

**Diploma in Shipping & Logistics
Course Structure & Course syllabus**

Diploma in Shipping & Logistics

Course Duration: One Year, Two Semesters

Eligibility for Admission: SSLC pass in any group or its equivalent

First Semester

Course Code	Course Title	L	T	P	C	Marks
1	Language - I	2	1	0	3	100
2	English communication - I	2	1	0	3	100
3	Core- I -Introduction to Shipping	3	0	0	3	100
4	Core - II - Transportation Economics	3	1	0	4	100
5	Core - III - Statutory and Shipping accounts	3	1	0	4	100
6	Allied - I - Management Information system	3	0	0	3	100
7	Allied - II - Business Economics	3	0	0	3	100
	Total	19	4	0	23	700

Second Semester

Course Code	Course Title	L	T	P	C	Marks
8	Language - II	2	1	0	3	100
9	English communication - II	2	1	0	3	100
10	Core - IV - Port & Terminal Management	3	0	0	3	100
11	Core -V -Supply Chain Management	3	1	0	4	100
12	Core - VI - Customs House Agency	3	1	0	4	100
13	Allied - III - Industrial Psychology	3	1	0	4	100
14	Elective - I - Material Management	3	0	0	3	100
	Total	19	5	0	24	700

First Semester

1. LANGUAGE – I

L	T	P	C	MARKS	HRS
2	1	0	3	100	45

2. ENGLISH COMMUNICATION SKILLS - I

L	T	P	C	MARKS	HRS
2	1	0	3	100	45

UNIT - I –GRAMMER

Subjects and Predicates –Nouns - Pronouns –Verbs- Verbal - Adverbs - Adjectives - Prepositions – Gerunds - Modal Verbs - Clauses and Phrases – Voice - Sentence patterns - Tenses– Principle – Punctuation - Infinitives

UNIT- II – VOCABULARY

Synonyms – Antonyms - super ordinates – hyponyms -compound nouns - prepositional Phrases - Prefixes and suffixes - use of reference words - sequential expressions - Discourse Makers - Idioms and Phrases - – Transformation of sentences - Word formation - prefixes and suffixes.

UNIT –III – WRITING

Paragraph writing, Coherence and Cohesion, Use of Headings, Letter Writing (Personal Letters, Official Letters, Letters to the Editor), Essay Writing, Note-Making, Use of Symbols and Icons, Abbreviations, Non-Verbal Devices, (Flowcharts, Fishbone Diagrams, Tables), Units of Measurements.

Unit - IV – RHETORICAL FUNCTIONS

Definition, Description, Process Description, Comparison, Classification, Stating problems and proposing solutions, Making Lists, Narrating Events, Asking Questions and Answering.

Unit - V – COMMUNICATION AND ORAL PRESENTATION

Introduction: Communication, Definition, process, elements of communication, types of communication, verbal, non-verbal, barriers to communication and correctness Vs communication. Oral Presentation: Preparing a Speech, delivery techniques, using the visual aids, handling a hostile audience, overcoming errors in public speaking and presenting the successful seminar.

TEXT BOOKS :

1. V.Chellammal, Learning to Communicate, Kamakhya Publications, Coimbatore, 2002.
2. Lakshminarayanan, K.R. English for Technical Communication, Vol. 1 & 2, Chennai: Scitech Publications (India) Pvt. Ltd., 2002.

REFERENCE BOOKS :

1. Farhathullah, T.M. English Practice Book for Technical Communication, Chennai, RBA Publication, 2002.
2. Balasubramanian, M & G Anbalagan, English for Engineering Students, Kumbakonam R.M.S. Anuradha Agencies Reprint 2001.

3. INTRODUCTION TO SHIPPING

L	T	P	C	MARKS	HRS
3	0	0	3	100	45

Objective:

To bring awareness amongst the students about the origin of ships, the documents used every day in shipping practice and the History of shipping

UNIT- 1 : HISTORY

Introduction to the History of Shipping - Early stage of Transport - Invention of Wheel - Various Inventors of Transport Systems - Various means of Transport - Steam Engines and Locomotives - Cycles and Motor Bikes - Cars and Trucks - Citations from Vedas on shipping - Citation from the Book of Genesis

UNIT - 2 : INSTRUMENTS

Maps and Atlas - Grids and its uses - Transport Geography - Economical Geography - Oceans and Seas - tides, current, climate and weather - Deepest ocean and seas - Oceans and Seas

UNIT - 3 : SHIPS

Logs to modern Ship - Authentication - Sail ships - Row ships - Slaves for rowing - Steam ships - Motor Ships - Solar powered ships - Nuclear Powered Ships - War of Troy

UNIT - 4 : DOCUMENTS

Origination of Documents - Reminiscence of Maritime History - Those men who Braved the Sea - Indian Maritime History - Ships in warfare - Trading from India - Indian Emperors and Ocean expeditions

UNIT - 5 : TRANSPORT SYSTEM

Importance of Ocean Transport System - Canals and Rivers for Transportation - Shipping and Logistics in India - India's Role in world Shipping Market - Want of the hour for developing shipping - Shipping Phonetics - World's leading ship owners

Text Book

1. The Spanish Armada by Robert Appleton

REFERENCE BOOKS -

1. Oxford Encyclopedia of Maritime History - War at Sea
- 1) Naval Warfare 2) Indian Maritime History 3) Vedas

4. TRANSPORTATION ECONOMICS

L	T	P	C	MARKS	HRS
3	1	0	4	100	60

Objective

To analyze the various means of Transport System and to plan transportation in a most economical and rapid manner from one place to another, and this gives the opportunity to the student to get a job in any Transport companies including Railways.

UNIT - 1 : TRANSPORT CO-ORDINATION

Transport policy and Economic Planning in India - National & International-Functions - Components of Transport - Way, Terminal- Unit of carriage - motive power etc- Characteristics of International Transport - Types of trucks-sales oblique-commercial oblique- road and interstate permits- precautions and safety

UNIT - 2 : RAILWAY TRANSPORT

Analysis of Railway Expenditure -Railway and the Laws of Productivity. Determination of Railway Rates and Fares - Classification of Goods; state Regulation and ownership of Railway in India and abroad.

UNIT - 3 : ROAD TRANSPORT

Economics of Road Transport -Road Development in India -Administration and financing of roads in India and rural transport in India -Motor transport in India -rates and fares in road transport - Road Transport and Indian rural economy - Public Utility - Character of Transport Units and their special pricing and management problems - Concord-multi and micro land bridge-multi model transportation

UNIT - 4 : WATER TRANSPORT

Development of Inland Water Transport and shipping combinations in shipping -Ocean Rates and Fares - Development of India's Shipping after independence - **Air Transport:** Economic Features of Air Transport - Air Transport in India before and after nationalization.

UNIT - 5 : TYPES OF REGULATION

Economic regulation - safety and social Regulation history of transportation regulation - pre-1920 - 1920 to 1940 - 1940 to 1976 - 1976 to The present interstate deregulation - Motor carrier - air transport - rail transport - other carriers - The future of federal economic regulation

TEXT BOOK:

1. Locking D.P.:The Economics of Transportation.

REFERENCE BOOKS:

1. Locking D.P.:The Economics of Transportation.
2. Acworth,W.M.:The Element of Railway Economics.
3. Tewari,R.D.:Railways in Modern India.
4. AmbaPrasad:Indian Railways.
5. Sanyal,D.N.:Development Railways.
6. RamanandhanV.V.Transport in India.
7. Dheknual,M.R.:Air Transport in India.
8. Gupta,S.K.:Transport coordination.
9. Dr. Mohan lalmishra:Parivahanaurarthikvikas (Bhartiyavisleshan)

Report on committee on Railway, Road, Water and Air Transport in India.

5. STATUTORY AND SHIPPING ACCOUNTS

L	T	P	C	MARKS	HRS
3	1	0	4	100	60

Objective

The subject deals with standard accounting system and Statutory Accounting system besides dealing in Shipping accounts which a management trainee should be aware of. The account deals with various subjects such as avoidance of double taxation, Service Taxation, Repatriation of Funds and FEMA & FERA REGULATIONS.

UNIT – 1 : FINANCIAL ACCOUNTING

Meaning, nature and importance. Accounting cycle, accounting equation. Journal, Ledger and Trial Balance

UNIT – 2 : PREPARATION OF FINAL ACCOUNTS

Manufacturing Accounting, Trading Account, Profit and Loss Account, Profit and Loss appropriation Account, Balance Sheet (with adjustments). Depreciation Accounting.

UNIT – 3 : ANALYSIS OF FINANCIAL STATEMENT

Meaning and importance Ratio analysis, Profitability ratios, Activity ratios, Liquidity ratios, Long-term solvency ratios, Common size statement, Comparative statements and Trend analysis.

UNIT – 4 : FUNDS FLOW STATEMENT

Meaning and importance, Preparation of schedule of changes in working capital; Preparation of funds flow statement and its analysis.

UNIT – 5 : CASH FLOW STATEMENT

Meaning and importance- various cash and non-cash transactions, Flow of cash, Preparation of cash flow statement and its analysis.

Note: Case study on practical analysis of Balance Sheets of Joint Stock Companies and Bank

TEXT BOOKS :

1. Bhattacharya S.K. & John Dearden, Accounting for management, Vikas Publication,

REFERENCE BOOKS :

1. Jain S.P. & Narang K.L., Advanced Accounting, Kalyani Publication, Revised edition.
2. Maheshwari S.N. & Maheshwari S.K., Corporate Accounting Vikas Publication, 2008.
3. Robert Anthony & Hawkins, Accounting Test and Cases, Irwin London, 1995.

6. MANAGEMENT INFORMATION SYSTEM

L	T	P	C	MARKS	HRS
3	0	0	3	100	45

UNIT-1

Information system: Managers view- concepts of systems and organizations – strategic uses of information technology

UNIT-2

Computer system resources: computer hardware and computer software- file and DBMS- distributed system – internet and office communications

UNIT-3

Application of information system to functional business area- operational information system- tactical and strategic information system- decision support system and expert system

UNIT-4

Planning and development of information system: information system planning system analysis and design- alternative application development approaches.

UNIT-5

Management of information system: organization of information system's and end user computing- security and ethical issues of information systems .

TEXT BOOKS :

1. Principles of management information system - G.M.Scott

REFERENCE BOOKS :

1. Information system for modern management - Mardick & Ross
2. Management information system - Luces

7. BUSINESS ECONOMICS

L	T	P	C	MARKS	HRS
3	0	0	3	100	45

UNIT -1 : INTRODUCTION

Meaning, Nature and Scope of Business Economics – Micro and Macro - Basic Economic Problems - Market forces in solving economic problems - Circular Flow of Income and Expenditure

UNIT – 2 : DEMAND ANALYSIS

Concept of Demand - Elasticity of Demand and their types - Revenue Concepts - Total Revenue, Marginal Revenue, Average Revenue and their relationship

UNIT – 3 : SUPPLY & COST ANALYSIS

Concept and Law of Supply - Factors Affecting Supply - Accounting Costs and Economic Costs - Short Run Cost Analysis: Fixed, Variable and Total Cost Curves, Average and Marginal Costs - Long Run Cost Analysis: Economies and Diseconomies of - Scale and Long Run Average and Marginal Cost Curves

UNIT -4 : PRICING UNDER VARIOUS MARKET CONDITIONS

Perfect Competition - Equilibrium of Firm and Industry under Perfect Competition - Monopoly - Price Determination under Monopoly - Monopolistic Competition - Price and Output - Determination under Monopolistic Competition.

UNIT -5 : DISTRIBUTION

Marginal Productivity Theory of Distribution - Rent : Modern Theory of Rent - Wages - Wage Determination under Imperfect Competition - Role of Trade Union and Collective Bargaining in Wage Determination - Interest : Liquidity, Preference Theory of Interest - Profits : Dynamic, Innovation, Risk - Bearing and Uncertainty Bearing Theories of Profits

TEXT BOOKS :

1. Textbook of Economic Theory - Stonier and Hague; Longman Green and Co., London.

REFERENCE BOOKS :

1. Introduction to Positive Economics - Richard G. Lipsey
2. Business Economics (Micro) - Dr. Girijashankar; Atharva Prakashan, Pune.
3. Micro Economics - M. L. Seth
4. Micro Economics - M. L. Jhingan; Vrinda Publications, New Delhi.
5. Managerial Economics - Theory and Application - D. M. Mithani

Second Semester

8. LANGUAGE – II

L	T	P	C	MARKS	HRS
2	1	0	3	100	45

9. ENGLISH COMMUNICATION - II

L	T	P	C	MARKS	HRS
2	1	0	3	100	45

UNIT - I - WRITING

Writing reports and Memos, Paragraph writing, Coherence and Cohesion, Summary writing, Rearranging jumbled – Up sentences, Letter writing (Personal Letters, Official Letters), writing Job applications, Bio – Data, writing biographies – use of titles, Non – Verbal Devices (Bar Chart, Tables and Pie Chart)

UNIT – II – ANALYSIS, ARGUMENTATION AND CLASSIFICATION

Comparison and Contrast and Cause and Effect relationship Exemplification, Definition, Statement- elaboration: Expanding points into paragraphs.

Listing, Chronological patterning, Process Repetition, General- Specific, Specific-general

Unit – III – PRINCIPLES OF EDITING

Punctuation - Substitution of words - restructuring of sentences - Re-organising sentence sequence in a paragraph - Use of link words and Principles of Coherence and Cohesion.

UNIT - IV – SUMMARY WRITING

This is to create an awareness in students regarding the organization of material—the points and sub-points, the logical connection between these points. This will include making students aware of the notions of the “main idea”,/ “thesis statement” and the “ supporting ideas” ,with a view to training them to shorten the material, to capture the essence and present it in a precise manner.

UNIT – V – INTERPRETATION OF TECHNICAL DATA

Students should be taught to read and interpret maps, charts, graphs. They should be able to write a paragraph based on the data given there.

UNIT VI – FORMAL TECHNICAL REPORT AND BUSINESS CORRESPONDENCE

Formal Technical Report: Gathering data, literature search, questionnaire and interview and creating a formal technical report. Business Correspondence: Business letters, structural elements, styles of presentation, letters of inquiry, claim and adjustment letters, letter of application for a job and calling for tenders and quotations.

TEXT BOOKS :

1. Chellammal V, Learning to communicate, Coimbatore: Kamkhya Publications, 2002

REFERENCE BOOKS :

1. Lakshminarayanan, K.R English for Technical Communication Vol. 1 & 2 Chennai: SciTech Publications (India) Pvt. Ltd., 2002.
2. Farhathullah, T.M. English Practice Book for Technical Communication, Chennai, RBA Publications, 2002.
3. Balasubramanian, M & G. Anbalagan. English for Engineering Students RMS Anuradha Agencies Kumbakonam 2001.

10. PORT AND TERMINAL MANAGEMENT

L	T	P	C	MARKS	HRS
3	0	0	3	100	45

Objective

The subject deals with the importance of the Ports and Terminals and how they facilitate the Shipping Industry. The subject deals with the Planning, Programming and execution of the right applications in the Ports and Terminals which gives the student any employment opportunity in Ports and Terminals.

UNIT - 1 :

Difference between Major and Minor Ports - Ports in India - Natural Harbours - New Ports to be developed in India - Major Ports of the World - Largest Port in the world - Port Officials and their roles - Role of Ports - Who are Port users

UNIT - 2 :

Container Terminals - Privatisation of Terminals - Reason for Privatisation - Major Terminal Operators in India - Terminal Operators of the world - Privatisation the need of the hour - Agreement between and existing Port Terminal and the new operator

UNIT - 3 :

Import Cycle - Export Cycle - Positions and Places in a Terminal - Facilities in a Terminal - Container Monitoring and stacking - CFS inside a Terminal - Reasons for Congestion of a terminal - de-congesting the terminal - Window system in a terminal.

UNIT - 4 :

Major Port Trust Act - Port as a custodian of the cargo - Transit sheds - Cargo receivers - Wharfs and Berths - Various berths in a Port - Meaning of Berth Restrictions - Port equipments and damage - Extra services - Berth reservation schemes

UNIT - 5 :

Port Tariff - Pilots and their duties - Tugs and its usage - Night navigations - Light Dues - Tariff Authorities of Major Port - Revision of rates - Port Trustees - Safety Procedures - Introduction of ISPS - Damage to Port property by ships - Compensation and confiscation of cargo to adjust dues

TEXT BOOKS :

1. Major Port Trust Act – Government of India

REFERENCE BOOKS:

- 1) Port Industry Statistics, American Association of Port Authorities –
- 2) AP MOLLOR Guide book on Terminal
- 3) DUBAI PORT AUTHORITIES Manual

11. SUPPLY CHAIN MANAGEMENT - 1

L	T	P	C	MARKS	HRS
3	1	0	4	100	60

Objective

Supply chain management deals with Productions, labelling, supplies and demand, stacking, etc and gives the opportunity to the student to be employed in FACTORY or a WARE HOUSE OPERATOR

UNIT - 1 :

Important era's in Supply chain - Creation era - Integration era - Globalisation era - Specialisation era phase I - Specialisation era Phase II - SCM 2.0 -Customer Service - Procurement - Product - Development and commercialisation - Manufacturing flow management and support - Physical distribution - Outsourcing and Partnership - Performance - ware house management

UNIT - 2 :

Definition of Supply Chain - Problems to be addressed in Supply Chain Distribution Network Configuration: Distribution Strategy: Trade-Offs in Logistical Activities: Information: Inventory Management- Cash-Flow:

UNIT - 3 :

Strategic Network optimization - Distribution Centre - Strategic Partners - 3PL - Product Life cycle management - Information Technology - Supply Strategy - Sourcing Contracts - Production decision - Scheduling Planning and Process of Production - Transport Strategy - Pricing - Focus on Customers demand and habits

UNIT - 4 :

Daily production - Distribution - Planning - Schedule of production - Demand planning and forecasting - Sourcing planning - Inventory - Demand forecast - Collaboration with Suppliers - Transportation from suppliers and inventory receipt - Consumption of raw material and flow of finished goods - ware housing and transportation to customer

UNIT - 5 :

Outbound operation - scheduling orders - keeping up schedule - distribution centres - production level to supply level accounting - insurance for loss recovery - Managing non moving short dated inventory and avoiding more products to go short dated.

TEXT BOOKS :

1. Lambert, Douglas M - Supply Chain Management & Processes

REFERENCE BOOKS :

1. Cooper, M.C., Lambert, D.M., & Pagh, J. Supply Chain Management and

2. The International Journal of Logistics Management-

3. CSCMP Supply Chain Management Process Standards

4. Inter-organizational theories behind Supply Chain Management -

12. CUSTOM HOUSE AGENCY

L	T	P	C	MARKS	HRS
3	1	0	4	100	60

Objective

The subject deals with the business transaction with the Customs and Central Excise for successfully executing a Import or Export transaction. This deals with various rules and regulations and schemes adopted by the Indian Customs as per the directions of the Ministry of Finance and provides an opportunity for the student to get a job opportunity in a CUSTOM HOUSE AGENCY

UNIT - 1 :

Role of Customs - Powers of Customs - Custom House Agent - Custom house agents duties - Licensing of Custom House Agents - Restrictions of Custom House Agents - Customs Power to bring a ceiling on the License - Temporary and regular license - Customs Power to Advise fees chargeable by Custom House Agent.

UNIT - 2 :

Import Bill Processing - Important Papers for filing Bill of Entry - Apprising - Open Inspection - Payment of Duties - Out of Charge - Clearance of goods - payment of duties - Duty exemption - Bonding of Cargo - Ex bonding.

UNIT - 3 :

Export Bills - Important papers for filing Shipping Bills - Factory Stuffing - Port or CFS Stuffing - Supervision by Customs - Sealing and print out - Custom officer overtime - Importance of Shipping Bill - Comparison of Shipping Bill with Mate's Receipt and Bills of Lading.

UNIT - 4 :

Duties and Obligations - Liabilities of Custom house agents - Custom house agent and Information Technology - ICE GATE and On line filing of Bills - Records to be maintained by Custom House Agents.

UNIT - 5 :

Custom House Licensing - Certification and Qualifications to become a Custom House Agent - Rule 8 -G Card - Identity to enter Custom Houses - Power of Customs to cancel the License of a CHA - Draw backs and Duties - Support of CHA to Importers and Exporters

TEXT BOOKS

1. Customs Act – Duties and Draw backs – Import and Export Procedures – Customs Duty tariff

13. INDUSTRIAL PSYCHOLOGY

L	T	P	C	MARKS	HRS
3	1	0	4	100	60

UNIT -1.

Introduction: Nature, Scope, and Problems & Objectives.

Individual Differences and their Evaluation, Role of Heredity, Environment,

UNIT -2.

Types of Individual Differences.

Psychological tests in industries, their Utility, Reliability and Validity

UNIT -3.

Attitudes: Meaning, Characteristics, Factors that Influence Development of Attitudes, Implication for organization.

Industrial Morale : Meaning, Characteristics, Factors that Influence Morale,

UNIT -4

Industrial Morale : Meaning, Characteristics, Factors that Influence Morale, Measures of Improving Morale.

Monotony: Fatigue and Stress: Meaning, Impact, Causative Factors.

UNIT -5.

Motivation: Meaning, Types, Applications in industry - MBO, Job design.

Work Environment: The Arousal Hypothesis - Noise, Illumination, Color, Vibration, Miscellaneous Factors.

TEXT BOOKS :

1. Ramaswamy, E. Managing Human Resources, Oxford University Press, New Delhi

REFERENCE BOOKS :

1. Venkataratnam, C.S. and Sinha, Pravin, Trade Union Challenges at the Designing of 21st Century, IIRA- Excel Books, New Delhi
2. Monappa, A. Industrial Relations, Tata McGraw Hill, New Delhi
3. Monappa, A. Managing Human Resources, Tata McGraw Hill, New Delhi
4. Sinha, Sinha, Sakher, Industrial Relations, Trade Unions and Labour Legislations, Pearson Education, New delhi
5. Venkataratnam, C.S., Industrial Relations, Oxford University Press, New Delhi
6. Dutta, S.K. Guide to Disciplinary Action, Tata McGraw Hill, New Delhi.

14. MATERIALS MANAGEMENT

L	T	P	C	MARKS	HRS
3	0	0	3	100	45

UNIT – 1 :

Introduction- systems approach to materials management- Forecasting, objectives and the materials organization- Materials planning.

UNIT – 2 :

Purchasing- Purchasing in Materials management- system concept- purchasing and procurement activities under Materials management- Value Analysis and value Engineering- Purchasing and quality Assurance.

UNIT – 3 :

Incoming material quality control- statistical quality control- governmental purchasing practices and procedures.

UNIT – 4 :

Inventory Management and control systems – stores management and operation- material accounting, flow of costs and inventory valuation, physical verification, security and materials audit.

UNIT – 5 :

Materials handling and storage systems, Physical distribution logistics- transportation, Traffic and claims management- operations research and related techniques.

TEXT BOOKS :

1. Materials management: procedures , text and cases - A.K. Datta

REFERENCE BOOKS :

1. Materials management: An integrated approach - P. Gopalakrishnan
2. Introduction to Materials management - J.R. Tony Arnold & Stephen N. Chapman