

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT SYLLABUS
BATCH 2022 ONWARDS**

Total Credits= 23

Semester - 1 st		Contact Hours			Max Marks		Total Marks	Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.		
BCOMS3-101	Fundamentals of Management	4	-	-	40	60	100	4
BCOMS3-102	Business Mathematics	4	-	-	40	60	100	4
BCOMS3-103	Micro Economics	4	-	-	40	60	100	4
BCOMS3-104	Introduction to Airline Industry	4	-	-	40	60	100	4
BCOMS3-105	IT Application in Aviation	2	-	-	40	60	100	2
BCOMS3-106	Business Communication-I	2	-	-	40	60	100	2
BCOMS3-107	IT Applications in Aviation Lab	-	-	2*	60	40	100	1
BCOMS3-108	Business Communication -I Lab	-	-	2*	60	40	100	1
BCOMS3-109	Aviation Skill Development Lab - I	-	-	2*	60	40	100	1
BMNCC0-003	Human Values and Professional Ethics	2	-	-	100		100	0
Total		-	-	-	520	480	1000	23

Total Credits= 22

Semester 2 nd		Contact Hours			Max Marks		Total Marks	Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.		
BCOMS3-201	Basics of Supply Chain Management	4	-	-	40	60	100	4
BCOMS3-202	Fundamentals of Logistics	4	-	-	40	60	100	4
BCOMS3-203	Financial Accounting	4	-	-	40	60	100	4
BCOMS3-204	Aviation Security and Safety Management	4	-	-	40	60	100	4
BCOMS3-205	Business Communication - II	2	-	-	40	60	100	2
BCOMS3-206	Business Communication – II Lab	-	-	2*	60	40	100	1
BCOMS3-207	Aviation Skill Development Lab-II	-	-	2*	60	40	100	1
BCOMS3-208	Basic Spreadsheet Tools Lab	-	-	4**	60	40	100	2
BMNCC0-041	Drug Abuse: Problem, Management and Prevention	2	0	0	100	-	100	0
Total		-	-	-	480	420	900	22

Note:- * 1 lab of 2 hours.

** 2 labs of 2 hours each.

SEMESTER 1st

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FUNDAMENTALS OF MANAGEMENT

Subject Code: BCOMS3-101

L T P C
4 0 0 4

Duration: 60 Hrs.

Course Objectives

The aim of this course is:

1. To provide a broad and integrative introduction to the theories and practice of management.
2. To focus on the basic areas of the management process and functions from an organizational viewpoint.

Course Outcomes

After undergoing this subject, student will be able to:

1. Understand the practical implications of management.
2. The various functions necessary to be performed by management in planning and its implementation.
3. Understand the recruiting techniques in the organization.
4. Understand the working environment of Business and its effective management

UNIT-I (18 Hrs)

INTRODUCTION TO MANAGEMENT: Meaning, definition, concept, scope and principles of management; Evolution of management thought - Management theories- classical, behaviour, system, contingency and contemporary perspectives on management. Management art or science and management as profession. Process and levels of Management. Introduction to Functions (POSDCORB) of Management.

UNIT-II (12 Hrs)

PLANNING: Importance, objectives, process, policies and procedures, types of planning, Decision making - Process of decision making, Types of decision, Problems involved in decision making.

UNIT-III (15 Hrs)

ORGANIZING: Meaning, importance, principles of organizing, span of management, Patterns of organization – formal and informal organizations, Common organizational structures; departmentalization, Authority- delegation, centralization and decentralization, Responsibility – line and staff relationship.

UNIT-IV (15 Hrs)

STAFFING: Sources of recruitment, Selection process, Training, Directing, Controlling – Meaning and importance, Function, span of control, Process and types of Control, Motivation, Co-ordination – Need and types and techniques of co-ordination - Distinction between coordination and co-operation - Requisites for excellent co-ordination - Systems Approaches and co-ordination.

Recommended Text Books / Reference Books:

1. Robbins, S. P., & DeCenzo, A. D. Fundamentals of Management. New Delhi: Pearson Education.
2. Harold Koontz &HeinjWehrich, (2015) Essentials of Management, 10th Edition, Tata McGraw-Hill Education, New Delhi.
3. T.Ramasamy, (2015) Principles of Management, Himalaya Publishing House, Mumbai.
4. L.M. Prasad, Principle and Practice of Management, Sultan Chand and Sons, 6th edition.
5. Gupta, Sharma and Bhalla; Principles of Business Management; Kalyani Publications; 1st edition.
6. P.C. Tripathi& P.N. Reddy, (2015) Principles of Management, 5th Edition, Tata McGraw-Hill Education, New Delhi.

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BUSINESS MATHEMATICS

Subject Code: BCOMS3-102

**L T P C
4 0 0 4**

Duration: 60 Hrs

Course Objectives

The aim of this course is:

1. To understand and usage of mathematical and analytical applications required in subsequent business and economic courses.
2. To learning mathematical equations which can be used in day to day business transactions and covers the mathematical processes and techniques currently used in the fields of business and finance.
3. To reinforcement of mathematical computations.
4. To solving monetary problems in business and personal finance

Course Outcomes

After completing of this course, the students will be able to:

1. Appreciate business mathematics concepts that are encountered in the real world, .
2. Understand the underlying business concepts involved in mathematics to help another person gain insight into the situation.
3. Work with different theorems and matrices
4. To have a proper understanding of mathematical applications in Economics, Finance, Commerce and Management

UNIT- I (15 Hrs)

Matrices: Definition of Matrices, Equality of Matrices, Types of Matrices, Scalar Multiplications, Operation on Matrices, Transpose of Matrices, Symmetric and Skew Symmetric Matrices,

Determinants: Introduction, Minors & Cofactors, Adjoint of a Matrices, Inverse of Matrices, Application of Matrices in Solving System of Linear Equations, Using Cramer's Rule and Matrices Inversion Method

UNIT-II (18 Hrs)

Binomial Theorem: Introduction, Problems Based on Binomial Theorem, General Term, Particular Terms, Middle Term, Applications of Binomial Theorem.

Logarithms: Definition, Fundamental Properties of Logarithms with Proofs, Base Changing Formula with Proof, Problem Solving without using Log Table, Application of Logarithms in Solving Problem Based on Compound Interest using Log Tables.

UNIT- III (15 Hrs)

Derivatives: Definition of Derivatives, Derivative from First Principle, Derivative of Sum, Difference, Product and Quotient of Two Functions, Chain Rule, Differentiation of One Function w. r. t. Another Function, Implicit Functions, Derivative of Second Order, Application of Derivatives- Maxima and Minima.

UNIT- IV (12 Hrs)

Indefinite Integrals: Definition, Integrals of Elementary Functions

Definite Integrals: Definitions, its Properties, Simple Problems of Applications of Definite Integrals

Recommended Books

1. Raghavachari M, 'Mathematics for Management', McGraw Hill Education
2. Cleaves, Cheryl, and Hobbs, Margie, 'Business Mathematics' 7th Edition, Prentice Hall
3. Charles D. Miller, Stanlay A. Saltzman, 'Business Mathematics', Pearson Education
4. Trivedi, 'Business Mathematics', 1stedition, Pearson Education
5. Sncheti and Kapoor, 'Business Mathematics', Sultan Chand and Sons
6. Khan, Shadab, 'A Text Book of Business Mathematics', Anmol Publications

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MICRO ECONOMICS

Subject Code: BCOMS3-103

L T P C

Duration: 60 Hrs

4 0 0 4

Course Objectives

The aim of this course is:

1. To cover the area of economics commonly defined as microeconomics which is concerned with the individual parts of the economy such as individual businesses or industries, individual consumers, and individual products.
2. To provide a thorough introduction to economic theory starting from the basic concepts of microeconomics, utility functions, production functions, demand and supply, effect of market forces.
3. To study whether the economy uses our limited resources to obtain the maximum satisfaction possible for society.

Course Outcomes

After completing this course, students will be able to:

1. Understand and explain the basic concept of economics.
2. Understand its managerial perspective including the insight of the consumer's economic behavior
3. Estimate the demand for the new product as well as changes in the existing products.
4. Know how markets that fail to use resources efficiently create unintended effects

UNIT-I (15 Hrs)

Micro Economics: Meaning, Nature, Scope and Limitations Role of managerial economics in decision Making.

Basic concepts: Marginal and Incremental Principles, Opportunity Cost, Equilibrium

Utility: Cardinal Utility Approach: Diminishing Marginal Utility; Ordinal Utility Approach, Indifference Curve, Properties, Consumer Equilibrium and Marginal Rate of Substitution.

UNIT-II (15 Hrs)

Demand: Meaning, Determinants, Law of Demand and its Exceptions.

Elasticity of Demand: Measurement, Degree of Elasticity. Price, Income and Cross Elasticity of Demand. **Indifference Curve Analysis:** Meaning, Assumptions, Properties, Consumer Equilibrium, Importance of Indifference Analysis, Limitations of Indifference Theory.

Supply: Introduction to supply and supply curves

UNIT-III (12 Hrs)

Production Function: Meaning, Short-Run Production Function and Law of Variable Proportions, Long Run Production and Laws of Returns.

Cost of Production: Concept of Economic and Managerial Costs, Short Run and Long Run Cost Curves. Economies and Diseconomies of Scale

Revenue: Types of Revenues and their Relationship.

UNIT-IV (18 Hrs)

Equilibrium of Firm and Industry: Perfect Competition, Monopoly and Discriminating Monopoly.

Monopolistic Competition: Characteristics, Individual and Group Equilibrium, Concept of Selling Cost. **Oligopoly:** Characteristics, Cournot's Model, Kinked Demand Curve, Concepts of Cartel and Price Leadership.

Distribution: Marginal Productivity and Modern Theory of Determination.

Recommended Books

1. D. Salvatore, 'Microeconomic Theory', Tata McGraw Hill
2. R H Dholkia and A.N. Oza, 'Microeconomics for Management Students', Oxford University Press
3. D Kreps, 'MicroEconomics for Managers', Viva Books Pvt. Ltd.
4. Koutsayiannis, 'Modern Microeconomics', Macmillan Publications

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5. D N Dwivedi, 'Managerial Economics', Vikas Publishing
 6. L. Peterson and Jin, 'Managerial Economics', Pearson Education

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INTRODUCTION TO AIRLINE INDUSTRY

Subject Code: BCOMS3-104

L T P C
4 0 0 4

Duration: 60 Hrs

Course Objectives

The aim of this course is:

1. To understand about the airline industry and its regulatory bodies.
2. To study the characteristics of Airline Industry.
3. To make student understand the organizational structure of the airline industry.
4. To aware regarding the security, navigation and traffic control.
5. Understanding the importance of safety and security.

Course Outcomes

After undergoing the subject, student will be able to:

1. The airline industry and its regulatory bodies.
2. Development of commercial airlines – Deregulation.
3. Airplanes, Manufacturers, Types of Aircraft.
4. Understanding of global world class aircraft manufactures and airport providers

UNIT-I (15 Hrs)

INTRODUCTION AIRLINE INDUSTRY: Scope – Types – Scheduled and Non Scheduled Flights – Air Cargo Transport – Economic and Social impact – Regulatory Bodies – Key Performance indicators

UNIT-II (15 Hrs)

CHARACTERISTICS AIRLINE PROFITABILITY: Main Industry - Characteristics of Passenger airlines – Service Industry – Characteristics

UNIT-III (15 Hrs)

ORGANISATIONAL STRUCTURE AIRLINE ALLIANCES : Development of commercial airlines – Deregulation – Impact of Deregulated Airline industry – Organizational Structure – Types of Airline Personnel – Flight crew and Cabin Crew – Training – Organizational Culture

UNIT-IV (15 Hrs)

AIRPORTS AND ITS SERVICES AIRPORTS : Personnel – Processing Passengers and Freight – Airport Security – Air Navigation Services – Air Traffic Control – Airplanes – Manufacturers – Types of Aircraft

Recommended Text Books / Reference Books

1 IATA Book on Airline Customer Service.

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IT APPLICATIONS IN AVIATION

Subject Code: BCOMS3-105

L T P C
2 0 0 2

Duration: 30 Hrs.

Course Objectives:

The aim of this course is:

1. To gain and understanding of the core concepts and technologies which constitute Information Technology.
2. To be able to articulate and demonstrate a basic understanding of the fundamental concepts of Information Technology and Office Tools.

Course Outcomes:

After studying this course, the students will be able to

1. Understand the core concepts and technologies which constitute Information Technology.
2. Analyse the computer concepts and learn computer applications in taking the managerial decisions.
3. Aircraft Furnishings, Systems and Terminology and operational methods
4. Giving recent applications of the information systems within the airline industry and management

UNIT-I (8 Hrs)

Computer Fundamentals: Definition and Block diagram of a computer, Characteristics of Computers, Hardware Vs Software, Generations of languages - Machine Language, Assembly Language, High Level Language, Assembler, Compiler and Interpreter.

Computer Software: Types of Software, Application Software and System Software.

Input Devices: Keyboard, Mouse, Joy tick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition Devices, and Optical Recognition Devices.

Output Devices: Monitors, Impact Printers, Non-Impact Printers, Plotter.

UNIT-II (8 Hrs)

Memories: Primary Memory, Secondary Memory and Storage Devices, Creating Directory, Sub Directory, and Renaming, Coping and Deleting the Directory.

File Manipulation: Creating a File, Deleting, Coping, Renaming File, Using Accessories such as Calculator, Paint Brush, CD player, etc.

UNIT-III (7 Hrs)

Word Processing Tool: Salient features of Word Processing, File, Edit, View, Insert, Format, Tools, Tables, Window, Help options and all of their features, Options and Sub Options etc.

Presentation Tool: Making Presentations, Inserting objects and Animations.

UNIT-IV (7 Hrs)

Spreadsheet Tool: Excel Worksheet, Data Entry, Editing, Cell Addressing Ranges, Commands, Menus, Copying & Moving cell content, Inserting and Deleting Rows and Columns, Column Formats, Cell Protection, Printing, Creating, Displaying and Printing Graphs, Statistical Functions.

Recommended Books

1. V. Rajaraman, 'Fundamentals of Computers', PHI.
2. Satish Jain, 'Information Technology Concepts', BPB Publications.
3. Turban, Mclean and Wetherbe, 'Information Technology for Management', John Wiley & Sons.
4. G. Courter, 'Mastering MS Office 2000 Professional', BPB Publication.
5. Steve Sagman, 'MS- Office 2000 for Windows', Addison Wesley

BUSINESS COMMUNICATION-I

Subject Code: BCOMS3-106

L T P C
2 0 0 2

Duration: 30 Hrs

Course Objectives

The aim of this course is:

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. The students should be able to act with confidence, should be clear about their own personality, character and future goals

Course Outcomes:

After studying this course, the students will be able to

1. Apply communication concepts and theories to address everyday dilemmas within dimensions (ethical, social, legal, technological, relational, and cultural).
2. Demonstrate oral, written, speaking and listening communication skills.
3. Understand developing and delivering effective presentations
4. Know to effective business writing

UNIT-I (8 Hrs)

Developing Writing Skills: Sentences Formation - Simple Compound and Complex Formation, Transformation of Sentence: Idioms, One Word Substitution. Active and Passive, Drafting, Editing, Paragraph Writing, Precise Making, Faxes, E-mails. Resume Writing: Planning, Organizing Contents, Layout, Guidelines for Good Resume Report Writing: Types, Formats, Drafting of Various Types of Report. Importance of Non-Verbal Communication – Positive Gestures, Symbols and Signs, Physical Appearance & The art of Self-Presentation & Conduct, Review/Summarizing of Newspaper Articles, Features etc.

UNIT-II (6 Hrs)

Developing Reading Skills: Identify the Purpose of Reading, Factors Effecting Reading, Course How to Think and Read, and Developing Effective Reading Habits. Reading Strategies: Training Eye, Reading.

UNIT-III (7 Hrs)

Developing Listening Skills: Importance, Purpose of Listening, Art of Listening, Factors Affecting Listening, Components of Effective Listening, Process of Listening, Principles and Barriers to Listening, Activities to Improve Listening and Difference Between Listening and Hearing.

UNIT-IV (9 Hrs)

Developing Speaking Skills: Its Advantages and Disadvantages, Conversation as Communication, Extempore, Speaking, Art of Public Speaking, Meetings Preparations, Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance, Group Discussion-Guidelines, Uses and Importance.

Presentations: Four P's of Presentation, Structuring, Rehearsing and Delivery Methods, Effective Presentations. Interviews: Types, Preparation Techniques- Dressing Etiquettes, Body Language and Facial Expression, Cross questioning skills, projecting a positive image.

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Recommended Text Books / Reference Books

1. Lesikar, Petit, 'Business Communication', All India Traveler Bookseller.
2. Bovee, Thill and Chaturvedi, 'Business Communication', Pearson Education.
3. Lucent's 'General English', Lucent Publishing.
4. Pal, Rajendra & Korlahalli, 'Essentials of Business Communication', Sultan Chand & Sons.
5. Lillian, Chaney, 'Intercultural Business Communication', Pearson Education.
6. Chaturvedi, Mukesh, 'Business Communication: Concepts, Cases & Applications', Pearson Education.

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IT APPLICATION IN AVIATION LAB

Subject Code: BCOMS3-107

L T P C
0 0 2 1

Duration: 30 Hrs.

Course Objectives

The aim of this course is:

1. To provide a broad and integrative practice of IT application in Aviation.
2. To gain and understanding of the core concepts and technologies which constitute Information Technology.
3. To be able to articulate and demonstrate a basic understanding of the fundamental concepts of Information Technology and Office Tools.

Course Outcomes:

After studying this course, the students will be able to

1. Learn Practical Application of IT Tools
2. Enhanced Presentation Skills.
3. Understand the Application of spreadsheet in Aviation Industry
4. Understand about Input devices

This laboratory course will comprise as exercises to supplement that is learnt under paper BBADS2-105.

The practical session may be related to

1. Word Processing Tools
2. Presentation Tools
3. Spreadsheet Tools
4. Input Devices

BUSINESS COMMUNICATION – I LAB

Subject Code: BCOMS3-108

L T P C
0 0 2 1

Duration: 30 Hrs.

Course Objectives

The aim of this course is:

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. The students should be able to act with confidence, should be clear about their own personality, character and future goals

Course Outcomes:

After studying this course, the students will be able to

1. Getting Reading Skills and habit.
2. Enhanced communication Skills.
3. Understand the way of Communication in Business Environment
4. Understand the way of Presentation

This laboratory course will comprise as exercises to supplement that is learnt under paper BBADS2-106.

The Communication Lab involves interactive practice sessions related to following topics:

1. Pronunciation
2. Common Everyday Situations: Conversations and Dialogues
3. Communication at Workplace
4. Formal Presentations

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5. Business Etiquettes: Email and Net Etiquettes, Etiquette of the Written Word, Etiquettes on the Telephone, Handling Business Meetings.
 6. Conducting Role Plays (Framing Dialogues), Reading Novels and Summarizing Them with Different Vocab and Facial Expressions by Giving Demos.

AVIATION SKILL DEVELOPMENT LAB-I

Subject Code: BCOMS3-109

L T P C
0 0 2 1

Duration: 30 Hrs.

Course Objectives

The aim of this course is:

1. To provide understanding of Airport Structure and its working.
2. To gain and understanding of the Various Department works in the Airport and their duties.
3. To aware regarding the security, navigation and traffic control.

Course Outcomes:

After studying this course, the students will be able to

1. Getting Aviation Skills
2. Enhanced Communication Skills.
3. Understand the structure of the Airport
4. Learn about the functioning of the Airport

In Aviation Skill Development Lab, Students will visit to Domestic Airport and collect information on the various departments, organizational Structure, facilities and functional areas and services, layout etc. Student will prepare report and submit to the department.

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HUMAN VALUES AND PROFESSIONAL ETHICS

Subject Code: BMNCC0-003

**L T P C
2 0 0 0**

Duration: 30 Hrs.

Course Objectives

The aim of this course is:

1. To provide a broad and integrative knowledge about Human Values and Professional Ethics
2. To gain and understanding of the core concept of role of Ethics in Profession
3. Create a Business Environment and Living Environment Friendly.

Course Outcomes:

After studying this course, the students will be able to

1. Learn Human Values and its Importance.
2. Understand the role of Professional Ethics.
3. Getting Moral Ethics.
4. Learn Duties and Responsibility of Professional.

UNIT-I (8 Hrs.)

Meaning of values, Values as social fact, Universal values – equality, justice, freedom/ liberty, inclusion. Distinction between social and culture values and values associated with crafts and occupations. Work and leisure as values – Marx and Veblen

UNIT-II (9 Hrs.)

Values, morality, ethics and their relation with Religion, values as mechanisms of control and coercion. Functional Theory of Values of Talcott Parsons, Theory of Basic Values of Shalom Schwartz, Theory of Protestant Ethic and Capitalism of Max Weber, Bhagwat Gita and Theory of Karma-Dharma, Sikhism and theory of work, dignity of labour, meditation and sharing.

UNIT-III (7 Hrs.)

Meaning and types of Professional Ethics, Goals of professional work and their problems, Normative and evaluative elements in professional work, Duties and obligations, Professional rights, Virtues in professional life (honesty, trustworthiness, transparency, competence, integrity and exemplary conduct), Engineering ethics and service ideals.

UNIT-IV (6 Hrs.)

Technology for and against mankind and environment- fulfilment of human needs, and industrial disasters: case studies – Bhopal Gas Tragedy, Chernobyl and Fukushima Disasters; Equality at work place: gender discrimination and caste/class-based exclusions.

Recommended Books

1. Schwartz, H. Shalom, 'An Overview of the Schwartz Theory of Basic Values'. Online Readings in Psychology and Culture. 2 (1). doi:10.9707/2307-0919.1116, 2012.
2. John Berry, Janek, Pandey; Poortinga, Ype 'Handbook of Cross-cultural Psychology', 2nd Edn.. Boston, MA: Allyn and Bacon. p. 77. ISBN 9780205160747, 1997.
3. Timo Airaksinen, 'The Philosophy of Professional Ethics', University of Helsinki, Finland. 4. Manju Jitendra Jain, 'Yes, It's Possible', Kalpana Publications, Mumbai, 2011.

SEMESTER 2nd

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BASICS OF SUPPLY CHAIN MANAGEMENT

Subject Code: BCOMS3-201

L T P C
4 0 0 4

Duration: 60 Hrs.

Course Objectives

The aim of this course is:

1. To provide basic understanding of supply chain
2. To give knowledge about various supply chain models
3. To provide knowledge of functions of warehousing
4. To deliver knowledge about integration of supply chain with other areas

Course Outcomes:

After studying this course, the students will be able to

1. Understand the conceptual Framework of Supply Chain Management
2. Apply various supply chain models to examine and enhance Supply Chain Performance
3. Assess global supply chain network functioning
4. Apply supply chain with CRM practice

UNIT-I (15 Hrs)

Supply Chain Concepts: Objectives of a Supply Chain, Stages of Supply chain, Value Chain Process, Cycle view of Supply Chain Process, Key issues in SCM, logistics & SCM, Supply Chain Drivers and obstacles, Supply chain strategies,

UNIT-II (15 Hrs)

Supply Chain Performance: Bullwhip effect and reduction, Performance measurement: Dimension, Tools of performance measurement, SCOR Model. Demand chain management, Global Supply chain- Challenges in establishing Global Supply Chain, Factors that influences designing Global Supply Chain Network.

UNIT-III (15 Hrs)

Warehousing: Concept and types, Warehousing strategy, Warehouse facility location & network design, Reverse logistics, Outsourcing- Nature and concept, Strategic decision to Outsourcing, Third party logistics(3PL), Fourth party logistics(4PL)

UNIT-IV (15 Hrs)

Supply Chain and CRM- Linkage, IT infrastructure used for Supply Chain and CRM, Functional components for CRM, Green supply chain management, Supply Chain sustainability.

Practices in Supply Chain: Best practices in SCM, Strategic fit, Obstacles of streamlined SCM.

Suggested Readings

1. Chopra, Sunil, Meindl, Peter and Kalra, D. V.; Supply Chain Management: Strategy, Planning and Operation; Pearson Education
2. Altekar, Rahul V.; Supply Chain Management
3. Ballou, Ronald H.; Supply Chain Management; Pearson Education
4. Sahay, B.S.; Supply Chain Management; Macmillan

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FUNDAMENTALS OF LOGISTICS

Subject Code: BCOMS3-202

L T P C

Duration: 60 Hrs

4 0 0 4

Course Objectives

The aim of this course is to:

1. Understand basics of logistics
2. Gain knowledge about transportation operations
3. Provide knowledge about import and export logistics
4. Give knowledge about global logistics operations

Course Outcomes

After completing this course, students will be able to:

1. Implement logistics and understand issues in logistics
2. Study the Important modes of logistics operations
3. Gain Knowledge of Special aspects of Export and Import Logistics.
4. Understand International logistics principles.

UNIT-I (15 Hrs)

Logistics: Evolution, Objectives, Components and Functions of Logistics Management, 7R's, advantages & Disadvantages of Logistics, 3 – C of Logistics, Distribution related Issues and Challenges

UNIT-II (15 Hrs)

Logistics Terminology, Types of Cargo, Types of Logistics, Inbound logistics, Outbound Logistics, Reverse Logistics, Gaining competitive advantage through Logistics Management, Transportation- Functions, Costs, and Mode; Network and Decision, Containerization, Cross docking.

UNIT-III (15 Hrs)

Export logistics: Picking, Packing, Vessel Booking [Less-than Container Load (LCL) / Full Container Load (FCL)], Customs, Documentation, Shipment, Delivery to distribution centers, distributors and lastly the retail outlets

Import Logistics: Documents Collection- Valuing- Bonded Warehousing Customs Formalities- Clearing, Distribution to Units

UNIT-IV (15 Hrs)

Introduction of Global Logistics, International trade- Types of trade Advantages and Disadvantages of international Trade, Importance of Insurance in international trade, Function of Customs House Agent, Role of Customs in Global Logistics, Role of Bankers in Global Logistics

Suggested Readings

1. Alan E Branch, 'Global Supply chain Management and International Logistics'.
2. Ballou, Ronald H.; Supply Chain Management; Pearson Education
3. Ballou, R.H. Business Logistics Management. Prentice-Hall Inc.
4. Bowersox D.J., Closs D.J. , Logistical Management, McGraw-Hill, 1996

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
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FINANCIAL ACCOUNTING

Subject Code: BCOMS3-203

**L T P C
4 0 0 4**

Duration: 60 Hrs

Course Objectives

The main aim of this course is:

1. The aim is to provide an understanding of the basic principles of accounting and their application in business.
2. The course is designed to make the student familiar with generally accepted accounting principles of financial accounting.
3. To study applications of accounting principles in business organizations excluding corporate entities.

Course Outcome

After competing this course, the students will be able to:

1. Define bookkeeping and accounting.
2. Explain the general purposes and functions of accounting
3. Explain the differences between management and financial accounting.
4. Describe the main elements of financial accounting information – assets, liabilities, revenue and expenses and identify the main financial statements and their purposes.

UNIT-I (15 Hrs)

Introduction to Accounting: Meaning, Objectives, Basic Accounting Terms.

Accounting Principles: Meaning and Nature, Accounting Concepts, Bases of Accounting, Nature of Accounts, Origin of Transactions Source Documents and Vouchers Accounting Equations

Rules of Debit and Credit Recording of Transactions: Book of Original Entry-Journal, Ledger Posting from Journal and Ledger Balancing, Subsidiary Books

UNIT-II (15 Hrs)

Trial Balance: Meaning, Objectives and Preparations of Trial Balance

Errors: Types of Errors and Rectification of Errors, Bank Reconciliation Statement, Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditure

UNIT-III (15 Hrs)

Accounting for Depreciation, Provision and Reserves, Preparation of Manufacturing, Trading and Profit & Loss Account, Balance Sheet (With Simple Adjustment in Preparation of Financial Statements)

Budgetary Control- Types of Budgets Master budget Zero base budgeting, Fixed Budget and Flexible Budgets, Zero Base Budget, Participative Budget and Performance Budget

UNIT-IV (15 Hrs)

Accounting for Non Profit Organizations: Receipts and Payment Account, Preparation of Income and Expenditure Accounts and Balance Sheet from Receipts and Payment Account with Additional Information

Recommended Books

1. Mukherjee & Hanif, 'Fundamentals of Accounting', Tata McGraw Hill
2. Khatri, 'Financial Accounting', Tata McGraw Hill
3. Libby, 'Financial Accounting', Tata McGraw Hill
4. S.N. Maheshwari, 'An Introduction to Accountancy', Vikas Publication
5. Guruprasad Murthy, 'Financial Accounting', Himalaya Publishing

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
SYLLABUS BATCH 2022 ONWARDS**

AVIATION SECURITY & SAFETY MANAGEMENT

Subject Code: BCOMS3-204

L T P C
4 0 0 4

Duration: 60 Hrs.

Course Objectives

The aim of this course is:

1. To enable the Students to learn about the importance of Safety and Security in Air Transportation
2. They will be learning about the techniques and methodologies used in protecting passengers, crew, baggage, cargo, mail, ground personnel, aircraft and property of Airports

Course Outcomes

After studying this course, the students will be able to

1. Understand various techniques of Aircraft protection
2. Learn about various steps to Combat Terrorism
3. Understand Hijacking and various Security measures to be taken.
4. Have knowledge about International aviation safety assessment.

UNIT-I (15 Hrs)

Importance of Air Transportation Safety and Security-Airport- Airways: Protecting Public Transportation -Screening- Personnel and Baggage – Metal Detectors-X ray Inspections, Passive and Active Millimeters-Trace- Detection Techniques-The way on Drug and Explosives.

UNIT-II (15 Hrs)

Terrorism: Terrorism – Introduction- Causes of Terrorism - Rival claim of palestine- Palestine Liberation Organization - Nuclear Terrorism - Aircraft as Missiles - 9/11 Terrorist Act and its Consequences -Biological &Chemical Warfare - Steps to Combat Terrorism

UNIT-III (15 Hrs)

Hijacking :Hijacking – Security measures- Airport Security Programmed a Steps taken to Contend with Hijacking- Cockpit doors- Sky Marshal Program me -Public Law about Hijacking - Air Transportation Security Act of 2001 -Crimes against Humanity - The Tokyo Convention and Summit

UNIT-IV (15 Hrs)

Legislations and Regulations: ICAO/ECAC -Transportation security administration -International aviation safety assessment program. -Legislation after 9 Sep 2001 41

Technological Improvements on Aviation Safety and Security: Technological Improvements on Aviation Safety and Security -Introduction- Microwave Holographic Imaging -Body or Fire Security Scanner -New Generation of video Security Systems -Biosimmer – Biometric Systems

Recommended Text Books / Reference Books:

1. Aviation in Crisis – Ruwantissa I.R. Abeyratne – Ashgate Publishing Ltd.
2. Aviation Safety Programs – Richard H. Wood – Jeppesen Sanderson Inc.
3. Aviation and Airport Security – Kathleen M. Sweet –Pearson Education Inc.

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
SYLLABUS BATCH 2022 ONWARDS**

BUSINESS COMMUNICATION – II

Subject Code: BCOMS3-205

**L T P C
2 0 0 2**

Duration: 30 Hrs

Course Objectives

The aim of this course is:

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. To impart confidence, clarity about their own personality, character and future goals.
3. To learning basic interview skills.
4. To introducing to various grammatical errors and daily usage words.

Course Outcomes

After completing of this course, the students will be able to:

1. Apply various communication concepts and theories to address everyday dilemmas within dimensions (ethical, social, legal, technological, relational, and cultural).
2. Effective business writing and communication.
3. Improved reading skills and word formulation.
4. Developing and delivering effective presentations.

UNIT-I (8 Hrs)

Developing Writing Skills: Sentences Formation - Simple Compound and Complex Formation, Transformation of Sentence: Idioms, One Word Substitution. Active and Passive, Drafting, Editing, Paragraph Writing, Precise Making, Faxes, E-mails

Resume Writing: Planning, Organizing Contents, Layout, Guidelines for Good Resume Report Writing: Types, Formats, Drafting of Various Types of Report.

Importance of Non-Verbal Communication– Positive Gestures, Symbols and Signs, Physical Appearance & The art of Self-Presentation & Conduct, Review/Summarizing of Newspaper Articles, Features etc.

UNIT-II (6 Hrs)

Developing Reading Skills: Identify the Purpose of Reading, Factors Effecting Reading, Learning How to Think and Read, Developing Effective Reading Habits; **Reading Strategies:** Training Eye, Reading

UNIT- III (6 Hrs)

Developing Listening Skills: Importance, Purpose of Listening, Art of Listening, Factors Affecting Listening, Components of Effective Listening, Process of Listening, Principles and Barriers to Listening, Activities to Improve Listening and Difference Between Listening and Hearing.

UNIT-IV (10 Hrs)

Developing Speaking Skills: Its Advantages and Disadvantages, Conversation as Communication, Extempore, Speaking, Art of Public Speaking, Meetings Preparations, Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance, Group Discussion- Guidelines, Uses and Importance.

Presentations: Four P's of Presentation, Structuring, Rehearsing and Delivery Methods, Effective Presentations.

Interviews: Types, Preparation Techniques- Dressing Etiquettes, Body Language and Facial Expression, Cross questioning skills, projecting a positive image.

Recommended Books

1. Lesikar, Petit, 'Business Communication', All India Traveler bookseller.
2. Bovee, Thill and Chaturvedi, 'Business Communication', Pearson Education.
3. Lucent's 'General English', Lucent Publishing.
4. Pal, Rajendra & Korlahalli, 'Essentials of Business Communication', Sultan Chand & Sons

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
SYLLABUS BATCH 2022 ONWARDS**

BUSINESS COMMUNICATION – II LAB

Subject Code: BCOMS3-206

**L T P C
0 0 2 1**

Duration: 30 Hrs

Course Objectives

The aim of this course is:

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. The students should be able to act with confidence, should be clear about their own personality, character and future goals
3. learning basic interview and Group Discussion skills.

Course Outcomes:

After studying this course, the students will be able to

1. Understand the role of Business Communication
2. Gain Communication Skills
3. Practically Learn of Presentation Ways
4. Understand about Interviews

This laboratory course will comprise as exercises to supplement that is learnt under paper BMBAS1-205. The Communication Lab involves interactive practice sessions related to following topics:

1. Listening Comprehension
2. Speaking: Art of Public Speaking, Meetings
3. Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance,
4. Group Discussion.
5. Effective Presentations Methods
6. Interviews: Types, Preparation Techniques

AVIATION SKILL DEVELOPMENT LAB - II

Subject Code: BCOMS3-207

**L T P C
0 0 2 1**

Duration: 30 Hrs

Course Objectives

The aim of this course is:

1. To provide understanding of Airport Structure and its working.
2. To gain and understanding of the Various Department works in the Airport and their duties.
3. To aware regarding the security, navigation and traffic control.

Course Outcomes:

After studying this course, the students will be able to

1. Getting Aviation Skills
2. Enhanced Communication Skills.
3. Understand the structure of the Airport
4. Learn about the functioning of the Airport

In Aviation Skill Development Lab, Students will visit to Domestic Airport and collect information on the various departments, organizational Structure, facilities and functional areas and services, layout etc. Student will prepare report and submit to the department

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
SYLLABUS BATCH 2022 ONWARDS**

BASIC SPREADSHEET TOOLS LAB

Subject Code: BCOMS3-208

**L T P C
0 0 4 2**

Duration: 60 Hrs

Course Objectives

The main aim of this course is:

1. To learn how to use basic and advance spreadsheet tools
2. To construct formulas, including the use of built-in functions, and relative and absolute references
3. To learn enter, modify and edit data

Course Outcomes

After completing this course, students will be able to:

1. Set up the chart function of Excel to represent numeric data in multiple formats
2. Access and manipulate data using the database functions of spreadsheet
3. Knowledge of using graphs and charts
4. Efficiently use the various basic and intermediate level features of spreadsheet

UNIT – I (15 Hours)

Data Entry and Editing: Introduction to Spreadsheet, Data Entry, Editing, Cell Addressing Ranges, Commands, Menus, Copying & Moving cell content,

Rows & Columns - Inserting and Deleting Rows and Columns, Column Formats, Cell Protection, Printing, Creating, Displaying and Printing Graphs, Statistical Functions.

UNIT – II (15 Hrs)

Managing Work Sheets: Introduction, Naming and Moving Worksheets, Copying Worksheets, Adding, Deleting and Hiding Worksheets, Grouping Worksheets

Charts & Graphs: Introduction, Types of Charts, Chart Style, Chart Layout, Add labels, Axis Options, Data labels

UNIT -III (15 Hrs)

Tables: Introduction, Insert a Table, Style Options, Add Rows and Columns, Functions in Tables

Conditional Formatting: Introduction, Highlight Cell rules, Top/Bottom Rules, data Bars, Color Scale, Customformatting rules, Proper Function, Trim Function

UNIT – IV (15 Hrs)

Sort & Filter: Introduction, Sort data, Filter data, Custom Sort & Filter

Pivot Table: Introduction, Create Pivot Table, Layout of Pivot Tables, Filtering Pivot Tables

Understanding Formula – Introduction to Common Formulas, Copying Formulas, Descriptive Statistics

Recommended Books

1. Greg Harvey, 'Microsoft Excel 2016 All-in-One for Dummies, Wiley Publications
2. Lokesh Lalwani, 'Excel 2019 All – In – One' BPB Publication
3. Manisha Nigam, 'Data Analysis with Excel' BPB Publication
4. Paul McFedries, 'Excel 2016- Formulas and Functions' Que Publications

**MRSPTU B.COM WITH AVIATION AND LOGISTICS MANAGEMENT
SYLLABUS BATCH 2022 ONWARDS**

DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION

Subject Code: BMNCC0-041

**L T P C
2 0 0 0**

Duration: 30 Hrs.

Course Objectives

The main aim of this course is:

1. To learn how to Prevent from Drug Abuse
2. Understand the Social Management and Psychological Management
3. Aware the student about consequences of Drugs, violence and Crime.

Course Outcomes:

After studying this course, the students will be able to

1. Understand Drug Abuse and its consequences
2. Learn Prevention of Drug Abuse
3. Understand the Treatment and Control of Drug Abuse
4. Understand Psychological Management

UNIT-I (6 Hrs)

Meaning of Drug Abuse: Meaning: Drug abuse, Drug dependence and Drug addiction. Nature and extent of drug abuse in India and Punjab.

UNIT-II (8 Hrs)

Consequences of Drug Abuse

Individual: Education, Employment, Income.

Family: Violence.

Society: Crime. Nation: Law and Order problem

UNIT-III (8 Hrs)

Prevention of Drug Abuse

Role of Family: Parent-child relationship, Family support, Supervision, Shipping Values, Active Scrutiny.

School: Counselling, Teacher as Role-Model, Parent-Teacher-Health Professional Coordination, Random testing on students.

UNIT-IV (8 Hrs)

Treatment and Control of Drug Abuse: Medical Management: Medication for treatment and to reduce withdrawal effects.

Psychological Management: Counselling, Behavioural and Cognitive therapy.

Social Management: Family, Group therapy and Environmental Intervention.

Treatment: Medical, Psychological and Social Management. Control: Role of Media and Legislation.

Recommended Books

1. Ram Ahuja, 'Social Problems in India', Rawat Publications, Jaipur, 2003.
2. 'Extent, Pattern and Trend of Drug Use in India', Ministry of Social Justice and Empowerment, Govt. of India, 2004.
3. J.A. Inciardi, 'The Drug Crime Connection', Sage Publications, Beverly Hills, 1981.
4. T. Kapoor, 'Drug Epidemic among Indian Youth', Mittal Publications, New Delhi, 1985.
5. Kessel, Neil and Henry Walton, 'Alcoholism, Harmond Worth', Penguin Books, 1982.
6. Ishwar Modi and Shalini Modi, 'Addiction and Prevention', Rawat Publications, Jaipur, 1997.
7. 'National Household Survey of Alcohol and Drug Abuse', Clinical Epidemiological Unit, All India Institute of Medical Sciences, New Delhi, 2003 & 2004.
8. Ross Coomber and Others, 'Key Concept in Drugs and Society', Sage Publications, New Delhi, 2013.

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9. Bhim Sain, 'Drug Addiction Alcoholism, Smoking Obscenity', Mittal Publications, New Delhi, 1991.
10. Ranvinder Singh Sandhu, 'Drug Addiction in Punjab: A Sociological Study', Guru Nanak Dev University, Amritsar, 2009.
11. Chandra Paul Singh, 'Alcohol and Dependence among Industrial Workers', Shipra, Delhi, 2000.
12. S. Sussman and S.L. Ames, 'Drug Abuse: Concepts, Prevention and Cessation', Cambridge University Press, 2008.
13. P.S. Verma, 'Punjab's Drug Problem: Contours and Characteristics', Vol. LII, No. 3, P.P. 40-43, Economic and Political Weekly, 2017.

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