

AC –

Item No. –

**As Per NEP 2020**

**Tolani College of  
Commerce  
(Autonomous)**



**Title of the Course: Freight Forwarding (Ocean & Air)  
(Semester II)**

**Programme: Bachelor of Commerce (Logistics)**

**Syllabus for 3 Credit Course from the Academic Year 2025-2026**

## Name of the Course: Freight Forwarding (Ocean & Air)

Sr. No.	Heading	Particulars
1	<b>Description of the course :</b>  <b>Including but not limited to :</b>	<p>This course provides a comprehensive introduction to freight forwarding, covering key concepts and other logistics fundamentals.</p> <p>The course also deals with operating procedures such as customs clearance, international carriage and cargo handling.</p>
2	<b>Vertical :</b>	Major
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	3 credits
5	<b>Hours Allotted :</b>	45 Hours
6	<b>Marks Allotted:</b>	75 Marks Continuous Evaluation 30 marks and Semester End Examination 45 marks
7	<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Familiarise the learners with the concept of freight forwarding and provide an understanding of essential elements of freight forwarding.</li> <li>2. Equip the learners with the knowledge of operating procedures of freight forwarding including customs clearances, international carriage and cargo handling.</li> </ol>	
8	<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. Understand the concepts of freight forwarding and comprehend the significance of the essential elements of freight forwarding.</li> <li>2. Comprehend the operating procedures for freight forwarding and identify the different types of cargo and cargo handling equipment.</li> </ol>	
9	<b>Module 1:</b>	<b>(15 Hours)</b>
	<ul style="list-style-type: none"> <li>● Introduction to EXIM, Freight Forwarding, and Custom Clearance</li> <li>● Types of Custom Clearances</li> <li>● Importance of Custom Clearance</li> <li>● Certificate of Origin, ICEGATE, and Insurance</li> <li>● Custom Act and Regulations Pertaining to Custom Clearance</li> <li>● Different Modes of Freight Forwarding</li> <li>● Process of Freight Forwarding and Pre-Operating Checks</li> <li>● Operational Procedures of Freight Forwarding</li> <li>● Procedures for Pre-Operating Checks and Operational Checks for Every Shipment/Consignment</li> </ul>	

	<b>Module 2:</b>	<b>(15 Hours)</b>
	<ul style="list-style-type: none"> <li>● List of Basic Handling Errors and Operational Errors in Freight Forwarding</li> <li>● Procedure for Checking Shipping Bill and Airway Bill Based on Invoice and Packing List</li> <li>● Regulations (EXIM/IATA/Countries)/COM Based on Permutations and Combinations of Weight vs. Volume</li> <li>● Cargo Handling, INCO Terms, and Terminologies Used in Cargoes</li> <li>● Different Types of Cargoes for Transportation</li> <li>● Full Export and Import Value of the Cargo</li> <li>● Importer and Exporter Code (IEC) and the Registered PAN-Based Business Identification Number (BID) from DGFT</li> <li>● Different Types of Cargo, Their Quantity, and Value</li> <li>● Packaging Requirements for Cargo During Shipment from the Shipper</li> <li>● Inspection Procedure for Cargo While Unloading; DO's and DON'Ts While Handling Different Cargo</li> </ul>	
	<b>Module 3:</b>	<b>(15 Hours)</b>
	<ul style="list-style-type: none"> <li>● Documentation of Freight Forwarding Process as Per Customer Timelines and Requirements</li> <li>● Carting, Unloading, Stacking, Loading, and Stuffing</li> <li>● Procedure for Dealing with Loss or Damage to Goods</li> <li>● Different P.G.A (Participating Government Agencies) and Their Roles</li> <li>● Technical Knowledge on Containers, Pallets, Palletization, and Fumigation</li> <li>● Letters of Credit and Payment Terms</li> <li>● Computer and Its Application in Internal Systems of Documentation</li> <li>● Business Control, Internal Control, and Auditing in Freight Forwarding</li> </ul>	

<b>10</b>	<b>Reference Books:</b>	<ul style="list-style-type: none"> <li>● Course Material Prepared by LSC</li> <li>● David Martin, Freight Forwarding and Multi Modal Transport Contracts (Maritime and Transport Law Library, Informa Law from Routledge, 2018</li> <li>● Don Jacobson, International Freight Forwarding: A Practical Guide to Shipping, Kogan Page, 2019</li> <li>● Robert Keen, The ABCs of Freight Forwarding, Freight Books, 2 nd edition, 2017</li> <li>● Sameer Varun, A Practical Guide to Shipping and Freight Forwarding: Your Key to Success in the Shipping Industry, Amazon Digital Services LLC, 2019</li> <li>● Thomas G. Cooke, Freight Forwarding and Logistics Management, Kogan Page, 2016</li> <li>● Wayne Fetterolf, Freight Forwarding and Logistics: A Global Guide to the Changing Rules of International Transportation, Zepol Publishing, 3 rd edition, 2014</li> </ul>	
<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>12</b>	<b>Continuous Evaluation through:</b>	Case Study/ Class Presentation/ Research Assignments/ Periodical Test/ Practical Hands-on Assignment/ Simulation	A Learner must be present for each of the sub-component

<b>13</b>	<b>Format of SEE Question Paper: (45 marks)</b>	
	<b>Question No.</b>	<b>Nature of Question</b>
	<b>Q-1</b>	Answer the following: (attempt any 2 of 3) a) b) c)
	<b>Q-2</b>	Answer the following: (attempt any 2 of 3) a) b) c)
<b>Q-3</b>	Answer the following: (attempt any 2 of 3) a) b) c)	

**Signatures of Team Members**

Sr.No.	Name	Signature
1.	Ms. Jyoti Ghosh	
2.	Ms. Amrita Nambiar	