

PROGRAMME GUIDE

FOR

Advanced Diploma in

Logistics & Supply Chain Management



Centre for Distance and Online Education
Jamia Millia Islamia, New Delhi-25
(A Central University by an Act of Parliament)
Accredited 'A++' Grade by NAAC

CONTENTS

CDOE MESSAGE

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the ADLSC Programme under distance mode being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a sine qua non for the growth of a nation and the personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is one of the many, multi-pronged instruments adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

I wish you success in your educational endeavors.

Director

Centre for Distance and Online Education

Jamia Millia Islamia

CONTENTS

CDOE MESSAGE	2
JAMIA MILLIA ISLAMIA.....	4
CENTRE FOR DISTANCE AND ONLINE EDUCATION.....	5
Open and Distance Learning (ODL) & Online Learning (OL) Mode Programmes.....	5
1. ABOUT THE PROGRAMME	7
1.1. Introduction of the Programme	7
1.2. Admission Eligibility Criteria.....	7
1.3. Duration of the Programme	7
1.4. Medium of Instruction.....	8
1.5. Programme Fee.....	8
1.6. Programme Structure	8
1.7. Detailed Course Structure	9
2. INSTRUCTIONAL SYSTEM	21
2.1. Self-Learning Material (SLM).....	21
3. COUNSELLING SESSION	21
4. UPDATES RELATED TO PROGRAMME.....	22
5. ACADEMIC CALENDAR.....	23
6. STUDY CENTRE.....	23
7. EVALUATION SYSTEM.....	23
7.1. Assignments	23
7.2. Annual Examinations	24
7.2.1. Admit Card.....	25
8. PATTERN OF QUESTION PAPERS	25
9. ANNUAL EXAMINATION RESULT	26
9.1. Declaration of Result.....	26
9.2. Promotion to the next year of the Programme.....	27
9.3. Re-evaluation of Answer Scripts	27
9.4. Improvement of Result.....	28
10. GENERAL REGULATIONS	29

JAMIA MILLIA ISLAMIA

Jamia Millia Islamia, the lusty child of the Non-Cooperation Movement, was founded at Aligarh in response to Gandhi Ji's call to boycott British-supported educational institutions. Shaikhul-Hind, Maulana Mahmud Hasan of Dar-ul-Uloom, Deoband, a victim of the British imperial viciousness in the Mediterranean Island of Malta, laid its foundation at Aligarh on 29th October 1920. Subsequently, in 1925, it moved from Aligarh to Delhi. Ever since then, Jamia has shown a gradual, but continuous growth, at times in spurts and gushes, and others through prolonged processes of slow maturation.

A 'Deemed to be University' status was bestowed to the Jamia in June 1963 under Section 2 of the University Grants Commission Act and eventually, on 26th December 1988, through an Act of the Indian Parliament, the Jamia blossomed into a full-fledged Central University.

Distinguished national leaders - Mahatma Gandhi, Maulana Mohammed Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Maulana Abul Kalam Azad, and Dr. Zakir Husain were among its founders.

Accredited A++ by NAAC along with an NIRF University Ranking 3rd in 2023, Jamia Millia Islamia is an ensemble of multi-layered educational system, which covers all aspects of schooling, undergraduate, and post-graduate education. The university recognizes that teaching and research are complementary components in its march toward academic excellence. Moreover, Jamia Millia Islamia is amongst the few universities in India launching online Degree Programmes making the education more reachable to learners across the world.

The Jamia Millia Islamia has well-developed 11 faculties namely Sciences; Life Sciences, Social Sciences; Engineering and Technology; Education; Humanities and Languages; Architecture and Ekistics; Fine Arts; Law; Management Studies, and Dentistry. The 11 faculties have been divided into 42 departments. In addition to these JMI has 30 centres of learning like AJK Mass Communication Research Centre, The Centre for Peace and Conflict Resolution; Academy of International Studies; Centre for Culture, Media and Governance; Dr. K. R. Narayanan Centre for Dalit and Minorities Studies; Centre for Nano-sciences and Nanotechnology; FTK Centre for Information Technology; Centre for West Asian Studies; Centre for Physiotherapy and Rehabilitation Sciences; Centre for Theoretical Physics; and Centre for Interdisciplinary Research in Basic Sciences, etc.

Indeed, the Jamia has come a long way in her march to carve a ‘distinct’ niche in the academic world as a Centre for higher learning without compromising or altering her foundational values of secularism and democracy and her commitment to a composite Indian nationalism.

CENTRE FOR DISTANCE AND ONLINE EDUCATION

The Centre for Distance and Open Learning (CDOL), now re-designated as Centre for Distance and Online Education (CDOE), was established at Jamia Millia Islamia in September 2002 under the auspices of the Distance Education Council (DEC) currently rechristened as Distance Education Bureau (DEB). In 2009, the CDOL, now CDOE, was approved by the Ministry of Human Resource Development (MHRD), Government of India (GoI).

The objectives of the Centre include the provision of space for higher education to those who are inaccessible to the benefits of a formal system of education and to take education to the doorstep of the learner.

The Centre provides comprehensive self-learning material, which is supplemented by counselling sessions. The self-learning material is prepared by the subject experts keeping in mind that the learners come from varied educational backgrounds so that they can make optimum use of the material. Moreover, the counselling classes are taken by senior faculty members who have been a source of great help to distance-mode learners. Given the changing situation and time, the Centre has also adapted the new technological advancement to conduct all the classes through online platforms. Considering the present situation, CDOE is planning to start offline counselling sessions for a few programmes in the forthcoming session.

The Centre has established Learner Support Centres located at various locations across India such as Assam, Bihar, Haryana, Kerala, Punjab, Rajasthan, UP, West Bengal, Delhi & NCR. These LSCs also play a significant role in reaching out to learners hailing from rural areas.

Open and Distance Learning (ODL) & Online Learning (OL) Mode Programmes

“Online Learning Mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources”.

“Open and Distance Learning Mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences”.

The Centre for Distance and Online Education, JMI is one of the few reputed Higher Education Institutes to provide the UG, PG, and Diploma Programmes in Open and Distance Learning (ODL) & Online Learning (OL) mode. CDOE has been providing Online Degree programmes since 2021. The Centre aims to make optimum use of technological advancement in imparting Education through the Online Mode and facilitate the learners with ease. Given the recent developments in the area of education and resultant positive changes, the Centre has also adopted varied Online Methods of Evaluation and Online Teaching. Such use of technology has bridged a gap between the learner and facilitator and made education more accessible to learners based in far-flung areas. Moreover, these Online Programmes are also accessible to Foreign Nationals who are interested in pursuing education at our Institute.

1. ABOUT THE PROGRAMME

1.1. Introduction of the Programme

The Centre for Distance and Online Education offers the Advanced Diploma in Logistics and Supply Chain Management (ADLSC) in both Open and Distance Learning (ODL) and Online Learning (OL) modes. The programme is designed to provide learners with comprehensive knowledge and practical exposure in the areas of logistics, supply chain management, transportation, warehousing, procurement, inventory control, and global business operations.

The programme adopts an innovative learning approach through well-structured Self Learning Materials (SLMs), supported by counselling sessions, academic guidance, and interactive learning support. It aims to equip students with the conceptual understanding, entrepreneurial mindset, managerial competence, and analytical skills required to effectively manage modern logistics and supply chain operations in an increasingly dynamic and technology-driven global business environment.

The ADLSCM programme prepares learners for diverse career opportunities in logistics companies, e-commerce, retail, manufacturing, transportation, warehousing, procurement, shipping, and international trade sectors by developing industry-relevant knowledge and professional competencies aligned with contemporary business requirements.

1.2. Admission Eligibility Criteria

Graduate or its equivalent from a recognised University.

1.3. Duration of the Programme

A student may successfully complete each course of the programme in a minimum of one year and a maximum of two years.

Minimum Duration	One Year
Maximum Duration	Three Years

1.4. Medium of Instruction

The self-learning materials and assignments in the programme will be primarily available in English.

1.5. Programme Fee

The Programme Fee for the Advanced Diploma in Logistics and Supply Chain Management is ₹10,000 for the entire programme in both Open and Distance Learning (ODL) and Online Learning (OL) modes.

1.6. Programme Structure

The year wise programme structure is depicted below:

Year 1

S. No.	Course Code (ODL Mode)	Course Code (OL Mode)	Course Title	Credits	Evaluation Scheme		Total
					Assignment	Term End	
1	DLSD-101	DLSO-101	Quantitative Methods and Business Statistics	4	30	70	100
2	DLSD-102	DLSO-102	Methodology of Business Research	4	30	70	100
3	DLSD-103	DLSO-103	Operations Management	4	30	70	100
4	DLSD-104	DLSO-104	Procurement and Inventory Management	4	30	70	100
5	DLSD-105	DLSO-105	Quality Management	4	30	70	100
6	DLSD-106	DLSO-106	Logistics and Supply Chain Management	4	30	70	100
7	DLSD-107	DLSO-107	Project Study/Dissertation	8			200
8	DLSD-108	DLSO-108	Internship	8			200
			Total	40			1000

1.7. Detailed Course Structure

DLSD-101: Quantitative Methods and Business Statistics

Block 1: Fundamentals of Quantitative Methods

Unit 1 : Introduction of Quantitative Methods and their application in Management Decision making

Unit 2 : Statistical Terms and concepts and Scale of Measures

Unit 3 : Data sources, Collection and Presentation of data.

Unit 4 : Methods of sampling

Block 2: Descriptive Statistics

Unit 5 : Descriptive statistics

Unit 6 : Measures of Dispersion

Unit 7 : Skewness, moments and kurtosis

Block 3: Fundamentals of Time series and Index Number

Unit 8 : Time series analysis

Unit 9 : Index Number

Block 4: Correlation and Regression

Unit 10 : Correlation

Unit 11 : Regression analysis

Block 5: Introduction of Probability

Unit 12 : Probability concepts

Unit 13 : Probability Distribution

Unit 14 : Probability Estimation

Unit 15 : Testing of hypothesis

Unit 16 : Intro to LPP

DLSD-102: Methodology of Business Research

Block 1: Fundamentals of Business Research, Review of Literature and Data Collection

Unit 1: Introduction to Business Research Methods: Role of Research and the Research Process, Identifying a Research Problem

Unit 2: Reviewing the Literature, Specifying a Purpose, Research Questions and hypotheses

Unit: 3: Collecting Quantitative Data-Analyzing and Interpreting Quantitative Data

Block 2: Sampling Techniques, Sampling Errors, and Measurements

Unit: 4: Sampling techniques, Steps in Sampling, Types of Sample Design-Probability and Non-probability Sampling Designs, Size of Sample

Unit: 5: Sampling Errors

Unit 6: Concepts of Measurement and Scaling, Important Scaling Techniques, Reliability and Validity of Measurement.

Unit 7: Data Collection Methods-Primary vs. Secondary Data, Questionnaire Development process, Collecting primary Data Through-Observations Semi-Structured Interviews, In-Depth Interview and Questionnaire, Processing of Research Data-Editing, Coding, Classification and Tabulation

Block 3: Measurement of Central Tendency, Dispersion and Testing of Hypotheses

Unit 8: Measures of Central Tendency

Unit 9: Measurements of Dispersion and Skewness,

Unit 10: Testing of Hypotheses, Advance Techniques of Data Analysis

Unit 11: Correlation and Regression Analysis

Unit 12: ANOVA

Block 4: Factor Analysis, Data Analysis and Evaluating

Unit 13: Factor Analysis, Discriminate Analysis, Cluster Analysis, Conjoint Analysis

Unit 14: Data Analysis by Software Package

Unit 15: Collecting Qualitative Data-Analysis and Interpreting Qualitative Data

Unit 16: Evaluating and Reporting Research

DLSD-103: Operations Management

Block 1: Fundamentals of Operational Management and Productivity Measurement

Unit 1 : Introduction to Operation Management, Historical development of Operation Management and Current Issues in Operation Management.

Unit 2 : Major decision which fell under the function of OM. Distinction between Product and Services.

Unit 3 : Productivity Measurement, Learning Curve Operations Strategy as a Competitive Weapon.

Unit 4 : Different types of process its relation to degree of customization and volume

Block 2: Break Even Analysis, Product design decisions and Facility Location

Unit 5 : Break-even analysis in deciding process decisions

Unit 6 : Job design decisions, flow diagrams, process charts

Unit 7 : Product design decisions – concept of re-engineering value analysis value engineering, concurrent engineering, designing for manufacturing and assembly QFD

Unit 8 : Facility Location-Scoring model, Load distance model, centre of gravity model

Block 3: Warehousing Location Models, Inventory Management

Unit 9 : Warehousing Location models (both transportation and transshipment models only concepts)

Unit 10 : Facility layout-process layout product layout Hybrid layout, fixed position layout

Unit 11 : Muthur's grid, cycle time, though put time, Little's law, assembly line operation and its efficiency.

Unit 12 : Inventory management-ABC and VED analysis, Economics order quantity and Economic lot size, Sensitivity of EOQ and its implications, Continuous and Periodic review replenishment policies, concept of safety stock and reorder level

Block 4: Aggregate Planning, Capacity and Quality Management

Unit 13 : Aggregate Planning- Basic Strategies: Chase strategy and level production strategy outsourcing strategy

Unit 14 : Concept of Bill of Material, Material Requirement planning

Unit 15 : Capacity management

Unit 16 : Supply Chain strategy –types of supply chain (Hau-Lee Uncertainty matrix) Bull Whip Effect, Mass customization, cross –docking, Lean Manufacturing-Elimination of waste Toyota Production system

Unit 17 : Quality Management-Dimensions of Quality, costs of quality control charts, ISO 9000 and 14000 standards, Continuous improvement concept.

DLSD-104: Procurement and Inventory Management

Block 1: Procurement Management

Unit 1: Introduction to Procurement Management

Definition, Objectives, types of procurement, Five R's of procurement, role and responsibilities of a procurement manager, Procurement vs. Purchasing, Procurement Process, Difference between Public and Private Procurement, Procurement Cycle, Make or Buy Decision.

Unit 2: Procurement Planning and Method

Need and Importance of Procurement Planning, Master Procurement Plan; Method of Procurement: Open Competitive Bidding, Limited Bidding, Sealed Quotations, Direct Procurement, Community Participation, and Force Account

Unit 3: Procurement Innovation and Market Research

Electronic Procurement, procurement market research, procurement ethics

Block 2: Supplier selection, Negotiations and Contract Management

Unit 1: Supplier Selection and Evaluation

Supplier Selection and Evaluation Process, Supplier selection considerations, Supplier Evaluation and selection survey development, supplier measurement and Evaluation System (Categorical, Weighted Point, Cost Based), Benefits of worldwide sourcing, Barriers to worldwide sourcing, overcoming barriers to worldwide sourcing, Supplier Selection tools (RFI, RFP, RFQ), Supplier Quality

Unit 2: Negotiations

Definition, Importance, and Objectives of Negotiation in Procurement, Phases of Negotiation, Negotiation Strategies, Common Challenges in Negotiation and How to Overcome Them, Ethical Considerations in Negotiation

Unit 3: Contract Management

Contract: Definitions, elements & Types, Unit Price Works (BOQ) Contract, Lump Sum Contract, Cost Reimbursable Contract, Time and Material Contract, Design and Build Contract, BOOT, BOT Contract Extension of Contract, Termination of Contract, Closing of Contract

Block 3: Inventory Management

Unit 1: Introduction to Inventory Management

Inventory and its Definitions, objectives of Inventory Management System, Importance of Inventories, Role of Inventories in Profits, Types of Inventory, Types of Inventory and Product Positioning Strategies, Why Inventory?

Unit 2: Inventory Problems and Cost Considerations

Classification of Inventory Problems, Factors determining Inventory Problems, Inventory Costs, Inventory Management and Financial Performance, Service Level

Unit 3: Inventory Classifications Schemes

HML Analysis, ABC Analysis, VED Analysis, FSN Analysis, SDE Analysis, XYZ Analysis: Applications & Numerical Examples

Block 4: Inventory Control and Models

Unit 1: Inventory Control

Importance and scope of Inventory control, Selective Inventory control, Q System of Inventory Control, P System of Inventory Control

Unit 2: Economic Order Quantity

Economic Order Quantity (EOQ), EOQ with planned shortages, Characteristics, Assumptions and Numerical problems

Unit 3: Economic Production Quantity, Quantity Discount Model

Economic Production Quantity (EPQ), Characteristics, Assumptions and Numerical problems, Economic Order Quantity with Quantity Discount Economic Order Quantity with Quantity Discount, Characteristics, Assumptions, and Numerical problems; Safety Stock, Reorder Point

Unit 4: MRP and DRP

MRP Objectives, MRP System, Numericals, MRP – II, Limitation of MRP, DRP

DLSD-105: Quality Management

Block 1: Introduction to Quality Management

Unit-1: Evolution of Quality Management

Evolution of Quality, Quality Definition, Need and Importance of Quality, Dimensions of

Product and Service Quality, Costs of Quality

Unit 2: Quality Philosophies and Contributions of Pioneers Quality Philosophies, Contributions of Deming, Juran and Crosby, Feigenbaum, Ishikawa, and Taguchi

Unit 3: Issues of Quality

Customer Supplier relationships, Designing Organizations for Quality, Process Design, Process Improvement, Process Control, Process Management

Unit 4: HR Issues in Quality: Teamwork – Leadership – Quality Culture – Organizational Change – Sustaining Change

Block 2: Tools and Techniques

Unit 1: Quality Tools

Design Tools – Quality-Planning Tools – Continuous Improvement, Tools - 5S and Kaizen–Lean Concept, PDCA Cycle, Quality Council.

Unit 2: Quality Functions Development

Quality Functions Development (QFD), Benefits, Voice of Customer, Information Organization, House of Quality (HOQ), Building a HOQ, QFD Process, Taguchi Method and Quality Loss function, Failure Mode Effect Analysis (FMEA): Requirements of Reliability, Failure rate, Total Productive Maintenance (TPM)

Unit 3: Management Tools for Process Improvement

Affinity diagram, Interrelationship Diagram, Tree Diagram, Matrix Diagram, Matrix Data Analysis, Arrow Diagram, Process Decision Program Chart

Unit 4: Six Sigma

Concepts – Steps and Tools – Define, Measure, Analyse, Improve and Control (DMAIC) Methodology of Six Sigma Implementation – Define, Measure, Analyse, Design and Verify (DMADV) Methodology for High-Performance Designs – TQM vs. Six Sigma – Lean Six Sigma – Assessing Readiness for Six Sigma, Benchmarking and POKA YOKE, Quality circles.

Block 3: Statistical Process Control

Unit 1: Seven Quality Control Tools I

Characteristics & Numerical Problems: Check Sheets, Flowchart, Histograms, Pareto Chart

Unit 2: Seven Quality Control Tools II

Characteristics & Numerical Problems: Cause-and-Effect Diagrams, Scatter Diagrams, Control charts

Unit 3: Quality control measurements

Control charts for variables data, control charts for attributes, Process Capability Analysis, designing control chart, Process capability and its impact on product quality, Numerical Problems

Block 4: Quality Management Systems and Standards

Unit 1: Total Quality Management (TQM) Fundamentals

Basic Concepts of TQM, Principles and Practices, TQM Framework, Barriers to TQM, Total Quality Management –; Customer Satisfaction – Total Employee Involvement – Total Production Maintenance – Total Quality Control – Zero Defect - Quality Assurance – Quality Circle – Quality Audit.

Unit 2: Quality Management Systems

Introduction, Benefits of ISO Registration, ISO 9000 Series of Standards, ISO 9001, Requirements, Implementation, Documentation, Writing the Documents

Unit 3: Auditing and Quality Culture

Quality Auditing, TQM Culture, Quality Auditing, TQM Implementation in Manufacturing and

Service Sectors

Unit 4: Quality Standards

QS 9000, ISO 14000, Concepts, Requirements, and Benefits

DLSD-106: Logistics and Supply Chain Management

Block 1: Logistics

Unit 1: Introduction to Logistics and Its Strategic Role

Concepts of Logistics – Evolution – Nature and Importance – Components of Logistics Management – Competitive Advantages of Logistics – Functions of Logistics management – principles – Logistics Network – Integrated Logistics system.

Unit 2: Types and Scope of Logistics Operations

Types: Inbound, Outbound, Reverse, global, domestic, Role of logistics in growth of economy, In-house or outsourced logistics?, Single vs. multiple Suppliers, Levels of Logistics Services,

Unit 3: Warehouse Management

Functions of Warehouse – benefits of Warehouse – Service – Warehousing Alternatives – Warehouse site selection – Factors while initiating Warehouse Operations – Warehouse Management Systems

Unit 4: Packing and Material Handling System

Packing and Materials Handling – Functions of packaging – Communication – Packaging cost – Types of Packaging Material – Unitization – Containerization – Designing package factors affecting choice of packaging materials

Block 2: Supply Chain Management

Unit 1: Understanding the Supply Chain

Definition, Objectives, Importance, Decision Phases in a supply chain, Process Views in a supply chain, Examples of supply chain

Unit 2: Supply Chain Performance

Competitive and Supply Chain Strategies, Achieving Strategic Fit, expanding strategic Scope, Challenges to achieving and maintaining strategic fit

Unit 3: Supply Chain Drivers and Metrics

Drivers of Supply chain, Impellers of Supply Chain, Financial measures of performance

Block 3: Planning and Coordination Demand and Supply in a Supply Chain

Unit 1: Understanding Forecasting and Qualitative Demand Forecasting in a Supply Chain Forecasting, Role of Forecasting in a supply chain, characteristics of forecasts, factors affecting Demand Forecasting, Basic Approach to demand forecasting, components of forecasts, types of forecasting, qualitative forecasting, types of qualitative forecasting

Unit 2: Quantitative Demand Forecasting in a Supply Chain

Quantitative forecasting, Types: Naïve, simple moving, weighted moving, exponential smoothing, trend analysis, regression analysis, Forecasts accuracy measures,

Unit 3: Aggregate Planning

Role of Aggregate Planning in a supply chain, aggregate planning strategies, Role of IT in aggregate planning,

Unit 4: Coordination in a supply chain

Lack of supply chain coordination and bullwhip effect, Effect on performance of lack of coordination, obstacles to coordination, managerial levers to achieve coordination

Block 4: Transportation and Information Technology in a Supply Chain

Unit 1: Transportation

Concepts, Four parties influence the effectiveness of transportation, Modes of Transportation and their performance characteristics, Intermodalism, Multimodalism, Transmodalism, Intermodal services

Unit 2: Design Options for Transportation Network

Direct shipment network to single destination, direct shipping with milk runs, All shipments via intermediate DC with storage, All shipments via intermediate transit point with cross docking, shipping via DC using Milk Runs, Tailored Network, Hub and Spoke Model, risk management in transportation, trade-offs determining designing of a transportation network.

Unit 3: IT in a supply chain

Role of IT in a supply chain, Supply chain IT Framework, customer relationship management, internal supply chain management, supplier relationship management, risk management in IT

Guidelines for Dissertation

The dissertation/project is intended to help students apply their theoretical knowledge to a practical managerial or research problem. Students are expected to undertake a systematic study using primary and/or secondary data, conduct a review of relevant literature, analyse the data, and present meaningful findings.

1. Selection of Topic

The topic should:

- ☐ Be related to the student's programme/area of study.
- ☐ Address a relevant managerial, organisational, industry or economic issue.
- ☐ Be specific, feasible and supported by adequate data.

2. Proposal/Synopsis

Students should prepare a research proposal and obtain approval from the concerned Supervisor before starting the study.

Content of the Dissertation Report:

1. Certificate of completion from the Project Supervisor
2. Certificate of authorship/ Declaration by the trainee
3. Acknowledgement
4. Plagiarism report (similarity index NOT more than 10 percent)
5. Table of Contents

Tentative Chapters (80-100 pages)

Chapter 1: Introduction

- ☐ Background of the Study
- ☐ Statement of the Problem
- ☐ Scope and Significance of the Study

Chapter 2: Review of Literature

- ☐ Literature Review of Previous Studies
- ☐ Research Gap
- ☐ Conceptual Framework, if applicable

Chapter 3: Research Methodology

- ☐ Objectives of the Study
- ☐ Research Questions/Hypotheses
- ☐ Research Design
- ☐ Data Sources

- ☐ Population and Sample
- ☐ Sampling Technique
- ☐ Data Collection Tools
- ☐ Data Collection Procedure
- ☐ Methods of Data Analysis

Chapter 4: Data Analysis and Findings

- ☐ Presentation and Analysis of Data
- ☐ Objective-wise Analysis
- ☐ Hypothesis Testing, where applicable

Chapter 5: Conclusion and Suggestions

- ☐ Discussion of Findings
- ☐ Conclusion
- ☐ Suggestions/Recommendations
- ☐ Limitations of the Study
- ☐ Scope for Further Research

References/Bibliography

Appendices (If any).

Number of pages: 80-100 pages including Tables, Graphs and diagrams

Page Size: A4

Font Style: Times New Roman

Spacing: 1.5

DLSD-107: Internship

Guidelines for Internship

Internship of 6-8 weeks is a compulsory requirement for the Advanced Diploma in Logistics and Supply Chain Management program failing which a student shall not be entitled to receive his/her degree.

Methodology:

1. After getting internship in the industry, the student is assigned a task or project, which he/she is required to accomplish within the stipulated period of 6-8 weeks.
2. The assigned task/project is to be done under the supervision of a competent manager in the industry.
3. Performance of a student is evaluated on the basis of project evaluation by the supervisor concerned in the industry (Weight: 25%) and through presentation and viva voce before a committee of experts (weight: 75%).

Objectives:

1. Exposure to the real corporate environment, managerial issues and problems
 1. concerning the industry;
 2. Hands on experience in a chosen area of specialization leading to identification of
 3. managerial issues, problem solving, goal accomplishment, research, report writing and
 4. presentation;
2. Exposure to organizational culture and experiences in team-working
3. Opportunities to network with people in and around the organization of summer placement

Expectations of the Organization:

1. The trainee shall be a team-players and will adhere to the work culture, office hours, norms, rules and regulations of the organization concerned.
2. The trainee shall work under direct supervision of the manager concerned and shall report and take order from his/her supervisor.
3. The trainee shall be goal-oriented and focused so as to complete the assigned tasks within the stipulated period of time.
4. The trainee shall submit a report on the research, methodology, analysis, finding and outcome of his/her work that was assigned by the project supervisor.

Expectations of the University:

1. The student shall, upon completion of his/her training, submit a Project Report in two parts and duly certified by the project supervisor from the industry.
2. The Project Report must be accompanied by an Executive Summary of the Report.
3. Confidential Evaluation report from the Project Supervisor indicating the performance of trainee.

Content of the Internship Report:

6. Certificate of completion from the Project Supervisor

7. Certificate of authorship/ Declaration by the trainee
8. Acknowledgement
9. Plagiarism report (similarity index NOT more than 10 percent)
10. Table of Contents
11. Part A of the Report:

Brief Profile of the Company of Internship

- a) Genesis, Vision, Mission and Objectives
- b) Form of Organization, Main activities, market share, USPs
- c) Past performance and future prospects
- d) Analysis of financial statements for the past three years
- e) Organizational Structure, staffing pattern, recruitments and retention policies
- f) Recent management initiatives in the areas of marketing, finance, HR, technology and strategy
- g) Special managerial concerns and issues

Part B of the Report:

Report on work experience and Task Accomplishment

a) In case of Desk/Office/field-based Training:

- i. Description of the assigned task and responsibilities
- ii. Nature of Work, working hours, work expectation
- iii. Procedure and methodology
- iv. Outcome and results
- v. Learning and experience
- vi. Annexure and Appendices

b) In case of Survey/Research/Fieldwork based Training:

- i. Topic of the research
- ii. Research Objective
- iii. Research Methodology
- iv. Universe
- v. Sampling
- vi. Data Collection Tools
- vii. Data Collection Methodology
- viii. Analysis and interpretation of data
- ix. Findings and Conclusion
- x. Annexure and Appendices

7. Presentation of Project Report:

Number of pages: 80-100 pages including Tables, Graphs and diagrams

Page Size: A4

Font Style: Times New Roman

Spacing: 1.5

2. INSTRUCTIONAL SYSTEM

The distance and online education programme delivery system include the multi-media approach, i.e., self-learning material available in hard copy and soft copy (PDFs), audio/video components, assignments, counselling sessions, practical work, discussion forums, and workshops.

2.1. Self-Learning Material (SLM)

The e-copy (soft copy) of Self Learning Material for both theory and practical components for each programme of study is provided to all the learners of ODL as well as OL mode. The PDFs of the SLM are uploaded to the Google Classroom of each respective programme. The SLM of each course/paper in each programme is prepared in the form of blocks and units. Normally each course is divided into 3 – 5 blocks and each block contain 3 – 5 units. The code for each course under each programme is different so that it may be identified and accessed comfortably.

3. COUNSELLING SESSION

Counselling sessions are held at the study Centre normally on weekends within the general academic schedule of the Programme. **You should note that the counselling sessions are not classroom teaching or lectures. Counselors will not be delivering lectures as in conventional teaching on the contrary discussions will try to help you to overcome difficulties which you face while going through the SLM.**

In these sessions, you must try to resolve your subject-based difficulties and any other related problems. Before you proceed to attend the counselling sessions, please go through your course materials and plan for the points to be discussed.

The detailed schedule of the counseling sessions will be available on the University Website: [https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/Counselling/-Workshop-Schedule](https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Counselling/-Workshop-Schedule)

Counselling sessions will be organized for all theory courses. **The counselling session for each 4-credit course will consist of 6 sessions of 2 hours each.** Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions

The counselling sessions for **Open and Distance Learning (ODL) Programmes** are held at the Learner Support Centres. However, the CDOE has decided to conduct the counselling sessions in a blended mode as per UGC-DEB guidelines. For **Online Learning (OL) programmes**, all the counselling sessions and all other academic activities are conducted in purely online mode.

(Note: Currently counselling sessions are offered through online mode)

4. UPDATES RELATED TO PROGRAMME

The students are updated through their respective google classroom. Students are advised not to depend completely on SMS/mail rather they should remain in touch with their respective study centre continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year. You can also use the following link for any current updates related to your programme.

Web Portal(s)	URL
University Web Portal	https://jmi.ac.in/
Admission Home Page	https://www.jmicoe.in/
CDOE Web Page	https://jmi.ac.in/cdoe
Post Admission Notices	https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Notices
Academic Calendar	https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Academic-Calendar
UGC DEB	https://deb.ugc.ac.in/
ABC ID	https://www.abc.gov.in/
DEB ID	https://deb.ugc.ac.in/StudentDEBId
Information for Foreign Candidates	https://jmi.ac.in/ACADEMICS/International-FSA/Information-About-FSA
Fee Payment (After Admission)	https://mj.jmi.ac.in/DistanceController/DistanceFeePortal
Programme Guide	https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Programme-Guide
JMI Students' Handbook	https://jmi.ac.in/studentshandbook

Counselling Schedule	https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Counselling/-Workshop-Schedule
Assignments	https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Assignments/Internal-Marks
Examinations Date and Results	https://jmicoe.in/
Examination Form & Admit Card	http://jmiregular.ucanapply.com/universitysystem/distancestudent/

5. ACADEMIC CALENDAR

- The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc.
- Try to keep an eye on the important dates given in your academic calendar for different activities.
- You can view and download your academic calendar from JMI website <https://www.jmi.ac.in/ACADEMICS/Academic-Calendar/Academic-Calendar-CDOE> as well as on the notice board of Centre for Distance and Open Learning.

6. STUDY CENTRE

- The Study Centre to which you have been admitted will remain your Study Centre till you have cleared all courses within the maximum time allowed.
- No student would be permitted to change his/her Study Centre at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Study Centre only.
- However, the CDOE, JMI reserves the right to discontinue/change the Examination/Study Centre at any point of time as it deems appropriate.

7. EVALUATION SYSTEM

7.1. Assignments

- Assignments are part of the continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weightage.
- The assignments are designed in such a way as to help you concentrate mainly on the printed course material. However, access to other books and

sources will be an added advantage in your academic pursuits.

- Assignments should be handwritten. Typed or printed assignments **shall not be entertained**.
- **For your own record, it is advisable to retain a copy of all the assignment responses.**
- You have to submit the Assignments to the Study Centre or upload it in google classroom on or before the last date of submission.
- Write your Name and Roll Number correctly on the Assignment first page.
- Getting a pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get passing marks on an assignment, you cannot re-submit it for improvement of marks.
- **There is a provision for OL mode learners to submit their assignments online.**

7.2. Annual Examinations

- Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result.
- You must fill in the Annual Examination form Online once the notification is issued on the CDOE website.
- The examination forms should be filled on or before the last date mentioned in the Academic Calendar or notice issued by the office of examinations using your login credential <http://jmiregular.ucanapply.com/universitysystem/distancestudent/>.
- The examination date and results-related information can be viewed at <https://jmicoe.in/>
- **Pen-Paper based Term-End/Annual examinations for Open and Distance Learning (ODL) mode will be conducted at Examination Centre nominated by Office of the controller of examinations and Term-End/Annual examinations for Online Learning (OL) mode will**

be conducted through online proctored platform.

- The University reserves the right to reschedule/cancel examinations/papers at any time.

7.2.1. Admit Card

- On receipt of your Examination Form, the Admit Card will be issued 15 days before the commencement of the Annual Examination.
- You can download your Admit Card from examination portal <http://jmiregular.ucanapply.com/universitysystem/distancestudent/> using your login credential.
- In case you fail to download the Admit Card before the commencement of the examination, you may contact your Examinations Centre/Learner Support Centre.
- While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees. **If any of the above requirements are found missing, your examination is liable to be canceled.**

8. PATTERN OF QUESTION PAPERS

- **The pattern of question paper for internal assessments/assignment for each course**

S. No.	No. of Questions to be set	No. of questions to be attempted by student	Maximum Marks for each question	Total Marks
1	5	3	10	3x10 = 30

The pattern of question paper for term-end/ annual examinations for each course

S. No.	No. of Questions to be set	No. of questions to be attempted by student	Maximum Marks for each question	Total Marks
1	9	5	14	14x5 = 70

9. ANNUAL EXAMINATION RESULT

The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result, all the Assignments of a course will carry 30% weightage while 70% weightage will be given to the Annual Examination.

9.1. Declaration of Result

To pass a Programme under ODL mode, a candidate must obtain:

- (a) at least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;
- (b) an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) **On the basis of the marks obtained, the division will be awarded in the following way:**
 - (i) Distinction to those who obtain 75% marks or more in the aggregate.
 - (ii) First division to those who obtain 60% marks or more in the aggregate.
 - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
 - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to

get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

9.2. Promotion to the next year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for the award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

9.3. Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any course of his/her written examination may do so on the **prescribed application form within 30 days from the date of issue of the mark sheet.**
- (ii) Re-evaluation of scripts will not be allowed in more than one-third of the written papers of an annual examination.
- (iii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iv) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examinations, assignments/internal assessments, etc.
- (v) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (vi) Merit list declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vii) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.
- (viii) If the award of the re-evaluator (second examiner) varies from the

original award up to and including $\pm 5\%$ of the maximum marks secured earlier, the original award shall stand.

- (ix) If the award of the re-evaluator varies from the original award to more than $\pm 20\%$ of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (x) The average of the marks awarded by the second and third examiners shall be final.
- (xi) Applications for re-evaluation of answer scripts only for the annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

9.4. Improvement of Result

A student may be allowed to appear in the examination to improve his/her result provided that:

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree;
- (ii) The student shall get only **one chance for improvement in case of a maximum of two theory papers** and that too in the successive year (Annual Examination) following the declaration of his/her final year result;
- (iii) Better of the two marks obtained by the student will be considered final;
- (iv) In case of students who apply for improvement but do not appear in the desired paper(s), their previous marks in these paper(s) shall be counted; and
- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However, if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).

10. GENERAL REGULATIONS

Programme Fee, Re-Registration, Late fee and other Charges

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through the online fees portal. No refund of fees is allowed in any case;
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on the next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.



Students' Induction and Felicitation Programme was organized for the CDOE's students.



CDOE's staff meeting with the COE.

CDOE's magazine was released during Induction Programme



Yoga Day was celebrated at CDOE, JMI