Logistics Management) Programme
Syllabus of courses of FYBBA
(With effect from the Academic Year 2025-2026)**

1. Major

Geography of Sea Transport (3Credits)

SEMESTER- I

1.Major	
Shipping & Logistics Management- II	
1.A.b Geography of Sea Transport	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To enable the learner to comprehend the nuances of Sea transport network
CObj 2	To enable the understanding of the impact of geographic features on shipping activities
CObj 3	To create an interest in a career in sea trade
Course Outcomes	
COOut 1	Helps Identifying the world's continents, countries, seas, and oceans.
COOut 2	Locate major ports, canals, and waterways, along with their primary trade routes.
COOut 3	Analyze physical geographical features impact trade and shipping
COOut 4	Learn influence of climate, wind, tides, and currents on maritime activities
COOut5	Recognize the seasonal effects of inclement weather on shipping.
COOut6	Study the role and purpose of trade blocks like the European Union, European Free Trade Association and North American Free Trade Agreement
COOut7	Analyse how geographical features determine the selection of trade routes, advantages and disadvantages of various trade blocks.
COOut8	Explore the relationship between physical geography and economic development
COOut9	Analyze the effects of preferential trade agreements on participating nations
COOut10	Evaluate the role of the WTO in regulating and promoting international trade.
COOut11	Develop optimizing trade routes considering geographical factors that maximizes benefits for all participating countries outlining the pros and cons of different trade blocks.

Modules at a Glance

Geography Of Sea Transport		
Sr. No.	Module	No. of Lectures
1	Introduction to Earth science, Topography and Economic Geography	15
2	Application of Practical Geography	15
3	Evolution of WTO and its role on preferential trade agreements	15
Total		45

SYLLABUS

Sr. No.	Modules / Units
1	Introduction to Earth science, Topography and Economic Geography
	<ul style="list-style-type: none"> • World Geography World continents, Countries, Seas, Oceans, Location of ports, Canals, Water ways and their main trade. • Influence of Geographical Features: Physical geographical features, Climate, Wind, Tides and currents, Seasons of bad weather and their influence on shipping.
2	Application of Practical Geography
	<ul style="list-style-type: none"> • Time zones, International Date Line • Concept of daylight-saving time • Load line zones and their influence on shipping
3	Evolution of WTO and its role on preferential trade agreements
	<ul style="list-style-type: none"> • World Trade Factors affecting, Patterns of trade and the trade blocks like European Union, European Free Trade Association, North American Free Trade Agreement, Oil Producing and Exporting Countries, • Association of South East Asian Nations, South Asian Association of Regional Countries, World Trade Organization.

Reference Books

- Shinde, P; “Geography of Resources”; Sheth Publications; 2008 edition or later.
- Gupte, A.D. & Kapoor, A.N.; “Principles of Physical Geography: A Text book of Physiography”; S. Chand; 12th edition 2009 or later.
- Dr. Tikka, R.N.; “Physical Geography”; SJ Publications, Meerut, 2006 edition or later.
- Negi, B.S.; “Geography of Resources”; KedarNath Ram Nath, Meerut; 2010 edition or later.
- Lake, P; “Physical Geography”; Cambridge, University Press; 2014 edition or later.
- Heintzelmen & Highsmith, R.M.; “World Regional Geography”; Prentice-Hall; 2011 edition or later.

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Geography of Sea Transport****Semester End Examination and Practical Examination – 100 Marks****SEMESTER I****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor of Business Administration
(Shipping And Logistics Management) Programme
Syllabus of courses of FYBBA Programme
(With effect from the Academic Year 2025-2026)**

3. Minor

Economics- I (3 Credits)

Semester I

2.Minor	
Shipping & Logistics management	
2.A. Economics I	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the fundamentals of Economics at micro and macro levels.
CObj 2	To understand Economic importance of Shipping and Transport system.
CObj 3	To understand the role of government, market cycles in shipping.
Course Outcomes	
COut 1	Learner understands the basics of demand, supply and price determination in various markets.
COut 2	Learner understands the various aspects of Shipping such as its origin, its economic importance, the role of ports in transport and the role of government in shipping.
COut 3	The learner is able to understand the basics of Shipping Market Economics- Shipping market cycles, their characters, shipping risks, Sailing and Bulk shipping cycles.
COut 4	Learner understands the impact of changes in demand, supply and price determination in various markets.
COut 5	Learner understands the concept of market, saving investment, inflation and trade Cycle
COut 6	Learners understand the shipping market cycle
COut 7	Learners understand the role of government in shipping
COut 8	Learners apply knowledge of macroeconomics' various variables to understand its impact on the shipping industry
COut 9	Learners understand the freight rate mechanism
COut 10	Learner understands the importance of Shipping, transport systems & logistics Management

Modules at a Glance

Economics-I		
Sr. No.	Modules	No. of Lectures
1	Introduction to Economics and Basic Concepts	15
2	Introduction to Shipping	15
3	Shipping Market Economics	15
Total		45

SYLLABUS

Sr. No.	Modules / Units
1	Introduction to Economics and Basic Concepts
	<p>Meaning of Micro Economics and Macro Economics</p> <p>Concept of Demand, its determinants</p> <p>Concept of Supply and its determinants Determination of Equilibrium Price</p> <p>Concept of Market, various types of Market – Money Market, Capital Market</p> <p>Savings, Investments and Determination of Interest Rates</p> <p>Foreign Exchange Market, determination of Equilibrium Exchange Rate Inflation and its impact on the economy</p> <p>Trade Cycles</p>
2	Introduction to Shipping
	<p>Origin of Shipping</p> <p>Economic importance of shipping</p> <p>The role of ports in transport system</p> <p>The role of government in shipping</p>
3	Shipping Market Economics
	<p>Shipping market cycle Characteristics of shipping cycle Shipping risks</p> <p>Sailing Shipping cycles, Bulk Shipping Cycles</p>

Reference Books

- The Business of Shipping – Ira Breskin
- Maritime Economics – Martin Stopford
- Port Economics – Wayne K. Talley
- The Blackwell Companion to Maritime Economics
- The Handbook of Maritime Economics and Business Economics – Costas Grammeros
- Economics of Maritime Business – Shao Ma
- Maritime Economics: A macro-economic approach – Elias Karakitsos & Lambros Varnavides

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Economics****Semester End Examination and Practical Examination – 100 Marks****SEMESTER I****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of evaluation	Marks
Case Study/ field visits/ Project work	20
Power Point Presentation-Pre-set criteria	20
TOTAL	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping & Logistics Management) Programme
Syllabus of courses of FYBBA
(With effect from the Academic Year 2025-2026)
General Elective /Open Elective (3 Credits)
Organization and Financial Aspects of a Multimodal Transport Operator
Semester I**

4. Vocational & Skill Enhancement Courses (VSEC)	
4.A Vocational Enhancement Course (VSC)	
4.A.a Organization and Financial Aspects of a Multimodal Transport Operator	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	Students will be able to design and analyze multimodal transport routes and contracts.
CObj 2	Students will be able to explain and evaluate departmental functions and required skills within an MTO.
CObj 3	Students will be able to calculate costs, develop pricing strategies, and analyze MTO financial performance.
CObj 4	Students will be able to explain and evaluate the use of technology in MTO operations.
Course Outcomes	
COut 1	Ensures the understanding of different business derivatives of a MTO.
	Enhances a possibility of acquiring in-depth knowledge of start up as a MTO.
COut 2	Learner acquires knowledge on deeper aspects of accounting conventions & ratios.
COut 3	Learner evolves as a leader with better understanding of all aspects of management and leadership
COut 4	Ensures the understanding multimodal transport routes and contracts

Modules at a glance

Sr. No.	Organization and Financial Aspects of a Multimodal Transport Operator	No. of Lectures
1	MTO operations	15
2	Organizational Management Functions and Structure	15
3	Evaluation of Performance, Financial Performance and Administration	15
	Total	45

Sr. No.	Modules / Unit
1	MTO operations
	Introduction to concept, Legal framework, liabilities, and documentation involved in multimodal transport contracts , MTOs management of cargo, including consolidation, containerization, and handling different cargo types, Designing efficient multimodal transport routes, considering various modes, costs, and transit times, MTOs working with shipping lines, railways, trucking companies, and other stakeholders, navigation through complex customs procedures and regulations in different countries, Handling risks associated with multimodal transport, including cargo damage, delays, and liability issues, and the role of insurance
2	Organizational Management Functions and Structure
	<p>Departmental Functions: Professional roles and responsibilities of various departments within an MTO (e.g., operations, sales, documentation, finance).</p> <p>Qualifications and Courses to be pursued for Specific skills and expertise required for different roles in an MTO</p> <p>MTO's calculation of costs and set prices for their services, considering various factors like modes, distances, and handling charges.</p> <p>metrics used to evaluate the performance of MTOs, such as transit time, on-time delivery, and cost efficiency.</p> <p>Technologies for tracking shipments across different modes</p>
3	Evaluation of Performance, Financial Performance and Administration
	<p>Financial Performance ROI/ROCE</p> <p>Financial Control</p> <p>New Projects</p> <p>Evaluation of Performance</p> <p>Quoting</p> <p>Liquidity Ratios</p> <p>Working Capital or Net Current Assists</p> <p>Accounting Conventions</p> <p>Management of Working Capital</p>

Reference books:

- Elements of Financial Management by Dr R P Rustagi
- Financial Analysis for Beginners by Dr Shiva shankaran
- Financial Administration in India 2Nd Edition by Mahajan Sanjeev Kumar
Mahajan Anupama Puri, Phi Learning

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)
Organizational and Financial Aspects of Multimodal Transport Operator
Semester End Examination and Practical Examination – 100 Marks

SEMESTER I

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
 2. All questions carry equal marks

B] Internal Evaluation - 40 Marks

Method of evaluation	Total marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation Preset criteria	20
TOTAL	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
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Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026
2. Vocational & Skill Enhancement Courses (VSEC)
4.B Skill Enhancement Courses
Office Automation (2 credits)
Semester I**

4.Vocational & Skill Enhancement Courses (VSEC)	
4.B Skill Enhancement course	
Office Automation	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To build an understanding of how to use excel from scratch and then gradually scale up to higher levels of competence.
CObj 2	To equip the students with MS Excel features which will develop their foundation of using spreadsheets.
CObj 3	To provide insights into the data analysis tools in Excel so that they can extract meaningful information from vast arrays of data.
CObj 4	To familiarize students with the important functions and data visualization features available in Excel which help in performing data mining.
CObj 5	To enable the students to assign validations and protections on them excel based templates and files so that unintended / malicious intrusions over the workings may be prevented.
Course Outcomes	
COOut 1	The learners are able to assign validations and protections excel based templates and files
COOut 2	Learners are able to create Pivot Tables and Pivot Charts
COOut 3	The learner acquires knowledge about Conditional formatting
COOut4	The learners can analyze Charts of various kinds
COOut5	Learners is able to analyze more about Data Validation
COOut6	The learner knows how to Protect the Workbook and Worksheet
COOut7	The learner learns to assign read /write access passwords to files
COOut8	Learner creates and opens workbooks
COOut9	The learner is aware of the modification of columns, rows and cells

Modules at a Glance

Office Automation		
Sr. No.	Modules	No. of Lectures
1	Introduction to Excel	10
2	Essential Functions	10
3	Data Analysis, validation, and Visualizations	10
Total		30

SYLLABUS :

Sr. No.	Modules
1.	Introduction to Excel
	<ul style="list-style-type: none"> • Creating and opening workbooks • Cell basics, Modifying columns, rows and cells • Worksheet basics • Introduction to formulas • Freeze Panes, Formatting features of cells • Sort, Filters • Fill Handle • Copy a sheet • Find and Replace • Relative and Absolute Cell Referencing • Text to columns • Paste Special • Subtotals • Comments
	Essential Functions
	<ul style="list-style-type: none"> • Sum, Count, Min, Max, Average, Median, Subtotal • Date, Today, Now • If, And, Or • VLOOKUP and Hlookup • Round, Roundup and Rounddown • Sumif and Sumifs • Countif and Countifs • Averageif and Averageifs • Concatenate and Trim • Data tables, scenarios manager, goal seek and Solver

3	Data Analysis, validation and Visualizations
	<ul style="list-style-type: none"> • Pivot Tables and Pivot Charts • Remove Duplicates • Conditional formatting • Charts of various kinds • Data Validation • Protect Workbook • Protect Worksheet • Assigning read /write access passwords to files
4	Flash (2 D Animation)
	(Not to be tested for the semester end examination - Only for Practical's)

Reference books:

- "Excel 2019 For Dummies" by Greg Harvey
- "Microsoft Excel 2019 Step by Step" by Curtis Frye
- "Excel Basics In 30 Minutes" by Ian Lamont:
- "Microsoft Excel 2019 Formulas and Functions" by Paul Mc Fedries:
- "Excel 2019 Bible" by Michael Alexander and Richard Kusleika
- "Excel Dashboards and Reports" by Michael Alexander and John Walkenbach
- "Advanced Excel Essentials" by Jordan Goldmeyer and John Alexander

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Office Automation****Semester End Examination and Practical Examination – 100 Marks****SEMESTER I****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

- Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of evaluation	Total marks
Practical work	20
TOTAL	20

Paper pattern for written test of 60 marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be attempted)
Q-1	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-2	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-3	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
	Total	45	30

**Bachelor Of Business Administration
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Syllabus of courses of FY BBA Programme
(With effect from the Academic Year 2025-2026)**

**3. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
Ability Enhancement Course (AEC)
5.A.a Language & Literature-I (3 Credits)
Semester I**

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.A Ability Enhancement Course (AEC)	
5.A.a Language & Literature- I	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the effective use of PowerPoint presentation, the relevance and importance of interpersonal communication skills
CObj 2	To enhance written communication skills
CObj 3	To enable the learners to adapt to the requirements of the industry.
Course Outcomes	
COut 1	The learners learn to use statistical tools in PowerPoint presentations, and write letters of enquiry and letters of complaint.
COut 2	The practical application of preparing flyers and leaflets helps the learners demonstrate their creativity.
COut 3	The nonverbal communication skills of learners are enhanced.
COut 4	The learner is able to analyze the components of letter writing
COut 5	Learners can understand the theories of communication
COut 6	Learners can differentiate between the different modes of communication
COut 7	Learners is trained to apply ethics at work place
COut 8	Learners is able to create a resume and face job interviews with ease
COut 9	Learners can relate to the barriers of communication and are able to cope with the same
COut 10	Learners can apply the most appropriate and effective mode of communication

Modules at a Glance

Language & Literature-I		
Sr. No.	Modules	No. of Lectures
1	Theory of Communication & Obstacles to Communication in Business World	15
2	Business Correspondence	15
3	Language and Writing Skills	15
Total		45

SYLLABUS

Sr. No.	Modules
1	Theory of Communication & Obstacles to Communication in Business World
	<p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Inter personal communication: Team dynamics and collaboration Impact of technological advancements and AI on Communication Channels Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given) Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette, Computers and E- communication. Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological/ Barriers, Ways to Overcome these Barriers Listening: Types, Process and Importance of Listening Skills, Cultivating good Listening Skills. Ethics in communication.</p>
2	Business Correspondence
	<p>Theory of Business Letter Writing: Parts, structure, Layouts—Full Block, Principles Effective Letter Writing Principles of effective Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter, Resume, LinkedIn profile, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment and Promotion, Letter of Recommendation]</p>

3	Language and Writing Skills
	<p>Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc</p> <p>Cohesion and Coherence, etc [Interpretation of technical data, Composition on a given situation, a short informal report & improvisation Activities] Listening, Comprehension, Speaking Skills: Presenting a News Item, Dialogue and Speeches</p> <p>Paragraph Writing: Preparation of the first draft, Revision and Self Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>

Reference Books:

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organizational Management through Communication. Podar: Nurturing Intellect Creating Personalities
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswathapa, K (1991) Organizational Behavior, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, LSue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA
- Banerjee, Bani P (2005) Foundation of Ethics in Management, Excel Books
- Businessworld Special Collector's Issue: Ethics and the Manager
- Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Language & Literature****Semester End Examination and Practical Examination – 100 Marks****SEMESTER I****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

- Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of evaluation	Marks
Book review	20
Translation of newspaper article	20
TOTAL	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA Programme
(With effect from the Academic Year 2025-2026
Ability Enhancement Courses, Value Enhancement Course
Value Enhancement Course (VEC)
5.B.a Mathematical Techniques-I (3 Credits)
Semester I

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.B Value Enhancement Course (VEC)	
5.B.a Mathematical Techniques-I	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To provide primary knowledge regarding Mathematics which can be used in logistics and supply chain management decision making.
CObj 2	To enable the students to gain knowledge about the valuation of investments basic mathematical tools used in logistics and supply chain management.
CObj 3	To ensure that the learners are able to graphically represent the data
Course Outcomes	
COut 1	Learners can comprehend the concept of annuity and concept of sinking fund
COut 2	Learners are able to distinguish between the concept of share and mutual funds in Constant
COut 3	Learners are able to analysis and interpret graphical data

Modules at a Glance

Mathematical Techniques		
Sr. No.	Modules	No. of Lectures
1	Shares, Mutual Fund	15
2	Interests and Annuity	15
3	Linear Programming Problems	15
Total		45

SYLLABUS

Sr. No.	Modules
1	Shares, Mutual Fund
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering Entry load, exit load, dividend, change in net asset value Inventory Accounting Methods (FIFO, Weighted Average)
2	Interests and Annuity
	Simple interest, compound interest, interest compounded more than once a year nominal, effective and continuous rates of interest. Types of Annuities Immediate (ordinary) annuity, its present value and future value. Equated Monthly Instalments (EMI) using reducing interest system, amortization of loans
3	Linear Programming Problem
	Mathematical Formulation of LPP Solution to the LPP using Graphical Method Transportation: Assignment, NW Corner Decision theory PERT, CPM

Reference Books (with Chapters):

- Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge low-price editions, 2000.
- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
- Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata Mc Graw Hill Publishing Company Ltd.
- Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata Mc Graw Hill Publishing Company Ltd
- Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- Business Mathematics by Bari – New Literature publishing company, Mumbai
- Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi
- R.S. Agarwal Quantitative Aptitude for Competitive examination Publication S chand

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)
Mathematical Techniques
Semester End Examination and Practical Examination – 100 Marks
SEMESTER I

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
 2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA Programme
(With effect from the Academic Year 2025-2026)**

**5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
Indian Traditional approach in conservation and sustainability (2 Credits)
Semester I**

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.C Indian Knowledge System (IKS)	
5.C.a Indian Traditional approach in conservation and sustainability	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	The course will enable the learner to understand the scientific and moral value of traditional ancient Indian knowledge.
CObj 2	The course is expected to convert ancient wisdom to the applied aspects of the modern scientific paradigm.
CObj 3	The course is expected to create interest and excitement in the learner to explore more on the specific area of knowledge.
CObj 4	The course is expected to empower the learner to inspire others in learning our own traditional practices of sustainability.
CObj 5	The course is expected to develop the interest in the learner to do further research in the specific area of knowledge.
Course Outcomes	
COut 1	The learners shall be able to acknowledge the contribution of traditional Indian wisdom in various commercial fields.
COut 2	The learner should be able to draw connections between the trade & commercial activities along with their influence on the environment and the efforts to address the same.
COut 3	The learners shall be able to identify traditional eco-friendly options for current modes of transportation.
COut 4	The learner should be able to understand the ancient practices of resource conservation and to have a holistic approach towards sustainable development in modern times.
COut 5	The learners should be able to analyze the current practices of land management with respect to ancient Indian practices for the conservation of the same.
COut 6	The syllabus shall enable the learners to correlate the conventional practices of water conservation with special reference to ancient wisdom in the same regards.
COut 7	The learners shall be able to suggest measures for forest conservation through various ancient Indian solutions.
COut 8	The learners should be able to evaluate the Indian contribution in various contemporary fields of social sciences and technologies.
COut 9	The learners should be able to describe the case studies to illustrate the significant contribution of Indian scholars in various conventional fields of social sciences.
COut 10	The learners should be able to examine the future perspectives and possibilities of various aspects of the Indian Knowledge System to enrich the society

Modules at a Glance

Indian Traditional approach in conservation and sustainability		
Sr. No.	Modules	No. of Lectures
1	Conventional trade & commerce and environment	15
2	Resource conservation and sustainability	15
3	Significant Indian contributions to the world	Internal component / Assessment (20 marks)
Total		30

SYLLABUS

Sr. No.	Modules
1	Conventional trade & commerce and environment
	<p>A. Introduction and overview of the Indian Knowledge System. Indian disciplinary knowledge system in different fields like, architecture, science & technology, nature, astronomy, agriculture, health and medicine, Defence (case study of Rani Abbakka Chowta who defeated Portuguese)</p> <p>B. Traditional commercial activities & trade practices with reference to environmental conservation: Agricultural trade, Silk, Cotton, Spices, Metallurgy, Textile industry, etc.</p> <p>C. Transportation and its modes: Grand Trunk road, Boat & ship-building, Energy efficiency in the transport sector: a current scenario, Eco mobility. Impact of transport on climate, the impact of climate on transport.</p>
2	Resource conservation and sustainability
	<p>A. Land Management & Conservation: Ancient & traditional agricultural activities, Conservation strategies, Harappan civilization-town planning, etc.</p> <p>B. Water Management & Conservation: Harappan civilization, ancient practices of irrigation, Tanks, Lakes, Stepwells, Traditional rain-water harvesting, Community involvement.</p> <p>C. Forest & Wildlife Conservation: Sacred forests, sacred groves, sacred hills, social forestry, Agroforestry, Animal worshiping, Worshiping natural forces. Women and conservation- Ecofeminism.</p>

3	Significant Indian contributions to the world (internal component/assessment)
	<p>A. Contribution in the field of agriculture: Food crops, Cotton, Animal husbandry, B. Contribution in the field of science and technology: Invention of zero, etc. C. Contributions in the field of health and medicine: Ayurveda, Meditation, Yoga, D. Case studies on the Indian Knowledge System in any particular/ specific area of knowledge: Ayurveda, Agriculture, Astronomy, Architecture, Economics, Mathematics, Philosophy, Yoga, Medicine, Nature, Politics, Weaponry, Military science, Literature, Poetics, or any other area of knowledge. Indian Knowledge System- Future perspectives: Challenges and Opportunities.</p>

Indian Knowledge System

Question Paper Pattern (Academic Year: 2025-2026)

Internal Examination & Semester End Examination – 50 marks

MODULE-III is given for internal assessment. Students will be writing assignments on the selected topics.

A] Semester End Examination (SEE)- 30 Marks

Maximum Marks 30

Duration: 1 Hour

NOTE: 1. All questions are compulsory.

2. All questions carry equal marks.

B] Internals-20 Marks

Method of evaluation	Total marks
Practical work	20
TOTAL	20

Paper pattern for written test of 30 marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (to be attempted)
Q-1	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-2	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-3	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
	Total	45	30



S. P. Mandali's

R. A. PODAR COLLEGE OF COMMERCE AND ECONOMICS

(EMPOWERED AUTONOMOUS)

Matunga, Mumbai-400019

A I C T E APPROVED

DTE CODE: 3568

Course Structure

BACHELOR OF BUSINESS ADMINISTRATION

(SHIPPING & LOGISTICS MANAGEMENT)

FYBBA-Semester I & II

S P Mandali's

R. A. PODAR COLLEGE OF COMMERCE AND ECONOMICS

(EMPOWERED AUTONOMOUS)

Matunga, Mumbai-400 019

Syllabus And
Question paper pattern

BACHELOR OF BUSINESS ADMINISTRATION

(SHIPPING & LOGISTICS MANAGEMENT)

FYBBA -Semester II

Syllabus as per National Education Policy 2020

To be implemented from Academic Year 2025-2026

HYPERLINK "http://www.rapodar.ac.in" www.rapodar.ac.in

**Bachelor of Business Administration (BBA) Programme
(Shipping & Logistics Management)
Syllabus as per National Education Policy 2020
Course Structure
F.Y.B.B.A (Level 4.5)
(To be implemented from Academic Year- 2025-2026)**

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1	Major (06 credits)		1	Major (06 credits)	
1.A	Shipping & Logistics Management- I		1.A	Shipping & Logistics Management- II	
1.A.a	Logistics Management	03	1.A. a	Maritime Industry	03
1.A. b	Geography of Sea Transport	03	1.A. b	Shipping Management	03
2	Minor (03 credits)		2	Minor (03 credits)	
2.A. a	Economics – I	03	2.A. a	Economics II	03
3	General Elective (GE)/ Open Elective (OE) (03 Credits)		3	General Elective (GE)/ Open Elective (OE) (03 Credits)	
3.A. a	Organizational and Functional aspects of Multimodal Transport Operator	03	3.A. a	Computer Applications and System	03
4	Vocational & Skill Enhancement Courses (VSEC) (02 credits)		4	Vocational & Skill Enhancement Courses (VSEC) (04 credits)	
4.A	Vocational Skill Course (VSC)		4.A	Vocational Skill Course (VSC)	
	----- NA-----		4.A. a	Intellectual property Rights	02
4.B	Skill Enhancement Course (SEC)		4.B	Skill Enhancement course (SEC)	
4.B	Office Automation	02	4.B	Techniques & Procedures of Freight forwarding	02
5	Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (08 credits)		5	Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (06 credits)	
5.A	Ability Enhancement Course (AEC)		5.A	Ability Enhancement Course (AEC)	
5.A. a	Language & Literature-I	03	5.A. a	Language and Literature - II	03
5.B	Value Enhancement Course (VEC)		5.B	Value Enhancement Course (VEC)	
5.B. a	Mathematical techniques	03	5.B. a	Statistical techniques	03
5.C	Indian Knowledge System (IKS)				
5.C. a	Indian traditional approach in conservation and sustainability	02		----NA----	
TOTAL	CUMULATIVE CREDITS		22	TOTAL	CUMULATIVE CREDITS
					22

Exit option at the end of the first year (on completion of semester I and semester II):

Under Graduate Certificate in **Shipping and Logistics Management** will be awarded to a learner on fulfillment of the following conditions:

- The learner should have acquired 44 credits in Semester I and II considered together.
- The learner should acquire an additional 4 credits as per norms by completing recognized courses under the National Skill Qualification Framework (NSQF) such as Introduction to Warehouse Safety, Warehouse Management: Employees, Safety & Warehouse Costs, and Internship.

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FYBBA Programme
(With effect from the Academic Year 2025-2026)**

1. Major

Maritime Industry (3 Credits)

Semester II

1.Major	
Shipping & Logistics Management- I	
1.A.a Maritime Industry	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To enable the learner to get an insight into the shipping industry
CObj 2	To ensure in-depth learning of all aspects of trade and shipping procedures
CObj 3	To understand the process and procedures related to the shipping industry
CObj 4	Familiarity with cargo operations, Role of stakeholders
Course Outcomes	
COut 1	The learner studies the evolution, dynamics, and role of shipping services in the business world
COut 2	The learners can comprehend the nature and functioning of the shipping industry, including the roles of various stakeholders.
COut 3	The learner is able to identify current trends shaping the industry
COut 4	The learner is capable of classifying different types of ships and understand the specific types of cargo they transport.
COut5	The role and functions of maritime administration, including the International Maritime Organization (IMO) and the Director General of Shipping are known to the learner.
COut6	The learner identifies the importance of vessel agents and shipping agents in facilitating smooth operations within the shipping industry.
COut7	Learner grasps the roles of customs and the required documentation for cargo clearance, including import procedures, valuation, and legal provisions.
COut8	The learner gains knowledge regarding the roles of carriers, ports, and third parties in both liner and bulk shipping, including processes such as ship inward/outward at harbors and consignment clearing.
COut9	He/ She learns common shipping terms and abbreviations used in the industry.
COut10	Learner collects information about the use of cargo handling equipment at ports and effective equipment management for efficient cargo handling
COut11	Learner has comprehensive knowledge about future trends in the shipping industry, such as ease of doing business, trade facilitation, and initiatives by Indian Customs, including digitalization of cargo clearance and single window policy implementation.
COut12	Students become acquainted with emerging shipping technologies, including digital sensing, megaships, greener shipping practices, the use of liquefied natural gas (LNG)

Modules at a Glance

Maritime Industry		
Sr. No.	Modules	No. of Lectures
1	Evolution, Dynamics of Business and role of Shipping Services	15
2	Clearance of Cargo and Role of various stake holders	15
3	Future Trends	15
Total		45

SYLLABUS

Sr. No.	Modules / Units
1	Evolution, Dynamics of Business and role of Shipping Services
	<p>Nature and Working of the Shipping Industry, Definition and scope of the maritime industry, Importance of the maritime sector to global trade and the economy, Overview of key maritime sectors (shipping, ports, shipbuilding, fisheries, offshore energy, etc.) History of Indian shipping, Current state of the Indian maritime industry, Government policies and initiatives, Challenges and opportunities</p> <p>Types of Ships: types of ships used for each type of cargo, Research vessels, Fisheries vessels, Service ships, and Cable-laying ships, Merchant ships: Passenger ships, General cargo & bulk ships etc.</p> <p>Maritime Administration International Maritime Organization & Director General of Shipping – Role and functions</p>
2	Clearance of Cargo and Role of various stake holders
	<p>Role of Customs and Documentation Role of Custom broker, Vessel Agents, Shipping agents</p> <p>Custom Clearance: Documentation for Import and Export, Import and Export procedure, Valuation of goods, Legal provision, Rules and Regulations, Ship inward / outward at harbor and clearing of consignments, Shipping terms and abbreviations used in industry.</p> <p>Cargo Handling and Management - Types of cargo carried. Cargo handling equipment used at ports, Use and effective management of equipment. Classification of liquid and gas cargo, Solid Bulk cargo operations at port, pipelines for transporting the materials from port to tank farms, issues related to pipelines transportation, efficiency, major pipelines projects in India</p>
3	Future Trends
	Ease of doing business, Trade facilitation, Foreign Trade Policy, Ministry of Commerce, Digital censoring, Megaships, Green shipping, Liquefied natural gas (LNG) as fuel, Solar and wind power for ships, Shipping Technology, GOI initiatives for paperless cargo clearance and Single window Policy

Reference books:

- "Introduction to Shipping" by Alan E. Branch
- Maritime Economics: Management and Marketing" by Martin Stopford
- "Shipping and Logistics Management" by Yuen Ha Li and Kee Hung Lai
- "Maritime Law" by Christopher Hill
- The Shipping Man: A Novel" by Matthew McCleery

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Maritime Industry****Semester End Examination and Practical Examination – 100 Marks****SEMESTER II****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026)**

1. Major

Shipping Management (3 Credits)

Semester II

1.Major	
1.A Shipping & Logistics Management-	
1.A.b. Shipping Management	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	Ensures easy understanding of theory and its application. The learner acquires knowledge and insight into recent trends in management.
CObj 2	Enhances decision-making and managerial skills related to Shipping operations
CObj 3	To understand the functions and process of management
Course Outcomes	
COut 1	The learner understands fundamental concepts of shipping management, including the roles of shipping companies, ship-owners, and merchants in the industry.
COut 2	The student comprehends the limitations of ship-owner's liability and the importance of bills of lading in shipping operations.
COut 3	Students apply knowledge of containerization terms, such as Full Container Load (FCL), Less than Container Load (LCL), and transshipment, in practical shipping scenarios.
COut 4	Learner learns the advantages and disadvantages of containerization in the shipping industry.
COut 5	Learner grasps the significance of stowage planning, cargo securing, and inspection of cargo in shipping operations.
COut 6	Student analyses & applies the considerations related to handling hazardous goods, infestation, condensation, and the use of cargo protection equipment.
COut 7	Learner can implement labeling and marking guidelines to ensure proper identification and handling of cargo.
COut 8	Student will coordinate in applying & developing universal performance packaging standards for shipping companies based on industry best practices.
COut 9	Comprehend the management functions of planning, decision making, organizing, directing, coordination, and controlling in the context of shipping management.
COut10	Assess recent trends in shipping management, such as green management practices and the integration of artificial intelligence (AI) in managerial processes.

Modules at a Glance

Shipping Management		
Sr. No.	Modules	No. of Lectures
1	Introduction to Shipping Management	15
2	Shipping Operations	15
3	Management functions and Application in Shipping	15
Total		45

SYLLABUS

Sr. No.	Modules
1	Introduction to Shipping Management
	<p>Introduction to Shipping Management The shipping company, Ship-owner and Merchant, The Merchant Shipper Limitation of Ship owner's Liability, Bills of Lading: Containerization: Types as per Functions, Size and Shape, Advantages of Containerization, Disadvantages of Containerization Terms: Full Container Load (FCL), Less than container Load (LCL), Container Yard (CY), Container Freight Station (CFS), Liner Terms, FIO (Free In /Out), Transshipment, Chartering, Brokering Fleet Management: Planning, operating, and maintaining a fleet of ships. Crew Management: Recruiting, training, and managing seafarers. Risk Management in Shipping: Dealing with risks related to weather, piracy, cargo damage, and other maritime hazards.</p>
2	Shipping Operations
	<p>Stowage Planning, Securing the Cargo, Inspection of Cargo, Hazardous goods, Infestation Condensation, De-humidifiers, Insulation, Desiccants, Absorbent, Ventilation, Post Packing Pointers Labelling and Marking, Shipping Mark Guidelines, Universal Performance Packaging Standards for Shipping Companies, Complete Marking (Shipping Mark, Information Mark Handling Instruction)</p>
3	Management Functions and Application in Shipping
	<p>Management: Evolution, Scientific and Administrative management Planning: Importance, types, Decision Making: Techniques of Decision-Making Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Span of Control: Meaning, Factors affecting span of Control Directing: Meaning and Process Co-ordination as an Essence of Management Controlling: Meaning, Process and Techniques Recent Trends: Green Management, AI in management, Fintech management</p>

Reference Books (with Chapters):

- Principles of Management, Ramasamy, Himalaya Publication, Mumbai
- Principles of Management, Tripathi Reddy, Tata Mc Graw Hill
- Management Text & Cases, VSP Rao, Excel Books, Delhi
- Alan E . Branch- "Elements of Shipping"-Routledge-Taylor & Francis Group 9th edition, 2015 or later
- Friday forward by Robert Glazzer
- Fix This Next by Mike Michalowicz

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)**Shipping Management****Semester End Examination and Practical Examination – 100 Marks****SEMESTER II****A] Semester End Examination (SEE)- 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FYBBA
(With effect from the Academic Year 2025-2026)
2. Minor
Economics II (3 Credits)
Semester II**

2.Minor	
Shipping & Logistics management	
2.A.a Economics II	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the fundamentals of Shipping markets.
CObj 2	To understand the Cost, revenue and cash flow of Shipping companies.
CObj 3	To understand the financing of the Shipping industry.
CObj 4	To understand the risks, returns and economics of shipping.
Course Outcomes	
COut 1	Learner understands various aspects of shipping markets
COut 2	Learner understands the cost of running ships, the revenue generated, and financial performance.
COut 3	The learner understands the various sources of finances available to the shipping industry.
COut 4	The learner understands the Risks and Rewards of the shipping company. He /She understands the impact of competition on profit.
COut5	The learners apply the knowledge to understand the financial performance of shipping
COut6	The learner understands various sources of finance available to the shipping industry
COut7	The learner analyses the importance of finance in the growth of the shipping industry
COut8	The learner analyses the correlation between the risks and rewards of shipping
COut9	The learner understands the impact of competition on profits
COut9	The learner understands the role of shipping in the economic development of a country
Cout10	The learner analyses the freight market, new building market, and demolition market.

Modules at a Glance

Economics-II		
Sr. No.	Module	No. of Lectures
1.	The Shipping Markets	15
2.	Cost, revenue and cash-flow of shipping companies	15
3.	Financing Ship, Risk, returns and shipping company economics	15
TOTAL		45

SYLLABUS

Sr. No.	Modules / Units
1	The Shipping Markets
	Freight markets The sale and purchase market The new building markets The demolition (Recycling market)
2	Cost, revenue and cash-flow of shipping companies
2	The cost of running ships The revenue the ship earns The financial performance and investment strategy The framework for decisions
3	Financing Ship, Risk, returns and shipping company economics
	The world financial system and types of finance Private funds, Bank loans, Capital markets Special purpose companies Analyzing risk in shipping finance The performance of shipping investment Competition theory and normal profit Pricing shipping risks

Reference Books

- The Business of Shipping – Ira Breskin Maritime Economics – Martin Stopford Port Economics – Wayne K. Talley
- The Blackwell Companion to Maritime Economics
- The Handbook of Maritime Economics and Business Economics – Costas Grammeros
Economics of Maritime Business – Shao Ma
- Maritime Economics: A macro-economic approach – Elias Karakitsos & Lambros Varna vides

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)

Economics

Semester End Examination and Practical Examination – 100 Marks

SEMESTER II

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

- Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA Programme
(With effect from the Academic Year 2025-2026)**

**3. General Elective /Open Electives
Computer Applications and Systems (3 Credits)
Semester II**

3. General /Open Electives	
General Electives (GE)/ Open Elective (OE)	
3.A.a Computer Applications and Systems	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To provide a foundational understanding of computer hardware, software, and their applications in business.
CObj 2	To familiarize students with e-commerce concepts, platforms, strategies, and their impact on business operations.
CObj 3	To introduce internet technologies, data management systems, and their role in decision support.
CObj 4	To equip students with knowledge of logistics principles, software solutions, and emerging technologies like e-logistics.
CObj 5	To develop an understanding of various IT tools and technologies used in modern business, including ERP, tracking systems, and wireless technologies.
Course Outcomes	
COout 1	Students will be able to identify and explain the functions of computer hardware and software components.
COout 2	Students will be able to analyze and evaluate different e-commerce strategies and their suitability for various businesses.
COout 3	Students will be able to describe the role of internet technologies and data management in business decision-making.
COout 4	Students will be able to apply logistics principles and utilize relevant software tools for efficient supply chain management.
COout 5	Students will be able to demonstrate knowledge of modern IT tools and technologies and their applications in business operations.

Modules at a Glance

Computer Application and Systems		
Sr.No.	Modules	No. of Lectures
1	Foundations of Information Technology	15
2	Shipping Industry software's	15
3	E-logistics method of documentation	15
Total		45

SYLLABUS

Sr. No.	Modules / Units
1	Foundations of Information Technology
	<p>Basics of computer hardware, Computer software - Operating system, Application software and system software, Types of operating system, E-Commerce and Online Business Strategies</p> <p>Introduction to E-Commerce, E-Commerce Platforms, Technologies, Analytics and Performance Management, Social Media Platforms and Their Use in Business Marketing, Impact of E-Commerce on Business Operations</p> <p>The internet, intranets and extranets – The world wide web – Web-enabled relational databases, data warehouses and data marts – Decision support systems.</p>
2	Shipping Industry software's
	<p>Marine ERP Software - Managerial applications of computers – Computer and management functions – Computer based financial accounting systems – Inventory systems – Computerized MIS & Control system Introduction to E-logistics - forward logistics – Reverse logistics – Logistics renovation toward E-logistics – importance of E-logistics – New trends and technology in logistics.</p>
3	E-logistics method of documentation
	<p>Electronic data interchange – Personal computer – Enterprise Resource Planning Systems –ASNs – tracking systems – Satellite global positioning systems (GPS) and geographic information systems (GIS) – Bar-coding and scanning – Electronic signature technology – Wireless technology – Radio frequency identification (RFID).</p>

References:

- E- Commerce - Kenneth Laudon, Carol Traver, Pearson Education
- Frontiers of Electronic Commerce – Kalakota & Winston
- E- Commerce - Rajaraman
- E- Commerce - Whitley
- E- Commerce concepts and cases - Rao and Deshpande.

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)
Computer Applications & Systems
Semester End Examination and Practical Examination – 100 Marks
SEMESTER II

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
 2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026)
3. Vocational & Skill Enhancement Courses (VSEC)
3.A Vocational Skill Courses (VSC)
Introduction to Intellectual Property Rights (2 Credits)
Semester II**

4. Vocational & Skill Enhancement Courses (VSEC)	
4.A Vocational Skill Courses (VSC)	
4.A.a Introduction to Intellectual Property Rights	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To recognize the importance of IP and to educate the pupils on basic concepts of Intellectual Property Rights.
CObj 2	To make the students to understand the statutory provisions of different types of IPRs in simple forms.
CObj 3	To learn the procedure of obtaining Patent, Copyright, Geographical Indication, Trademark, Industrial Design and Trade Secret
Course Outcomes	
COout 1	The learner is able to Distinguish and explain various forms of IPRs.
COout 2	The learner is able to analyse the rights and responsibilities of the holder of Patent, Copyright, Trademark, Industrial Design etc.
COout 3	Learner develops skills in making searches using modern tools and techniques.
COout4	The learner is able to distinguish and explain various forms of IPRs
COout5	The learner is able to identify criteria to fit one's own intellectual work in a particular form of IPRs.
COout6	The learner is familiar with intellectual property protection mechanisms
COout7	The learner is able to apply statutory provisions to protect particular forms of IPRs.
COout8	The learner can explain why something is or is not entitled to intellectual property protection
COout9	The learner relates to the new developments in IPR
COout10	Learners shall be able to look for IPR protection primarily before the conventional mode of protection like scientific publication

Modules at a Glance

Intellectual Property Rights		
Sr. No.	Modules	No. of Lectures
1	Introduction to Intellectual Property Rights	10
2	Types of Intellectual Property Rights	10
3	Application and Emerging Trends	10
Total		30

SYLLABUS

Sr. No.	Modules
I	Introduction to Intellectual Property Rights
	Meaning of Intellectual Property and Property Rights: Basic concepts of Intellectual Property; Nature, Scope and Significance of Intellectual Property
II	Types of Intellectual Property Rights
	Patent, Copyright, Geographical Indication, Trademark, Industrial Design and Trade Secret
III	Application and Emerging Trends
	Technology and Legal developments in Intellectual Property; Advantages and Disadvantages of IPR; Recent changes in IPR laws; Registration procedure

Reference Books (with Chapters):

- “Law Relating to Intellectual Property Rights” by V K Ahuja
- “Law Relating To Intellectual Property Rights” by R Radhakrishnan and S Balasubramanian
- “Law Relating to Intellectual Property, 2011 (Reprint)” by B L Wadehra

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)

Intellectual Property Rights

Semester End Examination and Practical Examination – 100 Marks

SEMESTER II

A] Semester End Examination (SEE)- 30 Marks

Maximum Marks: 30

Duration: 1 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Practical's Test	20
Total	40

Paper pattern for written test of 30 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (to be attempted)
Q-1	Attempt any two of the following. D. Theory/ Concept based question E. Theory/ Concept based question F. Theory/ Concept based question	15	10
Q-2	Attempt any two of the following. D. Theory/ Concept based question E. Theory/ Concept based question F. Theory/ Concept based question	15	10
Q-3	Attempt any two of the following. D. Theory/ Concept based question E. Theory/ Concept based question F. Theory/ Concept based question	15	10
	Total	45	30

**Bachelor of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026)
4. Vocational & Skill Enhancement Courses (VSEC)
3.B Skill Enhancement Course
Techniques & Procedures of Freight Forwarding (3 Credits)
Semester II**

1.A Shipping & Logistics management	
4.B Techniques & Procedures of Freight Forwarding	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	Understand the historical background, rights, duties, and responsibilities of freight forwarders in the logistics industry.
CObj 2	Comprehend the problem-solving techniques employed by freight forwarders in their daily operations.
CObj 3	Examine the significance of quality in freight forwarding and evaluate its impact on customer satisfaction.
CObj 4	Demonstrate knowledge of the costing, quoting, and invoicing practices involved in freight forwarding.
Course Outcomes	
COut 1	Learner will learn role and evolution of freight forwarders in the transportation and logistics Sector
COut 2	Learners will learn about the legal rights, duties, and responsibilities of freight forwarders towards clients, carriers, and other parties involved in the supply chain
COut 3	Considering various factors influencing pricing, student learns nuances of the process of cost estimation, quoting, and invoicing in freight forwarding,
COut4	Learners will understand the procedures to solve problems related to customs issues, documentation errors, transportation delays, and route optimization
COut5	Students will learn about the operations, responsibilities, and liabilities of Non-Vessel Operating Common Carriers (NVOCC) in the shipping industry.
COut6	Learners will learn about the implications of Incoterms (ICC) and FIATA regulations on freight forwarding operations and contract negotiations.
COut 7	Learner gains knowledge about efficient handling, accurate documentation, timely delivery, and customer service excellence.
COut8	Learner comprehends the significance of adhering to standard trading conditions and industry norms in freight forwarding, ensuring fair practices and minimizing disputes
COut9	Utilize the above information in cargo booking, documentation, container management, and interaction with shipping lines.
COut 10	Students collect specialized knowledge about ocean freight chartering, project transportation, bid preparation, rate negotiations, and contract management.
COut11	Analyze the intricacies involved in the transportation of household goods, including packing, labelling, documentation, customs clearance, and delivery processes
COut12	The student gains knowledge about various documents required in Freight forwarding

Modules at a Glance

Techniques & Procedures of Freight Forwarding		
Sr. No.	Modules	No. of Lectures
1	Introduction to Freight Forwarding	15
2	Project Transportation	15
3	Non-Vessel Operating Common Carrier (NVOCC)	15
Total No. of Lectures:		45

SYLLABUS

Sr. No.	Modules / Units
1	Introduction to Freight Forwarding
	History, Rights, duties and responsibilities of Freight Forwarders Relationship with intervening parties Problem Solving in Freight Forwarding Quality in Freight Forwarding Costing, Quoting and Invoicing Proficiency in Freight Forwarding FIATA- Agreement between ICC and FIATA FIATA Documents viz. FBL, FCR, FCT, FWR, SDT Standard Trading Conditions Norms for issuance of the FIATA FBL Special Services – Ocean freight Chartering
2	Project Transportation
	Bid preparation Rate Negotiations The Contract How is a project handled? The Transportation of Household Goods Consolidation
3	Non-Vessel Operating Common Carrier (NVOCC)
	NVOCC operations Responsibility & Liability of the NVOCC Essential considerations for NVOCC NVOCC relationship and interaction with shipping lines

Reference books-

- "Freight Forwarding and Multimodal Transport" by David Cockrell and Michael Buxton
- "Freight Forwarding and Multimodal Transport Contracts" by N. Viswanathan and V. Bhaskar
- "International Logistics and Freight Forwarding Manual" by A. Ramakrishna and K. Ravi Kumar
- "Freight Forwarding and Logistics: A Guide to Contract Logistics and Supply Chain Management" by John Gattermann Hans-Joachim Gergs
- "Freight Forwarding and Global Logistics: A Guide to International Freight Transportation" by Mary Jo Veverka
- "Freight Forwarding and Logistics Management" by J. Sasikumar
- "International Freight Forwarding: A Practical Guide" by R. Subramanian
- "Freight Forwarding and Supply Chain Management: A Practical Guide" by M. L. Narasimhan and K. C. Vanjani
- "Freight Forwarding and Multimodal Transport" by David Cockrell and Michael Buxton

Teaching Pedagogy

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Question Paper Pattern (Academic Year: 2025-2026)

Techniques and Procedures in Freight forwarding

Semester End Examination and Practical Examination – 50 Marks

SEMESTER II

A] Semester End Examination (SEE)- 30 Marks

Maximum Marks: 30

Duration: 1 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 20 Marks

Method of Evaluation	Marks
Practical's	20
Total	40

Paper pattern for written test of 30 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (to be attempted)
Q-1	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-2	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
Q-3	Attempt any two of the following. A. Theory/ Concept based question B. Theory/ Concept based question C. Theory/ Concept based question	15	10
	Total	45	30

**Bachelor of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026)
4. Ability enhancement Courses, Value Enhancement Course, Indian Knowledge System
Ability Enhancement Courses (3 Credits)
Semester II**

1.Major	
Shipping & Logistics management	
5.A.a Language & Literature-II	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the effective use of PowerPoint presentation, the relevance, and Importance of conducting meetings
CObj 2	To teach the formats of letter writing
CObj 3	To enable the learners to adapt to the requirements of the industry.
Course Outcomes	
COut 1	The learners learn to use statistical tools in PowerPoint presentations and write letters of enquiry and letters of complaint.
COut 2	The practical application of preparing flyers and leaflets helps the learners demonstrate their creativity.
COut 3	The nonverbal communication skills of learners are enhanced.
COut 4	The learner is able to analyze the components of letter writing
COut 5	Learners can understand the theories of communication
COut 6	Learners can differentiate between the different modes of communication
COut 7	Learners are trained to apply ethics in the workplace
COut 8	Learners are able to create a resume and face job interviews with ease
COut 9	Learners can relate to the barriers of communication and are able to cope with the Same
COut 10	Learners can apply the most appropriate and effective mode of communication

Modules at a Glance

Language and Literature - II		
Sr. No.	Modules	No. of Lectures
1	Presentation Skills & Group Communication	15
2	Business Correspondence	15
3	Language and Writing Skills	15
Total:		45

SYLLABUS

Sr. No.	Modules
1	Presentation Skills & Group Communication
	<ul style="list-style-type: none"> • Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of PPT Effective use of statistical tools How to make a Power-Point Presentation • Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit • Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions • Conference: Meaning and Importance of Conference Organizing • Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR. Writing a corporate communication (Blog writing, News article)
2	Business Correspondence
	<ul style="list-style-type: none"> • Trade Letters: Purchase Order, Credit and Status Enquiry, Collection Explain in detail along with the specimens. <p>Only following to be taught in detail: -</p> <ul style="list-style-type: none"> • Letters of Inquiry, Letters of Complaints, Claims, Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act
3	Language and Writing Skills
	<ul style="list-style-type: none"> • Reports: Parts, Types, Feasibility Reports, Investigative Reports • Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner

Reference Books:

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organizational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswathapa, K (1991) Organizational Behavior, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi. • Bangh, LSue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) Foundation of Ethics in Management Excel Books 10. Businessworld Special Collector's Issue: Ethics and the Manager
- Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu, C.R. (1998) Business Organization and Management, T.M.H. New Delhi.

Teaching Pedagogy

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Question Paper Pattern (Academic Year: 2025-2026)

Language & Literature Semester End Examination and Practical Examination – 100 Marks SEMESTER II

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Paper pattern for written test of 60 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60

**Bachelor Of Business Administration
(Shipping and Logistics Management) Programme
Syllabus of courses of FY BBA
(With effect from the Academic Year 2025-2026)**

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System

**5.B Value Enhancement Course (AEC) Statistical Techniques (3 Credits)
Semester II**

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.B Value Enhancement Course (AEC)	
5.B.a Statistical Techniques	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the steps in sample survey
CObj 2	To enable the learner to process the data
CObj 3	To ensure that the learner is able to relate to the measures of central tendencies
Course Outcomes	
COut 1	The learner can interpret data and is able to analyses and tabulate the same
COut 2	The learner is able to calculate the Mean, median and Mode
COut 3	Learners understand Statistical concept and its application.
COut 4	The learner is able to understand the concept of sample survey analysis.
COut 5	The learner is aware of the different methods of data collection.
COut 6	The learner gets to understand the concept of Probability.
COut 7	The learner is able to analyze data with respect to charts, graphs and diagrams.
COut 8	The learner can solve problems with respect to standard deviation and measures of dispersion.
COut 9	The learner understands the relevance of sampling methods.
Cout 10	The learner is able to apply basic statistical tools.

Modules at a Glance

Statistical Techniques		
Sr. No.	Modules	No. of Lectures
1	Introduction to Sample Survey	15
2	Classification, Tabulation and Presentation of data	15
3	Measures of Central Tendency and Measures of Dispersion	15
Total		45

SYLLABUS

Sr. No.	Modules
I	Introduction to Sample Survey
	Introduction, Objectives Introduction to Population, Census Sample Survey, Principles of Sample Survey, Principle Steps in Sample Survey, Sampling and Non-sampling Error, Advantages of Sampling over Census, Types of Sampling, Objectives of Sampling, Problems of Sampling Methods
II	Classification, Tabulation and Presentation of data
	Number and Size of Class Intervals Cumulative frequency distribution Bi variate frequency distribution Marginal and conditional frequency distribution Histogram, polygon, frequency curves and Ogives
III	Measures of Central Tendencies and Measures of Dispersion
	Arithmetic Mean, Median and Mode Percentile Range, Quartile deviation, Mean deviation and Standard Deviation Co-efficient of Measures of Dispersion

Reference books:

- Statistics by Schaum Series.
- Operations Research by Gupta and Kapoor.
- Operations Research by Schaum Series.
- Fundamentals of Statistics - D. N. Elhance.
- Statistical Methods - S.G. Gupta (S. Chand & Co.
- Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India).
- Statistics - Theory, Method & Applications D.S. Sancheti & V. K. Kapoor.
- Modern Business Statistics - (Revised) -B. Pearles & C. Sullivan –Prentice Hall of India.

Teaching Pedagogy

Lectures/tutorials/fieldwork/outreach activities/ project work/ vocational training/ viva / Seminars /term papers/assignments/presentations/self-study/case studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.

Question Paper Pattern (Academic Year: 2025-2026)

Statistical Techniques

Semester End Examination and Practical Examination – 100 Marks

SEMESTER II

A] Semester End Examination (SEE)- 60 Marks

Maximum Marks: 60

Duration: 2 Hours

Note: 1. All questions are compulsory.
2. All questions carry equal marks.

B] Internal Evaluation - 40 Marks

Method of Evaluation	Marks
Assignment/ Quiz/ Case Study/ Report on guest lecture/ activity	20
PowerPoint Presentation-Pre-set criteria	20
Total	40

Semester end paper pattern

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-2	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
Q-3	Attempt any four of the following. A. Theory / Case study/ concept-based question B. Theory / Case study/ concept-based question C. Theory / Case study/ concept-based question D. Theory / Case study/ concept-based question E. Theory / Case study/ concept-based question	25	20
	Total	75	60