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

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First Semester

1. LANGUAGE – I

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2. ENGLISH COMMUNICATION SKILLS - I

UNIT - I – GRAMMER

UNIT - II – VOCABULARY

UNIT – III – WRITING

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:


REFERENCE BOOKS:

3. INTRODUCTION TO SHIPPING

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
2) Naval Warfare 2) Indian Maritime History 3) Vedas
4. TRANSPORTATION ECONOMICS

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


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 transportin 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.
3. Tewari, R.D.: Railways in Modern India.
6. RamanandhanV.V.: Transport in India.
9. Dr. Mohan lalmishra: Parivahanaurarthikvikas (Bhartiyavisleshan)

Report on committee on Railway, Road, Water and Air Transport in India.
5. **STATUTORY AND SHIPPING ACCOUNTS**

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**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,
6. **MANAGEMENT INFORMATION SYSTEM**

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**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

UNIT -1 : INTRODUCTION

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

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

TEXT BOOKS :

REFERENCE BOOKS :
1. Introduction to Positive Economics - Richard G. Lipsey
2. Business Economics (Micro) - Dr. Girijashankar; AtharvaPrakashan, Pune.
3. Micro Economics - M. L. Seth
5. Managerial Economics - Theory and Application - D. M. Mithani
Second Semester

8. LANGUAGE – II

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9. ENGLISH COMMUNICATION - II

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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
TEXT BOOKS:

REFERENCE BOOKS:
10. PORT AND TERMINAL MANAGEMENT

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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**

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**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 –
Objective

The subject deals with the business transaction with the Customs and Central Excise for successfully executing an 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

UNIT -1.
Individual Differences and their Evaluation, Role of Heredity, Environment,

UNIT -2.
Types of Individual Differences.
Psychological tests in industries, their Utility, Reliability and Validly

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.

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

REFERENCE BOOKS:
5. Venkataratnam, C.S., Industrial Relations, Oxford University Press, New Delhi
14. MATERIALS MANAGEMENT

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- stastical 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