

**BHARATHIAR UNIVERSITY COIMBATORE - 641 046****BBM INTEGRATED SHIPPING & LOGISTICS MANAGEMENT****SCHEME OF EXAMINATIONS - (CBCS Pattern)**

PART	SUBJECTS/Course Title	Ins.Hrs. /	Examination				Credits
			Exam Duration	CIA	Marks	Total	
<b>SEMESTER I</b>							
I	1.1 Language-I (Tamil / Hindi/French )	6	3	25	75	100	4
II	1.2 English I	6	3	25	75	100	4
III	1.3 Core I – Management Process	6	3	25	75	100	4
III	1.4 Core II –Introduction to Shipping	5	3	25	75	100	3
III	1.5 Allied Paper I- Mathematics for Management	5	3	25	75	100	4
IV	1.6 Foundation Course : Environmental Studies	2	-		50	50	2
<b>SEMESTER II</b>							
I	2.1 Language-II (Tamil / Hindi )	6	3	25	75	100	4
II	2.2 English II	6	3	25	75	100	4
III	2.3 Core III – Organizational Behavior	5	3	25	75	100	4
III	2.4 Core IV – Transport Analysis	6	3	25	75	100	3
III	2.5 Allied Paper II - Economics for Executives	5	3	25	75	100	4
IV	2.6 Value Education -Human Rights	2	-		50	50	2
<b>SEMESTER III</b>							
III	3.1 Core V-Business Communication	5	3	25	75	100	4
III	3.2 Core VI- Port & Terminal Management	5	3	25	75	100	4
III	3.3 Core VII- Supply Chain Management	5	3	25	75	100	4
III	3.4 Core VIII- Custom House Agency	5	3	25	75	100	4
III	3.5 Allied Paper III: Production and Material	5	3	25	75	100	4
IV	3.6 Skill based Subject I: Management Information	3	3	20	75	100	4
IV	3.7 Non -major elective I -Constitution of India	2	-	50		50	2
<b>SEMESTER IV</b>							
III	4.1 Core IX- Human Resource Management	5	3	25	75	100	4
III	4.2 Core X- Logistics Management	5	3	25	75	100	4
III	4.3 Core XI- Containerization & Allied Business	5	3	25	75	100	4
III	4.4 Core XII- Port Agencies	2	3	10	40	50	3
III	4.5 Core XIII- Business Law	3	3	20	30	50	3
III	4.6 Allied IV: Consumer Behavior	5	3	25	75	100	4
IV	4.7 Skill based Subject II: PC Software (MS Office)-	3	3	25	75	100	4
IV	4.8 Non -major elective II -General Awareness	2		50		50	2

<b>SEMESTER V</b>							
III	5.1 Core XIV- Freight forwarding & NVOCC	4	3	25	75	100	4
III	5.2 Core XV-Air Cargo Management	4	3	25	75	100	4
III	5.3 Core XVI- Survey & Marine Insurance	4	3	25	75	100	4
III	5.4 Core XVII- Warehousing and Inventory Management	4	3	25	75	100	4
III	5.5 Core XVIII –Sales & Marketing	4	3	25	75	100	4
III	5.6 Core-XIX-Stevedoring & Cargo Management	4	3	25	75	100	4
IV	5.7 Skill based Subject III : Exim Management	4	3	25	75	100	4
<b>SEMESTER VI</b>							
III	INTERNSHIP IN LOGISTICS AND SHIPPING COMPANY	-	-			200	8
III	PROJECT WORK	-	-			200	8
	<b>Total</b>					<b>3500</b>	<b>140</b>

## I SEMESTER

### 1.3 MANAGEMENT PROCESS

**Goal:** To enable the students to learn principles, concepts and functions of management.

**Objective:** On successful completion of this course, the students should have understood \_  
The nature and types of business organizations \_ Principles & functions of Management \_  
Process of decision making \_ Modern trends in management process.

#### UNIT-I

Business - meaning -business and profession, requirements of a successful business- organization - meaning - importance of business organisation. Forms of business Organization- Sole traders, partnership, Joint Hindu family firm - Joint Stock Companies - Cooperative Organisations - Public Utilities and Public Enterprises.

#### UNIT-II

Nature and Scope of Management process – Definitions of Management – Management: a science or an art? - Scientific Management - Managerial functions and roles – The evolution of Management Theory.

#### UNIT-III

Planning: meaning and purpose of planning - steps in planning - types of planning. Objectives and Policies - Decision making: Process of Decision making - types of Decisions.

#### UNIT-IV

Organising: Types of organisation - Organisational structure - span of control – use of staff units and committees. Delegation: Delegation and centralisation - Line and Staff relationship. Staffing : Sources of recruitment - Selection process - training.

#### UNIT- V

Directing: Nature and purpose of Directing. Controlling: Need for co-ordination - meaning and importance of controls - control process - Budgetary and non-Budgetary controls - Modern trends in Management Process - case studies.

#### REFERENCE BOOKS

1. Business Organisation - Bhushan Y.K.
2. Principles of Management – L.M. Prasad
3. Business Management – Dinkar Pagare
4. Principles of Business organisation and Management – P.N. REDDY

## 1.4 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 1) Naval Warfare 2) Indian Maritime History 3) Vedas

## 1.5 MATHEMATICS FOR MANAGEMENT- I

To enable the students to acquire knowledge of mathematics & statistics and their use in business decision making.

### Objective:

On successful completion of this course, the students should have understood

Set operations, matrix and Mathematics of Finance  
Statistical tools and their applications

### UNIT - I

Sets and set operation - Venn Diagrams - Elements of Co-ordinate system. Matrices, Fundamental ideas about matrices and their operational rules – Matrix multiplication - Inversion of square matrices of not more than 3<sup>rd</sup> order- solving system of simultaneous linear equations.

### UNIT-II

Mathematics of Finance and series simple and compound interest - Arithmetic progression - Geometric progression (Simple problems only)

### UNIT-III

Meaning and Definitions of Statistics - Scope and Limitations. Statistical enquiries - Scope of the problem - Methods to be employed types of enquiries - Presentation of data by Diagrammatic and Graphical Method - Formation of Frequency Distribution.

### UNIT-IV

Measures of Central tendency - Arithmetic Mean, Median, Mode, Geometric and Harmonic mean, Measures of variation and standard, mean and quartile deviations - Skewness and Kurtosis Lorenz curve, Simple Correlation - Scatterdiagram - Karl Pearson's Co-efficient of correlation – Rank correlation - Regression lines.

### UNIT-V

Analysis of Time Series: Methods of Measuring - Trend and Seasonal variations - Index number – Unweighted indices - Consumers price and cost of living indices.  
Questions in theory and problems carry 30% and 70% marks respectively

### REFERENCE BOOKS

1. Sundaresan and Jayaseelan - An Introduction to Business Mathematics and Statistical Methods
2. Gupta S.P. - Statistical Methods
3. Navaneethan P. - Business Mathematics
4. Statistics - R.S.N. Pillai, Mrs. Bhagavathi
5. P.R. Vittal - Business Mathematics and Statistics

## 1.6 ENVIRONMENTAL STUDIES

**Goal:** To enable the students to acquire knowledge of Environmental studies and their use.

**Objective:** The importance of environmental science and environmental studies cannot be disputed. The need for sustainable development is a key to the future of mankind.

Continuing problems of pollution, loss of forest, solid waste disposal, degradation of environment, issues like economic productivity and national security.

### **Unit 1 : Multidisciplinary nature of environmental studies**

Definition, scope and importance , Need for public awareness. Natural Resources : Renewable and non-renewable resources : Natural resources and associated problems. Role of an individual in conservation of natural resources, Equitable use of resources for sustainable lifestyles.

### **Unit 2 : Ecosystems**

Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers , Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids.

### **Unit 3 : Biodiversity and its conservation**

Introduction – Definition : genetic, species and ecosystem diversity, Biogeographical classification of India , Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values , Biodiversity at global, National and local levels. Hot-spots of biodiversity. Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts. Endangered and endemic species of India .Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.

### **Unit 4 : Environmental Pollution**

Definition , Cause, effects and control measures of several pollutions , Solid waste Management : Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management : floods, earthquake, cyclone and landslides

### **Unit 5 : Human Population and the Environment**

Population growth, variation among nations. Population explosion – Family Welfare Programme. Environment and human health. ,

s. Value Education. HIV/AIDS. Women and Child Welfare. Role of Information Technology in Environment and human health. Case Studies.

## **REFERENCE BOOK**

Text book for Environmental Studies – Erach Baharucha for University Grants Commission.

## **II SEMESTER**

### **2.3 ORGANISATIONAL BEHAVIOUR**

**Goal:** To enable the students to acquire knowledge of organisational behaviour

**Objective:** On successful completion of this course, the students should have understood Personality, Perception, Motivation, Job-satisfaction, morale, Group dynamics, Leadership traits, Counselling and guidance, etc.

#### **UNIT - I**

Importance and scope of organizational psychology – Individual differences - Intelligence tests - Measurement of intelligence - Personality tests - nature, types and uses.

#### **UNIT - II**

Perception - Factors affecting perception - Motivation - theories - financial and non-financial motivation - techniques of motivation - Transactional Analysis – Brain storming.

#### **UNIT - III**

Job satisfaction - meaning - factors - theories - Management of job satisfaction - Morale - importance - Employee attitude and behaviour and their significance to employee productivity - job enrichment - job enlargement.

#### **UNIT – IV**

Hawthorne Experiment - importance - Group Dynamics - Cohesiveness – Cooperation - competition - conflict - Types of Conflict – Resolution of conflict - Sociometry - Group norms - Role - Status – supervision style - Training for supervisions.

#### **UNIT - V**

Leadership - types - theories – Trait, Managerial Grid, Fiedler's contingency - Organisational climate - organisational effectiveness – organisational development - counselling and guidance - Importance of counsellor - types of counselling - merits of counselling.

#### **REFERENCE BOOKS**

1. Keith Davis - Human Behaviour at Work
2. Ghos - Industrial Psychology
3. Fred Luthans - Organisational Behaviour
4. L.M. Prasad - Organisational Behaviour
5. Hippo - Organisational Behaviour

## 2.4 TRANSPORT ANALYSIS

### Objective

To analyse 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 – motive power etc-Characteristics of International Transport - Types of trucks-sales oblique-commercial oblique- road and interstate permits- precautions and safety - transportation strategy - participants in transport - factors influencing carrier decisions - factors influencing shipper decisions -Factors determining transportation costs – Different modes of transport systems

### UNIT – 2 : RAILWAY TRANSPORT

History of Railways Transport System - 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 – Micro and Macro Land bridges – CONCOR – Trans Siberian railways and their contribution to shipping – Rolling stocks and privatisation of Railways

### 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 -

### 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

Eddie Stobart – International Transport systems – International regulations and Licensing – Carnet tir license – German Auto bans – Origination of Forwarding and Transport concept in forwarding – induction of GPS – TRACKING – SPEED CONTROL systems in vehicles and Fleet management – Transport systems and enforcement bodies



## **2.6 ECONOMICS FOR EXECUTIVES**

**Goal:** To enable the students to learn principles and concepts of Business Economics

**Objective:** On successful completion of this course, the students should have understood

- \_ The objectives of business firms
- \_ Factors of production and BEP Analysis
- \_ Types of competitions and price administration
- \_ Government measures to control monopoly

### **UNIT - I**

Objectives of business firms - Profit Maximization - Social responsibilities - Demand analysis - Law of Demand - Elasticity of demand.

### **UNIT - II**

Production function - Factors of production - Laws of diminishing returns and Law of variable proportions - Economics of Scale – Cost and Revenue Curves - Break - even- point analysis.

### **UNIT - III**

Market structure and prices - Pricing under perfect Competition - Pricing under Monopoly - Price discrimination - Pricing under Monopolistic competition - Oligopoly.

### **UNIT - IV**

Pricing under factors of production; wages - Marginal productivity theory - Interest - Keynes's Liquidity preference theory – Theories of Profit - Dynamic theory of Profit - Risk Theory - Uncertainty theory.

### **UNIT - V**

Government and Business - Performance of public enterprises in India - Price policy in public utilities, Government measures to control Monopoly in India - MRTP Act.

## **REFERENCE BOOKS**

1. Sankaran - Business Economics
2. Markar Et al - Business Economics
3. Sundaram K.P & Sundaram E - Business Economics.

## 2.6 HUMAN RIGHTS

**Goal:** To enable the students to learn the Human Rights and its need .

**Objective:** On successful completion of this course, the students should have understood Components of value education .

**UNIT – I :** Concept of Human Values, Value Education Towards Personal Development Aim of education and value education; Evolution of value oriented education; Concept of Human values; types of values; Components of value education. Personal Development : Self analysis and introspection; sensitization towards gender equality, physically challenged, intellectually challenged. Respect to - age, experience, maturity, family members, neighbours, co-workers. Character Formation Towards Positive Personality: Truthfulness, Constructivity, Sacrifice, Sincerity, Self Control, Altruism, Tolerance, Scientific Vision.

**UNIT – II :** Value Education Towards National and Global Development National and International Values: Constitutional or national values - Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity. Social Values - Pity and probity, self control, universal brotherhood. Professional Values - Knowledge thirst, sincerity in profession, regularity, punctuality and faith. Religious Values - Tolerance, wisdom, character. Aesthetic values - Love and appreciation of literature and fine arts and respect for the same. National Integration and international understanding.

**UNIT – III :** Impact of Global Development on Ethics and Values Conflict of cross-cultural influences, mass media, cross-border education, materialistic values, professional challenges and compromise. Modern Challenges of Adolescent Emotions and behavior; Sex and spirituality: Comparison and competition; positive and negative thoughts. Adolescent Emotions, arrogance, anger, sexual instability, selfishness, defiance.

**UNIT - IV :** Therapeutic Measures Control of the mind through a. Simplified physical exercise b. Meditation – Objectives, types, effect on body, mind and soul c. Yoga – Objectives, Types, Asanas d. Activities: (i) Moralisation of Desires (ii) Neutralisation of Anger (iii)Eradication of Worries (iv)Benefits of Blessings

### **UNIT; V : Human Rights**

1. Concept of Human Rights – Indian and International Perspectives , Broad classification of Human Rights and Relevant Constitutional Provisions, Human Rights of Women and Children , Institutions for Implementation Violations and Redressel. Violation by State . Violation by Individuals . Nuclear Weapons and terrorism .. Safeguards.

**SEMESTER III****3.1 BUSINESS COMMUNICATION**

**Goal:** To enable the students to learn the nuances of good communication.

**Objective:** on successful completion of this course, the students should have understood  
\_ Methods of communication \_ Types of communication and Barriers of communication.

**UNIT-I**

Essential and Importance of Business Communication. Methods of Communication – Types – Barriers.

**UNIT – II**

Communication through letters – Layout of letters business enquiries – Offers and Quotations – Orders – Execution of Orders – Cancellation of Orders – Claims – Adjustments and settlement of accounts – Letters of complaints – Collection letters – Status enquiries – Bank correspondence – Tenders – Letter to the editor.

**UNIT – III**

Correspondence of company secretary with share holders and directors – Agenda – Minutes –Preparation.

**UNIT – IV**

Communication through reports: Essentials – Importance – Contents - Reports by individuals – Committees – Annual report – Application for appointment – reference and appointment orders.

**UNIT - V**

Internal communication: Short speeches – Memo – Circulars – Notices – Explanations to superiors – Precise writing – Communication media – Merits of various devices – Intercom, Telex and Telephone – Fax – Internet.

**Books for Reference:**

1. **Rajendra Pal Korahill**, -Essentials of Business Communicationl, Sultan Chand & Sons, New Delhi, 2006.
2. **Ramesh, MS, & C. C Pattanshetti**, -Business Communicationl, R.Chand&Co, New Delhi, 2003.
3. **Rodriquez M V**, -Effective Business Communication Conceptl Vikas Publishing Company ,2003.

## 3.2 PORT AND TERMINAL MANAGEMENT

### 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

## 3.3 SUPPLY CHAIN MANAGEMENT

### 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

**3.4 CUSTOM HOUSE AGENCY****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

**3.5 PRODUCTION AND MATERIALS MANAGEMENT**

**Goal:** To enable the students to acquire knowledge of production processes and Materials Management

**Objective:** On successful completion of this course, the students should have understood

- \_ Principles, functions and process of Production Management
- \_ Effective management of materials

**UNIT-I**

Production Management - Functions - Scope - Plant location - Factors - Site location - Plant layout - Principles - Process - Product layout for Production Planning and control - Principles - Information flow - Routing - Scheduling - Dispatching - Control.

**UNIT-II**

Materials Handling - Importance - Principles - Criteria for selection of material handling equipments. Maintenance - Types - Breakdown - Preventive - Routine - Methods study - Time study - definition - Motion study - Principles – works measurement.

**UNIT-III**

Organization of Materials Management - Fundamental Principles - Structure – Integrated materials management - Purchasing – procedure - principles - import substitution and import purchase procedure - Vendor rating - Vendor development .

**UNIT-IV**

Function of Inventory - Importance - Tools - ABC, VED, FSN Analysis - EOQ – Reorder point - Safety Stock - Lead time Analysis Store keeping - Objectives - Functions - Store keeper - Duties - Responsibilities - Location of store - Stores Ledger - Bin card.

**UNIT-V**

Quality control - Types of Inspection - Centralised and Decentralised. TQM: Meaning - Objectives - elements - Benefits - Bench marking: Meaning - objectives - advantages - ISO: Features - Advantages - Procedure for obtaining ISO.

**TEXT BOOKS:**

1. Banga and Sharma : Production Management
2. O.P. Khanna : Industrial Engineering and Management
3. M.V. Varma : Materials Management.

**3.6 MANAGEMENT INFORMATION SYSTEM**

**Goal:** To enable the students to acquire knowledge of MIS

**Objective:** On successful completion of this course, the students should have understood \_ Computer based information system \_ MIS support for the functions of management

**UNIT I**

Introduction to Information Systems - definition - features - steps in implementation of MIS - need for information-information system for decision making- MIS as competitive advantages – MIS structures.

**UNIT II**

MIS - Strategic information system - MIS support for planning - organizing – controlling – MIS for specific functions - personnel, finance, marketing inventory production Data Base Management System Models - hierarchical -network - relational - modular.

**UNIT III**

Computer Hardware - Description of electronic computers – CPU operations - Classification of computers - main - mini - workstations - micro computers – Super computers - personal computers. Computer Software - types of software – data representation in computers - Introduction to client-server.

**UNIT IV**

Input devices - mouse - touch screens - MICR - OCR - keyboard - pen based Input – digital scanners - voice input devices - sensors. Output devices - impact printers – nonimpact printers - video display terminals - plotters - voice output devices. Secondary storage devices - magnetic disk, floppy, magnetic tape, optical disk storage – CDROM.

## **UNIT V**

Telecommunication revolution - Introduction to Email, internet, intranet and eleconferencing, www architecture, Introduction to E-Commerce, models B\_B, B\_C, and EDI, EDI applications in business, electronic payment cash, smart cards, and credit cards.

## **REFERENCES**

Management Information System - Murdick and Ross

Management Information System- A contemporary perspective - Kenneth Laudon & Jane Laudon

Management Information System - Gordon B Davis Management Information System - James O brien Computer applications in business - Subramanian K

## **3.7 COSTITUTION OF INDIA**

### **UNIT I**

Making of Constitution - Constituent Assembly - Dr.Rajendra Prasath - Dr.B.R.Ambedkar - Salient features - Fundamental Rights.

### **UNIT II**

Union Executive - President of India - Vice-President - Prime Minister - Cabinet – Functions.

### **UNIT III**

Union Legislature - Rajiya Sabha - Lok Sabha - Functions and Powers

### **UNIT IV**

Union Judiciary - Supreme Court - Functions - Rule of law

### **UNIT V**

State - Executive - Legislature – Judiciary

### **Books for Reference:**

1. Agharwal.R.C. - National Moment and Constitutional Development – New Delhi, 1977
2. Chapra B.R., Constitution of India, New Delhi, 1970
3. Rao B.V., Modern Indian Constitution, Hyderabad, 1975
4. Nani Palkhivala - Constitution of India, New Delhi, 1970
5. Krishna Iyer, V.R., Law and Justice, New Delhi, 2009



## IV SEMESTER

### 4.1 HUMAN RESOURCE MANAGEMENT

**Goal:** To enable the students to acquire knowledge of Human Resource Management

**Objective:** On successful completion of this course, the students should have understood

- \_ Functions of HR/Personnel Department \_ Manpower planning, performance appraisal.
- \_ Salary administration, Labour Welfare, Industrial Relation.

#### UNIT - I

Personnel Management - meaning, nature, scope and objective – Functions of Personnel Department - The Role of Personnel manager - Organisation of personnel department – Personnel Policies and Procedures.

#### UNIT - II

Manpower planning - Job description - Job analysis - Role analysis - Job specification - Recruitment and Selection - Training and Development.

#### UNIT - III

Performance appraisal - Job evaluation and merit rating - Promotion - Transfer and demotion - Human relations - approaches to good human relations - Punishment.

#### UNIT - IV

Wages and Salary administration - Incentive system - Labour welfare and Social Security - Safety, health and Security - retirement benefits to employees.

#### UNIT - V

Industrial relations - Trade unionism - Grievance handling – collective bargaining and worker's participation in management.

#### REFERENCE BOOKS:

1. Tripathy - Personnel Management and Industrial Relations
2. Bhagoiwal - Personnel Management and Industrial Relations
3. Memoria - Personnel Management and Industrial Relations
4. VSP. Rao - Human Resource Management.

### 4.2 LOGISTICS MANAGEMENT

#### Objective:

The subject deals with the Modus operandi of deploying various methods of Transport system and moving materials in time to connect the production point of shipment point

#### UNIT – 1:

Introduction to logistics Management – Significance of logistics – The Total Distribution concepts – Integrated Logistics- Integration Theory -Planning and Design Methodology - Planning and Design Techniques

**UNIT –2 :**

Role of IT in warehousing & Physical Distribution - The Economics of Logistics - Cost associated With Logistics- Cost and Performance measurement in SCM - Procurement of Services

**UNIT –3 :**

Developing Customer Service Strategic & Customer service Logistics - Third Party Logistics – 5PL - Transport-Competition and Coordination an integrated approach - current regulatory issues - collective rate making and antitrust immunity - contract definition - hidden discounts - under-charges

**UNIT –4 :**

Materials handling packaging and transportation systems -Equipment for Loading, Unloading, Stacking-Staffing &Destuffing of Containers - Insurance: Warehouse, cargo, claim handling, assets, aircraft, ships, trucks etc - Emergency operations, Disaster Management - Transportation Requirements of Defense Coordination

**UNIT – 5 :**

Logistics in International Trade - Outsourcing - Trade Agreements - New Transport Technologies - Logistics PositioningBusiness Process Re-engineering - Performance Management and reporting

**TEXT BOOK:**

1. Logistical Management:DonaldBowersocks& David Closs, TMG

**REFERENCE BOOKS :**

1. Logistical Management:DonaldBowersocks& David Closs, TMG
- 2.Logistics Supply Chain Management Text and Cases:  
AnuragSaxena and KaushikSircar

**4.3 CONTAINERIZATION & ALLIED BUSINESS**

**Objective:** The concept of containerization is a world renowned mode of transport system and is being practiced globally. The subject exposes the student to the latest trend in shipping business and its allied subjects thereby giving him the opportunity to get an employment in a Container operating ship owner's office or his agent office.

**UNIT- 1:**

Natures Contribution to Containerisation - Ancient use of Containers - Commercial Containers - Founder of Containers - Initial Types of Containers - Standardisation of containers - Contribution to shipping fraternity by Containerisation - How Containerisation is better than Break Bulk Shipping.

**UNIT - 2 :**

Types of Containers - Construction of Containers - Technical Aspects of Containers - Certification and revalidation - Choice of Containers - Flex bags the new concept in containerisation - Prefix and Suffix and their importance - IICL Inspectors and their duties - Cellular Ships - Contribution of Containerisation to the worlds economic

**UNIT- 3:**

Physical Component or Hardware - Non Physical component or Soft ware - Inventory Control - Periodical Inspection and maintenance - Ratio of Container Strength - Planning on procurement - Relay Port - Hub Port

**UNIT- 4:**

Bic Code - Anera - Box And Box Rate - Consortiums - Container Flow Management - Container Slot Management - CTO & CTD - Common Feeder Service - Mother Vessels - Land Bridge - Roll Overs – EIR

**UNIT -5 :**

Consolidation - Reason for consolidation - Facilities to shippers by consolidation - Consolidation technique - Calculation and planning - Broken space and freighting - Unitized packets and its benefits - re-working of Console at Hub port - Direct box - Role of Measurement and Weight of cargo.

## **4.4 PORT AGENCIES**

**Objective**

The subject Deals with the two main branch of Shipping agency and the Importance of the Agent representing Ship owners, and it defines the knowledge he should possess in order to provide efficient flawless service to the ship owners he represents.

**Unit -1 :**

Role of Agency - Definition and Duties - Governmental bodies connected with Shipping - Interaction with Principals - Agent as a Mirror reflection - Rules of port related to Agency - Importance of an Agent - Agents care to Ship and its officers - Difference between Liner and Tramp Agency

**Unit - 2 :**

Tramp Agency - Notice of Readiness - Performa Disbursement - Boarding formalities - Commencement of Operation - Completion of Operation - Port Clearance - Statement of Fact - Final disbursement - Co ordination with Owners - Co ordination with Master and Chief officer - and crew members on ship - Charterer's Agent - Owners Agent - Husbanding Agent

**Unit -3 :**

Out line on Types of Charter - Charter parties - Types of Ships - Appointment of Contractors - Finalisation of Statement of Facts - Lay time Statement - Time Sheet - Demurrage and Despatch statement - Importance on knowledge on Ports, Berth, and facilities

**Unit - 4 :**

Liner Agency - Pre alerts - Cargo Booking - Boarding and Clearance - Summoning authorities for discharge and escort of high value cargo - Interaction with Owners - Ship officers - Importers and Exporters to emphasise quick turn round of ships -

**Unit - 5 :**

Cargo Arrival Notice - Delivery Order - Mate's Receipt - Bills of Lading - Ships Documents - Note of Protest - Tramp Alert Cycle - Liner Alert Cycle - Selection of Vendors - Role of Stevedore - Role of Surveyors - Joint Survey - Discharge and Delivery tally - Lashing and Dunage.

**TEXT BOOKS :**

- 1) Cargo Smart Shipping Portal

**REFERENCE BOOKS :**

- 1) GT Nexus Portal
- 2) AXS Marine top 100 container Lines

## 4.5 BUSINESS LAW

**Goal:** To enable the students to acquire knowledge of legal aspects of business

**Objective:** On successful completion of this course, the students should have understood \_ Law of contract, Law of sale of goods \_ Law of Agency, Negotiable Instruments Act...

**UNIT - I LAW OF CONTRACT**

Contracts - Essentials of Contract - Agreements - Void - voidable and illegal contracts – Express and implied Contracts - Executed and Executory Contracts - Absolute and contingent contracts - Offer - Legal rules as to offer as to offer and lapse of offer - Acceptance - and rules as to acceptance - to create legal relation - Capacity of parties to create contract - Consideration - Legal rules as to Consideration - Stranger to a Contract and exceptions - Contract without consideration - Consent - Coercion - undue influence – misrepresentation - fraud - mistake of law and mistake of fact.

**UNIT II LEGALITY**

Legality of Object - Unlawful and illegal agreements - Effects of illegality – Wagering Agreements - Agreement opposed to public policy - Agreements in Restraint of trade - Exceptions – void agreements - Restitution - Quasi-contracts - Discharge of contract - Breach of contract - Remedies for breach of Contract.

**UNIT - III LAW OF SALE OF GOODS**

Formation of contract of sale - Sale and agreement to sell – Hire purchase agreement - Sale and bailment - Capacity to buy and sell - Subject matter of contract of sale – Effect of destruction of goods - Documents of title to goods - conditions and warranties – Rules of Caveat - Emptor - Exceptions - Transfer of property - Goods sent on approval - FOB, CIF, FOR and Ex-ship contracts of sale - Sale by non - owners - right of lien - termination of lien - right of resale - right of stoppage in transit - Unpaid Vendor's rights.

**UNIT - IV**

Creation of agency - Classification of agents - relations of principal and agent - delegation of authority - relation of principal with third parties - personal liability of agent - Termination of agency.

## UNIT V

Negotiable Instruments Act 1881-Negotiable Instruments-Characteristics-cheque-Essentials requirements-Endorsements-kinds-crossing-types-Demand draft-Bills of Exchange.

## REFERENCE

1. N.D. Kapoor - Elements of Mercantile Law
2. Shukla M.C. - A Manual of Mercantile Law
3. Venkatesan - Hand Book of Mercantile Law
4. Pandia R. H. - Mercantile La
5. K.P.Kandasami - Banking Law & Practice

## 4.6 SKILL BASED SUBJECT II CONSUMER BEHAVIOUR

**Subject Description:** This course presents the basics of consumer behavior Goals: To enable the students to learn the basics of consumer behaviour Objectives: On successful completion of the course the students should have:

- Understood consumer motivation and perception
- Learnt consumer learning and attitude
- Learnt consumer decision making.

### UNIT-I

Introduction - Consumer Behaviour — definition - scope of consumer behaviour — Discipline of consumer behavior — Customer Value Satisfaction — Retention — Marketing ethics.

### UNIT –II

Consumer research — Paradigms — The process of consumer research – consumer motivation — dynamics — types — measurement of motives — consumer perception

### UNIT – III

Consumer Learning — Behavioral learning theories — Measures of consumer learning — Consumer attitude — formation — Strategies for attitude change

### UNIT – IV

Social class Consumer Behaviour — Life style Profiles of consumer classes — Cross Cultural Customers Behaviour Strategies.

### UNIT-V

Consumer Decision Making — Opinion Leadership — Dynamics — Types of consumer decision making — A Model of Consumer Decision Making.

## REFERENCE BOOKS:

1. Leon G. Schiffman and Leslie Lazar Kanuk, Consumer Behaviour, Prentice — Hall of India, Sixth Edition, 1998.
2. Paul Green Berg-Customer Relationship Management -Tata Mc Graw Hill , 2002

3. Barry Berman and Joel R Evans — Retail Management — A Strategic Approach Page 22 of 36  
4. Prentice Hall of India, Tenth Edition, 2006  
5. Gibson G Vedamani — Retail Management — Functional Principles and Practice, Jaico Publishing House, Second Edition, 2004  
6. *B.B.M -2010-11 -Colleges Annexure No.74-A Page 22 of 40 SCAA – D t. 28.05.20*

#### **4.7 PC SOFTWARE (MS OFFICE) – PRACTICAL**

##### PROGRAMMING LABORATORY List of Practicals

###### MS-Word

1. Type the text, check spelling and grammar bullets and numbering list items, align the text to left, right justify and centre.
2. Prepare a job application letter enclosing your Bio-Data
3. Perform Mail Merger Operation and Preparing labels.
4. Prepare the document in newspaper column layout.

###### MS – EXCEL

5. Worksheet Using Formulas.
6. Working Manipulation for electricity bill preparation.
7. Drawing graphs to illustrate class performance
8. An excel worksheet contains monthly sales details of five companies.

###### MS ACCESS

9. Simple commands perform sorting on name, place and pin code of students database and address printing using label format.
10. Pay rolls processing and prepare report
11. Inventory control.
12. Screen designing for data entry.

###### MS POWER POINT

13. Prepare a PowerPoint presentation with at least three slides for department Inaugural function.
14. Draw an organization chart with minimum three hierarchical levels.
15. Design an advertisement campaign with minimum three slides.
16. Insert an excel chart into a power point slide.

#### **4.8 GENERAL AWARENESS**

##### Unit I to V

1. Verbal Aptitude
2. Numerical Aptitude
3. Abstract Reasoning
4. Tamil and Other Literature
5. General Science and Technology and Education
6. Computer
7. Economics and Commerce
8. Social Studies
9. Sports
10. Current Affairs

## **V SEMESTER**

### **5.1 FREIGHT FORWARDING AND NVOCC**

#### **Objective:**

The subject deals with Ocean Freight movement using third party ships and multimodal Transport operations. The subject also deals with owning container and operating them using third party ships. The latest trend in shipping provides abundant opportunities to the student .

#### **UNIT -1 :**

Origin of Forwarders - Role of Forwarders - Freight Brokers and Freight Forwarder - Role of Forwarders in Europe - Commencement of Forwarders Association - Difference between a Freight forwarder and a Agent.

#### **UNIT - 2:**

House Bill of Lading - Liner Bill of Lading - Endorsing Bill of Lading - Surrendering Bill of Lading - Multimodal Transport Bill of Lading - Forwarding note for Delivering goods - Forwarder as a logistician

#### **UNIT - 3:**

Global Service Contracts - Closed sector Service Contracts - MQC (Minimum Quantity Contract) - Advantage of a Service Contract - Non compliance of a Service Contract - Penalty for non compliance - Responsibilities of a Forwarder

#### **UNIT - 4:**

Definition of NVOCC - NVOCC Bills of Lading - NVOCC Practice - Inventory management - repositioning - How a NVOCC Helps a Shipper - Economics of NVOCC - Procurement and building up of Inventories - Agency networking and agreements

#### **UNIT - 5:**

Spot purchase of slots - Underwriting of Slots - Multi dipping purchase - Trans Siberian Railways - Matrix of NVOCC on a SINGLE ROUTE - Matrix of a NVOCC on a round trip - Why a Liner dislikes a NVOCC - Why NVOCC cannot survive Long Hauls and in countries like Europe.

#### **TEXT BOOK:**

Collin Young - Shipping Practice

#### **REFERENCE BOOKS :**

AP MOLLER - Container world - Containerization and its usage - Institute of Chartered Ship brokers.

## 5.2 AIR CARGO MANAGEMENT

### Objective:

The subject deals with shipments of high value, perishable, and life saving medicines and apparatus by speedy Transport to reach its destination in time. The scope is the developing trend in this mode of transport providing job opportunities to the students in AIR LINES and AIR LINE Operators.

### UNIT - 1 :

Air Ports - Ground Handling Agencies - Air Craft - Advantage of Air shipment - Economics of Air Shipment - Sensitive Cargo by Air shipment - Do's and Don'ts in Air Cargo Business

### UNIT - 2:

Air Cargo Console - Freight of Air Cargo - Volume based Calculation of Freight - Weight based Calculation of Freight - Import Documentation - Export Documentation

### UNIT - 3 :

Airway Bills - FIATA - IATA - History of IATA - Mission of IATA - Price setting by IATA - Licensing of Agencies - Sub Leasing of Agencies - freight carriers by scheduled freight tonne-kilometres flown

### UNIT - 4:

History of Dubai Cargo Village - Location of DCV - Equipment and Handling at DCV - Operations - Advantage of Sea Air Cargo - Why Sea Air Cargo is Cheaper - Why Air freight from Dubai is Cheaper

### UNIT - 5:

DG Cargo by Air - Classification and labelling - Types of Labels according to Cargo - Samples of Labels - Packing and Transportation of DG Goods by Air

### TEXT BOOK

IATA and FIATA REGULATIONS – Don Berliner Aviation History and Cargo Aviation

### REFERENCE BOOKS :

1. Reaching for the sky by Oliver Press
2. Ecommerce : An Indian perspective, 2nd Ed. PT Joseph, SJ

## 5.3 SURVEY & MARINE INSURANCE

**Objective:** The subject deals with the Legal implications and applications related to Shipping business besides detailing the importance of various types of surveys and Insurance related to Ships, Lives and Cargo. The scope is that the student can get an job opportunity in either a Surveying or a Insurance company or in a Ship owners office.

### UNIT – 1 :

Importance of Survey- Types of survey- Basics of survey - Tanker survey- Hatch and draft survey- edible and crude oil survey- continuous discharge and delivery survey- on hire and off hire survey- damaged and time bound survey.



UNIT – 2 :

General principles of Marine insurance – Marine insurance market structure – Effecting marine insurance cover – Types of marine insurance covers – Institute clauses – war & strike clauses – Marine insurance claim process – Marine Insurance claim during General average situations.

UNIT – 3 :

Principles of Protection & Indemnity (P&I) insurance – Types of P&I covers available & their modes of operation – Third party liability claims processing – Insurance cover for Pollution claims – Insurance cover for professional indemnity - Preferences of claims – rejection of claims- remedies with insurance- Insurance companies

UNIT – 4 :

Financing of Shipping Business – Equity and debt issues – The basic secured loan & how it differs when the asset is a ship – The ship mortgage – Financing of new building ships – Appraising risk on shipping investment.

UNIT – 5 :

Ship registration, Tax issues & depreciation policies – swaps and options in Ship financing – Sale & lease back – Derivatives in shipping finance – Analysis of the share price movements of a public limited company - Sales and purchase of secondhand ships – Financing of secondhand ships – Analysis of standard Ship Sale & Purchase contracts – Role of ship sale brokers – Demolition market dynamics.

TEXT BOOKS:

Shipping Finance - Graham Burns and Stephenson Harwood  
P & I Clubs: Law & Practice - Stephen J. Hazelwood.

REFERENCE BOOKS :

Shipping Finance - Graham Burns and Stephenson Harwood  
P & I Clubs: Law & Practice - Stephen J. Hazelwood.  
General Average: Law & Practice - F.D. Rose.  
Marine Insurance: Law and Practice - Professor Francis Rose.  
General Average: Law and Practice - Francis World.  
Marine war risks - Michael D. Miller

## **5.4 WAREHOUSING AND INVENTORY MANAGEMENT**

Course Objectives:

1. To understand various storage options available and procedures of managing the inventory in a systematic and orderly manner

Learning Outcomes:

1. To get knowledge in warehousing and inventory management

### Unit I

Introduction to Warehouse Concepts Decisions and Operations: Introduction-Definition of Warehouse-Need for Warehousing-Selection of Warehouse-Sequence of Warehousing Decisions-Types of Warehouses-Factors determining location of warehouse-Characteristics of Ideal Warehouse.

### Unit II

Factors affecting number of warehouses-Functions of Warehouse-Warehouse Operations.

### Unit III

Centralized and Decentralized-Storage Systems-Palletized Storage Systems

### Unit IV

Introduction to Inventory Management: Role in Supply Chain-Role in Competitive Strategy- Role of Inventory Control-Functions of Inventory-Types of Inventory-Inventory Cost-Need to hold Inventory- Mechanics of Inventory Control-Selective Inventory Control-Economic Order Quantity-Just In Time System-Warehouse Management System

### Unit V

Need of Warehouse Management System-Master Production Scheduling-Material Requirement Planning-Distribution Requirement Planning-Comparison between independent and Dependant Demand Systems-Inventory Records-ABC Inventory Control-Fundamentals of various types of material handling Equipment-Types of Conveyors-Bar Code-Benefits of Bar Coding-Tracking- Inventory Management-Validation-RFID-Principle of RFID-Benefits of RFID-Antenna-Potential Benefits of RFID.

#### Text Book:

1. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.

#### Reference Books:

1. Warehouse Management and Inventory Control, J P Saxena, Vikas Publication House Pvt Ltd, First Edition, 2003.

2. Warehouse Management: Automation and Organisation Of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer- verlag, First Edition, 2006.

## **5.5 SALES & MARKETING MANAGEMENT**

Goal: To enable the students to acquire knowledge of principles of marketing management

Objective: On successful completion of this course, the students should have understood

- \_ Principles of marketing management, market segmentation
- \_ Product life cycle, pricing, branding

### UNIT - I

Definition of Marketing - Marketing Management- Marketing concept – meaning  
Importance of marketing in developing countries - Functions of Marketing – Marketing environment: various environmental factors affecting the marketing function.

### UNIT - II

Buyer Behavior - Buying motives - explanation of motivation – Market Segmentation of different bases - Marketing strategy - Market Structure - Definition and types of channel - Channel selection & problems.

### UNIT - III

The Product-Marketing characteristics -consumer goods-industrial goods- Production policy - Product Life Cycle (PLC) - Product mix - modification & elimination – packing - Developing new Products- strategies.

### UNIT - IV

Pricing: Meaning to Buyer & Seller - pricing policies – Objective factors influencing pricing decisions - Competitors action to price changes - multiproduct pricing. Physical Distribution - Management of physical distribution - marketing risks.

### UNIT - V

Branding Decisions: Brand-Brand Image, Brand Identity-Brand Personality – Positioning and leveraging the brands-Brands Equity.

### REFERENCE BOOKS:

1. Philip Kotler - Marketing Management
2. Rajan Nair - Marketing Management
3. Cundiff and Still - Fundamentals of modern marketing.

## **5.6 STEVEDORING AND CARGO MANAGEMENT**

Objective:

The subject deals with the mode of Loading and Discharging a ship with various types of cargo and the application of Logistics in moving the cargo from and to the ship from various points. The scope is the opportunity for the student to get an employment in a Stevedoring company.

### UNIT- 1:

Importance of a Stevedore - A good Stevedore - Knowledge of a Stevedore - Danger of employing a wrong stevedore - Co ordination with Port - Co ordination with Ships officers

- Planning and Execution - Emphasising the quick turn round of the ship - Various types of services provided by a Stevedore - Stevedore licence and work force

#### UNIT- 2:

Grain and Bale Capacity - Stowage Factor - Cargo by Measurement and Weight - Proper and Improper Stowage - Broken space and its disadvantages - Maintaining Trim and balance of Vessel - Planning and co ordination - Importance of Dunnage - Importance of Sheathing - Importance of lashing -

#### UNIT- 3:

Deployment of the right men and machinery - Using Ships equipments- Using Port equipments - Direct shore side delivery - Arranging trucks for Direct Delivery - Daily working sheet - Interaction with Cargo officer for Discharged or Loaded quantity -

#### UNIT- 4:

Working in Twin Decks - Working Bulk Ships - Working General Cargo ships - Working Project cargo ships - Working Container ships - high stacking and feeding - Daily Loaded or Discharged quantity log - types of grabs - buckets - conveyors - double banking discharge - evacuators for Grain discharge

#### UNIT- 5:

Liabilities of Stevedore - Limitation of Damage liabilities - Settlement of Damages on ship during Cargo work - Dock Safety regulations and Cargo Gear Certificate - Annual validation of Cargo gear Certificate - Obligation of stevedore to his principals i.e. agents and owners.

#### TEXT BOOK:

Cargo work by KEMP AND YOUNG – Stowage Factor by Robinson – Safety of Ships Gears by LLYODS

## **5.7 EXIM MANAGEMENT**

#### Objective:

The subject deals with the Export and Import Policies □ sales negotiations □ Execution of the sale and provides knowledge on the various aspects connected with Banking, Foreign Buyers and Sellers.

#### UNIT -1 :

Introduction of Import and Export Trade - Earlier stages of Trading - Supply and Demand role in IMPEX - Stage by stage development of IMPEX Practice - Trade Pattern - Products and supplies - Export and Import of Principal Commodities in India

#### UNIT - 2 :

Export Procedures - Documentation Procedures - Cargo Insurance - Negotiation and Finalisation - Selection of Carriers - Export Benefits - Role of Logistic in Export - Economics of Packing - Numbering and Marking -

#### UNIT - 3 :

Import Procedures - Import Documentation - Cargo Insurance - Types of Imports - Import Licences - Role of Logistics in Import - Application of Strategy for reducing cost in Imports (Direct Clearance / Hook Point Delivery etc).

#### UNIT – 4 :

Overview of various export promotion schemes - Duty Drawback- Advance License - Remission Scheme - (i) DEPB Scheme - Export Promotion Capital Goods Scheme - Diamond & Jewellery - Agricultural & Pharmaceutical product exports promotion scheme - SEZ, EHTP, STP & EOU's - Types of Export Houses.

#### UNIT – 5 :

Study of Import control and Import Policy - Import control order and its provisions – Current Import Policy – Scheme of control – Licenses, Customs Clearances, Permits, Open general licenses, - Different types validity, Conditions, limiting factors – Contraventions- Prohibitions, Restrictions, Savings – License Issuing authorities – Registration of Licenses – Supplementary Licenses, Letters of authority – Release advices – Recommending authorities, sponsoring Authorities - Contraventions and punishments under Import - Control Act/order - Post Import obligations – Provisions for imports of Gifts, Samples. - Goods sent for repairs, baggage, post Parcels - Import policy for Exporters – (D.E.E.C. Scheme, Import Export pass book Scheme) – 100% Export Oriented Exporters – Free Trade Zones – units

#### TEXT BOOK:

New Import Export Policy - Nabhi Publications

#### REFERENCE BOOKS :

1. EXIM Policy & Handbook of EXIM Procedure – VOL I & II
2. A Guide on Export Policy Procedure & Documentation– Mahajan
3. How to Export – Nabhi Publications
4. Export Management – D.C. Kapoor

## **VI SEMESTER**

### **6.1. INTERNSHIP IN LOGISTICS AND SHIPPING COMPANY**

### **6.2 PROJECT WORK**