

BASELIUS COLLEGE, KOTTAYAM

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## ADVANCED DIPLOMA COURSE IN LOGISTICS AND SUPPLY CHAIN MANANGEMENT

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ESTD 1964

POSTGRADUATE DEPARTMENT OF ECONOMICS  
BASELIUS COLLEGE, KOTTAYAM



*Is Conducting...*

# **ADVANCED DIPLOMA COURSE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

*In Association with...*

**[ CENTER FOR CONTINUING EDUCATION KERALA ]  
CCEK Skill Development Training Programme**

**Duration - 6 months(Sep-Feb 2018-19)**

**Course Includes - Theory Sessions  
Internship**

**PRINCIPAL**

**Dr. Jancey Thomas**

**Head of the Department**

**Dr. Shaju M J**

**Course Coordinator**

**Dr. Thara Thomas**



**ADLSCM**

# **Advanced Diploma in Logistics & Supply Chain Management**

# **SYLLABUS**



**CENTRE FOR CONTINUING EDUCATION KERALA**

Under the Department of Higher Education, Government of Kerala



# **CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM**



## **COURSE SYLLABUS**

***FOR***

### **ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (ADLSCM)**

**CENTRE FOR CONTINUING EDUCATION KERALA**

Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala, PIN- 695 003

# CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

## ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (ADLSCM)

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACKCODE
1	<p><b><u>Inventory Clerk</u></b></p> <p><b>Brief Job Description:</b> Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.</p>	ASC/Q1402
2	<p><b><u>Warehouse Supervisor</u></b></p> <p><b>Brief Job Description:</b> Warehouse Supervisor in the Logistics Industry is also known as Supervisor, Warehouse In-Charge. Individuals in this role need to collect components required to obtain the required lists and information from the Data Entry Operator (DEO), plan the schedule for the day, allocate work to workers and over see them for successful completion. Their responsibilities include solving operational issues in the warehouse and ensuring smooth operations.</p>	LSC/Q2307

## ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (ADLSCM)

### OBJECTIVE AND SCOPE OF THE COURSE

Logistics is process of moving products and services in the supply chain. Logistics involves integration of information, customer service, transportation, inventory, warehousing, material handling and packaging. Logistics deals with the geographical positioning of raw materials, work in progress, finished goods and services where required in time at the possible lowest cost. Logistics can be understood as the tool for getting products and services where they are needed and when they are desired.



This course builds on the skills and knowledge in Logistics and Supply Chain Management. It offers the participants the opportunity to specialize in Fundamental Logistics, Export Documentation, Inventory and Warehousing management, Transportation management, Supply Chain Management, Demand Planning and Forecasting for professional recognition

### HIGHLIGHTS OF THE PROGRAM

- The program focuses on developing a career in Logistics and Supply Chain Management.
- The program has been designed taking into consideration the needs of both working professional as well as fresher.
- Faculty members include experts from the industry and academic.
- Contemporary Study Material.



## TYPICAL DUTIES INCLUDED



- ❖ Preparing detailed reports of logistical management & solving operational issues & ensuring smooth operations

Opportunities ... come capitalize on the growth!

Workers in the logistics and supply chain management field make sure that goods and services get into the hands of consumers. All types of businesses, big and small, need logistics managers to help with inventory and accounts receivable. A small business may have one person in charge of these duties, while large corporations have entire logistics and supply chain departments. Employment in Logistics and SCM is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations.



Career Path



What do the experts in LSCM do?

- Direct the allocation of materials, supplies, and finished products
- Develop business relationships with suppliers and customers
- Work to understand customers' needs and how to meet them
- Design strategies to minimize the cost or time required to move goods
- Review the success of logistical functions and identify areas for improvement
- Propose improvements to management and customers

Logistics is one of the most important career fields in the world. Without the planning and execution of the distribution of resources, society as we know it would cease to function and food shortages would cause chaos around the world. Every company uses logistics even though full-time logistics managers may not be employed. The work of a logistician begins with bringing in the supplies and raw materials necessary for a business or organization to operate. Inbound logistics are then used in conjunction with outbound logistics to distribute products or services where they are in demand. Jobs in the field of logistics and supply chain management include logistics manager, integrated programs director, supply chain director, inventory manager, and supply chain planning manager, and other Executives and employees.





## COURSE DETAILS



### ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (ADLSCM)

COURSE NAME	COURSE CODE	ELIGIBILITY	FEES	DURATION
Advanced Diploma in Logistics and Supply Chain Management	ADLSCM	SSLC and above	18000/- + GST	192 Hours

## EXAMINATION DETAILS



SL. NO.	EXAM	EXAM CODE	MAX. MARK	INTERNAL	TOTAL MARK
<b>THEORY PAPERS</b>					
1	Fundamental Logistics	ADLSCM T001	100	50	150
2	Supply Chain Management	ADLSCM T002	100	50	150
3	Marketing Principles	ADLSCM T003	100	50	150
<b>TOTAL MARKS</b>					
1	Total Examination Marks ( Theory Online + Practical Examination )				300
2	Total Internal Marks				150
3	<b>Total Marks( Total Internal Marks + Total Examination Marks )</b>				<b>450</b>

**ONLINE EXAMINATION NAME : Logistics and Supply Chain Management**

**ONLINE EXAMINATION CODE : ADLSCM**

<b>SL No.</b>	<b>SUBJECT</b>	<b>SUB-CODE</b>	<b>NO. OF QUESTIONS</b>	<b>MARKS FOR EACH QUESTION</b>	<b>MAXIMUM MARK</b>	<b>INTERNAL MARK</b>	<b>TOTAL MARK</b>
1	Fundamental Logistics	T001	50	2	100	50	150
2	Supply Chain Management	T002	50	2	100	50	150
3	Marketing Principles	T003	50	2	100	50	150
	<b>TOTAL</b>		150		300	150	450

### **INTERNAL MARK CRITERIA FOR EACH SUBJECT**

<b>ATTENDANCE</b>	<b>GENERAL PERFORMANCE</b>	<b>INTERNAL EXAMINATIONS/ PROJECTS/ASSIGNMENTS</b>	<b>TOTAL MARKS</b>
5	5	40	50

**1. Application form**

Application form and Prospectus can be had from the office of the respective Sub-Centres of CCEK.

**2. How to apply**

Completed application along with pass port size photograph and two attested copies of SSLC certificate should reach the CCEK sub Centres on or before the last date prescribed.

**3. Basis of Selection**

Selection will be done on the basis of first come first serve basis. In the case of reservation the selection will be based on the aggregate percentage of marks secured in the SSLC Examination. (Each training centre will be treated as separate unit for selection of candidates).

**4. Medium of Instruction**

The medium of instruction in all the theory and practical subjects shall be English & Malayalam.

**5. Expected Intake**

Minimum 25 students per Institute (*There will not be any maximum limit provided the Implementing Agency should ensure that sufficient infrastructure is made available for the effective conduct of the training to the students*)

**6. Examination Fee**

There is no separate examination fee. It is included in the course fee.

**7. Examination**

The final Examination will be conducted by CCEK , immediately after the completion of the course. There will be examination for theory and practical subjects as per the notification of the Director, CCEK .

**8. The mode of Examination**

The Theory Online examination will be multiple choice on-line examination. Before doing the Theory Online Examination, the internal marks should be entered to on-line portal. Then only the exam is available to conduct. After the submission of on-line examination, the result will be automatically appeared.

## **9. Rules And Regulations For Examination And Promotion**

- a) Duration of the course is 6 months
- b) The minimum qualification prescribed for admission is SSLC.
- c) The examinations will be conducted by CCEK.
- d) Minimum attendance required for a candidate to register for the examination is 70%.
- e) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the course coordinator of the respective centre. Condensation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lump sum with the details of the candidates registered for the examination.
- f) A minimum of 35% marks in theory and practical is required to pass in each subject
- g) There will be 5 classifications of passed candidates in the following grading system.
  - Total Mark  $\geq 35$  and  $< 51\%$  C
  - Total Mark  $\geq 51$  and  $< 66\%$  B
  - Total Mark  $\geq 66$  and  $< 81\%$  B+
  - Total Mark  $\geq 81$  and  $< 91\%$  A
  - Total Mark  $\geq 91\%$  A+
- h) The total marks obtained in examinations and internal marks shall be counted for the grading system.
- i) There will be no revaluation for examinations.
- j) Any other details not specifically mentioned herein will be decided by The Director, CCEK and decision will be final.

## **10. CERTIFICATIONS.**

The certificate will be issued to successful students within 45 days after the examination. After declaring the result, the candidate can download transcript page from CCEK, KERALA Web site.

# COURSE SYLLABUS

*FOR*

## **ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT ( ADLSCM )**

### “Advanced Diploma in Logistics And Supply Chain Management” (ADLSCM)

#### THE ROLE OF LOGISTICS CO-ORDINATOR

Works in transportation or warehousing of goods. Processes orders and oversees cycle of order fulfilment. Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely.

- Describe the characteristics of the site, including site access /egress, storage capacity and arrangement by programme, labour, hoists, cranes etc
- Use the description to produce daily, weekly and long term movements plans
- Understand procurement arrangements
- Control materials in and out of site.
- Plan and integrate with key contractors to meet the needs of the planned programme and de-confliction of on site space and time where appropriate.
- Assist in the evaluation of potential logistic suppliers and appropriate delivery management booking systems.



- Be capable of managing sub-contractors to deliver their package of goods or services
- Variation control and early communication of foreseeable change
- Commercial/contract basic understanding
- Utilize business management system procedures.
- Record keeping and key performance indicator (KPI) production.

**After Completing This Subject The Candidate Will Able To:**

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- Manage integration of information
- customer service
- transportation
- inventory
- Warehousing
- packaging

**Estimated Hours: 120 hrs.**

<b>COURSE</b>	Advanced Diploma in Logistics And Supply Chain Management” (ADLSCM)	
<b>TOTAL MARKS</b>	Mark: 300	Internal Mark : 150
<b>TOTAL HOURS</b>	240 hours ( Theory Session)	

**MODULES INCLUDED IN THIS SUBJECT**



<b>SL</b>	<b>MODULE NAME</b>
1	Module 1 : ADLSCM T001 SUBJECT - FUNDAMENTALS OF LOGISTICS
2	Module 2 : ADLSCM T002 SUBJECT – SUPPLY CHAIN MANAGEMENT
3	Module 3 : ADLSCM T003 SUBJECT – MARKETING PRINCIPLES

### After Completing This Module The Candidate Will Able To:



Logistics is “planning, implementing, and controlling the physical flows of materials and finished goods from point of origin to point of use to meet the customer's need for profit”.

**Logistics delivers value to the customer through three main phases:**

- a. **Inbound Logistics.** These *are* operations, which precede manufacturing. These include the movement of raw materials, and components for processing from suppliers.
- b. **Process Logistics:** There are the operations, which are directly related to processing. These include activities like storage and. movement of raw materials, components with the manufacturing premises
- c. **Outbound Logistics:** There are the operations, which follow the production process. These include activities like warehousing, transportation, and inventory management of finished goods.



### THE OBJECTIVES OF LOGISTICS

1. **Reduction of inventory:** When funds are blocked in inventory, they cannot be used for other production purposes. These costs will drain the enterprise's profit. Logistics helps in maintaining inventory at the lowest level, and thus achieving customer goal. This is done through small but frequent supplies.
2. **Economy of freight:** Freight can be reduced by following measures like selecting the proper mode of transport, consolidation of freight, route planning, long distance shipments etc.
3. **Reliability and consistency in delivery performance:** Material required by the customer must be delivered on time. Proper planning of the transportation modes, with availability of inventory will ensure this.
4. **Minimum damage to products:** Sometimes products may be damaged due to improper packing, frequent handling of consignment, and other reasons. This damage adds to the logistics cost. The use of proper logistical packaging, mechanized material handling equipment, etc will reduce with damage
5. **Quicker and faster response:** A firm must have .the capacity to extend service to the • customer in the shortest time frame. By utilizing the latest technologies in processing information and communication will improve the decision making, and thus enable the enterprise to be flexible enough so ,that the firm can fulfil customer requirements, in the shortest possible time frame



## MODULES INCLUDED IN THIS SUBJECT

SL	MODULE NAME	Hours
1	Module 1 : Fundamental Logistics	16
2	Module 2 : Warehousing Management	16
3	Module 3 : Transportation Management	14
4	Module exam	2
5	Project/Assignment	16
	<b>Total</b>	<b>64</b>

### Module 1 Fundamentals of Logistics

1. Introduction
  - a) What is logistics
  - b) Definitions
  - c) Certain terms.
2. Logistics
  - a) Importance of logistics in India
  - b) Importance of Logistics management
  - c) Operational objectives
    - i) Right response
    - ii) Right quantity
    - iii) Right quality
    - iv) Right value
    - v) Right cost trade-off
    - vi) Right information
3. Components of Logistics Management
  - a) Generic
  - b) Primary
    - i) Network design
    - ii) Transportation
    - iii) Inventory management
    - iv) Order processing
  - c) Supportive
    - i) Storage and warehousing
    - ii) Material handling
    - iii) Protective packaging
    - iv) Procurement
    - v) Information
    - vi) Forecasting

4. Functions of logistics Management
  - a) Procurement function
  - b) Production function
  - c) Physical distribution function
5. Integrated logistics system
6. Total cost analysis and trade –off
7. Conclusion- Case studies
  - a) AMUL
  - b) Gati Air Express
  - c) Gulf war 1991

b) Information Systems

1. Introduction
2. Information systems
  - a) Logistical information system (LIS)
  - b) Integrated information technology solutions for L&SCM
    - i) Electronic Data Interchange (EDI)
    - ii) Bar Code System (BCS)
    - iii) Enterprise Resource Planning (ERP)
    - iv) Intranet, Extranet, Internet
3. Communication Technologies in L&SCM
  - a) EDI
  - b) E-Tracking
  - c) Very Small Aperture Terminal (VSAT) Communication
  - d) Geographical Positioning System (GPS)
  - e) Geographical Information System (GIS)
  - f) Highway Automation System (HAS)
  - g) Web Based Tracking
  - h) Expert System
4. Automated Identification Technology (Auto-ID)
  - a) BCS
  - b) Radio Frequency Identification (RFID)
  - c) Memory Buttons
  - d) Radio Frequency Tags ( RFT)
  - e) Voice Interactive System
5. Conclusion

## Module 2: - Transportation Management

Transportation is an indicator which measures the economic, social and commercial progress of a country. In ancient times, various modes such as –men, camels, horses, donkey, bullock carts, and ships - were in use. Transportation has transformed the entire world into one organization and greatly contributed to the evolution of civilization. Transportation is the most visible element of logistics operations. It has a significant share in overall logistical cost of the firm and needs a great deal of planning to control it. Transportation is the exiting and dynamic part of the supply chain and managing transportation presents opportunities and challenges.

The Indian economy is generally characterized by a wide coverage of the geographical area, extensive coastal lines, large population as well as abundance of mines, minerals along with agriculture lands. It needs a variety of transport facilities in adequate quantities. There are lots of transport benefits to an economy, mainly divided in to two broad categories, namely economic and noneconomic.

Due to the economic and noneconomic benefits associated with transportation, a variety of basic modes of transportation are available in our country namely, road, rail, air, water, and pipeline transport. Animals by Army in forward areas and Aerial Cable Way are also being used, but we do not cover these in logistical transportation. Although relative advantages and disadvantages are associated with each transport system in terms of costs, damages in transit, speed, reliable timely delivery, specialized facilities and accessibility. That is why firms have different preferences pattern for different purposes. For instance to transport raw materials, they prefer railways and roadways, whereas for movement of finished goods from distribution warehouses to customers, the road transport system is preferred.

1. Introduction
2. Transportation benefits to Economy
  - a) Economic benefits
  - b) Non-economic benefits
3. Transportation Infrastructure
  - a) Roadways
  - b) Railways
  - c) Seaways
  - d) Airways
  - e) Inland Water Transport –IWT
  - f) Pipelines
  - g) Ropeways
4. Position of Transportation in L& SCM
5. Modes and characteristics of Transport
6. Element of transportation cost
  - a) Tariff
  - b) Transit time cost
  - c) Obsolesce and deterioration cost
  - d) Protective package cost
  - e) Transit insurance cost
  - f) Miscellaneous cost
7. Multi model transport
8. Containerization
  - a) Sizes
  - b) Features
  - c) Major advantages
9. Selection of transportation mode-Fright Management
10. Conclusion

## Module 3: - Warehouse & Inventory Management

Warehousing refers to the activities involving storage of goods on a large-scale in a systematic and orderly manner and making them available conveniently when needed. In other words, warehousing means holding or preserving goods in huge quantities from the time of their purchase or production till their actual use or sales. Warehousing is one of the important auxiliaries to trade. It creates time utility by bridging the time gap between production and consumption of goods. The effective and efficient management of any organization requires that all its constituent elements operate effectively and efficiently as individual SKUs / facilities and together as an integrated whole corporate.

Across the supply chains, warehousing is an important element of activity in the distribution of goods, from raw materials and work in progress through to finished products. It is integral part to the supply chain network within which it operates and as such its roles and objectives should synchronize with the objectives of the supply chain. It is not a 'Stand-alone' element of activity and it must not be a weak link in the whole supply chain network.

- a) Warehouse Management
  1. Introduction to warehouse management
  2. Concept of strategic storage
  3. Storage- Units of handling
    - a) Carton
    - b) Tier
    - c) Pallet
  4. Warehouse functionality /Benefits
    - a) Operational functions
    - b) Economic benefits
      - i) Consolidation
      - ii) Bulk break and cross dock
      - iii) Processing/postponement
      - iv) Stock piling
    - c) Service benefits
      - i) Spot stocking
      - ii) Assortment
      - iii) Mixing
      - iv) Production support
      - v) Market presence
  5. Types of warehouses
    - a) On the basis of ownership
      - i) Private warehouse
      - ii) Public warehouse
    - b) On the basis of services
      - i) Bonded warehouse
      - ii) Field warehouse
      - iii) Cold storage
      - iv) Distribution warehouse
      - v) Buffer storage warehouse
      - vi) Export/Import warehouse
    - c) Warehouse planning and design
      - i) Site selection
      - ii) Product-mix consideration
      - iii) Expansion
      - iv) Selection of material handling system
      - v) Warehouse layout
      - vi) Warehouse space
      - vii) Warehouse Design

6. Initiation of warehouse operation
  - a) Stocking of warehouse
  - b) Personal training
  - c) Develop work procedure
  - d) Security system
    - i) Pilferage protection
    - ii) Product deterioration
  - e) Billing and inventory control
  - f) Initiation and programming local delivery
  - g) Safety and maintenance
7. Warehouse Management System (WMS)
  - a) Basis features
  - b) High-end features
  - c) Advanced features
8. FIFO/FILO
9. Warehousing Cost
10. Warehousing Strategy
  - a) Capacity switching
  - b) Hub networking
  - c) Cobbling
  - d) Outsourcing
11. Cold Chain Infrastructure
12. Warehousing in India
  - a) Public Warehouses
    - i) Central Warehousing Corporation –CWC
    - ii) State Warehousing Corporation-SWC
    - iii) Services provided by CWC and SWC
  - b) Cold and Fresh- Snowman Frozen Foods Ltd
  - c) Bulk Liquid Cargo Storage-IMC Ltd
  - d) Document Warehousing- Softage Information Technology Ltd
13. Conclusion.
  - b) Inventory Management
    1. Introduction to inventory management
    2. What is inventory
    3. Why do we carry inventory?
    4. Types of inventory
      - a) Nature/ condition of material
      - b) Usage of material
    5. Inventory related definitions
      - a) Inventory policy
      - b) Service level
      - c) Average inventory
    6. Functions of inventory in L& SCM
      - a) Balancing supply and demand
      - b) Periodic variations
      - c) Scale economics
    7. Risk factors in various levels
    8. Inventory related cost

9. Economic Order Quantity- EOQ
  - a) Perpetual review
  - b) Periodic review
10. Inventory control
  - a) Selective control technique
    - i) ABC Analysis
    - ii) VED Analysis
    - iii) SAP Analysis
    - iv) FSN Analysis
  - b) Modern inventory control system
    - i) Material Requirement Planning –MRP
    - ii) Manufacturing Resources Planning-MRP II
    - iii) Distribution Requirement Planning – DRP
    - iv) Just-In –Time –JIT
    - v) Vendor Managed Inventory-VMI
    - vi) Automated Inventory Tracking System- AITS
    - vii) KANBAN
11. Conclusion

**After Completing This Module The Candidate Will Able To:**

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- Process of reaching goods to customers has traditionally been called physical distribution and it starts at factory. We may need warehouses and transportation carriers that will deliver produced goods to final destination in the desired time at the lowest cost. This physical distribution has been expanded into broader concept of Supply Chain Management. It starts earlier than physical distribution, like procuring the right item at right time, process/assemble, than effectively into finished products and dispatch them into final destination. Supply Chain identifies proper suppliers, quality of materials that would finally produce better quality products and profit to companies.
- The term physical distribution is more appropriate to outgoing (outbound logistics) or forward movement of products, services, and information from a firm's manufacturing facility to customers, and involves defined network of transportation links, warehousing and storage, and finally delivery at the destination in a cost effective manner within the desired time. Supply chain management starts from the supplier of raw materials, then conversion at factory into finished products, storage at warehouses, and finally, supply to distribution channels to meet the demand of end user for a finished product at an acceptable cost and service level. Physical distribution starts in a forward movement of goods from the company's production facility to end-user, and supply chain management starts before physical distribution.

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SL	MODULE NAME	Hours
1	Module 4: Supply chain Management.	16
2	Module 5: Demand Forecasting.	16
3	Module 6: Export Documentation.	14
4	Module Exam	2
5	Project/Assignment	16
	Total	64

## Module 4: - Supply Chain Management

The supply chain should support the satisfaction of *end-user requirements*. These requirements give rise to the fundamental reason for the supply chain in the first place. We also qualify a supply chain as having *multiple linked suppliers*.

If we take the point of view of the end-user's view of the chain, we have a supply chain when there are multiple enterprises backing the one from which the user makes his or her purchase. Also, we think a supply chain could be multiple outlets representing a single enterprise. So the neighborhood barber would not constitute a supply chain under our definition. A chain of barbershops would be a supply chain. The farmer selling water melons from his field by the side of the road would not qualify; the supermarket would.

The supply chain is not limited in terms of flow direction. Many consider supply chains only in terms of flow from suppliers to end-users. For the physical processes, this is largely true. But supply chain design cannot ignore backward flows for product returns, rebates, incentive payments, and so forth. So much of what flows in the supply chain is two-way, including physical product, information, money, and knowledge.)

1. Introduction
2. What is SCM
3. Importance of SCM
4. Objective of SCM
5. Guiding principles of SCM
6. Supply Chain operative reference model
7. Supply chain integration
  - a) Procurement
  - b) Manufacturing- Processing
  - c) Distribution
8. Supply chain relationship
  - a) Competitiveness
  - b) Relative risk
  - c) Power
  - d) Leadership
  - e) Success elements
9. Benefits of supply chain collaboration
10. Logistical performance cycle and supply chain
  - a) Procurement cycle
  - b) Manufacturing support cycle
  - c) Physical distribution cycle
11. Mapping the supply chain
12. Role of logistic in supply chain- a comparison
13. Conclusion- case studies-ATM



## Module 5: - Demand Planning and Forecasting

### Demand forecasting

A forecast is an estimate of the future level of some variable. The variable is most often demand, but can also be supply or price. Forecasting is often the very first step organizations must go through when determining long-term capacity needs, yearly business plans, short-term operations and supply chain activities. Forecasting is used in business planning to organize and then commit resources to achieve business goals. As the environmental forces change continuously, the parameters affecting the position of an organization in the market need to be forecast for various planning process.

### Objective of demand forecasting

The primary objective of demand forecasting is to have the right product in the right position the right time in the right quantity. Forecasting brings planning and coordination between production ; capacity of facilities by enabling the logistics managers to proactively allocate resources so as to have a smooth interface between them. It also increases effectiveness and efficiency of the logistics system by the extensive use of information and communication technologies for the real-time transmission of information for better customer responsiveness and competitive competency.

1. Introduction
2. Demand Forecasting
3. Objective of demand forecasting
4. Forecasting classifications
  - a) Time horizon
  - b) Geographic area
  - c) Product group
  - d) Customer group
  - e) Predicted average
  - f) Predicted deviations
5. Forecasting Components
6. Important of Forecasting in L & SCM
7. Forecasting techniques
  - Judgment or Expert estimate
  - Casual
  - Historical or Data based
8. Operating principles of demand forecasting
  - a) Even good forecasts may have significant errors
  - b) Forecasting requires monitoring and estimation of errors
  - c) Expect and account for large uncertainties
  - d) All forecasting is based on either implicit or explicit model
  - e) Breaking aggregate forecasts into smaller components
  - f) Correlation and predictability of forecast errors
  - g) Conclusion

## Module 6: - Export Documentation

The difference between export marketing and domestic marketing is simply that it takes place across national borders. This means that you are faced with barriers to trade that you will not have encountered before, such as differing languages, politics, laws, governments and cultures. You may need to account for getting the product half-way across the globe to distant markets and pay the import duties imposed on these products by the importing country. You will also need to deal with the logistical and documentation problems surrounding exports. These are just some of the problems you will face.

Export marketing also involves preparing an offering that will entice the foreign buyer and customer. This offering comprises a product that is offered at a certain price and that is made available, distributed, to the foreign customer. At the same time, the offering is communicated or promoted to the buyer using certain communication or promotion channels. These elements – the product, price, distribution (also referred to as the place) and promotion – are called the marketing mix. Other major hurdles when involved in the exports business are to find international contacts and buyers to market your goods to. There are, however, a few easy ways to get your export marketing started so that you can be successful.

1. Preliminaries for Export
  - a) Introduction
  - b) Methods of exporting
  - c) Direct & Indirect Exporting
  - d) Registration formalities
  - e) Electronic Data Interchange ( EDI)
2. Export Pricing
  - a) Export Pricing Strategies
  - b) FOB Quotation & CIF Quotation
  - c) Methods of Payment
  - d) Letter of Credit
3. Export Documentation
  - a) Aligned Documentation System ( ADS)
  - b) Commercial Invoice
  - c) Shipping Bill
  - d) Certificate of Origin
  - e) Consular Invoice
  - f) Mate's Receipt
  - g) Bill of Lading
  - h) ISO 9000 & ISO 14000
4. Export Procedures
  - a) Pre & Post Shipment Procedure
  - b) Exchange Rate fluctuation risks
5. Excise clearance & Quality Inspection
6. Foreign Trade Policy 2009 – 2014
7. Institutional Framework for Foreign Trade

### After Completing This Module The Candidate Will Able To:

---

Markets are increasingly characterized by sophisticated and demanding customers and consumers, within a competitive environment that is far more volatile and less predictable than before. Under these conditions marketing's reliance on the classic '4 Ps' of product, price, promotion and place is no longer sufficient to achieve market leadership. Instead, winning companies are those that can speed up the rate of innovation, bring new products and services to the market place faster, and replenish demand in shorter lead times and with greater reliability – in short, these companies are more *responsive*.

Creating the responsive organization has to be the main priority of management in any business, and achieving it requires a much greater focus on the *processes* through which demand is met. This is the arena of marketing logistics – the critical interface between the market place and the organization seeking to satisfy customer requirements.

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SL	MODULE NAME	Hours
1	Module 7 : Marketing Principles.	16
2	Module 8 : Retail Management	14
3	Module 9 : Business Communication.	16
	Module exam	2
	Project/Assignment	16
	Total	64

## Module 7: -Marketing Principles and Operations

Market logistics involves planning the infrastructure to meet demand, then implementing and controlling the physical flows of materials and final goods from point of origin to the customer points, while generating a surplus. Market logistics planning has four steps:

- Deciding on the company's value proposition to its customers.
- Deciding on the best channel design and network strategy for reaching the customers.
- Developing operational excellence in sales forecasting, warehouse management, transportation management and materials management.
- Implementing the solution with the best information systems, equipment, policies and procedures.

### **Market Logistics Decisions:**

Four major decisions are

- Order processing: how should orders be handled?
- Warehousing: where should stocks be located?
- Inventorying: how much stock should be held?
- Transportation: where should stocks be finally sent?

1. Introduction to Marketing Management
  - a) Definition
  - b) Marketing approaches
  - c) Marketing Mix
2. Marketing Environment
  - a) Macro Environment
  - b) Micro Environment
3. Marketing Information System
  - a) Database
  - b) Data mining and Data warehousing
  - c) Marketing Intelligence System
  - d) Marketing Research Process
4. Strategic Marketing Planning
  - a) Need and Framework
  - b) Strategic Planning Process
5. Segmentation , Targeting & Positioning
  - a) Introduction
  - b) Benefits of Segmentation
  - c) Market Targeting
  - d) Market Positioning
    - I. USP & UVP
    - II. Differentiation
6. Product Life cycle
  - a) Stages of Product Life Cycle
  - b) New Product Development
7. Managing Marketing Channels
8. Managing Logistics & Physical Distribution

## Module 8: - Retail Management

)

- Introduction to Retail Management
- Retail environment
- Store Management
- Customer Relationship Management
- Store Security
- Trends & future of Retail Management
- Visual Merchandising & pricing strategies
- Retail Information System
- Retail Marketing & promotions
- CRM – B2B & B2C Marketing
- Strategic Retail Management
- Merchandising & Pricing Strategies
- International Retail Management
- Careers in Retail Management

## Module 9: - Business Communication - Soft skills

When you learn a second or third language you don't have to start from scratch – you already know the concepts of the tenses, the passive and active voice, modal verbs and soon. All you really have to do is change your habits and get used to expressing the same concept with different constructions and phrases.

The older you get the more you get used to your language but the more you are also aware that life is a series of changes you have to adapt to or even bring about yourself. So, when you want to learn a new language you don't have to start with "lesson 1" or even "lesson 0". You can pick any point out of the cycle and start there because sooner or later you will come across the point that is marked "lesson 1" in your language course book. There are advantages and disadvantages in learning a second language as an adult as opposed to acquiring your mother tongue as a child. The main disadvantages clearly are:

- You have less time
- You are aware that you must achieve a result and that puts you under pressure
- Your mother tongue will interfere with the new language (especially when you try to translate separate words out of context)

So, knowing these drawbacks you can adjust to them and even turn them into advantages:

- you already know concepts a child has yet to learn such as abstract terms, rhetorical questions and subliminal processes
- you can choose from a variety of resources and learning techniques
- you can monitor and control your learning progress
- you can compare grammatical structures of the new language and your mother tongue
- your active vocabulary in your mother tongue is bigger than a child's so you have more words you can link new vocabulary to.

### **1. Introduction**

- a. Role of communication -defining and classifying communication
- b. purpose of communication -process of communication
- c. characteristics of successful communication

- d. What is oral Communication -principles of successful oral communication
  - e. barriers to communication – what is conversation control
  - f. reflection and empathy: two sides of effective oral communication
  - g. effective listening
  - h. non – verbal communication
  - i. written communication-Purpose of writing – clarity in writing – principles of effective Writing–approaching the writing process systematically
- 2. Business letters and reports**
- a. Essential grammar for written communication
  - b. Tenses-Sentence making
  - c. Introduction to business letters
  - d. writing routine and persuasive letters
  - e. positive and negative messages -writing memos
  - f. what is a report - kinds and objectives of reports- writing reports
  - g. electronic writing process-e mailing
- 3. Presentation skills**
- a. What is a presentation?
  - b. elements of presentation
  - c. designing a presentation - Advanced visual support for business presentation
  - d. types of visual aid-PPT Presentations
  - e. negotiations skills-What is negotiations – nature and need for negotiation – factors affecting negotiation – stages of negotiation process – negotiation strategies
- 4. Essential soft skills**
- a) etiquette-Social grace
  - b) Interpersonal skills -Team spirit
  - c) Conflict management-Ethics & Cross cultural se-Attitude formation
  - d) Attitude change - Emotion and Attitude Change
  - e) Components of Emotion Appeals - Implicit and explicit attitudes
  - f) Motivation concepts -Intrinsic and extrinsic motivation
  - g) Time management - stress management
  - h) Personality-Social & Corporate
- 5. Employment communication**
- a. Effective methods of Job hunting
  - b. Resume and covering letter preparation
  - c. Pre interview preparation-Telephonic interview
  - d. Group discussion-Personal interview-Post interview formalities
  - e. On the job-Impact of Technological Advancement on Business Communication-
  - f. Communication networks – Intranet – Internet – e mails – SMS –teleconferencing
  - g. Videoconferencing



Post Graduate Department of Economics

Baselius College, Kottayam

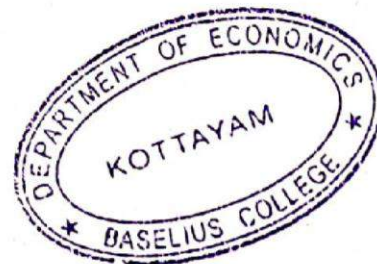
Advanced Diploma in Logistics and Supply Chain management

Student List 2018-19

Sl No	NAME
1	AKASH V S
2	AMAL ABY JOSEPH
3	ANJALI PRASAD
4	ANUJA PK
5	ASHWIN P
6	AVANI KOTTAYIL
7	AVANI SUBASH
8	ELDHO SHAJI
9	FIDHA SHAREEF
10	JIMMY JOEMON THOTTATHIL
11	KAVYA P KAMMATH
12	KRISHNAPRIYA MOHANDAS
13	KRISTIN SUSAN KOSHY
14	KRUPA MARIYA KOSHY
15	NANDHU V R
16	NIKITA ESTHER ZACHARIAH
17	PRINCE THOMAS
18	RIJO MANI
19	RONY KURIAN
20	SANAL SCARIA JACOB
21	SHARMA CHANDRAN
22	SHARON SAJI
23	SHILPA MATHEW
24	SONY KUNJUMON
25	SRUTHYMOL CHANDRAN
26	SUKANYA S

*Shaju M.J.*

Dr. SHAJU M.J.  
Associate Professor & Head  
Dept. of Economics  
Baselius College, Kottayam







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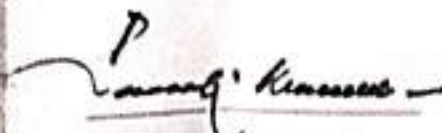
This is to certify that Mr/Ms..... **AKASH V S** .....

has successfully completed Vocational Training Programme on

..... **Warehouse Supervisor (QP NO : LSC/Q2307)** .....

..... **NSQF Level:5**..... & having passed the final examination held

in ..... **March, 2019**..... He/She has been awarded..... **A**..... grade.



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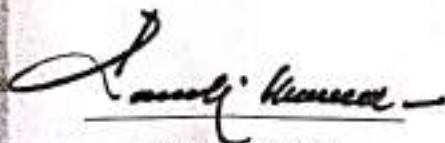
This is to certify that Mr/Ms..... **AMAL ABY JOSEPH**.....

has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

.....**NSQF Level-5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**A+**.....grade.



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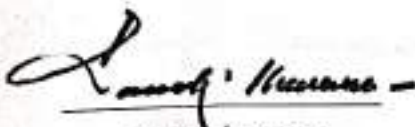
This is to certify that Mr/Ms.....**ANJALI PRASAD**.....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level-5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**A**.....grade.



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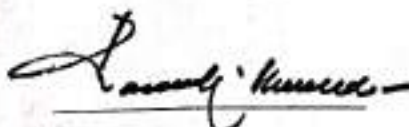
This is to certify that Mr/Ms..... **ANUJA PK** .....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level-5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....A+.....grade.



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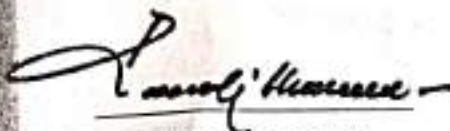
This is to certify that Mr/Ms.....**ASHWIN P**.....

has successfully completed Vocational Training Programme on

.....**Warehouse Supervisor (QP NO : LSC/Q2307)**.....

.....**NSQF Level 5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**A+**.....grade.



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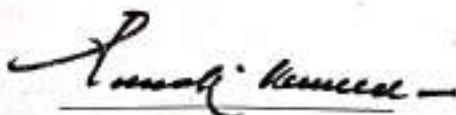
*This is to certify that Mr/Ms..... **AVANI KOTTAYIL**.....*

*has successfully completed Vocational Training Programme on*

**Warehouse Supervisor (QP NO : LSC/Q2307)**

*.....NSQF Level-5..... & having passed the final examination held*

*in ..... **March, 2019**..... He/She has been awarded..... **A**..... grade.*



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This is to certify that Mr/Ms.....**AVANI SUBASH**.....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level:5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**A**.....grade.

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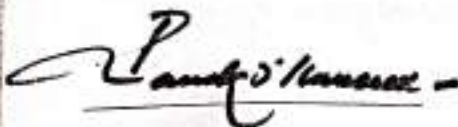
This is to certify that Mr/Ms..... **ELDHO SHAJI** .....

has successfully completed Vocational Training Programme on

..... **Warehouse Supervisor (QP NO : LSC/Q2307)** .....

..... **NSQF Level:5**..... & having passed the final examination held

in ..... **March, 2019**..... He/She has been awarded..... **B+**..... grade.



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has successfully completed Vocational Training Programme on

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..... NSQF Level-5..... & having passed the final examination held

in ..... March, 2019..... He/She has been awarded..... **A+**..... grade.

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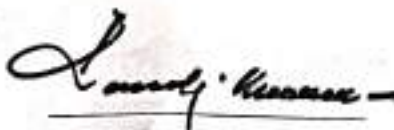
This is to certify that Mr/Ms..... **JIMMY JOEMON THOTTATHIL**.....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

..... NSQF Level-5..... & having passed the final examination held

in ..... March, 2019..... He/She has been awarded..... **A**..... grade.



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This is to certify that Mr/Ms..... **KAVYA P KAMMATH** .....

has successfully completed Vocational Training Programme on

..... **Warehouse Supervisor (QP NO : LSC/Q2307)** .....

..... **NSQF Level: 5** ..... & having passed the final examination held

in ..... **March, 2019** ..... He/She has been awarded..... **B+** ..... grade.

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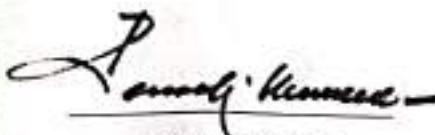
This is to certify that Mr/Ms..... **KRISHNAPRIYA MOHANDAS** .....

has successfully completed Vocational Training Programme on

.....**Warehouse Supervisor (QP NO : LSC/Q2307)**.....

.....**NSQF Level:5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**A**..... grade.



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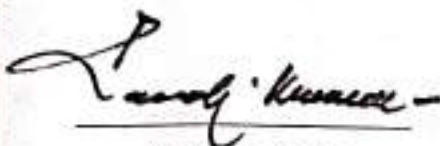
*This is to certify that Mr/Ms..... KRISTIN SUSAN KOSHY.....*

*has successfully completed Vocational Training Programme on*

*Warehouse Supervisor (QP NO : LSC/Q2307)*

*.....NSQF Level-5..... & having passed the final examination held*

*in ..... March, 2019..... He/She has been awarded..... A+..... grade.*



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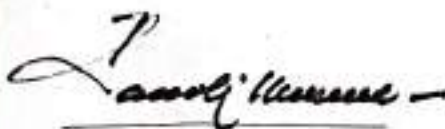
This is to certify that Mr/Ms..... **KRUPA MARIYA KOSHY** .....

has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

..... **NSQF Level:5**..... & having passed the final examination held

in ..... **March, 2019**..... He/She has been awarded..... **A+**..... grade.



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This is to certify that Mr/Ms..... **NANDHU V R** .....

has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

..... **NSQF Level-5** ..... & having passed the final examination held

in ..... **March, 2019** ..... He/She has been awarded..... **B+** ..... grade.

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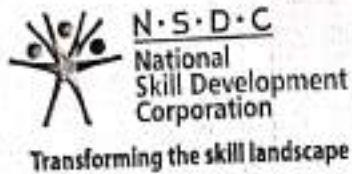


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This is to certify that Mr/Ms.....**NIKITTA ESTHER ZACHARIAH**.....

has successfully completed Vocational Training Programme on

.....**Warehouse Supervisor (QP NO : LSC/Q2307)**.....

.....**NSQF Level-5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**A**.....grade.

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(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)





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# Certificate

Date of Issue: 11.03.2020

Online Verification ID: 31096

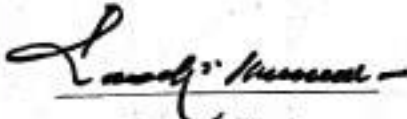
This is to certify that Mr/Ms.....**PRINCE THOMAS**.....

has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

.....**NSQF Level-5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**B+**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate



Date of Issue: 11.03.2020

Online Verification ID: 31097

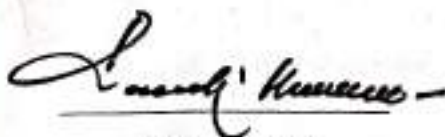
This is to certify that Mr/Ms..... **RIJO MANI** .....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level-5..... & having passed the final examination held

in ..... March, 2019..... He/She has been awarded..... **A**..... grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate



Date of Issue: 11.03.2020

Online Verification ID: 31098

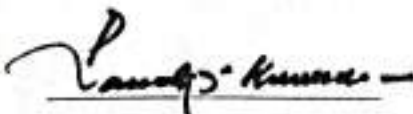
This is to certify that Mr/Ms..... **RONY KURIAN**.....

has successfully completed Vocational Training Programme on

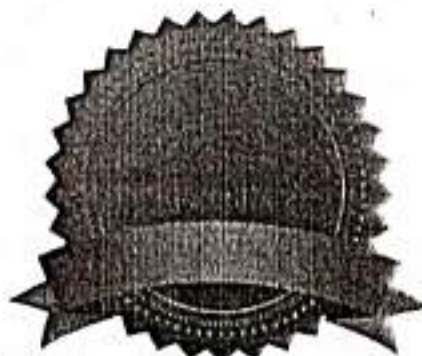
**Warehouse Supervisor (QP NO : LSC/Q2307)**

.....NSQF Level:5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**B**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate



Date of Issue: 11.03.2020

Online Verification ID: 31099

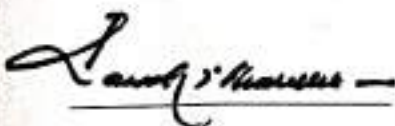
This is to certify that Mr/Ms..... **SANAL SCARIA JACOB** .....

has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

.....**NSQF Level:5**..... & having passed the final examination held

in ..... **March, 2019** ..... He/She has been awarded.....**B+**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate

Date of Issue: 11.03.2020

Online Verification ID: 31100

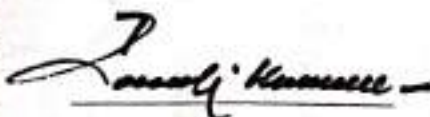
This is to certify that Mr/Ms.....**SHARMA CHANDRAN**.....

has successfully completed Vocational Training Programme on

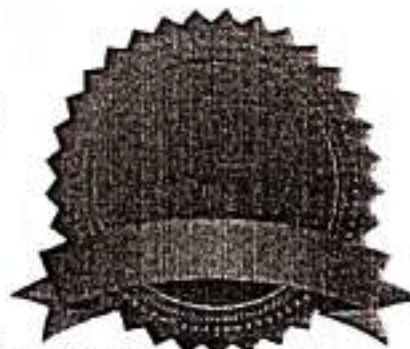
**Warehouse Supervisor (QP NO : LSC/Q2307)**

.....NSQF Level-5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**A+**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdc.ibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate

Date of Issue: 11.03.2020

Online Verification ID: 31101

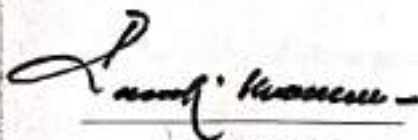
This is to certify that Mr/Ms.: **SHARON SAJI**.....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level-5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**A**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdclibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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# Certificate

Date of Issue: 11.03.2020

Online Verification ID: 31102

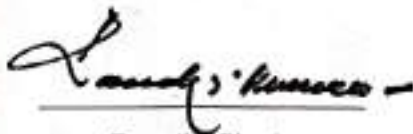
This is to certify that Mr/Ms.....**SHILPA MATHEW**.....

has successfully completed Vocational Training Programme on

Warehouse Supervisor (QP NO : LSC/Q2307)

.....NSQF Level:5..... & having passed the final examination held

in .....March, 2019..... He/She has been awarded.....**B+**.....grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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**IB EDUCATION**

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NSDC TRAINING PARTNER

# Certificate



Date of Issue: 11.03.2020

Online Verification ID: 31103

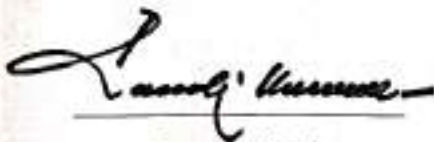
This is to certify that Mr/Ms..... **SONY KUNJUMON** .....

has successfully completed Vocational Training Programme on

..... **Warehouse Supervisor (QP NO : LSC/Q2307)** .....

..... **NSQF Level-5** ..... & having passed the final examination held

in ..... **March, 2019** ..... He/She has been awarded..... **A** ..... grade.



Executive Director  
NSDC Training Partner





Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)





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# Certificate

Date of Issue: 11.03.2020

Online Verification ID: 31104

This is to certify that Mr/Ms..... **SRUTHYMOL CHANDRAN**.....

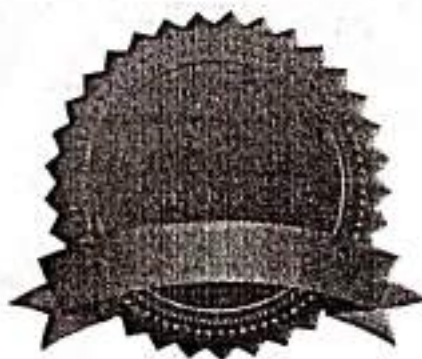
has successfully completed Vocational Training Programme on

**Warehouse Supervisor (QP NO : LSC/Q2307)**

..... **NSQF Level-5**..... & having passed the final examination held

in ..... **March, 2019**..... He/She has been awarded..... **B**..... grade.

Executive Director  
NSDC Training Partner



Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdciibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



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NSDC TRAINING PARTNER

# Certificate



Date of Issue: 11.03.2020

Online Verification ID: 31105

This is to certify that Mr/Ms.....**SUKANYA S**.....

has successfully completed Vocational Training Programme on

.....**Warehouse Supervisor (QP NO : LSC/Q2307)**.....

.....**NSQF Level-5**..... & having passed the final examination held

in .....**March, 2019**..... He/She has been awarded.....**B+**.....grade.

Executive Director  
NSDC Training Partner

Controller of Examinations  
NSDC Training Partner



Verify at: <http://www.verify.nsdclibeducation.com>

(Grade Scale: A+: 85% and above, A: 75% - 84%, B+: 65% - 74%, B: 55% - 64%, C: 50% - 54%)



കേരളം കേരल KERALA

BN 719284

MEMORANDUM OF UNDERSTANDING

This Memorandum Of Understanding (MoU) is entered into at Thiruvananthapuram on this 4 day of APRIL ~~2017~~ 2018 between BASELIUS COLLEGE, KOTTAYAM College, having its registered office at hereinafter referred to as "CCEK sub-center" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the First Part, Center for Continuing Education, Kerala having its registered office at Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala-695003 and represented by its Director, hereafter referred to as "CCEK" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the Second Part and IIB Education Pvt Ltd., (CIN U80902KL2007PTC021072) represented by its Managing Director hereinafter referred to as "NSDC Training Partner" (which expression unless shall repugnant to the context be deemed to include its successors in office, administrators and assigns) of the Third Part.

3/19  
3-2-19  
Director,  
CCEK



*[Signature]*  
DIRECTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003

*[Signature]*  
Principal in-Charge  
Baselius College  
Kottayam

*[Signature]*  
SUNIL ABRAHAM  
Lic. No. C1. 7013/91  
Stamp Vendor  
Nagampadam Kottayam





കേരളം കെറल KERALA

BN 719288

WHEREAS CCEK is established by Government of Kerala under the administrative control of Higher Education Department in the year 1998 vide G.O. (MS) No. 9/98/H.Edn. Dated 3/2/1998, with a primary objective such as, to impart need-based training to the unemployed youth of the State to increase their employability, to identify the employment potential areas and to conduct competency-based skill development programmes;

AND WHEREAS BASELIUS COLLEGE, KOTTAYAM ..... is a Govt/ Aided Polytechnic/Engineering/Arts & Science College/VHS School in the state of Kerala and a registered sub-centre of CCEK with Register No. ....

*[Signature]*  
DIRECTOR

Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003



Director

*[Signature]*  
Principal In-Charge  
Baselius College  
Kottayam 2

*[Signature]*  
SUNIL ABRAHAM  
Lic. No. C1, 7013/97  
Stamp Vendor  
Nagampadam, Kottayam



AND WHEREAS the NSDC Training Partner is a Nodal Training Partner of NSDC (National Skill Development Corporation) under the Ministry of Skill Development & Entrepreneurship, Govt. of India, for imparting Skill Development Training under PMKVY [Pradhan Mantri Koushal Vikas Yojna] in various constituencies across India and ASAP (Additional Skill Acquisition Programme) Training Partner accredited by Higher Education and General Education departments, Govt. of Kerala.

AND WHEREAS Government vide GO (Rt) No. 1209/14/H.Edn. dated 17/6/2014 has accorded sanction to the Director, CCEK to restructure all parameters of the courses including Governing Conditions, Control, Curriculum, Fee Structure, Revenue Share of all existing and new courses conducting by CCEK directly, through its sub-centres, through affiliation and the Industry Institute Linkage Programme and directed CCEK to forward the same in the form of a prospectus.

AND WHEREAS Government vide GO(Rt) No. 3229/16/H.Edn. dated 25/11/2016 has approved the prospectus/guidelines for admission to the courses offered through the Continuing Education sub-centres. The GO stipulates that the Administrative/Academic control of all courses shall be vested with CCEK and the sub-centres/NSDC Training Partner shall not conduct courses without the prior approval of the Centre for Continuing Education Kerala.

AND WHEREAS CCEK has decided to empanel National Skill Development Training Partner [NSDC Training Partner] for appointment as the Coordination and implementation of CCEK-NSDT Programmes of CCEK and accordingly invited Expression of Interest vide notification No. CE(C)/6232/2016 Dated 13/10/2016 published in the news dailies "The Hindu" dated 21/10/2016, 'Malayala Manorama' dated 21/10/2016 and the web-site of CCEK;



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DIRECTOR

Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003



Principal In-Charge  
Baselius College  
Kottayam

**AND WHEREAS** different companies, has submitted their Expression of Interest as prescribed in the notification for EoI document, an Expert Committee had scrutinized and evaluated the documents. The project reports submitted by each company was scrutinized and recommended for selection of NSDC Training Partner, as the Nodal Training Partner of CCEK for organizing various Skill Development Training Programmes throughout the State for and on behalf of Centre for Continuing Education, Kerala;

**AND WHEREAS** Centre for Continuing Education, Kerala has decided to appoint and associate with NSDC Training Partner as the Nodal Training Partner for organizing various Skill Development Training Programmes of CCEK across the State and in order to deliver a high quality curricula in concurrence with the National Skill Development Corporation for and on behalf of Center for Continuing Education, Kerala;

**AND WHEREAS,** Government have accorded sanction to execute the MoU between the CCEK and NSDC Training Partner, vide GO (Rt) No.568/2017/H.Edn dated 27.03.2017.

**AND WHEREAS** CCEK Sub center in association with CCEK and NSDC Training Partner as part of their constant endeavor to strengthen technical and job-oriented education in the State of Kerala, has decided to impart Skill Development Training Programs of CCEK/NSDC and the Skill Development Training Programs in-line to the NSDC Qualification Packs as per the National Occupational Standards in various Skill sectors identified by National Skill Development Corporation under CCEK NSDT Programme.

**AND WHEREAS** CCEK, as part of its constant endeavour to strengthen technical and job-oriented education in the State of Kerala, has decided to organise various courses under Industry Institute Linkage Programme in association with an NSDC Training Partner and course is approved by Government as the one which can be offered to the students by CCEK through its selected sub-centres established in the State of Kerala from the academic year 2017-2018.



  
DIRECTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003

4



  
Principal In-Charge  
Baselius College  
Thiruvananthapuram

AND WHEREAS CCEK has developed a methodology for the conduct of the programme in association with NSDC Training Partner as defined below:

**COURSE METHODOLOGY:** The Course will be conducted by CCEK through its sub-Centre's in linkage with NSDC Training Partner as the Nodal Facilitation Support Partner for implementing the activities necessary for imparting vocational training to the students. The entire duties and responsibilities of imparting vocational training to students in connection with the conduct of the skill development programs through its sub-Centre's all over Kerala will be done by the three stake holders mentioned below:

- (1) Centre for Continuing Education Kerala (CCEK),
- (2) Sub-Centre's of CCEK
- (3) NSDC Training Partner

AND WHEREAS NSDC Training Partner has consented to associate with CCEK as the Nodal Facilitation Support Partner as per mutually agreed terms and conditions. Centre for Continuing Education Kerala (CCEK), its Sub-Centre BASELIUS COLLEGE, KOTTAYAM and NSDC Training Partner hereby agree to record their understanding and to agree to carry out the roles and responsibilities defined at ANNEXURE I attached to this MoU in the conduct of the Skill Development Training Programs of CCEK/NSDC and the Skill Development Training Programs in-line to the NSDC Qualification Packs as per the National Occupational Standards in various Skill sectors identified by National Skill Development Corporation under CCEK NSDT Programme.

Now the parties, CCEK, its Sub-Centre BASELIUS COLLEGE, KOTTAYAM and NSDC Training Partner have come to an understanding for the conduct of various Skill Development Programs as follows:

1. The roles and responsibilities of each of the three parties in the conduct of the course will be governed as in ANNEXURE I attached to this MoU.
2. The conditions on eligibility for admission to the course, duration of the course, course fee and the mandatory reservation policy will be as per the



5  
DIRECTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 013

Principal In-Charge



conditions approved vide GO(Rt.) No. 3229/2016/H.Edn. dated 25/11/2016.

3. A minimum intake of 25 students per batch in each sub-centre is expected for the course.
4. The sub-centres can commence the course with the support of NSDC Training Partner on executing this MoU and the minimum number of students is admitted to the course.
5. The Syllabi for the Skill Development Programs will be as prescribed by CCEK/NSDC.
6. Rules and Regulations for the examination and promotion of students for the course will be governed as prescribed in ANNEXURE II attached to this MoU.
7. The Financial Arrangements between the parties will be governed as per the conditions approved vide GO(Rt.) No. 3229/2016/H.Edn. dated 25/11/2016.
8. Revenue Sharing Pattern.

	CCEK SUB CENTER SHARE	CCEK SHARE	NSDC TRAINING PARTNER
Case 1: If the Sub Center provide theory and lab facilities for the training.	30% of the total course fee collected from the student	15% of the total course fee collected from the student	55% of the total course fee collected from the student
Case 2: If the Sub Center provides theory class room facility and NSDC Training Partner provides Lab Facilities for the training.	15% of the total course fee collected from the student	15% of the total course fee collected from the student	70% of the total course fee collected from the student
Case 3: If NSDC Training Partner provides both theory and lab facilities for the training	10% of the total course fee collected from the student	15% of the total course fee collected from the student	75% of the total course fee collected from the student



6  
  
 DIRECTOR

Centre for Continuing Education Kerala





Principal In-Charge  
 Baselius College  
 Kottavam



9. The due share of the fee collected from students should be remitted to the accounts of both CCEK and NSDC Training Partner on time through DD or Electronic Transfer by the CCEK Sub Center as per the revenue sharing pattern mentioned above.
10. The revenue sharing ratio for Govt. projects shall be depended on mutually agreed terms and conditions between CCEK, CCEK Sub Center & NSDC Training Partner.
11. The following arrangements will also be operative between the CCEK, Sub-centres and NSDC Training Partner:
  - 11.0 In the event of any financial loss suffered by *any of the three parties* on account of the implementation of the project, the financial liability will be limited to extent of the rates agreed at the financial arrangements of this MoU.
  - 11.1 CCEK or the sub-centre will not be responsible for any loan/liability availed by NSDC Training Partner for executing this project.
  - 11.2 CCEK will not be responsible for any violation or infringement of copyright act or usage of any unauthorised software by NSDC Training Partner for implementation of the project.
  - 11.3 CCEK shall have the right to modify the curriculum, semester planning, academic scheduling and all other necessary proceedings regarding the conduct of courses, if it deems fit. Any changes if so made will be communicated to NSDC Training Partner.
  - 11.4 CCEK shall have the right to nominate and depute a competent person/subject expert to verify and scrutinize the proper conduct of the course and the NSDC Training Partner shall provide ample opportunity for the person so deputed to carry out the assignment.
  - 11.5 NSDC Training Partner shall be bound to furnish and provide all the necessary information sought by CCEK to enable the smooth conduct of the courses.



  
DIREKTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003

  
Principal In-Charge  
Basilius College



- 11.6 The NSDC Training Partner shall ensure that quality training is provided to all the beneficiaries and their responsibilities as envisaged in this MoU are fulfilled during the course of validity of the MoU.
- 11.7 Any necessary directions and suggestions given by CCEK from time to time for the successful conduct of the courses shall be strictly adhered by NSDC Training Partner and Sub-Centre's and any reports sought for regarding any matter shall be given in due time by NSDC Training Partner and Sub-Centre's.
- 11.8 CCEK and NSDC Training Partner shall obtain prior written consent from the other parties for the use of its name in any matter other than specifically mentioned in this MoU.
- 11.9 In case the course is offered at the premises arranged by NSDC Training Partner as agreed by the Sub-Centre, NSDC Training Partner shall place a name board as per the specifications prescribed by CCEK mentioning the premises as the NSDC-CCEK Skill Development Resource Centre.
12. **SERVICE TAX:** In any case the programme falls in the ambit of service tax, the tax amount shall be collected from the students over and above the course fee as per the directions from Central Excise and the respective amount of Service Tax should be paid by each and every stake holder according to their proportionate share of revenue.



  
DIRECTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003

  
Principal In-Charge  
Baselius College  
Kottayam

The seal of NSDC Training Partner is circular with a blue border. It contains the text "NSDC TRAINING PARTNER" in the center, "Education Kerala" at the top, and "Pin - 680 001" at the bottom.

13. The association between Centre for Continuing Education (CCEK), Continuing Education Sub-centre at .....BASELIUS.....COLLEGE, .....KOTTAYAM....... and NSDC Training Partner for conducting the Skill Development Programs shall be provided through a **Project Evaluation Committee (PEC)** comprising the following:-

Director, CCEK	-	Chairman
Managing Director, NSDC Training Partner	-	Member
Project Coordinator, CCEK	-	Member
Project Coordinator, NSDC Training Partner	-	Member
An academic expert nominated by CCEK	-	Member

- a. The Project Coordinator, CCEK and the Academic Expert member will be nominated by the Director, CCEK and the Project Coordinator, NSDC Training Partner will be nominated by the Managing Director, NSDC Training Partner whose main responsibility will be to execute and coordinate all activities mentioned in the MoU.
- b. The Project Evaluation Committee shall meet at least on a quarterly basis and review the progress of the project and take remedial action if found necessary.

14. Any change in the terms and conditions of this MoU should be effected only through mutual agreement of both the parties as decided by the Project Evaluation Committee and shall be shall be made in writing and executed by both CCEK and NSDC Training Partner.

15. **SETTLEMENT OF DISPUTES:** In case of any dispute/difference of opinions in respect of any of the above clauses including its interpretation thereof, the matter will be submitted for a decision of a committee



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DIRECTOR

Centre for Continuing Education Kerala  
Principal In-Charge



comprising of the Director, CCEK and the Managing Director, NSDC Training Partner. The decision of the Committee on any or all of the matters thereof shall be final and binding on both the parties. But if the dispute is not settled within 30 days, the dispute can be referred to Government for settlement and if not settled be referred to arbitration and conciliation as per the Arbitration & Conciliation Act 1996. All disputes /legal issues arising of this MoU or with regard to the clauses in this MoU shall be determined /adjudicated by the courts having jurisdiction in Thiruvananthapuram only.

16. **VALIDITY OF THE MoU:** The validity of MoU shall be initially for a period of 03(Three) years from the date of signing which may be extended for such periods as mutually agreed upon by CCEK, .....  
.....*BASELIUS... COLLEGE, KOTTAYAM*.....  
..... and NSDC Training Partner.

17. However it shall be within the rights of all parties to cancel this MoU for the reason proved violation of any of the clauses of this agreement after giving due notice of such violation. All notices shall be served on the addresses of the parties by respective parties 03 calendar months in advance. However, such cancellation shall be given effect to only after all the three parties mutually ensure that all steps have been taken to protect the interests of all the three parties up to the date of cancellation and also the interests of the students admitted to the courses.

18. This Memorandum of Understanding shall be executed in three originals and one each shall be retained by CCEK, .....*BASELIUS... COLLEGE,*  
.....*KOTTAYAM*..... and NSDC  
Training Partner.



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*[Handwritten signature]*  
DIRECTOR

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Principal in-Charge  
Basilius College  
Kottayam



19. We the parties of the Memorandum of Understanding set our hands to this deed on this the .....<sup>4</sup>..... day of ~~April~~ <sup>April</sup> 2017-2018 -

Signed on behalf of CCEK

  
DIRECTOR  
Centre for Continuing Education Kerala  
Thiruvananthapuram - 695 003

Signed on behalf of Sub-Centre


  
Principal In-Charge  
Baselius College  
Kottayam




Signed on behalf of NSDC Training Partner




In the presence of witnesses:

1 SUBHIR N  
Sub Coordinator  
CEP Program  
CCEK  


1 Dr. Annie Chenlan 

1   
(Asst. BEM)

2

2 FAARA FAOMBS 

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**ANNEXURE I**  
**CENTRE FOR CONTINUING EDUCATION KERALA**  
**ROLES AND RESPONSIBILITIES OF CCEK, SUB-CENTRES AND THE**  
**NSDC TRAINING PARTNER IN CONDUCTING COURSES**

**A. ROLES AND RESPONSIBILITIES OF CCEK**

- 1.0 CCEK will ensure the uniformity of the course in all its sub-centres regarding
  - i. Syllabus
  - ii. Course fee
  - iii. Duration
  - iv. Exam pattern
  - v. Certification
- 2.0 CCEK will decide the sub-centres in which the course is to be conducted and inform the same to the NSDC Training Partner with which the linkage is established.
- 3.0 CCEK will send programme guidelines to the identified sub-centres for offering the course, as and when found necessary.
- 4.0 CCEK will arrange to do press releases for publicity about the course, after identifying the sub-centres in which the course is to be offered.
- 5.0 CCEK will arrange to print application forms and make it available to students in all sub-centers free of cost and also make it available for downloading from the websites of CCEK.
- 6.0 CCEK will arrange to provide Call Centre Facility to answer all the queries regarding the course.
- 7.0 CCEK will arrange to print identity card, fee card, etc. for the course and issue the same to the candidates registered for the course at the respective sub-centres.
- 8.0 CCEK will arrange to evaluate the feedback and the reports regarding the course, from the students and sub-centres and suggest corrective measures to



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NSDC Training Partner or Sub-Centres wherever necessary.

- 9.0 CCEK will arrange to allot a Unique Register Number to all the students admitted to the course.
- 10.0 CCEK will arrange the required staff for monitoring the quality and coordination activities for the conduct of the course, which includes state coordinator, district coordinators, call centre executives, data entry operators etc.,
- 11.0 CCEK will arrange to develop and maintain a Student's Performance Evaluation System for ensuring proper monitoring of quality of the programme with the required data received from NSDC Training Partner and sub-centres.
- 12.0 CCEK will arrange to prepare, update and upload a question bank for the guidance of the students for getting prepared for the examination.
- 13.0 CCEK will arrange to conduct examinations in the sub-centres at regular time period, which include the following:
- Conduct Online Examination
  - Sending results to various sub center authorities.
  - Printing and distribution of certificates to the successful students (through the sub centers within 30 days of publishing results of the examination).
- 14.0 There will be a Board of Examination under CCEK with a Controller of Examination, a Joint Controller of Examination and a Convener. The Director, CCEK will be the Appellate Authority in case any dispute arises with regard to the examination.
- 15.0 CCEK will arrange to develop a Web Portal for the smooth conduct of Continuing Education Programmes with provisions for information regarding the Training Programme, On-line Monitoring, Examination, Placement Assistance, Students Grievance Redressal etc.



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## **B. ROLES AND RESPONSIBILITIES OF SUB-CENTRES**

- 1.0 The sub-centre will provide press release/ Class Room Circulars /Notifications for Admission as per the guidelines of CCEK.
- 2.0 The sub-centre will issue / distribute the application forms for the programme supplied by CCEK.
- 3.0 The sub-centre will provide the necessary support for the conduct of the course in accordance with the guidelines of CCEK.
- 4.0 The sub-centre will maintain proper records of the students admitted to the course and for the collection of fee in accordance with the guidelines issued by CCEK and be made available to CCEK and NSDC Training Partner as and when requested.
- 5.0 The sub-centre will prepare a consolidated report on the applications with eligibility/community certificate collected and forward to CCEK as and when required.
- 6.0 The sub-centre will ensure that the candidates selected for the course possess the required minimum qualification prescribed. The sub-centre will admit the students as per the criteria prescribed by CCEK.
- 7.0 The sub-centre will collect the fee amount and forward the proportionate amount of fee, after retaining their share as fixed at the Financial Arrangements approved by Government, to CCEK and NSDC Training Partner by a Cheque/Demand Draft on or before the 10th working day of every month based on the fee collected as on last working day of the previous month.
- 8.0 The sub-centre has the discretion to collect the fee in installments. Proper care should be taken to avoid any loss on account of this.
- 9.0 The sub-centre shall maintain all proper records about the course programme which includes:
  - a. Students Register (format specified by CCEK)
  - b. Application forms
  - c. Photo of each student



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- d. Attested copy of eligibility certificate (*proof of qualification & Date of Birth*)
- e. Community certificate (if necessary for reservation)
- f. Attested copies of Ration Card (if necessary for BPL reservation)
- g. Attendance Registers (in liaison with NSDC Training Partner)
- h. Fee Registers (format specified by CCEK)

**C. ROLES AND RESPONSIBILITIES OF THE NSDC TRAINING PARTNER**

- 1.0 The NSDC Training Partner concerned shall be the Nodal Facilitation Support Partner for the conduct of the identified courses of CCEK/NSDC.
- 2.0 The NSDC Training Partner concerned shall commence the course at the sub-centre after getting confirmation from CCEK.
- 3.0 The front end promotion of the linkage programme shall be done by the NSDC Training Partner with the consent of the sub-centre.
- 4.0 The NSDC Training Partner shall provide necessary support such as counseling and supporting materials for the promotion of the course with the consent of sub-centre.
- 5.0 The NSDC Training Partner shall make necessary advertisements for the course.
- 6.0 The NSDC Training Partner shall provide all the necessary support for the delivery of the course to the students admitted in accordance with the guidelines issued by CCEK and keeping the quality of the training.
- 7.0 The NSDC Training Partner shall provide the medium of instruction in all the theory and practical subjects of training in English & Malayalam.
- 8.0 The NSDC Training Partner shall arrange the required number of qualified and competent teaching faculty in each sub-centre for the conduct of the course according to the guidelines issued by CCEK. Those found competent by the Resource Screening Committee alone will be allowed to handle the classes in the sub-centres.



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- 9.0 The NSDC Training Partner shall also ensure that state-of art facility is provided for the implementation of the course wherever necessary.
- 10.0 The NSDC Training Partner shall make necessary arrangements for providing alternate arrangements for the classes in case the faculty responsible happens to be on leave on a particular day.
- 11.0 The NSDC Training Partner shall make arrangements for the conduct of practical examination at the sub-centre as per the guidelines and instructions of CCEK.
- 12.0 The NSDC Training Partner shall maintain all proper records about the course programme which includes
- Internal Marks
  - Students Performance Tracking Sheets (format specified by CCEK)
  - Staff Attendance Register (format specified by CCEK)
  - Exam Registers (format specified by CCEK)
  - Faculty Log book (format specified by CCEK)
  - Any other details if necessary
- 13.0 All the details about the conduct of the course shall be prepared by NSDC Training Partner in accordance to the guidelines issued by CCEK and made available to CCEK as hard copy when requested.
- 14.0 The NSDC Training Partner shall support CCEK for conducting examination at the sub-centre which includes:
- Support for on-line registration facility of students for examination
  - Collection of fee for regular/supplementary exam as per the guidelines of CCEK
  - Printing and distributing hall-tickets to the students
  - Make necessary arrangements for conducting the examination, theory as well as practical.

Any other details not specifically mentioned herein will be decided by the Director, CCEK and the decision will be final and binding to all the parties.

- 15.0 The NSDC Training Partner shall make arrangement for the integration of CCEK-NSDT Program to National Occupational Standards by mapping the program into Qualification Packs of NSDC in the relevant sector if applicable.



- 16.0 The NSDC Training Partner shall make arrangements for students registration for the respective applicable NSDC Qualification Packs related with concerned Training Program, which includes printing of application forms, NSDC SDMS (Skill Development Management System) portal registration and its updation etc.
- 17.0 The NSDC Training Partner shall coordinate NSDC assessment and NSDC certification in respective NSDC Qualification Pack to the students who successfully completes the entire training program.
- 18.0 It is the responsibility of NSDC Training Partner to issue the required course materials to students at a nominal additional cost if necessary.



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Principal In-Charge  
Baselius College  
Kottayam

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DIRECTOR  
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## ANNEXURE II

### CENTRE FOR CONTINUING EDUCATION KERALA RULES AND REGULATIONS FOR EXAMINATION AND PROMOTION FOR THE COURSES

- 1) The duration of the course is as mentioned in the prospectus.
- 2) The minimum qualification prescribed for admission is SSLC.
- 3) There will be an examination for theory (Online) and practical subjects as per the notification issued by CCEK from time to time. The examinations will be conducted by CCEK.
- 4) Minimum attendance required for a candidate to register for the examination is 70%.
- 5) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the sub-centre. *Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.*
- 6) The details regarding registration for the examination and fee to be remitted will be published in the examination notification.
- 7) No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
- 8) Each candidate is entitled for three chances to pass the examination, including the regular within a period of 2 Years after the registration for the first examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
- 9) A minimum of 35% marks in theory and practical is required to pass in



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each subject.

- 10) There will be 5 classifications of passed candidates in the following grading system.

35 to 50 %	C
51 to 65 %	B
66 to 80 %	B+
81 to 90 %	A
91 to 100%	A+

- 12) Total marks secured by a candidate in all the subjects of study put together will be the criteria for classification of the successful candidates.
- 13) Revaluation for theory papers is done on application addressed to the Director, CCEK within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper. In case CCEK decides to conduct the theory examination on-line, there will be no revaluation.
- 14) There will be no revaluation for practical.
- 15) Any other details not specifically mentioned herein will be decided by the Director, CCEK and decision will be final.



*Jayaram*  
Principal In-Charge  
Basilius College  
Kottayam



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