

**FACULTY OF COMMERCE & MANAGEMENT**

**SRIDEV SUMAN UTTARAKHAND VISHWAVIDHYALAYA  
BADSHAHITHAUL, (TEHRI GARHWAL), UTTARAKHAND**



*Ordinance and syllabus for one year*

**P.G. Diploma in Supply Chain and Logistics Management**

in accordance with

**National Education Policy-2020**

**2023**

## Board of Studies in Faculty of Commerce & Management

Sridev Suman Uttarakhand Vishwavidhyalaya, Badshahithaul, (Tehri-Garhwal)

(Pt. Lalit Mohan Sharma Campus, Rishikesh)






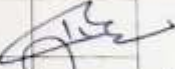
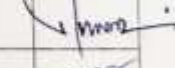

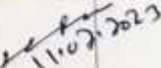




Proceedings of Second Annual Meeting of Board of Studies held on 11<sup>th</sup> July, 2023

In accordance with

National Education Policy 2020

Following the provisions specified in National Education Policy 2020 for the new academic curriculum (Syllabi), for the modifications and additions in the Syllabi as per section of 13 (7) and section of 35(1) University Statutes, the constitution of the Board of Studies in Commerce & Management, Sridev Suman Uttarakhand Vishwavidhyalaya, Badshahithaul, Tehri- Garhwal (Pt. Lalit Mohan Sharma Campus, Rishikesh) is hereby notified by Honorable Vice- Chancellor as follows vide notification 2865/SDSUV/Administration/2023 dated 6<sup>th</sup> July, 2023.

### List of Members of Board of Studies 2023-24

S.N.	Name	Designation	Nominated As	Signature
1.	Prof. Kanchan Lata Sinha	Head & Dean	Chairperson	
2.	Prof. Vijay Prakash	Professor (Subject Expert)	Member	
3.	Prof. V.N. Gupta	Professor	Member	
4.	Prof. Bharat Singh	Professor	Member	
5.	Prof. V.K. Gupta	Professor	Member	
6.	Prof. C.S. Negi	Professor	Member	
7.	Prof. Dharmendra Tiwari	Professor	Member	
8.	Prof. K.K. Verma	Professor S.R.T. Campus, Badshahithaul	Member	
9.	Prof. H.C. Purohit	Head & Dean Faculty of Commerce & Management Doon University, Dehradun	V.C. Nominee	 11/07/2023
10.	Prof. V. N. Sharma	Principal Govt P.G. College, Laksar	Principal	 11/07/2023
11.	Prof. A.K. Tiwari	Principal Govt. P.G. College, Purola	Principal	 11/7/23
12.	Prof. Rajesh Kumar Ubhan	Principal Govt. College, Narendra Nagar	Principal	
13.	Mrs. Rashmi Haldar	Deputy Director Directorate of Economics & Statistics (DES), Uttarakhand	V.C. Nominee	 11/07/23

# **COURSE CURRICULUM FOR ONE YEAR POST-GRADUATION DIPLOMA IN SUPPLY CHAIN AND LOGISTICS MANAGEMENT**

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**Regulations and Scheme of Examinations** (General Objectives, Scheme of Examinations and Courses of Study for Post-graduate Diploma in Supply chain and Logistics management Program)

## **1. General Objectives**

Post-graduate Diploma in Supply chain and Logistics management course is designed to give the students broad understanding of the functionality of the ports. The course is intended to give the students wide-ranging empathetic of the functionality of the ports in all major Departments and subjects like International logistics, multimodal transport, port management, Computer and Communication Skills etc.

The curriculum is designed to achieve the following general objectives of the Supply Chain and Logistics Management Program:

- 1) To develop students' concept and understanding of port business
- 2) To understand concept, need, importance and processes in Port Industry
- 3) To identify the role of port industry in employment generation.
- 4) To equip students with essential knowledge and skills to embark on a career in port industry.
- 5) To enhance holistic development of students and improve their employ ability skills in the port trade.

## **2. Duration of the Course and Working Days**

### **2.1 Duration of the course**

Post-graduate Diploma in Supply chain and Logistics management is one year programme (spread over two semesters) including on-the-job training of 60 days. Candidates shall be permitted to complete the programme requirements of the one-year programme within a maximum period of three years from the date of admission to the programme.

### **2.2 Working Days**

There shall be at least one hundred eighty (180) working days in a year, inclusive of the period of admission, classroom transaction, practicum, and conduct of examination. The

institution shall work for a minimum of **thirty two hrs. in a week** (five or six days) each semester during which faculty members shall be available for classroom interaction, collaborative dialogues consultation, mentoring and disseminating practical inputs of the course to the students. Similarly, college is required to assess the workload of each faculty member to give maximum orientation of the port industry aligned with the updated pedagogy and the trade skills. The minimum attendance of candidates shall be 75% for theory Courses and Practicum.

### **3. Eligibility (Entry Requirements) and Procedure of Admission:**

- a) Candidates who have passed graduation exams with 50% from recognized universities are eligible to take admission in Post-graduate Diploma in Supply chain and Logistics management.
- b) Reservation and relaxation for SC/ST/PWD and other applicable categories shall be as per the rules of the Central Government/ State Government whichever is applicable.

### **4. Admission Procedure**

Admission shall be made on the basis of merit / Interview of the qualifying Examination or any other Selection process as per the policy of the State Government/ Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal), Uttarakhand

### **5. No. of Seats and Age limit**

**No. of Seats -60 (Sridev Suman Uttarakhand University reserves the rights to change seats when it deems necessary),**

**Age Limit:** There is **no upper age** limit for the candidates applying to the Post-graduate Diploma in Supply chain and Logistics management course of one year.

**Fee:** As per state government norms.

### **6. Courses of Study in Post-graduate Diploma in Supply chain and Logistics management (SCLM)**

There shall be five (5) papers in first semester and five (5) in second semesters. These papers are devoted to the fundamentals and operational learning of the port trade through class room lectures, practical and laboratory exposure of the core subjects besides a fair insight on the importance of communication in the port industry, role of computers, personality development and the components of logistics industry. Apart from the class room learning and practical exposure of the trade, intensive 60 days on-the-job training/Industrial training in any

recognized logistics company is earmarked at the end of 1st semester and evaluation will be at the end of 2<sup>nd</sup> semester (SCLM 205) to understand the basics of core functional areas of port industry. A candidate is expected to learn the trade skills, practical understanding of port operations in all departments. A candidate is required to take following courses during two semesters of the Post-graduate Diploma in Supply chain and Logistics management (SCLM):

### Semester I

SL No	Course /Module Code	Name of the Course	Theory/Practical Marks	Internal Assessment Marks	Credits	Hours/Week	Total Marks
1	SCLM 101	Logistics and Supply Chain Management	70	30	6	4	100
2	SCLM 102	Export and Import Management	70	30	6	4	100
3	SCLM 103	Containerization and Multi Modal Transport	70	30	4	4	100
4	SCLM 104	Agency and Liner Trade	70	30	4	4	100
5	SCLM 105	Transport Economics and Optimization	70	30	4	4	100
Total Marks (1 <sup>st</sup> Semester)					24	20	500
<b>Note:</b> Industrial Training shall be conducted after the completion of first semester examination and its evaluation will be held in second semester.							

### Semester II

SL No	Course /Module Code	Name of the Course	Theory/Practical Marks	Internal Assessment Marks	Credits	Hours/Week	Total Marks
1	SCLM 201	International Logistics and Global Sourcing	70	30	4	4	100
2	SCLM 202	Port Management	70	30	4	4	100
3	SCLM 203	Port Economics	70	30	4	4	100
4	SCLM 204	Basics of Computer Application	70	30	4	4	100
5	SCLM 205	Computer Applications-Practical	40	10	4	4	50

6	SCLM 206	Dissertation (Industrial Training)	70	30	4	4	100
Total Marks (2 <sup>nd</sup> Semester)					24	24	550
Total Marks (1 <sup>st</sup> + 2 <sup>nd</sup> Semester)					48		1050

**COURSE CURRICULUM POST-GRADUATE DIPLOMA IN SUPPLY CHAIN AND  
LOGISTICS MANAGEMENT**

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**SEMESTER I**

**SCLM 101      Logistics and Supply Chain Management**

**Unit 1- Introduction to Logistics & Supply Chain Management** Introduction to Logistics, Logistics and Competitive Strategy, Competitive advantage-Gaining competitive advantage through logistics, the mission of logistics management

**Unit 2- Benchmarking and Supply chain** Meaning of benchmarking, Benchmarking the logistics process, Mapping supply chain process, supplier and distributor benchmarking, setting benchmarking priorities, Identifying logistics performance indicators

**Unit 3- Customer Service and Measuring performance** The marketing and logistics interface, Customer service, Customer service and customer retention, Service, driven logistics system, Setting customer service priorities, Setting service standards

**Unit 4- Strategic Lead-Time and JIT Management** Time based competition, the concept of lead time-Logistics pipeline management; logistics value engineering, the lead time gap, Just in Time (JIT) and quicker response logistics, Implications for logistics

**Unit 5- Managing the Supply Chain** Creating the logistics vision, The problems with conventional organizations, Developing the logistics organization, Logistics as the vehicle for change, The need for integration, Managing the supply chain as a network

**Reference Books:**

1. Supply Chain and Logistics Management Made Easy: Methods and Applications for Planning, Operation, Integration, Control and Improvement, and Network Design (1st Edition): Paul A. Myerson
2. International Logistics: The Management of International Trade Operations (4th Edition): Pierre A. David
3. International Logistics, by Donard F. Wood, Anthony Barone, Paul Murphy, Daniel L. Wardlow
4. Shipping and Logistics Management, by Dr. Y.H.V. Lun, Dr. K.H. Lai and Prof. T.C.E Cheng

## **SCLM 102                      Export and Import Management**

**Unit 1- Introduction to import & export** Basics of Exports, Classification of goods, Preparation for Exports, Methods of Exporting, Export Marketing Organizations – Functions, Registration formalities, IEC Number, Procedure of obtaining IEC Number, RCMC

**Unit 2- Documentation Framework and Contracts** Aligned Documentation System: Commercial Documents, Auxiliary Commercial Documents, Regulatory Documents- Documents related to goods/shipment/payments/Inspection

**Unit 3- Payments and Finance** Factors, Methods of receiving Payment, Instruments of Payments, Letter of Credit, Pre-shipment Finance, Post-shipment Finance, Post-shipment Credit in Foreign Currency, Negotiation of documents with bank, Duty Draw back

**Unit 4- Quality Control and Clearance of Cargo** Objective of Quality Control-Methods, Procedure for Pre-shipment Inspection, Role of Clearing and Forwarding Agents, Role of Inspection Agents, Clearance of Cargo

**Unit 5- International Dimensions of LSCM** Exposure to international logistics – Process flow- Foreign trade basics – Government policies – regulations – stakeholders in international trade & supply chain

### **Reference Books:**

1. Supply Chain and Logistics Management Made Easy: Methods and Applications for Planning, Operation, Integration, Control and Improvement, and Network Design (1st Edition): Paul A. Myerson
2. International Logistics: The Management of International Trade Operations (4th Edition): Pierre A. David
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## **SCLM 103      Containerization and Multimodal Transport**

**Unit 1- Basic Concepts of Containerisation** Meaning, Major Container Trades, Container Operators, Container Ships-Terminal, Consideration of Container Terminal Planning, Container Distribution, Container types

**Unit 2- Cargoes** International Trade Distribution, Stowage: Meaning-Stowage of cargo, Factor Consideration, Types of cargo, Characteristics, Cargo and Container handling equipment, Types of Packing, Marking of cargo

**Unit 3- Multi-Modalism** Multi-modal Trade Routes, Evolution, Basic Intermodal System, Modal Interface, Factors outline why shipper favour Multi-modalism, Factors in Development, Features, Multi Modalism Strategy, Components

**Unit 4- Physical Multimodal Operations** Liners-Tramps, Specialized Vessels, Terms, Road transport vehicle, Road Transport Weight and Measurement, Rail Transport Vehicle and Equipment, Air Transport, Ports

**Unit 5- Conventions Relating to Multimodal Transport** Cargo Liability Convention: International Conventions relating to Bill of Lading (The Hague and Hague/Visby Rules (Appendix 8), Hamburg Rule, Convention relating to Through Transport operation by Land, Rail, Air, Conventions relation to Dangerous Cargo, Carriage of Perishable Goods

### **Reference Books:**

1. Containerisation, Multimodal Transport and Infrastructure Development in India, Dr. K. V. Hariharan
2. A Textbook on Container & Multimodal Transport Management, Dr. K. V. Hariharan

## **SCLM 104 Port Agency and Liner Trade**

**Unit 1- Introduction to Port Agency** Basics of port agency operations, job of a port agent, skills and qualification required

**Unit 2- Port Rules and Regulations** Different rules pertaining to ports, National Ports act, Harbour Master authority, Arrival and departure in ports

**Unit 3- PDA calculation** PDA for different ports, factors influencing PDA, explanation of the factors, GRT, NRT

**Unit 4- Duties & Responsibility of Port Agent** Appointment by the owner, responsibility for goods, arrangement of pilots and tugs, responsibility for repairs, documents for custom and harbour services, crew sign on-signoff

**Unit 5- Port Operations and Custom House Procedure** OPA and Charterers agent, various surveys, SOF, MR and B/L preparation, Loading, Discharging operations, Cargo care, spillages, P&I club, Issuance of LOP, Arrival of goods, Cargo manifest, Bill of entry, Custom duty

### **Reference Books:**

1. Maritime Economics, by Martin Stopford
2. Port Economics, by Wayne. K. Talley
3. Port Agency Operations and Management by Capt. Ranjan Kumar and Capt. Kunal Narayan Uniyal

## **SCLM 105      Transport Economics and Optimization**

**Unit 1- Transport Market Dynamics** Market demand, Transport as a derived demand, elasticity of demand, price elasticity measurement, income and service elasticity, Supply of Transport, elasticity of supply, Case studies on Road, Rail, Air transport

**Unit 2- Location and Inventory Reorder Models** Centre of Gravity method for Warehouse or Plant location, Equipment Replacement Analysis, The EOQ model for Inventory, Fixed reorder time and fixed reorder level type inventory models

**Unit 3- Pricing policy** Introduction, Price discrimination, Case studies on Railways, Airline pricing, Low cost airline market, Solutions to low profitability and loss of market share, Coach pricing, Bus pricing, Price vs Quality

**Unit 4- Optimisation of Transport** Using Linear Programming (LP) for product mix determination, Use of LP for transport and logistics related problems, Assignment Problem in Logistics, Transportation problem

**Unit 5- Cost Structure and Forecasting Transport Demand** Bus operating costs-privatised railways, costing the integrated railway (case studies) Airlines-cost levels, Forecasting Transport demand, revenue & expenditure, economic forecasting, case studies on forecasting costs & revenues

### **Reference Books:**

1. Supply Chain and Logistics Management Made Easy: Methods and Applications for Planning, Operation, Integration, Control and Improvement, and Network Design (1st Edition): Paul A. Myerson
2. International Logistics: The Management of International Trade Operations (4th Edition): Pierre A. David
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## COURSE CURRICULUM POST-GRADUATE DIPLOMA IN SUPPLY CHAIN AND LOGISTICS MANAGEMENT

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### SEMESTER II

#### **SCLM 201 International Logistics and Global Sourcing**

**Unit 1- International Trade & Supply Chain** International Trade, Basic concepts of International trade Growth, International Trade Milestones, Largest Exporting and importing countries, International Trade Drivers, International Trade Theories

**Unit 2- Terms of Payment** Terms of Payment, International payment characteristics, Alternative Terms of payment, Risks in international Trade, Cash in Advance, Open Account, Letter of Credit, Additional types of letter of credit

**Unit 3- International Infrastructure and Methods of Entry** International Infrastructure, Definition, Transportation Infrastructure, Communication Infrastructure, Utilities Infrastructure, Service Infrastructure, Legal and Regulatory Infrastructure

**Unit 4- Managing Transaction Risks and Packaging for exports** Managing Transaction Risks, Currency used in the sales contract, The system of currency Exchange rates, Theories of Exchange rate Determinations, Exchange Rate forecasting, Managing Transaction Exposure, International Banking Institutions

**Unit 5- Strategic Sourcing** Strategic sourcing: Supply management and commodity strategy development, Integrative strategy, conducting a spend analysis, category strategy development, types of strategies-in, sourcing/outsourcing, supply base optimization-supply risk management

#### **Reference Books:**

- 1) Supply Chain and Logistics Management Made Easy: Methods and Applications for Planning, Operation, Integration, Control and Improvement, and Network Design (1st Edition): Paul A. Myerson
- 2) International Logistics: The Management of International Trade Operations (4th Edition): Pierre A. David
- 3) International Logistics, by Donard F. Wood, Anthony Barone, Paul Murphy, Daniel L. Wardlow
4. Shipping and Logistics Management, by Dr. Y.H.V. Lun, Dr. K.H. Lai and Prof. T.C.E Cheng

## **SCLM 202                      Port Management**

**Unit 1- Introduction to Port Management** Roles and responsibility of a port manager, characteristics of a port and terminals, various port administration models, port authority vs terminal operators

**Unit 2- Marine Operations Management** Roles and responsibility of harbour master, safe and efficient pilotage services, maritime safety in context of environmental management

**Unit 3- Economics of port operations** Analysis of Port Economics Landscape, Review of port cost structure, income and pricing tariffs, Review of financial management practices for port managers

**Unit 4- Port Labour and People Management** Describe the historic and current port labour environment; discuss the effective management of staff in ports

**Unit 5- Current Indian Port Development** Inland waterways, Sagarmala project, optimal utilization of port resources, Major and Minor Indian ports, Public and Private Partnership

### **Reference Books:**

- 1) Port Management and Operations, by Maria G. Burns
- 2) Port Economics, by Wayne. K. Talley

## **SCLM 203**

## **Port Economics**

**Unit- I: Introduction-** Introduction to Port economics –Theory of Port-Vessel port calls: networks- Vessel port calls: world country and vessel type-Ports and Economic development- Containerization –world container ports-Port users’ and service providers-Users: Carriers-Users: Shippers and passengers-Service providers-Port in operation-A Container port-A Cruise port-Specific ports in operation.

**Unit- II: Carriers, Shippers, Passengers -** Resources-Operating options-Output- cost-Pricing-Carrier demand in port-Ports and ship size-Port choice and shipping lines-Shippers-Business logistics management- Supply chain management-Shipper demand in port-Port choice and shippers-Port choice and supply chains-Supply chain shipping capacity-Passengers-Passenger timeprices-Transportation demand by ferry passengers-Transportation choice and ferry passengers-Passenger demand in port-Port choice and passengers.

**Unit- III: Port Operating Options, Costs and Prices -**Operating options-Resource utilization and congestion-Production and capacity-Cost- Costing port throughput-Port output measures-Effectiveness- operating objectives- Port prices-Port taxes versus User fees.

**Unit- IV: Port Governance and Performance -** Port Governance-Port privatization-Port governance in practice-Agglomeration-Port and cities-Performance evaluation: A single port perspective-Performance evaluation: A multi-port perspective-Port Competition- Water pollution-Air pollution.

**Unit- V: Port Investment, Finance and Pricing -** Financial Statements and Ratio measures-Port Costs and costing-Types of Port Costs-Logistics costing-Analysis of Port costs from the perspective of Users-Economic versus commercial appraisal of port investments-Economic Appraisal-Commercial Appraisal of Port Investments-Project Risks and Risk Analysis-Port Financing and Private sector participation-Economic benefits of private sector participation-Public- Private Partnership-Port Pricing-Port Pricing Strategies-Port Pricing practices.

## **SCLM 204                      Basics of Computer Application**

**Unit-: Introduction to Computers** What is a computer, Block Diagram, Components of a computer system, generation of computers, programming languages, generation of languages, storage devices, floppydisks, CD ROM's

**Unit- II: Operating Systems** Introduction, Functions, types, Components, Case Studies - DOS, Windows, Microsoft Office - Word, Xcel, Power- point, Outlook: DOS and Window Concepts; Internet Usage.

**Unit- III: Introduction to DBMS** Data, Data types, Advantages, Introduction to FOXPRO, Creating a database, Searching, Sorting, Indexing, Writing simple programmes, overview of MS Access.

**Unit- IV: Word Processing, Spread Sheets and Presentations** what is word Processing, Features of MS WORD, Editing Commands and Mail merge. What is spreadsheet, Features, Formulae and functions? If Statement, preparing sample worksheets, Different graphs, Features of POWERPOINT. Preparing a presentation, preparing an Organization chart

**Unit- V: Introduction to Internet** What is Internet, Network, Network of Networks, WWW, Search Engines, e-mail, websites. Introduction to e-commerce

### **Suggested Readings:**

- Andrew S Tanenbawn-Computers
- IBM Basic Computer Manual
- Don Stan Boch- The Birth of Internet Marketing & Communication

### **SCML 205- Computer Application- Practical**

## **Ordinance**

Post-graduate Diploma in Supply chain and Logistics management (w.e.f. session 2022-23)

1. The duration of the course leading to the Post-Graduate Diploma in Supply chain and Logistics management shall be of one academic year (including 60-days Industrial Training). Academic year shall be divided into two semesters i.e. July to December and January to June Each semester shall have a minimum of 90 teaching days excluding admission, preparation and examination days. The examination for the first semester of the year shall be held in the month of November/December and for the second semester in the month of May/June on such dates notified by the Sridev Suman Uttarakhand University, Badshahi Thaul (Tehri Garhwal).
2. A candidate who has passed graduation from any recognized University shall be eligible for admission to Post-graduate Diploma in Supply chain and Logistics management.
3. The medium of Instruction/ Examination for the Post-graduate Diploma in Supply chain and Logistics management (SCLM) shall be English.
4. 30% marks in each paper excluding Term Paper and Viva-Voce shall be assigned for Internal Assessment. The question papers will be set and answer books examined by external examiner.
5. A candidate for this course shall be required to undergo 60-days practical training after first semester examination is over in any logistics company approved by the Institute.
6. On successful completion of industrial training, candidate shall be required to submit training report along with training completion Certificate.
7. The Head of Institution shall forward the Internal Assessment marks on the basis of internal assessment to the Controller of Examinations at least one week before the commencement of the semester examination.
8. The Head of Institution shall preserve the records and relevant documents on the basis of which the Internal Assessment marks have been awarded, for inspection, if needed by the University up to six months from the date of declaration of semester examination results.
9. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/ sessional subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who



fails in one or more papers of any semester examination shall be carried forward to the same examination in which he/she will be failed. He/she will, however, be allowed to reappear in only two back papers of the concerned semester exams with the next batch same semester exams.

10. The minimum pass marks in each semester examination, shall be:-
  - a. 40% marks in each paper of Internal Assessment of theory and Practical.
  - b. 40% marks in End-Semester Examination of theory and Practical/Viva-voce
  - c. 45% aggregate marks in all the prescribed courses in each semester.
11. On the basis of the aggregate marks obtained in the first and second semester examinations taken together, the list of successful passed candidates shall be placed in three divisions and the division shall be awarded as under:
  - a. Those who pass all the two semester examinations at the first attempt obtaining 75% or more marks in the aggregate shall be declared to have passed with – **FIRST DIVISION WITH DISTINCTION.**
  - b. Those who obtain 60% or more marks - **FIRST DIVISION;**
  - c. Those who obtain 50% marks but less than 60% marks – **SECOND DIVISION;**
  - d. Those who obtain 45% marks but less than 50% marks **THIRD DIVISION.**
12. A candidate must pass all the two semester examinations with industrial training within three years of his admission to the first semester of the PG Diploma courses failing which she/he will be required to repeat the course de novo.
13. A candidate who has failed in one or two paper(s) or fails to appear in a semester examination shall be allowed two additional chances only to clear re-appear papers throughout the duration of a course.
14. The candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council of university from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall take the examination according to the syllabus prescribed for regular students appearing for that examination.

15. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time. A candidate who re-appears in one or two paper(s) shall pay back paper fee for the examination held in the concerned semester as prescribed by the University

## **Evaluation**

The performance of a candidate in each course will be evaluated in terms of percentage of marks. Evaluation for each course shall be done by continuous comprehensive assessment (CCA) by the concerned course teacher and end session examination and will be consolidated at the end of the course. The evaluation system of the students has the following two components:-

- **Continuous Comprehensive Assessment (CCA)/Internal Exams**

accounting for 30% of the total marks assigned to a particular course; and

- **End-Semester Examination (ESE)** accounting for the remaining 70% of the total marks assigned to a particular course.

### **1. Continuous Comprehensive Assessment (CCA)/Internal Exams in Post Graduate Diploma in Supply Chain and Logistics Management (SCLM)**

Continuous Comprehensive Assessment (CCA) will include the following components:

#### **(a) Classroom Attendance**

- Each candidate will be required to attend a minimum of 75% Lectures/ Tutorials/Practical. A candidate having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE).
- However, the exemption from 75% attendance will be given to those participating in prescribed co-curricular activities e.g. NCC, NSS, Youth Festivals, and Sports etc. to the extent of 20% (making the necessary attendance as 60% in these cases). The claim for this exemption should be supported by authenticated certificate from the concerned University/college authorities.

## **(b) Examination Pattern**

- 30% marks in each paper excluding project work/training reports and viva-voice shall be assigned for internal assessment. There shall be two internal test along with the weightage of attendance, which shall be of 30 marks in each semester for the concerned paper and the best of the two sessional shall be taken into consideration to award the marks in internal exams. The head of the institution shall forward the internal assessment marks to the University at least one week before the commencement of semester examination. If a candidate does not obtain the minimum marks in internal assessment, he/she cannot appear in the semester examination.
- Internal Assessment exams shall be of 2 hour duration where there shall be questions covering the entire covered syllabus of the concerned paper with the following question paper pattern.
  - 1 4 short-answer type questions of 5 marks each where student has to attempt any 3 of them
  - 2 3 long-answer type questions of 7½ marks each where student is required to attempt any 2 of them.
- In discipline specific core papers, subject teachers shall assess the trade skills of the candidates and award the practical marks to the candidates out of the designated marks for internal assessment in each practical subject.

**2. End-Semester Examination:** End-semester examination (ESE) will include the following components:

- a) The remaining 70% of the final marks assigned to a Post Graduate Diploma in Supply Chain and Logistics candidate in a course will be on the basis of an end-semester examination (ESE). The end semester examination (ESE) will cover the whole syllabi of the course for the respective semester. Duration of the End Semester Examination (ESE) for each paper shall be 3 hours.
- b) The End Semester Examinations for Supply chain and logistics candidates will be held in the month of November/ December and May/June each year respectively and shall be conducted by the University. The last date by which the examination forms and fees must reach the Controller of Examinations shall be as approved by the Vice-Chancellor and notified by the Controller of Examinations

- c) In discipline specific core papers, external subject expert shall assess the trade skills of the candidates and award the practical marks to the candidates out of the designated marks for external assessment.
- d) Guidelines for paper setters: Each theory question paper shall carry 70 marks and the duration of examination shall be 3 Hrs. The question paper shall ordinarily consist of three sections to develop testing of conceptual skills, comprehension skill, articulation and application of skills in logistics field. To assess the trade skills of the candidates, external paper setter shall cover the whole syllabi of the concerned paper. A set of question papers for the end-semester examination (ESE) will be set by the Controller of Examinations, Sridev Suman University, Badshahi Thaul (Tehri Garhwal). The question paper for the end-semester examination (ESE) (having 70 marks) will have the following pattern:

SECTION-A	10 questions of Objective-type questions (True/false, fill in the blanks and choice-based options) of 02 marks each All questions are COMPULSORY	(10 X 02 = 20Marks)
SECTION-B	08 Analytical Questions (Short-answer type questions) of 05marks each Answer any FOUR	(04 X 05 = 20Marks)
SECTION-C	04 Essay type questions (Long-answer type questions) of 15marks each Answer any TWO	(02 X 15 = 30Marks)
Total		70 Marks

The question paper for the ESE will have three Sections A, B and C. Section A will be compulsory of 20 marks and consist of 10 objective-type questions of 2 marks, each covering whole of the syllabus

Section B and C will consist of short and long-answer type questions out of which the candidate will attempt questions as stated in the question paper pattern/model.

Total marks (A + B + C) = 20 + 20 + 30 (70 marks)

- e) At the end of semester i.e. in the month of June, dissertation will be evaluated by the board of examiner constituted one internal examiner and one external examiner. Internal examiner generally will be the guide of dissertation and external examiner will be nominated by the University from among the Reputed Professor. After Submitting the dissertation, a viva voce will be

conducted by the Board of Examiner 30 percent marks will be awarded by the internal examiner and 70 percent by the external examiner.

### **3. Conditions for Qualifying the Post-Graduation Diploma in Supply chain and Logistics management Course**

- a) The pass percentage in each course of study will be 40 percent (both in theory and internal assessment/practical respectively) and 45% in aggregate in all the prescribed courses in each semester.
- b) It will be necessary for a candidate to pass each course separately in Internal and External Examinations.
- c) A candidate is required to pass all the courses of study. If a candidate fails in theory part of all papers of the university examination, he/she will have to reappear in that theory course in the subsequent examination.
- d) A candidate is permitted to appear in back papers only in any Two Papers in each semester. Theory or practical shall be considered as one paper, but where a paper consists of both theory and practical, it will be treated as one paper.
- e) If a candidate fails in internal assessment/ sessional, he/she will be required to improve his/her internal assessment/ sessional marks/grades by doing extra work to the satisfaction of Head of Institution. Concerned Faculty Members will assess the candidate for award of revised internal assessment/sessional marks.
- f) The result of the candidate will be declared when he/she will qualify in all the parts of the concerned paper (Theory +Internal assessment).
- g) If a candidate fulfils the condition of 75% attendance in theory courses and fulfil the conditions of internal assessment but, does not pass the examination (ESE) in any courses or due to some reasons i.e. her/his own serious illness, accident, or on account of the death of the near relative, or the dates of states/national/international level examination/ sports and all other extracurricular activities fall on dates of the semester exams or as such cases during the days of examination will be considered as "fail" shall be permitted to appear in such failed courses in odd/even semester/session only when the examination of that semester is due. However, such candidates will have to seek permission for appearing in the examination from Head of Institution on the production of authenticated valid certificate /document from the competent authority.
- h) All the candidates whose result is delayed in the first semester may be permitted provisionally to attend the second semester. However, they must submit an undertaking duly signed to the college stating that she/he can be provisionally admitted in the second semester subject to their passing the concerned semester examination. In such case, if the candidate fails to clear all subjects in first semester, her/his admission in the second semester shall stand cancelled.

### **4. Scrutiny and Revaluation:**

- Scrutiny shall be allowed in only two theory papers as per the rule of the University.
- Revaluation of theory/practical papers is not permitted.

### 5. Course Fee

#### Post-graduate Diploma in Supply chain and Logistics management

S. No.	Particulars	Post-graduate Diploma in Supply chain and Logistics management	
		1st Sem.	2nd Sem.
1.	Admission Fee (including tuition, training, lab, activity, enrolment, internet, operational/maintenance and student activity fee)	35,000	35,000

**6. End-Semester Examination Fee:** The examination fee for each semester will be same as prescribed by Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal), Uttarakhand for this PG Diploma programmes.

### 7. Academic Session

- 1) Commencement of Session will be intimated at the time of admission. Institute will be open five/six days a week from Monday to Saturday. Timings of the institute may vary and will be notified on institute notice board.
- 2) The Institutes cannot be held responsible for non-receipt/late receipt of application forms, selection memos etc. and other correspondence regarding admission.
- 3) The University reserves the right to postpone or cancel any of the courses/activities without assigning any reason.
- 4) Any other details not specifically covered by these clauses will be decided by the Vice-Chancellor whose decision will be final.
- 5) Medium of instruction and examination is English only.

### 8. REGULATIONS OF THE INSTITUTES/COLLEGES OF SUPPLY CHAIN AND LOGISTICS MANAGEMENT

- 1) Once admission is done, every student must obtain an Identity Card which will be supplied from the Institute/college office. It is must for student to carry the card with her/his photograph affixed on the same and present it for inspection when demanded. Institute/College will not allow students to

attend classes and practical's etc. unless she or he has Identity card with her/him.

- 2) It is must for student to attend theory classes, practical and tutorials of the Institute/college and take active part in group discussions, extempore, symposium and assignments as arranged by the Institute for hands on experience and to equip them with the port trade skills. Students must not absent themselves from any of the Institute's/college curricular and co-curricular activity without the prior permission of the Director/Principal. Such absence without leave may lead to loss of exams, since to appear for the semester exams, a Student has to complete to the satisfaction of the Director/Principal the course of study prescribed for the class to which the student belongs.
- 3) Each student is required to complete 75% attendance failing which she or he will be disqualified from sitting for the final examination. Shortage in attendance can be condoned on Medical grounds (supported by a Medical certificate from a Registered Medical Practitioner produced by a candidate at the time of illness or immediately thereafter) or for any reason deemed satisfied by the Director/Principal.
- 4) Conduct of the students in their classes as well as on the premises of the institute should not cause any disturbance to the fellow students or to other classes. The Director/Principal may expel a student whose work or conduct is not satisfactory and the fees paid will be forfeited.
- 5) Students must not loiter about the Institute/college premises while the classes are on. Students when free should make use of the Institute's/college Library. Smoking is not permitted inside the Institute's Campus.
- 6) Students shall do nothing either inside or outside the Institute/college campus that may in any way interfere with its ordinary administration and discipline.
- 7) Students are expected to take proper care of the Institute's or college property and to help in keeping the premises neat and tidy. Any damage done to the property of the Institute/college by disfiguring walls, doors, or breaking furniture fittings etc. is a breach of discipline and liable to severe punishment recovery of loss and fines.
- 8) If for any reason the continuance of a student in the institute/college is harmful in the opinion of the Director/Principal. This shall be final, detrimental to the best interest of the Institute/college. The

Director/Principal may ask such students to leave the Institute/college without giving reason for his decision.

- 9) Absence without leave is considered a breach of discipline and is liable for fines. No leave will be granted without previous application, except in case of illness or emergency. Prior permission must be obtained for all other leave form the Head of Institution who will consider the application on individual merits.
- 10) Name of the student, continuously absenting himself for five days without permission, shall be struck off the Institute rolls. The students can be re admitted on a payment of readmission fee of Rs. 1000/- within five working days in case the Head of institution is satisfied that the absence was due to circumstances beyond the control of the student. A Candidate who does not join the course after depositing the fee for ten continuous working days or a candidate whose name is struck off from the roll of the Institute and he/she does not seek re-admission for 5working days from the day her/his name was struck off, her/his admission will stand cancelled and seat(s) will be given to the candidate(s) on the list.
- 11) All fees paid once will not be returned under any circumstances.
- 12) Non-compliance of the rules of the Institute/college can also be dealt by means of suitable fines and disciplinary action.
- 13) Candidates are not allowed to do any part time job or any other Course of education along with the training. Defaulter shall be terminated at the sole discretion of Head of Institution.
- 14) The Institute's authority cannot accept any liability in respect of any accident a student may sustain while engaged in practical work, vocational work, or due to any other cause.

The progress report of student's performance is sent to their parents on a monthly basis. The parents who do not receive the progress report may contact the Director/Principal on any working day.



**SCHEME FOR AFFILIATION TO THE INSTITUTE/COLLEGES FOR  
POST-GRADUATE DIPLOMA IN SUPPLY CHAIN AND LOGISTICS  
MANAGEMENT**

**1. BROAD NORMS/GUIDELINES FOR AFFILIATION:**

- a)** Institutes registered as a Society or an Educational Society or registered as a Trust or under Section 25(1)(A)(B) of Companies Act, either already running the academic programs or newly established, having adequate infrastructure as per Norms & Standards notified by the University may apply in the prescribed format to the University, within prescribed time limit.
- b)** The applicant institute will be informed about the status whether the Institute is shortlisted for inspection upon scrutiny of application. Institutes not shortlisted for inspections shall be notified and the application fee shall be refunded by the University.
- c)** Inspection Committees appointed by the competent authority shall undertake inspections to verify the infrastructural requirements available and the Committee shall submit its report to the Registrar, SDSUV in confidential cover by filling the checklist provided by the University.
- d)** Expenses towards inspections shall be borne by the applicant institute, which would include local transport, lodging/boarding for inspection team members.
- e)** Based on inspection report and presentation to be made by the authorities of the Institute before the affiliation committee, final recommendation will be submitted by the affiliation committee to the competent authority of the University for Approval. Upon approval of the competent authority, the applicant Institute shall be granted provisional affiliation to begin with for a period of three years which shall be reviewed subsequently on yearly basis, for a maximum period of 5 years. Upon successful implementation of the educational programs and adherence to the terms of agreement for five years, the University may consider the case for regular affiliation of the Institute with a provision of review on three yearly basis.
- f)** Each Institute granted provisional affiliation shall have to sign an agreement with the University and provide non revocable bank guarantee.

## **2. GUIDELINES FOR AFFILIATION**

The concerned institution/college seeking approval of Sridev Suman Uttarakhand University to run Post-graduate Diploma in Supply chain and Logistics management (SCLM) Programme is required to apply individually as per the norms laid down for approval by the University. Applications shall be processed by way of obtaining an application on payment of Rs. 5,000/- along with the processing fee. The application shall be processed as per the procedure of approval for Diploma courses. Once the application for seeking approval is cleared by the expert visit committee, the Letter of Approval(LOA) shall be issued to the institution/college to run the course within the purview of the University Ordinances. Validity of the Letter of Approval, if issued, shall be for three Academic Years from the date of issue of Letter of Approval. Extension of approval shall be issued separately with the same procedure as it is for the first-time approval. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as per norms of the University.

New Institutions granted Letter of Approval shall comply with the appointment of Faculty and Director/ Principal as the case may be, as per Policy regarding minimum qualifications pay scales etc., as prescribed by the UGC/AICTE/NCHMCT. Institutions/Colleges shall appoint Faculty/ Principal/Director and other Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the University/State Government, and as applicable in the case of selection procedures and selection Committees.

## **3. FEE DETAILS:**

For every affiliating institute who wish to affiliate with SDSUV, Uttarakhand for Post Graduate Diploma in Supply Chain and Logistics Programme shall have to pay the fee as prescribed by the University below.

Course for which institute wish to apply for	Application Fee	Processing Fee	FDR*
Post-graduate Diploma in	Rs. 5000	Rs. 25000	Rs. 100000

Supply chain and Logistics management			
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\*FDR should be in favor of Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal)

(i) **APPLICATION FEE** Following application/scrutiny fee will have to be submitted by the applicant Institutes along with the application through Demand Draft drawn in favour of SDSUV payable at Chamba (Tehri Garhwal).

- |   |         |
|---|---------|
| a) Application Fee for Post-graduate Diploma in Supply chain and Logistics management | 5000/-  |
| b) Application Scrutiny/Processing Fee  | 25000/- |

#### **4. BANK GUARANTEE VALUE**

Institutes/Colleges granted affiliation by the University will have to furnish the non-revocable Bank Guarantee (FDR) as per value indicated below:

- a) Intake up to 60 students in Certificate Program - Rs. 0.50 lakhs
- b) Intake up to 60 students in Diploma Program - Rs. 1.00 lakhs
- c) For each seat in Diploma Course - Rs. 10.000

#### **5. LAND REQUIREMENT:**

The applicant Institute should possess land as given below, registered in the name of Society/Trust (undisputed) or not less than 10 years of lease of unitary land, leased by land owner/Central/State Govt. organization, as the case may be. Certain norms have been laid down for the Land/ Built-up area requirement for infrastructural facilities i.e., land, classroom, tutorial rooms and practical labs etc. The Promoter Society/ Trust/ institution shall have the Land as required and has its lawful possession with clear title in the name of the Promoter Society/ Trust/institution on or before the date of submission of application. However, it has been proposed by the University that any college/institution may have a leased land where the building has been constructed to run the said course of Post Graduate Diploma in Supply Chain

and Logistics Management. As stated above, Institution/college may also function in a temporary campus with the provision that that they must have a lease agreement of rented building. Norms for Land requirement and Built-up area for Institution/College shall be as follows:

Programme	Land Area Requirements in Sq. ft.	
	Urban	Rural
Post-graduate Diploma in Supply chain and Logistics management	1500	2000

Along with the application, the Institute/Society/Trust has to attach one set of registered land documents or registered lease documents.

**5.1. Minimum Built-up Area Requirements:** Although the Institution/College shall be applying for the First Year, the proposal for the Building(s) and the Plans are required to be submitted as under

- a) Institution/College is required to submit the approved and sanctioned Building Plans from the Competent Authority considering the Total Built-up area as required to run the Programme(s) and the Division(s)/ Department(s) for the entire duration of the Course
- b) Institution is required to submit an Occupancy/ Completion Certificate (as applicable) from the Competent Authority clearly stating that the Building(s)is/ are fully developed and ready in all respects for the intended use considering the Total Area as required to run the Programme and the Divisions/ Departments for the Course

**5.2. Infrastructure for Running Post-graduate Diploma in Supply chain and Logistics management Programme**

1. **Library:** Well-maintained library with a large collection of text and reference books of supply chain and logistics management is also required. The library should be based on modern set-up with computer in it which supports study and research. Supply chain and logistics management students must be encouraged to use handouts, journals, magazines and periodicals available.
2. **Computer Lab:** The computer facilities of the Institute/college must cater the needs of students of supply chain and logistics management. The Computer lab should be equipped with the hardware needed to support teaching and research in areas of expertise within the College

**3. PDP Lab:** Personality development programming lab is the need of hour to be specifically designed to cater to the demands of training courses organized for supply chain and logistics management institutes in order to improve their functional efficiency for the highly lucrative port industry. Hence, there must be one PDP lab for strong mental built-up through Lecture, group discussion, exercises, games, inventories and case studies.

**6. Instructional Area (Carpet Area) in sq. ft. Area for Institution/Colleges**

<b>Infrastructure</b>	<b>Number of Rooms required Carpet Area in Sq. ft. per Room</b>	<b>Number of Rooms required Carpet Area in Sq. ft. per Room</b>
Classrooms/Tutorial Rooms	2	300
Computer Lab	1	115
Seminar/Conference Hall	1	150
Library and Resource Centre	1	150

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom for Personality Development Programme/Module

Norms for affiliation and land requirement shall be as per the SDSUV Ordinances for seeking approval for affiliation.

