**Savitribai Phule Pune University**
**SY BBA –IB Semester III (CBCS) Pattern 2019**
**Course: Elements of Human Resource Management.**
**Course Code- 301**
**Credit – 3**

**Depth of the Course**- Functional Knowledge of Human Resource Management

**Course Objectives:**
**1.**      To introduce fundamental concepts of Human Resource Management.
**2.**      To introduce the processes pertaining to different functions of HRM.
**3.**      To introduce the recent trends with respect to global HRM

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | Introduction to Human Resource Management (HRM) | • Introduction, <br> • Development of HRM, <br> • Concept of Human Resource Development (HRD)&HRM, Importance of Human Resource Management. <br> • Functions of Human Resource Management. <br> • Role of HR Manager, <br> • Structure of HRM Department, <br> • Duties and Responsibilities of HR-Manager. | • To understand the basic concept of Human Resource Management and its functions. <br> • To understand duties and responsibilities of HR manager |
| 2 | Manpower Planning And Recruitment and selection**.** | • Definition and objectives, <br> • Need, Importance of Human Resource Planning: Short term and Long term, <br> • Process of Human Resource Planning. <br> • Concept of Recruitment, <br> • Importance of Recruitment, | • To help understand the concept of Manpower Planning <br> • To understand the Recruitment and Selection process in detail. |

| | | • Sources of Recruitment. <br> • Concept of Selection, <br> • Importance of selection, <br> • Selection Tests and Types of Interviews <br> • Facing Interviews <br> • Basis of Selection, Induction | • To gain knowledge about various sources and methods of the Recruitment and Selection. |
|---|---|---|---|
| 3 | Training and Development and Performance Appraisal | • Definition of Training and Development, <br> • Methods & Types of Training, <br> • Objectives and Importance of Training, <br> • Training Methods, <br> • Evaluation of Training Programme, <br> • Models of Evaluation, <br> • Cross-Cultural Training, <br> • Concept of Management Development, <br> • Concept of Performance Appraisal, Importance of Performance Appraisal, <br> • Methods of Performance Appraisal, <br> • Errors of Appraisal. <br> • Merit Rating: Need, and Methods, Job Evaluation, Job Description, Movement of human resources within organisation (Promotion, Transfer, Job Enlargement, Job Enrichment, Job rotation, Job Sharing.) | • To help understand the concept of training and development. <br> • To understand the process of training and its methods and importance <br> • To help understand the concept of performance appraisal <br> • To understand the process of performance appraisal its methods and importance |
| 4 | Trends in HRM | • Changes in Labour Force, composition, knowledge workers, Employee Engagement and empowerment, <br> • HRM challenges- <br> • Strategic issues in merges & acquisitions -Downsizing, Reengineering, outsourcing, <br> • Current trends -TQM, Global Workforce, Multiculturism and Cultural Sensitivity. | • To know in brief the modern trends in HRM |

| Teaching Hours Theory + Tutorials /Project Practical | Innovative methods to be used | Expected Outcome |
|---|---|---|
| Unit 1- 12 hours | Power Point presentations, Explain concept and functions of HRM and Role of HR Manager | To understand the basic concept of human resource management and its functions, duties and role of HR manager |
| Unit 2- 12 hours | Newspaper cut outs showing different recruitment adds, Mock interviews of students in the class How to face of interviews. Instead of types of Interviews you can state how to face interviews. | To help understand the concept of manpower planning. To understand the Recruitment and Selection process in detail. To gain knowledge about various sources and methods of the Recruitment and Selection. |
| Unit 3- 12 hours | Students' participation in workshops, conferences to emphasize on and off the job training. | To help understand the concept of training, its process and methods. To help understand the concept of performance appraisal its process and methods. |
| Unit 4 - 12 hours | Case studies signifying application of different trends in HRM | To know the modern trends in HRM |

**Evaluation**

| Subject | Internal Evaluation | External Evaluation 70 marks | Suggested Add on Course |
|---------|---------------------|------------------------------|--------------------------|
| Unit – I | Chart preparation of functions of HRM, Duties of HR manager, Concept of HRM/HRD | | **Basic Managerial skills/ Etiquettes and Mannerisms/ Communication skill for managers** |
| Unit – II | Assignment on the chapter comprising of short and long questions | 25%MCQ, Short notes-35%, Long answers- 40% | |
| Unit – III | Group discussion on concepts mentioned in the chapter | | |
| Unit – IV | MCQ test on trends of HRM | | |
| | **Total – 30** | **Total-70** | |

**Suggested references**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---------|-------------------|----------|-------------|-------|
| 1 | Human resource management text and cases | K.Aswathappa | Tata McGraw Hill | New Delhi |
| 2 | Human resource management text and cases | L.M. Prasad | Sultan Chand and Sons | New Delhi |
| 3 | Human resource management text and cases | V.S.P Rao | Excel Books | New Delhi |

| No. | Name | | |
|---|---|---|---|
| 4 | Organisational Behaviour | L.M. Prasad | Sultan Chand and Sons | New Delhi |
| | | | | |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: Elements of Human Resource Management**
**Course Code - 301**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions**<br><br>Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

## Savitribai Phule Pune University
## SY BBA –IB Semester III (CBCS) Pattern 2019
## Course -Global Competencies and Personality Development
## Course Code- 302
## Course Credits: 3

**Depth of the Course**-Fundamental Knowledge to develop well -groomed Positive Personality.

**Course Objectives:**
1. To understand the importance of personality leading to self-development.
2. To help the students to build positive personality traits.
3. To enhance one's Employability and life skills.
4. To ensure all topics are taught not just for creating personality adaptable in domestic work environment but also globally

| Unit No | Unit Title | Contents | Purpose & Skills to be developed |
|---------|-----------|----------|----------------------------------|
| . 1. | Understanding Personality and its Determinants | • Define Personality and different types of Personalities.<br>• Factors of Association-Five Factor Model.<br>• Personality Traits /Determinants. (Traits required to be successful at global level)<br>• Developing Positive Personality.<br>• Importance of Empathy and Emotional Intelligence.<br>• Ethics and Values (National and International protocols for individuals as well as business)<br>• Building emotional stability. | • To understand complex personalities and what forms them.<br>• To study the Factors that build up the personality. |

| 2 | Self -Awareness and Development | • Self-Assessment-Finding Own Personality type (Conduct any Personality Test like Myers-Briggs' 16 Categories of Personalities<br>• Self- Analysis and Goal Setting- SWOT Analysis<br>• Developing positive self- esteem and building self confidence<br>• Interpersonal skills<br>• Understanding people/Social behaviour- Johari Window (Understand how behaviours and social etiquette differ across the world)<br>• Ability to work in Team- Be a team player, Adapt in different cultural and work styles,<br>• Maintain professional and social relationships | • Students will be able to get a clear idea of their own personality type and the areas of improvement to work upon with lot of practical exposure |
|---|---|---|---|
| . 3 | Techniques in Personality Development and image management | • Creating Positive Self Image<br>• Building Positive Attitude<br>• Positive thinking and critical thinking skills<br>• How to handle success and failure?<br>• Manage work and life stress effectively.<br>• Importance of Time Management in building positive personality.<br>• Motivation-Need for self- motivation and factors that keep one motivated.<br>National and International standards and how they differ in major countries of business)<br><br>• Social Etiquettes and Grooming basics.<br>• Body Language-Basic understanding and projecting Positive Body Language<br>• Dressing Etiquettes and Hygiene.<br>• First Impressions | • Based on prior understanding of one's flaws and strengths, various techniques in this chapter will help towards building a strong and robust personality<br>• Building smart and presentable personalities while enhancing their employability skills. |

| 4 | Global Competencies | • What are Global Competencies?<br>• Core attributes and skills<br>• 7 Global Competencies<br>• Need to globalize as individuals.<br>• Traits of a globally competent individual – (Adaptability/Team player/flexible/people's skills etc.)<br>• Self- adaptability and awareness about others (Cross culture adaptiveness)<br>• Bridging the differences<br>• Understanding Cross-Cultural values and ethics.<br>• Global Communication Styles.<br>• Business protocols and practices and personal lifestyles –(How they vary from country to country and the need to adapt) | • To make students aware about the global culture, so that in future students can adapt and fit in the professional set-up globally. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project<br><br>Practical | Innovative methods to be used | Expected Outcome |
|---|---|---|
| Unit 1- 12 hours | • Personality analysis through Body Language and Individual Habits<br>• Psychometric Testing | Basic understanding of personality and traits |
| Unit 2- 12 hours | • Creating Personal Johari Window<br>• Personal SWOT -Personality Test | Understanding of one's own Personality. |
| Unit 3- 12 hours | • Role Plays on life situation /Simulation techniques<br>• Use of AV's to understand personality attributes Mock GD's and Interviews | Development of one's personality through practice |

| | • Making own Resume and preparing self-introduction Presentation on any topic to build confidence and public speaking skills | Readiness to participate in competitive activities |
|---|---|---|
| Unit 4- 12 hours | •Student exchange program<br>•Cross cultural training.<br>A study on work place etiquette of different countries and analysis of how they differ from each other.<br><br>Email and telephone etiquette -Globally acceptable standards | Students should be fit Culturally and Professionally at the global level. |

**Evaluation**

| Subject | Internal Evaluation<br><br>30 marks | External Evaluation<br><br>70 marks | Suggested Add on Course |
|---|---|---|---|
| Unit – I | **Methods of Evaluation**<br><br>MCQ's on concept of personality and its Determinants.<br><br>Presentation on Five factor model | 25%MCQ, Short notes- 35%,<br><br>Long answers- 40% | • Personality Development course on Swayam Portal<br>• Enhancing Soft Skills and Personality on Swayam Portal/ The 11 essential career soft skills-Udemy |
| Unit – II | Participation in Team activities to build interpersonal skills and Business Games to analyze personality types. | | |

| Unit – III | Case study on Handling Failures and stress, Mock GD and Interview participation | | |
|---|---|---|---|
| Unit – IV | Research on Global Skills and current adaptability skills. | | |
| | **Total – 30** | **Total-70** | |

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Personality Development | Hurlock, E.B | Tata McGraw Hil | New Delhi |
| 2 | Organizational Behavior 16th Edition | Stephen P. Robbins and Timothy A. Judge | Prentice Hall | New Delhi |
| 3 | Personality Development and soft skills | BarunMitra | Oxford University Press | New Delhi |
| 4 | The Ace of Soft Skills: Attitude, Communication and Etiquette for Success | Gopalaswamy Ramesh | Pearson's | New Delhi |
| 5 | Body Language | Smith, B | Rohan Book Company. 2004 | New Delhi |
| 6 | Group Discussions and Interview Skills | PriyadarshiPatnaik | Foundation Books, Cambridge University Press. | New Delhi |
| 7 | Habits of Highly Effective People | Stephen Covey | Pocket Books | New Delhi |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: Global Competencies and Personality Development**
**Course Code - 302**

| Q.No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | Objective Type Questions<br><br>Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

**Savitribai Phule Pune University**
**SY BBA –IB Semester III (CBCS) Pattern 2019**
**Course: International Economics**
**Course Code – 303**
**Credits – 3**

**Depth of the course:** Functional Knowledge on International Economics.

**Course Objectives:**

1. To provide a comprehensive understanding of the concepts of International Economics.
2. To develop theoretical tools to understand current international issues their impact on business.
3. To analyze and test International trade models.
4. To analyze the International Investment and risks associated with it.
5. To understand financial crisis in world economies, their causes and solutions.

| Unit No | Unit Title | Contents | Purpose and Skills to be Developed |
|---------|-----------|----------|-----------------------------------|
| 1 | Introduction to International Economics | • Meaning, Nature and Scope of International Economics <br> • Inter-regional and International Trade <br> • Trade as an engine of Economic Growth <br> • International Trade Flows | • Understand the Role and Scope of International Economics. <br> • Role of Trade and its importance at National and International Level. |
| 2 | Theories of International Trade | • Adam Smith – Absolute Cost Advantage Theory <br> • Ricardo – Comparative Cost Theory <br> • Hecksher – Ohlin Theory <br> • Empirical Evidence of Trade Theory | • Understand the concepts and role of International trade theories. <br> • Compare alternative theories of International Trade. |
| 3 | Terms of Trade and Gains from | • Concept of Terms of Trade – Barter System <br> • Terms of trade & Income Terms of Trade. <br> • Factors influencing Terms of Trade – MNC's and | • Understanding terms of trade in the International Market. <br> • Understanding various factors affecting the |

| | International Trade | Foreign Direct Investments.<br>• International Labour Mobility<br>• Balance of Payments – Introduction, Concept and Importance.<br>• International Money Standards- Introduction and Concept<br>• Gains from Trade – Static and Dynamic<br>• Welfare comparisons at International and Domestic level. | terms of trade.<br>• Analyze the nation's balance of payment policies.<br>• Understanding the Welfare and Gain concept. |
|---|---|---|---|
| 4 | Trade Policy and Role of International Economic Organizations | • Free Trade Policy – Meaning, arguments for and against.<br>• Protection Policy – Meaning, Arguments for and against.<br>• Tariff Barriers and Non-Tariff Barriers – Commercial Policy and Preferential Trade Agreements<br>• Exchange Rate in the Short run and<br>• Long run and its impact.<br>• World Trade Organization (WTO) – Evolution and Functions<br>• International Monetary Fund – Concept, Objectives and Functions.<br>• World Bank – Objectives and Functions<br>• Financial Globalization: Opportunity and Crisis of India.<br>• The 2008 International Financial crisis and its current implications. | • Evaluate the impact of tariff and non-tariff barriers.<br>• Identify the validity and efficiency of protectionist policies.<br>• Understand how a foreign exchange market operates.<br>• Understand the functions of International Organizations.<br>• Understand the opportunities and risks for India with respect to financial globalization.<br>• Understanding the World economic crisis and its impact. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project Practical | Innovative Methods to be used/ AV Applications | Expected Outcome |
|---|---|---|
| Unit 1- 12 hours | Films/Videos of International trade, Practices adopted by different countries.<br><br>Videos on financial ministers of different countries explaining the International trade scenarios. | • To understand the basics of International economics, concept and its role. |
| Unit 2- 12 hours | Films/Videos on International Trade theories and its importance.<br><br>Case Studies on various International trade theories and its impact. | • To understand the use of various International trade theories' and experiments on the world trade. |
| Unit 3- 12 hours | Case Studies on terms of trade and its concept.<br><br>Case studies on MNC's and Foreign Direct Investment Policies.<br><br>Case studies/Videos on the importance of balance of payments and International money standards concept. | • To understand the International money standards concept and various key concepts affecting the terms of trade.<br>• To understand how a country can gain through International trade practices. |

| | Case studies/videos on wealth and gain theory concept through trade.<br><br>Case studies and discussions on free trade and protection policies.<br><br>Case studies and discussions on tariff barriers and non-tariff barriers.<br><br>Films/Videos on the exchange rate concept and its fixation in the money market. | • To understand the balance of payments concept for the International trade.<br>• To understand various free trade and protection policies implementation and its role.<br>• Understand the tariff and non-tariff barriers concept in International trade.<br>• Understand the concept of currency exchange rate in the International market. |
|---|---|---|
| Unit 4 - 12 hours | Case Studies/ Quiz/ Discussion on policies adopted by International trade organizations.<br><br>Case Study/Debate on Financial globalization and its impact.<br><br>Films/videos/Case study/ Discussion on the 2008 world crisis/recession. | • To understand the role and contribution of International trade organizations.<br>• Understand the concept of financial globalization and its benefits and adversities.<br>• Understand the implications of 2008 global crisis on various economies. |

**Evaluation**

| Subject | Internal Evaluation 30 marks | External Evaluation 70 marks | Suggested Add on Course |
|---|---|---|---|
| Unit – I | **Methods of Evaluation**<br><br>MCQ's basics concepts of trade<br><br>Presentation on topics under unit 1 | | |
| Unit – II | Chart preparation on various theories mentioned in the chapter. | 25%MCQ ,Short notes- 35%, Long answers- 40% | |
| Unit – III | Case study on MNC's and Foreign Direct Investment Policies | | |
| Unit – IV | Case studies and discussions on free trade and protection policies.<br><br>Case studies and discussions on tariff barriers and non-tariff barriers. | | |
| | **Total – 30** | **Total-70** | |

**Recommended Books:**

| Sr.No | Title of the Book | Author/s | Publication |
|-------|-------------------|----------|-------------|
| 1. | International Economics | Francis Cherunilam | Tata McGrawHill 1999 |
| 2. | International Economics | Salvatore D.L. | Prentice Hall7th Edn.2001 |
| 3. | International Economics | Sodersten Book | |
| 4. | International Economics | Dr. D. M. Mithani | 2000 |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: International Economics**
**Course Code - 303**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

**Savitribai Phule Pune University**
**SY BBA –IB Semester III (CBCS) Pattern 2019**
**Course: Production and Operations Management**
**Course Code: 304**
**Credits -3**

**Depth of the Course-** Reasonable working knowledge

**Course Objectives:**

1. To enable the students to have a comprehensive understanding of the subject.
2. To understand key concepts and issues of Production and Operations Management.
3. To understand Production Management and its role in developing Business Strategy.

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | Introduction to Production and Operations Management | • Meaning & Definition of Production and Operations Management, Classification, <br> • Objectives and Scope of Production and Operations Management, <br> • Automation-Meaning and Definition, Need and Types of Automation - Advantages and Disadvantages. <br> • Waste Management - Scrap and Surplus Disposal, Salvage and Recovery. | • To understand the importance of Production Management. <br> • To know the types of Automation. <br> • To learn how to handle waste in an Industry. |
| 2 | Plant Location and Layout | • Definition and Objectives of Plant Location, <br> • Importance of Location, Locating Foreign Operations Facilities, Location Decision Process; <br> • Layout Planning: Advantages and Functions of Layout Planning, | • To know the process of selecting location for a plant. <br> • To understand the different factors affecting layout. <br> • To get acquainted with different plant layouts. |

| | | • Principles of Layout, Objectives of a Good Plant Layout, Factors for a Good Plant Layout, Types of Layout | |
|---|---|---|---|
| 3 | Materials and Maintenance Management | • Definition of Material Management, <br> • Material Handling Principles and Practices, <br> • Criteria for Selection of Materials Handling Equipment, Standardization, Codification, Simplification. <br> • Inventory Control: Definition and Importance of Maintenance Management, <br> • Objectives of Maintenance Management, <br> • Types of Maintenance Systems | • To study the method of Material handling in an industry. <br> • To know different standards' used in selecting Material. <br> • To study different types of Maintenance System in business. |
| 4 | Production Planning and Production Control | • Production Planning: Meaning, Objectives, Scope, Importance & Procedure of Production Planning, Routing Scheduling, <br> • Master Production Schedule, Production Schedule, Dispatch, Follow up. <br> • Production Control-Meaning, Objectives, Factors affecting Production Control. | • To learn the production planning process. <br> • To know different types of Production Control Systems used in production. |

**Teaching Methodology**

| Teaching Hours Theory + Tutorials /Project<br><br>Practical –as applicable | Innovative Methods to be used | Tutorials /Project for 1 credit – (If Applicable) | Expected Outcome |
|---|---|---|---|
| Unit 1- 12 hours | Visit any industry and list out the stages of PPC with as many details as possible. Preparing charts on Operation Management of a company. Group discussion on Advantages and Disadvantages of Automation | - | • The students must understand classification of Operation Management.<br>• The students must gain practical knowledge of Handling Waste Management. |
| Unit 2- 12 hours | Take students out to different Plant Locations to make them understand the actual difference. Visit a company and List Out Environmental issues. | - | • The students must understand the importance of selecting good plant location and understand different types of Plant layout |
| Unit 3- 12 hours | With the help of case study teach different methods of Material handling in an industry. Analysis of different standards' used in selecting Material. List out the Functions of Materials management in an organization | - | • The student must learn different Maintenance systems used in Business and different types of material handling. |
| Unit 4 - 12 hours | Group discussion on importance of Quality Control Describe the Functions of Quality Circles in an industry | - | • To understand the various Quality Control Systems used by the companies. To learn the production planning process. |

**Evaluation Structure:**

| Unit No | Internal Evaluation | External Evaluation | Suggested Add on Course |
|---|---|---|---|
| Unit – I | 1.MCQ on concept meaning, classification<br>2. Open Book Test<br>3. Presentation on Waste Management | | |
| Unit – II | 1.Presentation on different layouts used by companies<br>2. Case Study on actual factors affecting Plant Layout<br>3. Model making on Plant Layout | **25% MCQ**<br>**35% Short notes**<br>**40% Long answers** | |
| Unit – III | 1.MCQ on Material and Maintenance Management<br>2. Situation Analysis on how management fails or succeeds in Selecting Materials<br>3.Presentations on different types of Maintenance System | | Packing and Material Handling |
| Unit – IV | 1.Case study on Quality Control issues<br>2. Situation Analysis on actual factors affecting Production Control | | |
| Total | **30 Marks** | **70 Marks** | |

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Production and Operations Management | By S. N. Chary | Tata McGraw-Hill Education | New Delhi |
| 2 | Production and Operations Management | K. Aswathappa &K. ShridharaBhat | Himalaya Publishing House Pvt. Ltd. | Mumbai |
| 3 | Production, Planning Control & Industrial Management | K. C. Jain& L. N. Aggarwal | Khanna Publishers | New Delhi |
| 4 | Production Operations Management Concepts Models | Everett E. Adam, Ronald J. Ebert | Prentice Hall | Toledo, OH, U.S.A. |
| 5 | Productivity Techniques | SrinivasGondhalekar&UdaySalunkhe | Himalaya Publishing House Pvt. Ltd | New Delhi, |
| 6 | Plant Layout and Materials Handling | Apple, James M | Wiley | Houston, TX, U.S.A.) |
| 7 | Production & Operations Management | J.P. Saxena | Mcgrawhill HED | New York U.S |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: Production Operations Management**
**Course Code - 304**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions**<br><br>Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

**Savitribai Phule Pune University**
**SY BBA- IB Semester III (CBCS) Pattern 2019**
**Subject: Foreign Language:French**
**Course Code -: A 305**
**Credits: 4 =(3+1)**

**Depth of the Course: Fundamental Knowledge**
**Course Objective -:**
1. Students should get acquainted with the basic sentence patterns of French language so that they can communicate in French if required.
2. The students should be able to read, write, understand and speak French with limited vocabulary.

| Unit No | Unit | Grammar | Purpose and skills to developed |
|---|---|---|---|
| 1 | Self-introduction. –Profession, Nationality Greetings. Address | Subject pronouns Definite and indefinite articles Être, avoir, some – er ending Verbs Plural of some nouns Some Adjectives. | • To know fundamental French vocabulary with respect to greetings and conversations. <br> • To know pronouns, articles ,plural and some adjectives |
| 2 | To understand personal information given by others and to ask and give personal information <br><br> Family ,0- 30 numbers, to reserve a hotel room 31-60 numbers. Dates, telephone numbers. | S'appeler Possessive adjectives Some interrogatives, <br><br> Present tense of some –ir and <br><br> Some –re ending verbs | • To learn to communicate with simple questions. <br> • To know alphabets, and numbers. |

| 3 | Travelling- make a program and to tell it Understand and read the time schedules. | Interrogation ,Some interrogatives, Some irregular verbs. | • To converse regarding cities, languages known.<br>• To understand orientation of time. |
|---|---|---|---|
| 4 | To buy a train ticket ,To understand train schedules Understand and give directions 61-1000 | Some adjectives Contracted and partitive articles Negation Some more –irendimg verbs | • To know numbers.<br>• To converse regarding travel.<br>• To know adjectives, articles and verbs. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project Practical | Innovative methods to be used | Tutorials /Project for 1 credit – (If Applicable) | Expected Outcome |
|---|---|---|---|
| Unit 1- 10 Hours | Dialogues between students in pairs using words from learnt vocabulary.<br><br>Power point presentation regarding concepts in the chapter | - | • To know fundamental French vocabulary with respect to greetings and conversations.<br>• To know pronouns, articles ,plural and some adjectives. |
| Unit 2- 14 Hours | Audio tools to teach phonetic sounds of alphabets.<br><br>Dialogue between students exchanging numbers and discussing personal information | - | • To learn to communicate with simple questions.<br>• To know alphabets, and numbers |

| | | | |
|---|---|---|---|
| | | | |
| Unit 3- 14 Hours | Group discussion regarding general topics with facilitation from instructor. | - | • To converse regarding cities, languages known.<br>• To understand orientation of time. |
| Unit 4- 10 Hours | Role play method where students play different roles in train travel.<br><br>Learning the use of French dictionary to learn new words. | - | • To know numbers.<br>• To converse regarding travel.<br>• To know adjectives, articles and verbs. |
| Tutorial | | To have a dialogue with the student using vocabulary used by him. Tutorial to be conducted in viva voce format to gauge the speaking ability of the student | |

**Evaluation**

| Unit Number | Internal Evaluation External Evaluation | | External Evaluation | Suggested Add on Course |
|---|---|---|---|---|
| | | Marks | Marks | |
| Unit – I | 1. Assignment of Conjugation of verbs | | | |
| Unit – II | 2. MCQ test | | | |
| Unit – III | 3. Chart Activity | | | Foreign language |
| Unit – IV | 4. Group Activity | 30 | | |
| Project | | 20 | | |
| Total – | | 50 | 50 | |

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication |
|---|---|---|---|
| 1 | Le Français à grandevitesse. | Hachette. F.L.E. | S. Truscott, M. Mitchell, B. Tauzin |

**Savitribai Phule Pune University**
**SY BBA- IB Semester III (CBCS) Pattern 2019**
**Subject: Foreign Language  -German.(I)**
**Course Code -: B  305**
**Credit 4 =3+1**

**Depth of the course: Fundamental Knowledge**
**Course Objectives:**
1. Students should get acquainted with the basic sentence patterns of German language so that they can communicate in German if required.
2. The students should be able to read, write, understand and speak German with limited vocabulary.

| Unit No | Unit | Grammar | Purpose and skills to be developed |
|---|---|---|---|
| 1 | International words in German, Greetings,Conversation in the Café. | Numbers, Alphabets, formulate questions, conjugation of verbs in present tense, personal pronouns, the verb 'to be' | • To develop fundamental German vocabulary with respect to greetings and conversations.<br>• To study alphabets, numbers and tenses. |
| 2 | Communication in a language course. | Nouns: singular and plural forms, negation, definite and indefinite articles, questions starting with an interrogative pronoun, and a verb. | • To learn to communicate with simple questions.<br>• To understand fundamentals of singular, plural, articles, and to frame basic questions. |
| 3 | Cities, countries and languages, People and houses. | Past tense of the verb 'to be', Accusative case, Possessive articles in the nominative case, adjectives in a sentence. | • To converse regarding cities, languages known, and people.<br>• To understand tenses of verbs, adjectives in sentences. |
| 4 | Appointments and Orientation | Time, asking questions related to time, prepositions, verbs with a separable prefix, | • To understand orientation of time. |

| | | Prepositions + Dative. | • To know about prepositions, verbs with separable prefix and datives. |
|---|---|---|---|

**Teaching Methodology**

| Teaching Hours Theory + Tutorials /Project  Practical –as applicable | Innovative methods to be used | Tutorials /Project for 1 credit – (If Applicable) | Expected Outcome |
|---|---|---|---|
| Unit 1- 10 Hours | Audio tools to teach phonetic sounds of alphabets.  Assignment of Conjugation of verbs. | - | To know fundamental German vocabulary with respect to greetings and conversations. |
| Unit 2- 14 Hours | Dialogues between students in pairs using words from learnt vocabulary.  Power point presentation regarding concepts in the chapter. | _ | To understand fundamentals of singular, plural, articles, and to frame basic questions. |
| Unit 3- 14 Hours | Group discussion regarding general topics with facilitation from instructor. | | To converse regarding cities, languages known, and people. |
| Unit 4- 10 Hours | Using 24 hours clock in order to understand time implication. | | To understand orientation of time. |

| | | |
|---|---|---|
| | Learning the use of German dictionary to learn new words. | |
| Tutorial | | To have a dialogue with the student using vocabulary used by him. Tutorial to be conducted in viva voce format to gauge the speaking ability of the student |

| Unit Number | Internal Evaluation | | External Evaluation | Suggested Add on Course |
|---|---|---|---|---|
| | | Marks | Marks | |
| Unit – I | 1. Assignment of Conjugation of verbs | | | |
| Unit – II | 2. MCQ test | | | |
| Unit – III | 3. Chart Activity | 30 | | Foreign language |
| Unit – IV | 4. Group Activity | | | |
| Project | | 20 | | |
| Total – | | 50 | 50 | |

Reference Books: Studio D A1, Netzwerk A1

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination  Sub: German (I)**
**Course Code –B 305  Marks 50**

**Frage 1:Beantworten Sie die folgenden Fragen !**                     **3**

**(Answer the following questions)**

**Frage 2: Übersetzen Sie ins Englisch !**                     **3**

**(Translate into English)**
**Frage 3: Wortschatz**

**(Vocabulary)**
**A)      Schreibe die Zahlen ins wörter !**                     **3**
**(Write the Number Names)**
**B)      Ergänzen Sie die Vokale !**                     **3**
**(Fill in the blank with suitable Vowel)**
**C)      Ergänzen Sie das richtige Wort !**                     **3**
**(Fill in the blank with suitable word)**
**D)      Welches Wort passt nicht !**                     **3**
        **(Pick the Odd one out)**
**Frage 4: Grammatik :**

**A)      Ergänzen Sie die Verben in richtigen Formen !**                     **3**
**(Fill in the blank with suitable Verb)**
**B)      Ergänzen Sie die Personalpronomen !**                     **3**
**(Fill in the Personal Pronoun)**
**C)      Ergänzen Sie den Artikel (bestimmt/unbestimmt/nominative/akkusativ)**     **3**
**(Fill in the blank with appropriate Article)**
**D)      Ergänzen Sie die Possessivartikel!**                     **3**
**(Fill in the blank with Possessive Article)**

**E)    Ergänzen Sie die Verben ‚sein' oder ‚haben' im Präteritum !**                    **3**
   **(Fill in the blank with past tense of the given Verbs)**
**F)  Bilden Sie die Fragen !**                                                           **3**
   **(Frame questions with reference to the underlined part)**
**Frage 5: Lies den Text und beantworte die Fragen !**                    **10**

**(Comprehension)**

**Frage 6: Schreiben Sie 6-8 sätze über das Thema:**                          **4**

**(Write an Essay on one of the topics given below)**

**Savitribai Phule Pune University**
**S.Y. BBA (IB) Semester III (CBCS) Pattern 2019**
**Course - Supply Chain Management**
**Course Code: A 306 (I)**
**Credits: (2 +2) = 4**

**Depth of the Course:** Reasonable Working Knowledge.

**Course Objectives:**

1. To enable the students to have a comprehensive understanding of Supply Chain Management.
2. To understand key concepts and issues of Logistics and Inventory Management.
3. To understand Warehousing and its role in Space Management.

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | Introduction to Supply Chain Management (SCM) | • Concept, Objectives and Functions of Supply Chain Management, <br>• Supply Chain Strategy, Global Supply Chain Management, <br>• Value Chain and Value Delivery Systems for SCM, <br>• Bull-Whip Effect. Concept, Importance and Objectives of Green Supply Chain Management. | • To understand the functions of Supply Chain Management. <br>• To know what is Bull-Whip Effect. <br>• To understand the concept of Green Supply Chain Management. |
| 2 | Manufacturing and Warehousing | • Concept & Definition- Manufacturing, Scheduling, | • To know the process of Workflow Automation . |

| | | • Manufacturing Flow System, Workflow Automation,<br>• Material Handling System Design and Decision.<br>• Warehousing and Store Keeping,<br>• Strategies of Warehousing and Storekeeping, Space Management. | • To understand Space Management.<br>• To get acquainted with different Strategies of Warehousing |
|---|---|---|---|
| 3 | Logistics Management and IT in Supply Chain Management | • Concepts & objectives of Logistics Management,<br>• Integrated Logistics Management, Logistics Planning and Strategy,<br>• Inventory Management and its Role in Customer Service.<br>• Information and Communication Technology in SCM, Role of IT in SCM,<br>• Current IT Trends in SCM, RFID, Bar Coding. Retail SCM, Problems and Prospects. | • To learn the method of Logistics Planning.<br>• To know the role of Inventory Management in Customer Service<br>• To understand the role of Information Technology in SCM |
| 4 | Key Operation Aspects in Supply Chain | • Supply Chain Network Design, Distribution Network in Supply Chains,<br>• Channel Design,<br>• Factors Influencing Design,<br>• Role and Importance of Distributors in SCM,<br>• Role of Human Resources in SCM.<br>• Issues in Workforce Management and Relationship Management with Suppliers, Customers and Employees,<br>• Linkage between HRM and SCM. | • To learn Supply Chain Network Design.<br>• To study the Role of Distributors in SCM.<br>• To understand Relationship Management with Customers and Employees. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project | Innovative Methods to be used | Business Exposure | Expected Outcome |
|---|---|---|---|
| Unit 1- 10 Hours | Visit any industry and list out the activities which come under supply Chain Management  Role play of Bull-Whip Effect. Group discussion on Green Supply Chain Management. | 1. Visit any 4 Industries like (eg: Manufacturing, IT, Service, Agricultural, NGO) 2. Individual Power Point Presentation of students on any one industry visited. 3. Submission of PPT printout and report to subject teacher 4. Preparation of report on industries visited.  Following points are to be covered for report writing : | The students must understand the functions of Supply Chain Management. The students must gain practical knowledge of Bull-Whip Effect. |
| Unit 2- 14 Hours | Take students out to different Plant Locations to make them understand the Work Flow Automation. Visit a company and List out Space Management techniques used by them. | **Visit1:** Prepare a chart on Manufacturing Flow System of the company visited  **Visit2:** Prepare a write-up on Storekeeping of the company visited. | The students must understand the importance of Space Management. Understand different types of Plant layout and their SCM |
| Unit 3- 14 Hours | With the help of case study, teach different methods of Logistic Management in an industry.  Analysis of role of Inventory Management in Customer Service. | **Visit3:** A mini project on Current IT Trends in SCM with reference to the company visited. | The student must learn different methods of Logistic Management. The students must understand the role of Information Technology in SCM |

| | List out the functions of IT in SCM | **Visit4:** Prepare a report on Issues in Relationship Management with Suppliers with reference to the company visited. | |
|---|---|---|---|
| Unit 4- 10 Hours | Group discussion on Role of Human Resources in SCM. Describe the Functions of Quality Circles in an industry. | | To understand the various Operation Aspects in Supply Chain. To understand the linkage between HRM and SCM |

**Evaluation Methods:**

| Unit No | Internal Evaluation and Exposure project total 50 marks | External Evaluation | Suggested Add on Course |
|---|---|---|---|
| 1 | 1.MCQ on concept meaning, classification of SCM<br>2. Open Book Test<br>3. Presentation on Value Chain and Value Delivery Systems for SCM, | | Carrying and Forwarding Activities |
| 2 | 1.Presentation on different Material Handling System Design used by companies.<br>2. Case Study on actual factors affecting Store Keeping.<br>3. Chart making on Manufacturing Flow System. | **25% MCQ**<br>**35% Short notes**<br>**40% Long answers** | |
| 3 | 1.MCQ on Logistics Management<br>2. Situation Analysis: Problems and Prospects of Retail in SCM.<br><br>3.Presentations on Role of IT in Supply Chain Management. | | |
| 4 | 1.Case study on Issues in Workforce Management.<br>2. Situation Analysis on actual factors affecting Distributors in SCM. | | |
| Total | **Project based Viva 50 marks** | **50** | |

- **Note: The internal evaluation shall be based on business exposure projects for 50 marks. Chapter wise internal evaluation methods are indicative only**

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---------|-------------------|----------|-------------|-------|
| 1 | Supply Chain Management For Global Competitiveness. | B.S.Sahay. | Macmillan India Limited, | India |
| 2 | Supply Chain Management | Sunil Chopra, Peter Meindl& D.V. Kalra | Pearson Education | UK |
| 3 | The Supply Chain Handbook | James A. Tompkins, Dale A. Harmelink | Tompkins Press | UK |
| 4 | Supply Chain Logistics Management | Donald Bowersox, David Clossand M. Bixby Cooper | McGraw-Hill Education; | India |
| 5 | Supply Chain Management: Text and Cases | Vinod V. Sople | Pearson Education | UK |
| 6 | Logistical Management, | Donald J.Bowersox& David J.Closs, | Tata McGraw-Hill | New Delhi |
| 7 | Designing and Managing the Supply Chain | David Simchi-Levi, | Tata McGraw-Hill Editions | New Delhi |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination  Sub: Supply Chain Management**
**Course Code: A 306 (I)**
**Credit - 4 (2+2)**

| Q.No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|-------|--------------------|--------------------|-------|-------------|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 10 Marks |
| | | Match the Pairs | 5 | |
| 2 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 3 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 4 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 50 Marks |

# Savitribai Phule Pune University
## S.Y. BBA (IB) Semester III (CBCS) Pattern 2019
### Course :Logistics Management (I)
### Course Code: B 306 (I)
### Credit - 4 (2+2)

**Depth of the Course:** Reasonable working knowledge.

**Course Objectives:**

1. To keep students informed of current industry trends in logistics and business.
2. To provide an overview of the key activities performed by the logistics functions.
3. To understand Logistic Management and its role in developing Business Strategy.

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | Introduction | • Logistics Management- Definition and Objectives, <br>• Inbound, Internal and Outbound Logistics in SCM, <br>• Logistics in Maximizing Profitability and cash flow, <br>• 3PL, 4PL, International Logistics, Reverse Logistics. | • To understand the importance of Logistics Management. <br>• To know Internal and Outbound Logistics. <br>• To learn about Reverse Logistics. |
| 2 | Procurement and Transportation | • Sourcing of Material, <br>• Global Sourcing – Issues and Problems. <br>• E-Procurement, Group Purchasing, Reserve Auctions, Supplier Partnerships, Multi-tier Supplier Partnerships. <br>• Transportation - Modes of Transport Transportation formats, | • To know the Issues and Problems of Global Sourcing. <br>• To understand the different factors affecting Transportation Performance. |

| | | | |
|---|---|---|---|
| | | • Factors affecting Transportation Performance, Factors influencing the selection of transporter,<br>• Vehicle Scheduling and Routing,<br>• Milk run and Cross Docking. | • To get acquainted with Vehicle Scheduling and Routing. |
| 3 | Inventory Management | • Inventory Management in Supply Chain(SC) Role and importance of inventory in SC, Inventory Policies,<br>• Inventory as an element of customer service,<br>• JIT, VMI, Outsourcing,<br>• Factors influencing the decision making process of outsourcing. | • To study the importance of inventory in the Supply Chain.<br>• To know different Inventory Policies.<br>• To learn the decision making process of outsourcing. |
| 4 | Warehousing | • Warehousing – Types of warehouses, warehousing operations,<br>• Warehouse automation,<br>• Warehouse Management Systems.<br>• Role and importance of Material Handling Systems,<br>• Pricing, Revenue Management<br>• Role of IT in SCM. | • To know types of warehouses.<br>• To understand the Role and importance of Material Handling Systems. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project | Innovative Methods to be used | Exposure Project for2 credits | Expected Outcome |
|---|---|---|---|
| Unit 1- 10 Hours | Visit a warehouse and study the operations of warehousing. Preparing charts on advantages of Reverse Logistics Case study on 3PL, 4PL used by organisations. | 1. Visit any 4 Industries like (eg: Manufacturing, IT, Service, Agricultural, NGO) 2. Individual Power Point Presentation of students on any one industry visited. | • The students must understand operations of Warehousing • The students must gain practical knowledge of Reverse Logistics |
| Unit 2- 14 Hours | Take students out to different Warehouses to make them understand different layouts. Visit a company and educate them about milk run distribution. | 3. Submission of PPT printout and report to subject teacher 4. Preparation of report on industries visited. | • The students must understand factors affecting Transportation Performance. Understand different types of Warehouse layouts. |
| Unit 3- 14 Hours | With the help of case study, teach difference between JIT and VMI. Analysis of different factors influencing the decision making process of outsourcer List out the importance of inventory in SC | Following points are to be covered for report writing : **Visit1** A report on reverse logistics used by the company visited. **Visit2:** Prepare a write-up on different modes | • The student must learn the different types of Inventory Policies. |
| Unit 4- 10 Hours | Group discussion of Material Handling | | To understand the role of material handling system in an organisation. |

| | Describe the different types of Warehouses. | of transportation used by company visited.

**Visit3:** A mini project on types of Inventory Policies used by company visited.

**Visit4:** Draw a flow chart of Material Handling of company visited. | To learn warehousing operations. |
|---|---|---|---|

**Evaluation Methods**

| Unit No | Internal Evaluation | External Evaluation |
|---|---|---|
| Unit – I | Presentation on different, Global scenarios in logistics management. | |
| Unit – II | Case Study on actual Factors affecting Transportation Performance | **25% MCQ**<br>**35% Short notes**<br>**40% Long answers** |
| Unit – III | Model making on ideal Warehouse Layout | |
| Unit – IV | Situation analysis how management fails or succeed in inventory management | |
| **Total** | **Project based Viva 50 marks** | **50** |

- **Note: The internal evaluation shall be based on business exposure projects for 50 marks. Chapter wise internal evaluation methods are indicative only.**

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Logistic Management | Donald J. Bowersox, David Closs , Omar K. Helferich | Tata McGraw-Hill Education | New Delhi |
| 2 | "Purchasing and Supply Chain Management" | Leenders, Michiel R and others. | Tata McGraw-Hill Education | New Delhi |
| 3 | "A Logistics Approach to Supply Chain Management" | Coyle, J.J. Bardi E.J. etc., | Cengage | US |
| 4 | "The Outsourcing Hand Book-How to Implement a Successful Outsourcing Process" | Power Mark J & Others | Kogan Page | UK |
| 5 | Logistics Management. | S.K. Bhat | Himalaya Publishing House | Mumbai |
| 6 | Inventory Management | D. Chandra Bose | *Himalaya* Publishing House | Mumbai. |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: Logistics Management(I)**
**Course Code: B 306**
**Credit - 4 (2+2)**

| Q.No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 10 Marks |
| | | Match the Pairs | 5 | |
| 2 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 3 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 4 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 50 Marks |

# Savitribai Phule Pune University
## SY BBA –IB Semester IV(CBCS) Pattern 2019
### Course:Import Export Procedure
### Course Code- 401
### Credit – 3

**Depth of the Course**- Fundamental knowledge of Import export procedure

**Course Objectives:**

1. To understand in detail concepts of Import and Export
2. To introduce the procedure to be followed for import and export of goods.
3. To introduce various schemes related to foreign trade.

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | **Basics of Import and Export** | • Meaning of Exports and Imports<br>• Classification of Exports and Imports<br>• Categories of Exporters<br>• Strategy and Preparation for Foreign Trade<br>• Identifying Foreign Markets<br>• Methods of Entering International Market | • To understand the basic concept of import and export and its functions.<br>• To understand categories of export |
| 2 | **Export Procedure** | **Export Procedure**<br><br>• Basic Documentation<br>• Excise clearance for export<br>• Quantity – Pre-shipment inspection<br>• Packaging, Marketing, Labeling<br>• Shipment of Goods<br>• GSP [Generalized System of preferences] Rules & Origin<br>• Role of overseas agent & remittance of commission. | • To help understand export procedure in detail |

| | | • Incentives for export from Govt. | |
|---|---|---|---|
| | | • Various modes of transport.Basis of Selection, Induction | |
| | | • Benefits of export | |
| 3 | **Import Procedure** | • Categories of Importers<br>• Import Licence<br>• Import Contract<br>• Pre-import Procedure<br>• Legal Dimensions of Import Procedure<br>• Customs Clearance for Imported Goods<br>• Warehousing of Imported Goods<br>• Valuation for Customs Duty<br>• Benefits of Import | • To understand the import procedure in detail. |
| 4 | **Duty Drawback & Remittance Scheme** | • Advance License<br>• Replenishment license<br>• Special Interest License<br>• DEPR Scheme [Duty Entitlement Pass Book Scheme]<br>• DFRC Scheme [ Duty Free Replenishment Certificate] | • To understand various schemes |

| Teaching Hours Theory + Tutorials /Project<br><br>Practical | Innovative methods to be used | Expected Outcome |
|---|---|---|
| **Unit 1- 12 hours** | Power Point presentations, chart making on classification of import and export | To be able to classify import and export.<br><br>To understand the methods of entering the international market. |
| **Unit 2- 12 hours** | Power Point presentations, flowchart making, informative video making on procedure of Export | To understand functioning of export procedure |

| Unit 3- 12 hours | Power Point presentations, flowchart making, informative video making on procedure of Export | To understand functioning of import procedure |
| Unit 4 - 12 hours | Comparative study of schemes | To know pros and cons of various schemes. |

**Evaluation**

| Subject | Internal Evaluation | External Evaluation 70 marks |
|---|---|---|
| Unit – I | Written assignment on chapter 1 contents | |
| Unit – II | Chart making for export procedure | |
| Unit – III | Chart making for Import procedure | |
| Unit – IV | MCQ test on various schemes | 25%MCQ, Short notes-35%, Long answers- 40% |
| | | |
| | Total – 30 | Total-70 |

**Suggested references**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Foreign Trade – Theory, Procedures, Practices and Documentation | Dr.Khushpat S. Jain, Dr.Apexa V. Jain | Himalaya Publication | Mumbai |
| 2 | EXIM policy 2004-09 Import – Export Documentation- | By M.I. Mahajan | Himalaya Publication | Mumbai |
| 3 | Export Management | by D.C. Kapoor | Himalaya Publication | Mumbai |
|  |  |  |  |  |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination  Sub: Import Export Procedure**
**Course Code - 401**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

# Savitribai Phule Pune University
## SY BBA –IB Semester IV(CBCS) Pattern 2019
### Course: Research Methodology
### Course Code- 402
### Credit – 3

**Depth of the course**-Reasonable working knowledge

**Course Objectives:**
1. To Develop appropriate understanding of Research
2. To understand the process of Research Designing
3. To make the students familiar to undertake small research projects.

| Unit No. | Unit Title | Contents | Purpose & Skills to be develop |
|---|---|---|---|
| 1. | **Introduction to Research Methodology** | • Meaning & Definition of Research<br>• Significance & Limitations of Research<br>• Types of Research | • To understand what is meant by research, why research is important, and what are limitations. To understand the types of research. |
| 2 | **Research Design** | • Meaning and Definition,<br>• Objectives & limitations<br>• Essentials of good Research Design<br>• Process of Research | • To understand Research design and its essentials. To understand the process of the research. |
| 3 | **Data Collection** | • Primary Data: - Definition, Advantages, Disadvantages3.2 Methods of collection of Primary Data(Observation, Interview, Scheduling, Questionnaire)<br>• Secondary Data ((Definition, Advantages, Disadvantages, Types & Methods of collection of Secondary Data)<br>• Introduction to Sampling (Types) | • To understand the data collection process separately for Primary data and Secondary collection.<br>• To understand sampling types |

| 4 | **Data Analysis & Report Writing –** | • Data Processing, Analysis, Interpretation, <br> • Meaning & Characteristics of Research Report, Steps involve in report writing | • To understand how the data is processed and analyse. And to understand how to write reports. |
|---|---|---|---|

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project <br><br> Practical –as applicable | Innovative methods to be used | Expected Outcome |
|---|---|---|
| **Unit 1- 12 hours** | Analysing surrounding and identifying the research areas. <br><br> Practice in group- Defining a problem statement | The ability to identify the research area. |
| **Unit 2- 12 hours** | Designing a research project to be submitted at the end of the semester <br><br> Practice in group and individual manner -Finalizing research process of the project | Ability to finalize research process suitable for the individual project |
| **Unit 3- 12 hours** | Designing survey questionnaire for the project <br><br> Practice in group and individual manner - Finalizing the data collection methods and Designing the project to be undertaken, | Ability to identify suitable data collection method for the project |
| **Unit 4 - 12 hours** | Statistical analysis demo with available data. <br><br> Practice in group and individual manner - Analysing the data and writing a report. | Ability to analyse the data and write the results in a report form . |

**Evaluation:**

| Subject | Internal Evaluation | External Evaluation |
|---|---|---|
| Unit – I | MCQs on all topics<br><br>Short notes of Research limitations & Significance<br><br>Short questions on types of research | 25% MCQ<br><br>Short notes 35%<br><br>Long answers 40% |
| Unit – II | MCQs on all topics<br><br>Short note on essentials of good research design<br><br>long question on process of research | |
| Unit – III | Presentations on Primary data methods and secondary data methods. | |
| Unit – IV | Preparation of report of small project undertaken by the students | |
| Total – | 30 marks | 70 marks |

**Suggested references:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Business Research Methodology .– | – J. K. Sachdeva | Himalaya Publication) | |
| 2 | Research Methodology | C. R. Kothari | | |
| 3 | Business Research Methodology | D. K. Sharma & A. K. Gupta | | |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination  Sub: Research Methodology**
**Course Code - 402**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions**<br><br>Multiple Choice Questions | 5 | 20 Marks |
|  |  | Match the Pairs | 5 |  |
|  |  | Answer in one sentence | 5 |  |
|  |  | Fill in the blanks | 5 |  |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
|  | Total |  |  | 70 Marks |

**Savitribai Phule Pune University**
**SYBBA-IB Semester IV ( CBCS ) Pattern 2019**
**Subject: Business Ethics**
**Course Code – 403**
**Credits – 3**

**Depth of the course:** Functional Knowledge

**Objectives:**

1. To provide a comprehensive understanding of the concepts of Business Ethics

2. To develop theoretical tools to understand current ethical issues and their impacts on business.

3. To analyse the role of Ethics on business, Government and Society.

4. To analyse the Ethical scenario with respect to Environment and consumer protection.

| Unit No | Unit Title | Contents | Purpose and Skills to be Developed |
|---------|------------|----------|-------------------------------------|
| 1 | **Introduction to Business Ethics** | • Meaning, Nature and Scope of Business Ethics: <br> • Ethics in Contemporary Business <br> • Organizational Ethical Climate – Ethical Decision Making and Importance of framing ethical policies <br> • Why Ethical Problems occur in Business <br> • Difference between workplace Ethics and Laws <br> • Normative and Individual ethics | • Understand the Role and Scope of Business Ethics. <br> • To study the Role and Importance of Ethics at National and International Level in business. <br> • To study the Role and Importance of Ethics at Individual level. |
| 2 | **Corporation and Stakeholder Ethics** | • Impact of Business Decisions on Stakeholders <br> • Ethics of Employer – Employee relationship and its effects on Stakeholders. | • Understand the concepts and role of Business and Stakeholder ethics. <br> • Modern Organization role and responsibility towards stakeholder ethics. |

| | | | |
|---|---|---|---|
| | | • Organization of Modern corporation and Interaction with stakeholders<br>• Whistle-blower Act and Employee Rights: Privacy and Safety<br>• Collective Bargaining and Role of Management in implementing Ethics. | |
| 3 | **Business, Government and Societal Ethics** | • Role and Responsibility of Organizations towards government and society.<br>• Development and Maintenance of Interest groups – Meaning, Introduction and Types<br>• Influence of Interest groups on government.<br>• Government protection policies against illegal business practices.<br>• Public Relations management -skills, activities and structure<br>• Government policies promoting economic interests. | • Understanding concept of business, government and societal ethics.<br>• Understanding various factors affecting the government.<br>• Understanding the Government policies and various Interest groups affecting the business operations. |
| 4 | **Environmental and Consumer Ethical Issues** | • Environmental Ethics and Human values – Meaning and Impact on Environmental problems<br>• Environmental legislation – Laws and Regulation with Indian Context and Stages of becoming ecologically sustainable organization.<br>• Sustainable Development – Definition, Obstacles and Impact, Business operations – A threat to earth's ecosystem.<br>• Difference between Customer and Consumerism<br>• Government regulation agencies for Consumer protection and Protecting consumer privacy online. | • Understand the role of Environmental rules and regulations in protecting the environment.<br>• Initiatives taken towards building sustainable role models.<br>• Understanding the need of ethics and laws in consumer protection. |

**Teaching Methodology**

| Teaching Hours | Innovative Methods to be used/ AV Applications | Project | Expected Outcome |
|---|---|---|---|
| Unit 1- 12 hours | • Films/Videos of Business Ethics practices adopted by different companies.<br>• Videos on corporates explaining the Business ethics scenario | • Listing out various business ethics and practices adopted by major corporates.<br>• List out one companies ethical policy which has benefitted the economy and society at large | • To understand the basics of Business Ethics and its role. |
| Unit 2- 12 hours | • Films/Videos on corporates and stakeholder ethics and its importance.<br>• Case Studies on various International business ethics theories and its impact. | • List out any one International case with respect to ethical behaviour.<br>• List out the corporate and stakeholder ethics theories holding more practical relevance for Indian society. | • To understand the various corporate and stakeholder ethics policies and its use. |
| Unit 3- 12 hours | • Case Studies on government and societal policies impacting ethical behaviour.<br>• Case studies on Interest groups policies and its impact.<br>• Case studies/Videos on the importance of government protection policies.<br>• Case studies/videos on public relations management. | • List out the Government and societal ethics concept.<br>• Evaluate India's Interest groups and its impact.<br>• Analyse the government protection policies in India.<br>• Analyse the impact on Public relations management through ethics. | • To understand the Government and societal concepts of ethical behaviour.<br>• To understand how a country is impacted through various interest groups.<br>• To understand the government protection policies and public relations management. |

| Unit 4 - 12 hours | • Case study on policies and law adopted to protect the environment.<br><br>• <br><br>• Case study/ Discussion on consumer protection policies and its role. | • To list out the policies and procedures adopted by leading countries to protect the environment.<br><br>• <br><br>• To identify various protection policies on consumer protection and its impact on the society. | • To understand the role of government in framing the environmental protection policies.<br><br>• <br><br>• To understand the importance of consumer protection act and its role. |
|---|---|---|---|

**Evaluation:**

| Subject | Internal Evaluation | External Evaluation |
|---|---|---|
| Unit – I | MCQs on all topics | 25% MCQ<br><br>Short notes 35%<br><br>Long answers 40% |
| Unit – II | Chart preparation on topics from the unit | |
| Unit – III | Presentations points under the unit | |
| Unit – IV | Preparation of report of unethical cases in business and its consequences. | |
| Total – | 30 marks | 70 marks |

**Recommended Books**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Business Ethics | GautamPherwani | Everest Publishing House | New Delhi |

| | | | | |
|---|---|---|---|---|
| 2 | Business Ethics | RituPamraj | | |
| 3 | Business Ethics | Prof.Agalgatti | Nirali Publication | Pune |
| 4 | Business Ethics | Manuel G Velasquez | Prentice Hall | New York |
| 5 | Business Ethics | O.C. Ferrell, John Paul Fraedrich, Linda Ferrell | _ | _ |

## Savitribai Phule Pune University
## Question paper Pattern 2019 for SY BBA (IB)
## University Examination Sub: Business Ethics
## Course Code - 403

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions**<br><br>Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

**Savitribai Phule Pune University**
**SYBBA-IB Semester IV (CBCS) Pattern 2019**
**Subject: Management Information System**
**Course Code – 404**
**Credits – 3**

**Depth of the Course-**Fundamental Knowledge of Management Information System

**Course Objectives:**
1. To understand the concepts of Information System
2. To study the concepts of system analysis and design
3. To understand the issues in MIS

| Unit No. | Unit Title | Contents | Purpose & Skills to be develop |
|---|---|---|---|
| 1 | **Management Information Systems** | • Meaning of MIS, Need, Purpose and Objectives of MIS, Contemporary Approaches to Management Information <br> • Systems (MIS), Information as a strategic <br> • Resource, Use of information for competitive <br> • Advantage, Management Information Systems as an instrument for the organizational change. Types of information. | • To understand the concept of MIS, and its importance. <br> • To know the types of information and their significance. <br> • To understand the use of information for competitive advantage. |
| 2 | **System Analysis and Design** | • System Approach in Planning Organizing and Controlling MIS, Fundamentals of Data Processing <br> • System Building Approaches, Prototyping model <br> • Spiral model, Rapid Development Tools, CASE <br> • Tools. | • To understand system approach in management. <br> • To understand the fundamentals of data processing. <br> • To know models and tools of system designing. |

| 3 | **Decision making and Decision Support Systems:** | • Models of Decision Making, Classical,<br>• Administrative and Herbert Simon's Models, Meaning of DSS, characteristics and components of DSS Group Decision Support Systems, Executive<br>• Information Systems, Executive Support<br>• Systems, Expert Systems and Knowledge Based<br>• Expert Systems, Artificial Intelligence. | • To understand various models of decision making.<br>• To know the meaning, components and characteristics of DSS.<br>• To understand concepts of EIS, ES, AI. |
|---|---|---|---|
| 4 | **Management Issues in MIS** | • Information Security and Control, Quality<br>• Assurance, Ethical and Social Dimensions of information protection, Intellectual Property Rights as related to IT<br>• Services /IT Products Managing Global<br>• Information Systems. | • To understand issues regarding information security.<br>• To know about IPR intellectual property rights.<br>• To understand issues and challenges in MIS |

**Teaching Methodology**

| Teaching Hours Theory + Tutorials /Project<br><br>Practical –as applicable | Innovative methods to be used | Expected Outcome |
|---|---|---|
| **Unit 1 - 12Hours** | • Power Point Presentations.<br>     Chart Preparation on types of information.. | • Understanding the meaning and importance of MIS and to know about the types of information in detail. |
| **Unit 2 - 12 Hours** | Practical demonstration of usage of system development tools by instructor. | • Understanding the various tools in developing management information system in a comprehensive manner. |
| **Unit 3 - 12 Hours** | • Group activity to understand different models of decision making. Practical demonstrations of EIS, ES, AI applied in different areas. | • Understanding the fundamentals of DSS. |

| | | • Conceptual understanding of extended DSS components such as EIS, EI, AI. |
|---|---|---|
| **Unit 4 - 12 Hours** | • Caselets on breach of IPR with respect to information technology. Group discussion/Debate on challenges in MIS | • Fundamental knowledge of challenges faced by management in the implementation of MIS. |

**Evaluation**

| Unit Number | Internal Evaluation | | External Evaluation |
|---|---|---|---|
| | Evaluation of students on the basis of | Marks | |
| I | 5. Power point presentations | | |
| II | 1. Chart presentation | | |
| III | 1. Multiple choice questions. | | |
| IV | 1. Group discussion/ debate. 2. Caselet Solution & Discussion | 30 | 25% MCQ  35% short notes  40% long answers |
| Total – | | 30 | 70 |

**Suggested references**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | Management Information Systems, | Laudon and Laudon | Pearson | Asia |

| | | | | |
|---|---|---|---|---|
| | | | Education | |
| 2 | Management Information Systems, | Jawadekar | Tata McGraw Hill. | New Delhi |
| 3 | Management Information Systems, | Davis and Olson | Tata McGraw Hill. | New Delhi |
| 4 | Management Information Systems, | Schulthesis | Tata McGraw Hill. | New Delhi |

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination Sub: Management Information Systems**
**Course Code - 404**

| Q. No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions**<br><br>Multiple Choice Questions | 5 | 20 Marks |
| | | Match the Pairs | 5 | |
| | | Answer in one sentence | 5 | |
| | | Fill in the blanks | 5 | |
| 2 | Solve any 3 out of 5 | Long Answer Question | 3*10 Marks | 30 Marks |
| 3 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | 70 Marks |

**Savitribai Phule Pune University**
**SY BBA- IB Semester III (CBCS) Pattern 2019**
**Foreign Language: French II**
**Course Code -: A 405**
**Credits: 4 (3+1)**

**Depth of the Course:** Functional Knowledge

**Course Objective -:**

**1.** Students should get acquainted with the basic sentence patterns of French language so that they can communicate in French if required.

**2.** The students should be able to read, write, understand and speak French with limited vocabulary.

| Unit No | Unit | Grammar | Purpose and skills to developed |
|---|---|---|---|
| 1 | **Checking in a hotel** <br><br> **Ask information about the** <br><br> **Hotel,** <br><br> **Housing in France** | • Contracted and partitive articles continued To tell the time. <br> • Demonstrative adjectives. Some qualificative adjectives – singular and plural | • To know fundamental French vocabulary with checking into a hotel and asking its information. <br> • To know about basic accommodation facilities. <br> • To know partive articles, demonstrative and qualificative adjectives singular and plural |
| 2 | **Reserving a table at a hotel** <br><br> **Ordering at a restaurant** <br><br> **Likes and dislikes,** <br><br> **Order travellers cheques** | • Partitive articles continued <br> • Past tense with 'avoir' <br> • Recognising direct object <br> • Verbs followed by infinitive <br> • Futurproche | • To learn to communicate in case of travel with respect to food and banking transactions. <br> • To know grammatical concepts mentioned. |

| | | | |
|---|---|---|---|
| | Exchange rate, banking<br><br>Opening a bank account | | |
| 3 | Shopping ,<br><br>Asking for directions<br><br>To talk in the future<br><br>Asking information at<br><br>Gas station<br><br>Services of gas-station<br><br>Understand road signs<br><br>Customs | • Imperative<br>• Some irregular verbs<br>• Future tense<br>• Past tense with 'être' | • To be able to converse and navigate with ease.<br>• To understand irregular verbs, future tense and past tense with 'être. |
| 4 | Concept of Francophony | • Revision | • To understand the concept of francophony.<br>• To revise the content mentioned in previous chapters. |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project<br><br>Practical –as applicable | Innovative methods to be used | Tutorials /Project for 1 credit – (If Applicable) | Expected Outcome |
|---|---|---|---|
| | | | |

| | | | |
|---|---|---|---|
| **Unit 1- 9 Hours** | Role play method between students acting as concierge and guests to a hotel.<br><br>Power point presentation using illustrations. | - | • To know fundamental French vocabulary with checking into a hotel and asking its information.<br>• To know about basic accommodation facilities.<br>• To know partive articles, demonstrative and qualificative adjectives singular and plural |
| **Unit 2- 14 Hours** | Dialogue between students on concepts mentioned in the chapter.<br><br>Organizing an activity such as a food fair for students to practice food related vocabulary.<br><br>Role play method between students acting as customer and banker. | - | • To learn to communicate in case of travel with respect to food and banking transactions.<br>• To know grammatical concepts mentioned. |
| **Unit 3- 14 Hours** | Dialogue between students on concepts mentioned in the chapter with facilitation from the instructor. | - | • To be able to converse and navigate with ease.<br>• To understand irregular verbs, future tense and past tense with 'être. |
| **Unit 4- 11 Hours** | Learning the use of French dictionary to learn new words. | - | • To understand the concept of francophony.<br>• To revise the content mentioned in previous chapters. |
| **Tutorial work** | | To have a viva voce using the vocabulary and | |

| | | grammatical knowledge from both semesters.<br><br>To document the experience of visit to a hotel, food joint and bank transactions. | |

**Evaluation**

| Unit Number | Internal Evaluation | | External Evaluation |
|---|---|---|---|
| | **Evaluation of students on the basis of** | **Marks** | |
| **I** | 1. Assignment of Conjugation of verbs | | |
| **II** | 2. MCQ test | | |
| **III** | 3. Chart Activity | 30 | |
| **IV** | 4. Group Activity | | |
| **Project** | | **20** | |
| **Total –** | | **50** | **50** |

- **Book recommended : Le Français à grandevitesse.**

- **Publisher : Hachette. F.L.E.**

- **Authors: S. Truscott, M. Mitchell, B. Tauzin**

**Savitribai Phule Pune University**
**SY BBA- IB Semester IV (CBCS) Pattern 2019**
**Subject: Foreign Language  -German.(II)**
**Course Code -: B  405**
**Credit 4 (3+1)**

**Depth of the course: Fundamental Knowledge**
**Course Objectives:**
   1.   Students should get acquainted with the basic sentence patterns of German language so that they can communicate in German if required.
   2.   The students should be able to read, write, understand and speak German with limited vocabulary.

| Unit No | Unit | Grammar | Purpose and skills to be developed |
|---|---|---|---|
| 1 | **Profession and Daily routine** | • Modal Verbs (müssen, können, wollen), possessive articles in accusative case | • To know different types of professions and activities carried out within it. <br> • To converse daily routine activities |
| 2 | **Berlin (Tourism)** | • Prepositions (Accusative and Dative), | • To learn about different sightseeing places in Berlin, map reading and to understand excursion program <br> • To learn to write a postcard |
| 3 | **Vacation in Germany – Food, Drinks and Weather** | • Perfect Tense, Degree of comparison, Demonstrative Article | • To converse regarding shopping <br> • To understand food and drinking habits, weather conditions <br> • To converse regarding holidays and vacations in Germany |

| 4 | Clothes, Body and Health | • Adjectives in accusative, Imperative, personal pronoun in accusative, modal verb (dürfen) | • To understand fashion and clothes<br>• To know about body and health<br>• To learn to write a small letter/Text |
|---|---|---|---|

**Teaching Methodology**

| Teaching Hours Theory + Tutorials /Project<br><br>Practical –as applicable | Innovative methods to be used | Tutorials /Project for 1 credit – (If Applicable) | Expected Outcome |
|---|---|---|---|
| Unit 1- 8 Hours | Visual tools to be used to teach various profession and activities related to profession<br><br>Chart Activity | - | To know fundamental German vocabulary with respect to profession and activities related to that profession |
| Unit 2- 14 Hours | Games (Like Pantomime) between students to understand map, directions, popular sightseeing places in Berlin.<br><br>Power point presentation regarding concepts in the chapter. | _ | To understand fundamentals of prepositions and vocabulary with respect to travel by play way method. |
| Unit 3- 14 Hours | Audio tools to be used to teach food and drink habits, weather conditions | | To know regarding fundamental German vocabulary with respect to food, drinks and weather conditions. |

| Unit 4- 12 Hours | Group discussion regarding general topics with facilitation from instructor  Learning the use of German dictionary to learn new words. | | To converse regarding fashion, clothes, body and health |
|---|---|---|---|
| **Tutorial work** | | To have a dialogue with the student using vocabulary used by him. Tutorial to be conducted in viva voce format to gauge the speaking ability of the student | |

| Unit Number | Internal Evaluation | | External Evaluation | Suggested Add on Course |
|---|---|---|---|---|
| | | **Marks** | **Marks** | |
| **Unit – I** | 5. Chart Activity | | | |
| **Unit – II** | 6. Assignment | | | |
| **Unit – III** | 7. MCQ test | 30 | | **Foreign language** |
| **Unit – IV** | 8. Group Activity | | | |
| **Project** | Tutorial | 20 | | |
| Total – | | 50 | 50 | |

Reference Books: Studio D A1, Netzwerk A1

**Savitribai Phule Pune University**
**Question paper Pattern 2019 for SY BBA (IB)**
**University Examination  Sub: German (II)**
**Course Code –B 405  Marks 50**

**Frage 1:Beantworten Sie die folgenden Fragen !**                                    **3**

**(Answer the following questions)**

**Frage 2: Übersetzen Sie ins Englisch !**                                            **5**

**(Translate into English)**
**Frage 3: Wortschatz**

**(Vocabulary)**
**E)       Ergänzen Sie das richtige Wort !**                                         **3**
**(Fill in the blank with suitable word)**
**F)       Welches Verb passt am besten?**                                           **3**
**(Pick out the suitable verb)**
**G)       Bilden Sie die Sätze !**                                                   **3**
**(Build sentences)**
**H)       Welches Wort passt nicht !**                                              **2**
**        (Pick the Odd one out)**
**Frage 4: Grammatik :**

**G)       Ergänzen Sie das Perfekt !**                                              **4**
**(Fill in the blank with suitable Verb in perfect tense)**
**H)       Ergänzen Sie die Präposition !**                                         **4**
**(Fill in the preposition)**
**I)       Ergänzen Sie die Adjektivendungen**                                       **4**
**(Fill in the blank with Adjective ending)**
**J)       Ergänzen Sie die Modalverben!**                                           **3**

**(Fill in the blank with Model verb)**

**K) Schreiben Sie die Sätze im Imperativ!**            **3**
    **(Write the sentence in imperative )**

**Frage 5: Lies den Text und beantworte die Fragen !**     **8**

**(Comprehension)**

**Frage 6: Schreiben Sie 6-8 sätze über das Thema:**     **5**

**(Write an Essay on one of the topics given below)**

# Savitribai Phule Pune University
## S.Y. BBA (IB) Semester IV (CBCS) Pattern 2019
### Subject: International Warehouse and Supply Chain Management
### Course Code: 406 A
### Credits: 4 =- (2 +2)

**Depth of the Course:** Reasonable Working Knowledge.

**Course Objectives:**

1. To identify and relate to the concepts of supply chain and warehousing globally and to be able to understand the process differences
2. To understand international Warehouse management and supply chain in depth

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | **Warehouse Management** | • Concept of Warehouse: Meaning, Role of warehouse in Regional and Global supply chain, Types of warehouses ,Warehouse Layout, Warehouse location, Functions of Warehouses, Modern Warehouse Operations, World-class Warehousing, ,Warehouse processes, Role of a warehouse manager, Warehousing Strategies, Warehouse operations and Storage Systems – Warehousing Cost Analysis<br>• Warehouse Management Systems (WMS) - choosing a WMS, Modern trends in warehousing, | • To understand in depth about warehousing and its importance in supply chain.<br>• To understand various Warehousing strategies and concept. |

| 2 | **Global Warehousing** | • Introduction to warehousing and its impact on business globally, <br>• Importance of Warehouse in a Value Chain, Supply Chain's Impact on Stores and Warehousing. <br>• Value Added services of Warehousing. <br>• Role of government (Globally) in warehousing and supply chain efficiency. | • To know how supply chain impacts warehousing decisions and vice versa <br>• To understand modern and upcoming trends with respect to global warehousing. <br>• To know the challenges associated with global warehousing. |
|---|---|---|---|
| 3 | **Global Supply Chain** | • Introduction to supply chain and its impact on business globally, <br>• Analyse supply chain dynamics and various issues of supply chain performance. <br>• Introduction to International Supply chain – Issues in International Supply Chain Management, International versus Regional Product. <br>• eSCM, benefits and communication networks. | • To understand how supply chain succeeds internationally. <br>• To know the challenges associated with the global supply chain. |
| 4 | **Computer based Laboratory** | Please refer at the end of the syllabus. | |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project | Innovative Methods to be used | | Expected Outcome |
|---|---|---|---|
| **Unit 1- 10 Hours** | • Visit a Warehouse of any MNC and study its operations<br>• Brainstorming on eSCM and its benefits<br>• Videos on worlds Warehousing facilities and operations<br>A study of difference between National and International Warehousing practices and standards | | The students must gain knowledge of importance of Warehouse in Supply chain efficiency and various aspects with respect to its decisions |
| **Unit 2- 13Hours** | • Case studies global warehousing facility.<br>• (Case) challenges in warehousing. | | • The students must understand which companies globally are at an advantage due to successful warehousing facility.<br>• They must also understand how dynamic is supply chain environment and upcoming technologies. |
| **Unit 3 – 10Hours** | • Case studies on top Global supply chains.<br>• (Case) Seven Eleven Japan • The greatest supply chain disasters of all time. | | • The students must understand which companies globally are at an advantage due to successful supply chain.<br>They must also understand how dynamic is supply chain environment and upcoming technologies. |
| **Unit 4 - 15 Hours** | Computer based laboratory work | Please refer at the end of the syllabus. | |

<p style="text-align:center;">**Guidelines for Computer Training Courses**</p>

<p style="text-align:center;">**2 credits for project report and evaluation will be for Project and Viva for 50 marks.**</p>

<p style="text-align:center;">**Objectives of Computer Enabling Activities.**</p>

- To familiarise Computer applications used in particular department and understanding jargons of the field.
- To understand various concepts and steps relating to designing of computer technologies and its applications in various field.

**Method of conducting practical Training.**

**Requirement** – High Speed internet or Wi-Fi, computer and screen.

For the specialisation course teachers are requested to search and download the free demo modules available on the internet.

- Teachers will run the software through dummy entries and will explain the process to the students.
- Students are expected to learn from online demo modules and its utility in the business

**Expected Outcome**: This will help the students to understand how the computers are used in business for collection of information, generating source of information, post entries, various information required to take decisions, Data Collection , identification of particular source of information and how the information is further processed. Reports are generated based on the filled data.

**Project guidelines for students**.

Students can search information after learning through demo. Students will prepare project report based on data collected (Online or off line). They will have to prepare requirements sheet of various industry and will analyse computer enabled activities. They will study various difficulties faced and identify probable solutions for the same.

## <u>SYBBA –IB</u>

## <u>Warehouse management System ( A 406)</u>

**Note : Computer training - The software mentioned in the list are suggests names of the software companies. Teachers can choose any other software as per the availability. Students can perform the project in group or individually and can select any topic /s from the list.**

**Suggestive Names of the software companies and their products**

- NetSuite and likewise many more software for enterprise resource planning (ERP) and customer relationship management (CRM) functions.
- MacWinLinuxand : Cloud Zoho Inventory is a cloud-based inventory management solution designed for small to midsize businesses.
- inventory management , inventory control, -Reporting and analysis,
- Vendor managed inventory
- Magaya WMS and likewise software companies
- warehouse management inventory, automate accounting processes,
- and improve warehouse management.
- The software provides a mobile app "Track2Go"
- Real-time delivery process
- Fishbowl Inventory
- Fishbowl - hybrid manufacturing and warehouse management solution designed for small and midsize companies.
- Material requirements planning (MRP),
- Job shop floor control,
- CommerceBlitz for  Logistics purpose and likewise many more
- Warehouse Management Software
- Wholesale platform. web-based
- Excalibur WMS is a cloud-based or warehouse management solution (WMS), designed exclusively for third-party logistics
- 3PL warehouse manager is a cloud-based warehouse management system designed for third-party logistics companies to manage multiple customers, processes and billing schedules.
- Infoplus WMS is a web-based warehouse management software solution for small to midsize  companies -overall inventory, warehouse operations and shipping.
- WISE by Royal 4 Systems is a rules-based warehouse Management
- Lead Commerce is an integrated order management suite that offers applications like inventory management, merchandise planning, and customer relationship management.

- Omnna- cloud-based ERP that allows businesses of all sizes to manage processes for the supply chain lifecycle, point of sale, warehousing, customer relationship management
- Oracle SCM Cloud is a cloud-based supply chain management solution that offers distribution, manufacturing, inventory management and fleet management within a suite.
- Agiliron cloud-based point-of-sale (POS) solution is designed to serve both in-store and mobile businesses as well as online sales channels.
- The Generix Group WMS is a highly flexible and adaptive warehouse management system built for companies that need their supply chains to be nimble, efficient, and scaling, while ensuring execution excellence, compliance, and operational
- Synapse is a cloud-based and on-premise warehouse management solution by Zethcon for small and mid-sized businesses.
- Kechie, a SaaS platform suited for businesses with $1M+ in revenue, was developed to manage goods and services from the point of origin to consumption.
- Cadre Technologies' Cadence WMS is a warehouse management system that integrates warehouse operations with logistics and fulfilment.
- Foysonis WMS is warehouse management system for small to mid-sized warehouses interested in utilizing cloud computing technology to integrate with currently installed hardware.
- Shipedge is a cloud-based warehouse management solution for small, midsize and large enterprises. It caters to e-commerce warehouses,

-----------------------------------------------------------------------------

**Evaluation Methods:**

| Unit No | Internal Evaluation and Exposure project total 50 marks | External Evaluation |
|---------|----------------------------------------------------------|----------------------|
| 1 | 1.MCQ on concept meaning<br>2.Presentations on study of Warehouses in different companies /Industries | **25% MCQ**<br>**35% Short notes**<br>**40% Long answers** |
| 2 | 1.Case study analysis and Brain storming | |
| **Total** | **Project based Viva 50 marks** | **50** |

- **Note: The internal evaluation shall be based on business exposure projects for 50 marks. Chapter wise internal evaluation methods are indicative only**

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---|---|---|---|---|
| 1 | World Class Warehousing & Material Handling | Frazelle | Tata McGraw-Hill | New Delhi |
| 2 | Global Logistics and Supply Chain Management | John Mangan, Chandra Lalwani | Tim Butcher John Wiley & Sons | USA |
| 3 | Designing & Managing the Supply Chain | David Simchi, Levi, Philip Kaminsky, Ravi Shankar | Tata McGraw Hill | New Delhi |

## Savitribai Phule Pune University
## Question paper Pattern 2019 for SY BBA (IB)
## University Examination Sub: International Warehouse and Supply Chain Management (II)
## Course Code: 406 A
## Credit - 4 (2+2)

| Q.No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|-------|---------------------|--------------------|-------|-------------|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 10 Marks |
| | | Match the Pairs | 5 | |
| 2 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 3 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 4 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | Total | | | **50 Marks** |

# Savitribai Phule Pune University
## S.Y. BBA (IB) Semester III (CBCS) Pattern 2019
## Course - International Logistics & Port Management (II)
## Course Code: 406 B
## Credits: (2 +2) = 4

**Depth of the Course:** Reasonable Working Knowledge.

**Course Objectives:**

1. To enable the students to have a comprehensive understanding of International Logistics
2. To understand key concepts and issues of Port Management.
3. Develop understanding of issues of logistics and how they can be interpreted with different theoretical approaches.

| Unit No. | Unit Title | Contents | Purpose & Skills to be developed |
|---|---|---|---|
| 1 | **Overview of International Logistics** | • Concept, objectives and scope of International Logistics <br> • Logistics Documents for International Trade <br> • International supply chain management and logistics. <br> • Factors Influencing International Logistics. <br> • Concept and functions of 3PL and 4 PL. | • To understand the scope of International Logistics <br> • To know Factors Influencing Logistics. <br> • To understand the concept of 3PL and 4 PL. |
| 2 | **Transportation & Logistic Intermediaries** | • Containerisation: Classification, Benefits and Constraints. <br> • Road-Multi-Modal Transportation <br> • Definition &Core Functions of CONCOR , Logistics Services Offered by CONCOR <br> • Role of Intermediaries Including Freight Booking, Shipping Agents, C&F Agents. <br> • Total Cost Approach to Logistics. | • To know benefits of Containerisation <br> • To understand Road-Multi-Modal Transportation |

| 3 | Port Structure and Functions Development & Administration | • Definition, Types and Layout of Ports.<br>• Organisational Structure- Functions and Features of Ports.<br>• Pre Shipment Planning, Stowage Plan and on Board Stowage.<br>• Cargo Positioning and Stowage on Terminal.<br>• Phases of Port Development.<br>• Port Time, Ship Time in Port, Just-In-Time Port Operation.<br>• Cargo Transfer - Services and Facilities for Cargo. | • To learn Layout of Ports<br>• To know what is Cargo Positioning<br>• To learn Phases of Port Development.<br>• To study Facilities for Cargo.<br>To understand Port Time, Ship Time in Port |
| --- | --- | --- | --- |
| 4 | Computer Based Laboratory | • Please refer end of the syllabus | • Please refer end of the syllabus |

**Teaching Methodology:**

| Teaching Hours Theory + Tutorials /Project | Innovative Methods to be used | Projects and activities | Expected Outcome |
| --- | --- | --- | --- |
| Unit 1- 10 Hours | Visit any industry and list out the activities which come under International Logistics<br><br>Discussion on 3PL Vs. 4 PL. Group discussion on factors influencing International Logistics | Prepare a chart on logistic activity in Manufacturing Company<br>1.MCQ on concept meaning ,classification ofInternational Logistics<br>2. Presentation on Concept and functions of 3PL and 4 PL. | The students must understand the scope of International Logistics.<br>The students must gain practical knowledge of factors Influencing Logistics.<br><br>. |

| | | | |
|---|---|---|---|
| **Unit 2- 14 Hours** | Visit a Plant Locations to make students understand the logistic Activities<br><br>Show different method of Containerisation used by any industry | Make a report on key activities of international Logistics<br>1.Presentation on Core Functions of CONCOR<br>2. Case Study on Containerisation<br>3. Chart making on Road-Multi-Modal Transportation | The students must understand the benefits of Containerisation. Understand different types of the logistic Activities . |
| **Unit 3- 14 Hours** | Visit dry port with students<br><br>Presentation on functions of port<br><br>Discussion on Cargo Security | A mini project on layout of Port<br>1.MCQ on Port Management<br>2.Situation Analysis: Safety of Cargo Operations<br><br>3.Presentations on Stowage Plan and on Board Stowage. | The student must know different layouts of port.<br>The students must understand what is Cargo Positioning & Cargo<br><br>Security. |
| **Unit 4- 10 Hours** | Group discussion on Just-In-Time Port Operation.<br><br>Describe the Phases of Port Development | Prepare a research based report on Issues in Ship Time in Port<br>1.Case study on Port Related Services.<br>2.Assignment on **Phases of Port Development**<br>3. Class test on Container Handling ,Terminal Operation | To understand the various phases in port management.<br><br>Understand development in cargo |
| **Tutorial work** | | | |

**2 credits for project report and evaluation will be for Project and Viva for 50 marks.**

**Objectives of Computer Enabling Activities.**

- To familiarise Computer applications used in particular department and understanding jargons of the field.
- To understand various concepts and steps relating to designing of computer technologies and its applications in various field.

**Method of conducting practical Training.**

**Requirement** – High Speed internet or Wi-Fi ,computer and screen.

For the specialisation course teachers are requested to search and download the free demo modules available on the internet.

- Teachers will run the software through dummy entries and will explain the process to the students.
- Students are expected to learn from online demo modules and its utility in the business

**Expected Outcome**: This will help the students to understand how the computers are used in business for collection of information, generating source of information, post entries, various information required to make decisions, Data Collection , identification of particular source of information and how the information is further processed. Reports are generated based on the filled data.

**Project guidelines for students**.

Students can search information after learning through demo. Students will prepare a project report based on data collected (Online or offline). They will have to prepare requirement sheets of various industries and will analyse computer enabled activities. They will study various difficulties faced and identify probable solutions for the same.

**(B 406)** **(Collect Information on select any 5 fields minimum) International Logistics & Port Management**

**Note : Computer training - The software mentioned in the list are suggests names of the software companies. Teachers can choose any other software as per the availability. Students can perform the project in group or individually and can select any topic /s from the list.**

**Suggestive Names of the software companies and their products**

- License Procurement and Installation

- Implementation & Customization

- SAP Business One SQL to HANA Migration

- Add- Ons Development

- Upgradation – ( Standard Products | Add-Ons )

- Training and Documentation- ( On-Site | Off-Site )

- Support – ( On-Site | Off-Site )

- Automated Parcel Sorting System

- AI-backed shipment sorting and rider allocation software

- Asset Tracking And Logistics Enterprise Management Solution

- Managing Pick-ups and Deliveries

- Geo-coding and geo-fencing allows transparency in operations

- Reverse Delivery Scheduling

- Multiple returns

- Customer App One-touch Communication

- Customers to track order status and find accurate ETA.

- Payments options - debit cards, net banking and wallets.

- Agents Management  -Real-time tracking -Track all the agents on a real-time basis, and monitor them efficiently.

- Mobile applications Agent Applications -Share notes, images or calendar with the co-workers in a flash.

- Complete Mobility Enterprise Suite that Empowers your Logistics Business

- DTDC

**Evaluation Methods:**

| Unit No | Exposure project viva - total 50 marks | External Evaluation |
|---------|----------------------------------------|---------------------|
| | Guidelines for Computer Lab Course 2 credits | 25% MCQ<br>35% Short notes<br>40% Long answers |
| **Total** | **Project based Viva 50 marks** | **50** |

- Note: The internal evaluation shall be based on business exposure projects for 50 marks. Chapter wise internal evaluation methods are indicative only.

**Suggested References:**

| Sr. No. | Title of the Book | Author/s | Publication | Place |
|---------|-------------------|----------|-------------|-------|
| 1 | Logistical Management, | Donald J.Bowersox& David J.Closs, | Tata McGraw-Hill | New Delhi |
| 2 | Port Management and Operations., | Maria G.Burns | CRS Press | U.K. |
| 3 | Logistics Management | S.L. Ganapathi & S.K. Nandi | Oxford university Press | India |
| 4 | International Logistics | Faustino Taderera & ZebertMahachi | LAP Lambert Academic Publishing | Germany |
| 5 | International Logistics Management | Robert Chira | Authorhouse | U.S |
| 6 | Port Management | H. Haralambides | Macmillan Publishers , | Chennai, |

| 7 | Port Management and Operations | Mariya G. Burns | CRC Press | U.K |

## Savitribai Phule Pune University
### S.Y. BBA (IB) Semester III (CBCS) Pattern 2019
### Course - International Logistics & Port Management (II)
### Course Code: B 406
### Credits: (2 +2) = 4

| Q.No. | Compulsory / Choice | Nature of Question | Marks | Total Marks |
|---|---|---|---|---|
| 1 | Compulsory Question | **Objective Type Questions** Multiple Choice Questions | 5 | 10 Marks |
| | | Match the Pairs | 5 | |
| 2 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 3 | Solve any 1 out of 2 | Long Answer Question | 1*10 Marks | 10 Marks |
| 4 | Solve any 4 out of 6 | Short Notes | 4*5 Marks | 20 Marks |
| | **Total** | | | **50 Marks** |

# Acknowledgement

The Syllabus Restructuring of BBA IB Programme (CBCS-2019 Pattern) is a manifestation of excellence in the field of Management. Savitribai Phule Pune University's focus has always been in raising the academic standards and excellence in the field of education. The BBA (IB) Programme predominantly endeavours for holistic development of students. It has emphasized on cultivating various skills and has also desired business acumen amongst the students.

This revision has been possible only with the help and support of different eminent personalities. The contribution of all the members as a team has enabled the robust revision of all the titles of the Programme. This synergy of the contributors is very crucial in fine tuning of the BBA(IB) Programme in its present form.

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