

ALAGAPPA UNIVERSITY

(Accredited with A+ Grade by NAAC (CGPA : 3.64) in the Third Cycle ,
Graded as Category-I University and granted autonomy by MHRD-UGC)

DIRECTORATE OF COLLABORATIVE PROGRAMMES



Diploma in Logistics and Shipping

Regulations and Syllabus

[For those who join the Course in July 2023 and after]

CHOICE BASED CREDIT SYSTEM

**COLLABORATIVE PROGRAMMES
DIPLOMA IN LOGISTICS AND SHIPPING**

REGULATION AND SYLLABUS

Name of the Programme : Diploma in Logistics and Shipping

Pattern : Semester System

Mode : Collaborative Programmes

Medium : English

Duration : One year

1. Eligibility

“Candidates for admission to Diploma in Logistics and Shipping shall be required to have passed in **10+2 /ITI or equivalent with 12 years of Schooling** from recognized Board with any subjects with minimum of **35% marks pass in all subjects.**

2. For the Diploma:

The candidate shall have subsequently undergone 10+2 /ITI or equivalent with 12 years of Schooling from recognized Board.

3. Admission:

Admission is based on the marks in the qualifying examination prescribed thereof.

4. Duration of the Course:

The course shall extend over a period of 12 months under semester pattern.

5. Standard of Passing and Award of Division:

- a. Students shall have a minimum of 40% of the total marks of the University examinations in each subject. The overall passing minimum is 40% both in aggregate of Continuous Internal Assessment and external in each subject.
- b. The minimum marks for passing in each theory / Lab course shall be 40% of the marks prescribed for the paper / lab.
- c. A candidate who secures 40% or more marks but less than 50% of the aggregate marks prescribed for three years taken together, shall be awarded **THIRD CLASS.**
- d. A candidate who secures 50% or more marks but less than 60% of the aggregate marks prescribed for three years taken together, shall be awarded **SECOND CLASS.**
- e. A candidate who secures 60% or more of the aggregate marks prescribed for three years taken together, shall be awarded **FIRST CLASS.**
- f. Only Part-III subjects were considered for the ranking.
- g. The Practical / Project shall be assessed by the two examiners, by an internal examiner and an external examiner.

6. CONTINUOUS INTERNAL ASSESSMENT:

- a. Continuous Internal Assessment for each paper shall be by means of Written Tests, Assignments, Class tests and Seminars
- b. **25 marks** allotted for the Continuous Internal assessment is distributed for Written Test, Assignment, Class test and Seminars.
- c. Internal Assessment - Break-Up of Marks, suggested pattern (Faculty may change the pattern, according to the subject and need)
 - a. Two Internal Tests (choose one best out of two) – 50%
 - b. Model Test (One model test) – Nil – Should be conducted prior to the University examination. It is a mandate.

- c. Assignments – 25%
- d. Seminar / Case Study – 25%
- d. Conduct of the continuous internal assessment shall be the responsibility of the concerned faculty.
- e. The continuous internal assessment marks should be submitted to the University at the end of every semester, before the commencement of Semester Exams.
- f. The valued answer papers/assignments should be given to the students after the valuation is over and they should be asked to check up and satisfy themselves about the marks they have scored.
- g. All mark lists and other records connected with the continuous internal assessments should be in the safe custody of the institution for at least one year after the assessment.

7. Attendance:

Students must have earned 75% of attendance in each course for appearing for the examination.

Students who have earned 74% to 70% of attendance have to apply for condonation in the prescribed form with the prescribed fee.

Students who have earned 69% to 60% of attendance have to apply for condonation on Medical grounds in the prescribed form with the prescribed fee along with the medical certificate / relevant documents.

Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.

8. Examination:

Candidate must complete course duration to appear for the university examination. Examination will be conducted with concurrence of Controller of Examinations as per the Alagappa University regulations. **University may send the representatives as the observer during examinations.** University Examination will be held at the end of the each semester for duration of 3 hours for each subject. Certificate will be issued as per the AU regulations. **Hall ticket will be issued to the students at the end of every semester after submitting “No Dues” certificate to the exam cell, under the aegis of Controller of Examinations of the AU.**

10. Miscellaneous

- a. Every student should possess the prescribed text book for all the subjects, through-out the semester for their theory/lab classes.
- b. Every student would be issued an Identity card by the institute/university to identify his/her admission to the course.
- c. Every student shall access the library and internet (wi-fi) facilities provided for the self-development and career-development.
- d. Every student who successfully completes the course within the stipulated time period would be awarded the degree by the University.

11. Fee structure

Course fee shall be as prescribed by the University and 50% of the course fee should be disbursed to University. Special fees and other fees shall be as prescribed by the Institution and the fees structure must be intimated to the University. Course fees should be only by Demand draft / NEFT and AU has right to revise the fees accordingly.

Semester Pattern

| |
|---|
| Course Fee payment deadline |
| Fee must be paid before 10 th September of the academic year |

12. Other Regulations:

Besides the above, the common regulation of the University shall also be applicable to this programme.

DIPLOMA IN LOGISTICS AND SHIPPING

Scheme of Examinations

| Sem | Course Code | Name of the Course | T/P | Course credit | Hours per week | Marks | | |
|-----|-------------|---|-----|---------------|----------------|------------|------------|-------------|
| | | | | | | Int. | Ext. | Total |
| I | 80811 | Introduction to Principles of Management | T | 4 | 6 | 25 | 75 | 100 |
| | 80812 | Fundamentals of Logistics | T | 4 | 6 | 25 | 75 | 100 |
| | 80813 | Introduction to Shipping | T | 4 | 6 | 25 | 75 | 100 |
| | 80814 | Basic Customs Procedures | T | 3 | 6 | 25 | 75 | 100 |
| | 80815 | Spoken and written communication - Practical | P | 3 | 6 | 25 | 75 | 100 |
| | | Total | | 18 | 30 | 125 | 375 | 500 |
| II | 80821 | International Business Management | T | 4 | 6 | 25 | 75 | 100 |
| | 80822 | Warehousing & Inventory Management | T | 4 | 6 | 25 | 75 | 100 |
| | 80823 | Transportation and Distribution Management | T | 3 | 6 | 25 | 75 | 100 |
| | 80824 | Stevedoring/ Freight Forwarding & Port Operations | T | 3 | 6 | 25 | 75 | 100 |
| | 80825 | Internship | I | 4 | 6 | 25 | 75 | 100 |
| | | Total | | 18 | 30 | 125 | 375 | 500 |
| | | Grand Total | | 36 | 30 | 250 | 750 | 1000 |

Duration of the course: The course shall extend over a period of 12 months comprising of 2 semesters. The medium of instruction and examinations shall be in English.

DIPLOMA IN LOGISTICS AND SHIPPING
FIRST SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--------------------------|---|----------|----------|----------|
| 80811 | Introduction to Principles of Management | T | 4 | 6 |
| COURSE OBJECTIVES | 1. To expose the students to the basic concepts of management in order aid in understanding how an organization functions. 2. To discuss and apply the planning, organizing and control processes. | | | |
| UNIT I | Introduction to Management- Characteristics of Management- Management by Objectives-Fayol's 14 Principles of Management. – Taylor scientific Management - Approaches to Management – Difference between administration and management – features and characteristics of management. | | | |
| UNIT II | Planning-definition – characteristics – nature – objectives – advantages – planning process – planning premises –essentials in planning – obstacles in planning – MBO – MBE. | | | |
| UNIT III | Decision making - characteristics – process – administrative problems in decision making-Organizing: function of organization – classification – formal and informal - Authority and Responsibility: - Sources – characteristics- Departmentation process – span of management. | | | |
| UNIT IV | Staffing : elements = functions – Sources of recruitment – importance and process of selection – stages – Kinds of tests and interviews – Performance appraisal – methods – advantages and dis advantages - Leadership styles and qualities. | | | |
| UNIT V | Motivation – importance – Theory X, Theory C, Maslow hierarchy of needs theory- Communication: - types – barriers – advantages – controlling: process – techniques – Coordination: features – principles – types | | | |
| COURSE OUTCOMES | 1. Demonstrate critical thinking when presented with managerial problems and express their views and opinions on managerial issues in an articulate way. 2. Understand the major internal features of a business system and the environment in which it operates. 3. Identify and explain the importance of the management process and identify some of the key skills required for the contemporary management practice. | | | |

TEXT BOOKS:

1. T. Ramasamy, Principles of Management, Himalaya Publishing House, 9th edition 2015.
2. Samuel, Essentials of Management , Pearson education, 12th edition 2014.

REFERENCE BOOKS:

1. Koontz and O'Donnel, Management - A Global Perspective (10th ed.2014) McGraw Hill,
2. Stoner James A.F.,Freeman R. Edwardand Daniel Gilbel, Management Practices, PHI, 2014
3. B.S. Moshal, Management- Theory and Practice, Galgotia Publication, New Delhi.

DIPLOMA IN LOGISTICS AND SHIPPING
FIRST SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--|---|----------|----------|----------|
| 80812 | Fundamentals of Logistics | T | 4 | 6 |
| COURSE OBJECTIVES | 1. Develop an understanding of role of logistics in a market-oriented society 2. Examine the major functions of logistics | | | |
| UNIT I | Logistics Role in the Economy/Organization - Definition of Logistics-Objectives of Logistics- Functions of Logistic - Logistics and Customer Service - Definition of Customer Service- Elements of Customer Service-Phases in Customer Service-Customer Retention Procurement and Outsourcing - Definition of Procurement/ Outsourcing-Benefits of Logistics Outsourcing-Critical Issues in Logistics Outsourcing | | | |
| UNIT II | Inventory Role and Importance of Inventory - Functions of Inventory - Reasons for Carrying Inventories- Characteristics of Inventory -Importance of Inventory Management in Supply Chain-Types of Inventory-Types of Selective Inventory Control Techniques-Inventory Planning Models-Improvement Inventory Management Materials Management - Types of Material Handling Equipments. | | | |
| UNIT III | Transportation ; Factors Influencing Transport Economics; Documents in Transport Decision Making Warehousing/Distribution ; Functions of Warehouse-Warehouse Site Selection-Factors while initiating Warehouse Operations-Warehouse Management Systems -Packing and Materials Handling - Unitization-Containerization- Designing a Package- Factors affecting choice of Packaging Materials. | | | |
| UNIT IV | Global Logistics - Global Supply Chain-Organizing for Global Logistics-Strategic Issues in Global Logistics-Forces driving Globalization-Modes of Transportation in Global Logistics-Barriers to Global Logistics-Markets and Competition- Logistics Strategy - Requirements for an Effective Logistics Strategy-Strategic Logistics Planning-Implementation of Strategy Logistics Information Systems - Functions of Logistics Information System(LIS)- LIS Flow-RFID-Principles of Logistics Information. | | | |
| UNIT V | Organization for Effective Logistics Performance - Centralized and Decentralized StructuresStages of Functional Aggregation in Organization ,Financial Issues in Logistics Performance - Supply Chain Performance Measures-Steps in ABC Costing-Financial Gap Analysis Integrated Logistics - Need for Integration-Activity Centers in Integrated Logistics Role of 3PL&4PL - Principles of LIS. | | | |
| COURSE OUTCOMES | 1. To understand the concepts and principles of logistics. 2. To understand the logistics role in the economy and the organization. | | | |
| TEXT BOOKS: | | | | |
| 1. Sahay B.S. Supply chain management for global competitiveness, Macmillan India ltd, 2014. 2. Goyle, The management of business logistics, West Publishing company 3 rd ed., 2013. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. Douglas Lambert and James R Stock Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill, First Edition, 1998. 2. Vinod V. Sople ,Logistic Management (2nd Edn.) Pearson Limited., 2013 | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
FIRST SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|---|--|----------|----------|----------|
| 80813 | Introduction to Shipping | T | 4 | 6 |
| COURSE OBJECTIVES | 1. To prove the knowledge about fundamentals of shipping management. 2. To equip the students with the knowledge of shipping | | | |
| UNIT I | The reasons for Sea Transport – Introduction – Why Ships – Different Shipping markets – Who Trades – Conclusion The Supply of Ships – Brief History – Supply of Shipping – Why operate Ships – Protectionism – Ship Registration – Port State Control – Ship Classification | | | |
| UNIT II | The Ship – History of ships , why to operate ships , ship registration Tonnage & Load lines – description of various tonnage and types of Ships, cargo gears , crude oil and product tankers ,The Dry Cargo Chartering market – Introduction – Chartering –various charter parties and description of charter parties. | | | |
| UNIT III | Liners – Introduction – The Development of Tankers & the Tanker Market – Types of tankers – Tanker Charter Parties - Negotiating Charter, Brief History of Containerisation – Conferences & Freight Tariffs – Liner Documentation - Bill of Lading Terms & Conditions | | | |
| UNIT IV | The Practitioners in Shipping Business – The Institute of Chartered Ship Brokers – Ship Sale & Purchase – Ship Management, Maritime Geography – Introduction – Ocean & Seas – Ports – Geography of trade | | | |
| UNIT V | Accounts – Introduction – Accounting – Capital – Credit- management accounting – Cash Flow Costs – Different types of Companies- Exchange Rates- Company accounts, Law of Carriage – Introduction – Fundamentals of English Law – Arbitration – The Contract – Remedies for breach of Contract – TORT- Contracts Relating to the carriage of goods by sea – Liner Bill of Lading – the Hague visby Rules – Hamburg rules – Agency- Breach of Warranty of Authority – Protection & Indemnity Associations | | | |
| TEXT BOOKS: | | | | |
| 1. Jacob Kamm, Shipping Biography, Prentice Hall, 2 nd ed., 2009. 2. M. Robarts, Branches of shipping, Routledge, 9 th ed, 2014. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. Maria G Burms, Elements of shipping, CRC press, 2013. 2. Patrick Anderson, Ship operations, VSSD Publishers, 2015. | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
FIRST SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--|---|----------|----------|----------|
| 80814 | Basic Customs Procedures | T | 3 | 6 |
| COURSE OBJECTIVES | 1. Cover the Customs procedure by step by step. 2. Provide the students with the capability to apply theoretical knowledge in Customs procedure and documentation. | | | |
| UNIT I | Preliminary-Definitions Officers of Customs-Classes-Appointments-Powers of Officers Entrustments of Functions of Board, Appointment of Customs Ports, Airports, Warehousing Stations Power to declare places to be Warehousing Stations. Prohibitions on Importation and Exportation of Goods-Power to Prohibit, Power of Central Government to notify goods-Precautions to be taken by persons acquiring notified Goods | | | |
| UNIT II | Detection of illegally imported goods and Prevention of the disposal there of - Definitions - Power of Central Government to notify goods- Persons possessing notified goods to intimate the place of storage, etc. - Sections 11C, 11E and 11F not to apply to goods in personal use; Prevention or Detection of illegal import of Goods; Power to exempt. | | | |
| UNIT III | Levy of and exemption From, Customs Duties-Dutiable goods-Duty on Pilfered goods assessment of Duty-Interest on delayed Funds-Claim for Refund of Duty-Provisional Attachment to protect revenue in certain cases , Indicating Amount of Duty in Price of Goods, For purpose of RefundPrice of goods to indicate amount of duty paid thereon. Advance Rulings-Authority for Advance RulingsApplication for Advance Ruling-Powers of Authority-Procedure of Authority. | | | |
| UNIT IV | Provisions relating to Conveyances Carrying Imported or Exported Goods-Arrival of Vessels and Aircraft in India-Power to board Conveyances-Delivery of export manifest or export report-No Conveyance to leave without written order. Clearance of Imported goods and Exported Goods-Chapter not to apply to baggage and Postal articles-Clearance of goods for home consumption-Clearance of goods for exportation. | | | |
| UNIT V | Goods in Transit-Transit and Tran shipment of certain goods without payment-Liability of duty on goods transited or transshipped. Warehousing-Appointing of Public Warehouses-Licensing of Private Warehouses-Clearance of Warehoused goods for home consumption and Exportation-Cancellation and return of Warehousing bond. Drawback-Interest on drawback-Prohibition and regulation of drawback | | | |
| COURSE OUTCOMES | 1. Understand the major documentation customs office. 2. Make the student to be theoretically strong and familiar with of documentation of customs procedures. | | | |
| TEXT BOOKS: | | | | |
| 1.V. S. Datey, Customs Law Practice and Procedures, Allied Services Pvt. Ltd., 7thEdition 2015. 2.India Customs, Trade Regulations and Procedures Handbook India Customs, Trade Regulations and Procedures Handbook, IBP USA, International Business Publications, USA, Fourth Edition, 2012. | | | | |
| REFERENCE BOOKS: | | | | |
| Justin Paul, Export and Import Management, Oxford University Press, 2014. Ram Gopal C, Export import procedures- documentation and logistics, New age International,2007. | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
FIRST SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|---|---|----------|----------|----------|
| 80815 | Spoken and Written Communication - Practical | P | 3 | 6 |
| COURSE OBJECTIVES | <ol style="list-style-type: none"> 1. To familiarize learners with the mechanics of writing 2. To enable learners to write in English precisely and effectively. 3. To enable learners to speak fluently and flawlessly in all kinds of communicative contexts with all nationalities. | | | |
| UNIT I | Oral Communication : Day-to-day conversation with family members, neighbours, relatives, friends on various topics, context specific - Journal writing, mails/emails, SMS, greeting cards, situation based – accepting/declining invitations, congratulating, consoling, conveying information, oral reports, extempore. | | | |
| UNIT II | Communication skills: Interview skills – HR and technical – Types of interview, preparation for interview, mock interview, Group Discussion – Communication skills in Group Discussion, Structure of GD, GD process, successful GD techniques. Time management and effective planning – identifying barriers to effective time management, time management techniques, relationship between time management and stress management. | | | |
| UNIT III | Work place communication : emails, minutes, reports of different kinds – annual report, status report, survey report, proposals, memorandums, presentations, interviews, profile of institutions, speeches, responding to enquiries, complaints, resumes, applications, summarizing, strategies for writing. | | | |
| UNIT IV | Written communication : Articles for publication (Journals), developing questionnaire, writing abstract, dissertation, qualities of research writing, data (charts, tables) analysis, documentation. | | | |
| UNIT V | Communication with medias: Features for publication (Newspapers, magazines, newsletters, notice-board), case studies, short stories, travelogues, writing for children, translation, techniques of writing. | | | |
| <p>Note: It is an activity based course. Student individually or as a group can organize event(s), present term papers etc. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark.</p> <p style="text-align: center;">No end semester examination is required for this course.</p> | | | | |
| COURSE OUTCOMES | <p>Learners should be able to</p> <ul style="list-style-type: none"> • Get into the habit of writing regularly. • Express themselves in different genres of writing from creative to critical to factual writing. • Take part in print and online media communication • Read quite widely to acquire a style of writing and • Identify their area of strengths and weaknesses in writing. • Speak confidently with any speakers of English, including natives speakers. • Speak effortlessly in different contexts – informal and formal. | | | |
| REFERENCES : | | | | |
| <p>Raymond V Lesikar, John D Pettit, and Mary E Flatly, 2009. Lesikar’s Basic Business Communication, 11th ed. Tata McGraw-Hill, New Delhi.</p> <p>E.H.McGrath, S.J.2012, Basic Managerial Skills for All. 9thed. Prentice-Hall of India, New Delhi.</p> | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
SECOND SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--|--|----------|----------|----------|
| 80821 | International Business Management | T | 4 | 6 |
| COURSE OBJECTIVES | 1. Provide the students with the capability to apply theoretical knowledge in International Business scenario. 2. Expertise the students to be familiar with international business environment. | | | |
| UNIT I | Introduction: Evolution – nature of international business – stages of internalization – International business approaches – Theories of international business – Problems of international business - The Globalization of the World Economy – The Changing Nature of International Business - Differences in International Business. | | | |
| UNIT II | Modes of entering business: Exporting – licensing – franchising- turnkey projects – foreign direct investment –merger-acquisition-joint venture – comparison of different modes of entry – break up of alliance – GATT – WTO: Establishment – organization structure of WTO – WTO and anti-dumping measures- India and WTO – The Uruguay Round Package. | | | |
| UNIT III | Global Strategic Management: Peculiarities of global strategic management – global strategic management process – analysis of mission and goals – organizational analysis – analysis of international environment – International SWOT analysis – Alternate corporate level strategies – business unit level strategies – selection of best strategy – strategy implementation – evaluation and control – ethics and global business. | | | |
| UNIT IV | Foreign Direct Investment: Introduction - Horizontal Foreign Direct Investment - Vertical Foreign Direct Investment. Benefits and advantages to host and home countries - The Global Monetary System - The Foreign Exchange Market: Introduction - The Functions of the Foreign Exchange Market. | | | |
| UNIT V | International Marketing and information technology in international business: Product development – models of international product life cycle – branding decisions – Pricing and pricing decisions – factors affecting international pricing - New information technologies – Re engineering the International business process – E- Business – conceptual analysis – advantages of Ecommerce - Internet and E-commerce in India. | | | |
| COURSE OUTCOMES | 1. Critically assess the international business environment for a business firm using selected choice and benefits. 2. Relate the impact of opportunities at international business level. | | | |
| TEXT BOOKS: | | | | |
| 1. Shivaramu S, International Business, Wheeler Publications 3 rd ed., 2012. 2. Francis Cherunilam, International Business, Wheeler Publications. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. Hill.C.W., International Business : Competing in the Global market place, Irwin- McGraw Hill,1999. 2. Philip R.Cateora, International Marketing, Irwin McGraw Hill, 9thedn. 3. Charles W.L., Hill, International Business, Irwin-McGraw Hill,12015. | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
SECOND SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--|--|----------|----------|----------|
| 80822 | Ware housing and Inventory Management | T | 4 | 6 |
| COURSE OBJECTIVES | 1. To understand the basic concepts and various functions of Warehouse. 2. To impart knowledge on various types of warehouses and their advantages. 3. To study the identification of various materials and materials storage systems, material handling equipment. | | | |
| UNIT I | Introduction to Warehousing - Position of Warehouse - Organization Structure of Stores Division - Organization matters for efficient working of stores division - Need for requisitioning the material - Replenishment of stock items - Requisition for new and out of stock items - Preparation of material requisition for purchase. | | | |
| UNIT II | Computerization of warehouse activities – Tasks for computerization in ware house activities – Benefits of computerization – Appropriate software for store keeping and Inventory control – Creating a Database for Transactional tasks – Setting up user’s own inventory control Database system – Internal communication – Leading Store keeping and Inventory control packages. | | | |
| UNIT III | Introduction to inventory management – role in supply chain – role in competitive strategy Role of inventory – functions of inventory - types of inventory – WIP inventory – finished goods inventory – MRO inventories – cost of inventories - need to hold inventory. | | | |
| UNIT IV | ABC inventory control – managing inventories by ABC – multi – echelon inventory systems - Managing inventory in multi echelon networks – managing inventory in single echelon networks. Various approaches – distribution approaches – the true multi echelon approach. | | | |
| UNIT V | The principles and performance measures of material handling systems – Introduction. Vehicle travel path(time) – Handling time – vehicle utilization – no of loads completed – congestion – Effective performance systems – Fundamentals of various types of material handling systems – automated storage and retrieval systems Bar coding technology and applications RFID technology. | | | |
| COURSE OUTCOMES | 1. The student should be able to understand the various functions of warehouse and also about its various types and their advantages 2. The students should be able to measure the metrics of warehouse operations and identifying different materials and classifying them in a logical manner. | | | |
| TEXT BOOKS: | | | | |
| 1. James A. Tompkins, Warehouse management Handbook, Tompkins Press, 1998. 2. David Mulcahy, Warehouse Distribution and Operations Handbook, McGraw Hil 1993. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. J.P. Saxena, Warehouse Management, 3 rd ed., Vikas Publications 2014. 2. M .Napolitana , Integral Warehouse Management, Management outlook, 2009. | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
SECOND SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|---|---|----------|----------|----------|
| 80823 | Transportation and Distribution Management | T | 3 | 6 |
| COURSE OBJECTIVES | 1. To make or supply necessary goods to the large masses of customers living indifferent geographical areas. 2. To properly store, handle and protect the goods and supply them to the consumers in good condition. | | | |
| UNIT I | Introduction - role of distribution in supply chain – transportation management – warehousing concepts – designing distribution channels – understanding distribution costs advantages of distribution models – disadvantages of distribution models – prerequisites of distribution – comparing distribution networks. | | | |
| UNIT II | Distribution network planning – various factors in distribution - delivery lead time and local facilities – optimization approach and techniques – material management process – role of transportation – transportation principles and participants – contribution of various agencies in transportation. | | | |
| UNIT III | Transportation modes – performance characteristics and selection – various modes of transportation (multimodal) – merits of each all modes of transportation – transportation performance costs and value measures – understanding – comparing – cost components of multimodal transportation. | | | |
| UNIT IV | Transportation routing decisions – transportation administration – transportation operations management – consolidation of freight – cost negotiations – various trends in transportation – application of information technology in transportation – E commerce Intelligent transport management systems. | | | |
| UNIT V | Transit operation softwares – geographic information systems – advanced fleet management systems – intermodal freight technology – transportation security initiatives and role of technology – various inspection systems. | | | |
| COURSE OUTCOMES | To evaluate both domestic and international transportation problems and effectively develop and present actionable solutions. To apply inventory models and techniques to create and recommend appropriate stocking solutions in various business settings. | | | |
| TEXT BOOKS: | | | | |
| 1. Henry , Transport practices, Auburn House Pub Co., 2010. 2. Edward B., Management of transportation, CenageLearning , 2015. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. Lance C. Kendall, The business of Transport and distribution, Rutledge,3 rd ed., 2012 2. M. Mustafa , Transport Management, Prentice Hall, 2 nd ed., 2012 | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
SECOND SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|---|---|----------|----------|----------|
| 80824 | Stevedoring /Freight forwarding and Port Operations | T | 3 | 6 |
| COURSE OBJECTIVES | 1. To expose basic knowledge on cargo concepts 2. To explore knowledge in port operations | | | |
| UNIT I | Basic Concepts of Cargo Work - Bale Capacity-Grain Capacity-Stowage Factor-Broken Stowage-Load Density-Optional Cargo-Cargo Documents-Mate's Receipt- Precautions before loading - Dunnage- Separation- Pilfering-Contamination-Handling / Chafing /Crushing-Lashing- Lifting Gear - Safe Working Load-Heavy lift Jumbo Derrick-Precautions when handling heavy lifts-Stuelcken Derricks Cranes. | | | |
| UNIT II | Code of Safe Practice for Solid Bulk Cargoes; Flow Moisture Point-Transportable Moisture Limit-Hazards due to Bulk Cargoes-Structural Hazards and Precautions-General Precautions when holding Bulk Cargoes-Safety Precautions-Properties of Concentrates-Hazards of Concentrates-Precautions when Carrying Concentrates - Some Common Cargoes - Hazards-Precautions-Hold Preparation-CottonRice-Dunnage-Spar Ceiling-Loading and Ventilation-Cement, IMDG Code | | | |
| UNIT III | Aim-Application-Classification-Packing-Marking/Labeling/Placarding-Documents-Stowage Requirements- Precautions for Loading Dangerous Goods, Paletisation- Containers- Physical Characteristics of Containers-Types of Containers- Refrigerated and Deck Cargoes - Types of Refrigerated Cargoes-Refrigeration Systems-Cargo Operations-Deck Cargoes, Tanker Operation Systems and their Associated Pipelines-Types of Cargo Pipeline Systems-Operational Procedures-Safety Procedures-Gas Detecting Instruments-Inert Gas System-Crude Oil Washing-Pollution. | | | |
| UNIT IV | Some Common Cargoes Hazards-Precautions-Hold Preparation-Cotton-Rice-Dunnage-Spar Ceiling-Loading and Ventilation-Cement, More Cargoes ,Sugar-Rubber-Salt-Pulp & Paper Rolls-Iron and Steel Cargoes, - Principle of Stowing Cargo-Safety of Ship and Crew-Safety of Cargo-Properties of Cargoes Dock Laborers Act,1934 Inspectors-Powers of Inspectors-Obligations of Dock Workers | | | |
| UNIT V | Introduction – genesis of freight forwarding – understanding concepts of containerization LCL / FCL concepts – various sectors of container markets – Pre stuffing procedures; De stuffing formalities – channelization of return / empty containers – reverse process. | | | |
| TEXT BOOKS: | | | | |
| 1. .Hugh M. Kindred and H. M. ,Multimodal Transport Rules, Kluwer Law International Publisher, 1st Edition, 2007. 2. Multimodal Transportation of Goods Act, 1993 Along With Allied Rules, Professional Book Publishers. | | | | |
| REFERENCE BOOKS: | | | | |
| 1. V. Hariharan, Containerization, Shroff Publishers, 2 nd ed, 2014. 2. R. Edward, Elements of practical steamship operation, Thompson press, 2012. | | | | |

DIPLOMA IN LOGISTICS AND SHIPPING
SECOND SEMESTER **2023 Onwards**

| Course Code | Name of the Paper | T/P | Credits | Hours |
|--------------------|--------------------------|------------|----------------|--------------|
| 80825 | INTERNSHIP | I | 4 | 6 |

A requirement of this program is to complete a period of internship which requires 90 days on the job training during which the students are expected to practice in the workplace those skills they acquired at class, thus gaining valuable 'hands on' experience and exposure to the real nature and environment of the 'world of work'.

The main objectives of INTERNSHIP are to:

1. Broaden the student's awareness of workplace practice.
2. Provide the student with relevant practical experience.
3. Establish and maintain contacts between INSTITUTE and people in key positions in the private and public sectors.
4. Maintain strong links with employers.
5. Monitor employers' requirements and adjust services and programs accordingly.
6. Promote INSTITUTE services and activities with industry.
7. Satisfy awarding body requirements

STUDENT ASSESSMENT

Assessment integrity is maintained by a commitment to the following principles:

1. Assessment is based on internationally recognized vocational standards.
2. Assessment of competence is based on performance criteria.
3. Continuous assessment is conducted in both education and work environments.
4. Assessment is conducted by qualified assessors.
5. All assessments are sample-checked by qualified internal verifiers to confirm that they meet the assessment criteria, in particular validity, consistency and objectivity.
6. Feedback from students provides a basis for the evolving learning and assessment strategies.

Diploma Programme

Passing minimum

- A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The passing minimum for CIA shall be 40% out of 25 marks (i.e.10 marks) in Theory/ Practical Examinations.
- The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory /Practical papers.
- The candidates not obtain 40% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests or by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C I.A), are permitted to improve their Internal Assessment mark in the following semester and/or in University examinations.
- A candidate shall be declared to have passed in the Dissertation/Project report/Internship report if he/she gets not less than 40% marks in the Internal Assessment and End Semester Examinations and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- A candidate who gets less than 40% in the Dissertation / Internship/ Project Report must resubmit the thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.