



Gujarat University

**Department of Maritime Management
B.K. School of Professional & Management Studies**

Curriculum of MBA in Maritime Management

Effective From Academic Year 2022-23 onwards

Programme Structure

(A)	Duration of the programme	:	Two years full time programmes
(B)	No. of semesters	:	Two semester each in the 1 st and 2 nd year for the fulltime MBA program, 1 st to 3 rd semester programme are classroom teaching and 4 th semester will be exclusively on-site/ on job training in an institution engaged in maritime activities.
(C)	Duration of one semester	:	15 weeks of direct teaching and 2-3 weeks for examination and related activities (beginning from July/August to December and January to April/May in each academic year)
(D)	Credit requirements	:	A total of 108 credit hours (one credit hour is equal to 10 hours of classroom teaching)
(E)	Summer project duration	:	A total of 108 credit hours (one credit hour is equal to 10 hours of classroom teaching)
(F)	Validity of registration	:	The students who have registered for for the programme should complete the same successfully within five years. Those who could not completethe programme within this period should seek the University's approvalfor continuation through the Department/ School, which may be granted at the discretion of the university.
(G)	Students who drop out	:	Those students who drop out of the programme in an academic year after having paid the fee will be allowed to rejoin the programme in the subsequent year, subject to the discretion of the Department/ School.
(H)	Attendance	:	For completing the programme, Attendance in 75% of the total sessions is compulsory for all semesters. The HoD of the Department may condone the shortage of attendance up to 25%, on a case-to case basis, if the absence is due to compelling circumstances. Beyond that it will be the decision of the faculty and University.
(I)	Annual calendar	:	The annual calendar will be declared by the University in the beginning of the year, indicating the start and end of semesters, internal and external examination time slots, etc.
(J)	Intake	:	60 Seats
(K)	Fees	:	Rs. 20000/- Per Semester

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List of Courses for MBA in Maritime Management Programme

Cours e code	Name of Subject	Credit	No. of Hours
First semester			
FC101	Maritime Management-I (MM-I)	4	40
FC102	Logistics Management – I (LM-I)	4	40
FC103	International Trade and Commerce (ITC)	4	40
FC104	Management Functions and Behaviour (MF&B)	4	40
FC105	Quantitative Analysis & Modeling Techniques (QA&MT)	4	40
FC106	Management Information System (MIS)	4	40
FC107	Managerial Communication and Soft Skills (MC&SS)	4	40
FC108	Financial Accounting of Budgeting (FA&B)	4	40
Total		32	320
Second Semester			
FC201	Maritime Management-II (MM-II)	4	40
FC202	Logistics Management-II (LM-II)	4	40
FC203	Export-Import Procedure & Documentation (EIP&D)	4	40
FC204	Marine Insurance and Risk Management (MI&RM)	4	40
FC205	Costing and Financial Management (C&FM)	4	40
FC206	Human Resource Management (HRM)	4	40
FC207	Marketing Strategy and Control System (MS&CS)	4	40
FC208	Business Research Methodology (BRM)	4	40
Total		32	320

Gujarat University, Ahmedabad - MBA in MM Programme

Third Semester			
Compulsory Course			
SC301	Mercantile and Maritime Law (M&ML)	4	40
SC302	Project Management and Financing (PM & F)	4	40
SC303	Environment and Disaster Management (E&DM)	4	40
SC304	Maritime Economics (ME)	4	40
SC305	Supply Chain Management (SCM)	4	40
		20	200
Elective 1: Port Management			
SCP306	Port Operation and Management (PO&M)	4	40
SCP307	Port Planning & Infrastructure Development (PP&ID)	4	40
SCP308	Port, Safety, Security and Vessel Traffic Management System (PSS&VTMS)	4	40
		12	120
OR			
Elective 2: Shipping and Logistics			
SCS306	Shipping and Logistics Management (S&LM)	4	40
SCS307	Liner Trade and Multi Modal Transport (LT&MMT)	4	40
SCS308	Chartering & Chartering Practices (C&CP)	4	40
		12	120
	Total	32	320
Fourth Semester			
LTP	On-site Project Training / On Job Training 4 to 5 Months (Long Term)	10	100
SIP	Summer Internship Placement 6 to 8 Weeks after First MBA-I	2	20
	Total	12	120
	Total Credits of Two Years	108	1080

Subject	FC101 - Maritime Management-I (MM-I)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To introduce the students to the strategic importance of all elements and their inter-relations in the maritime and international trade environment. After completing this module, they would be able to identify the aspects driving change and effectively partake in the decision-making processes in the maritime sector. The curriculum also focuses on the future developments in the context of port & ship management and logistics.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Maritime Trade and Transportation	
<ul style="list-style-type: none"> • Maritime History • Evolution of International Trade & growth of Ports of the World • World Seaborne Trade • Present Scenario of Port and Shipping • Structure of World Fleet • Type of Ships • Ship Introduction and Particulars • Structure of Shipping – Services of Master and Crew • Port & Shipping Terminology • Maritime business in developed and developing countries 	
Module 2. Transport Geography	
<ul style="list-style-type: none"> • General Geography • Continents , Countries • Seas, Oceans • Geography of Transport System • Transportation, Economy and Society • Transportation, Energy and Environment • International Dateline • Time and International load line zones • Winds, Tides, Waves, Swells, Erosion / Siltation • Effects of currents and weather on ports & shipping • Locations of diff. ports & its elements • Significance and Geographical Influence on Shipping 	
Module 3. Port Infrastructure and Facilities	
<ul style="list-style-type: none"> • Landing Place • Port Layout Plan & Marine Layout Plan • Port Limit, Port Storage Area, • Anchor / Anchorage / Dock Water Allowance / Fairway Buoys • Understanding of Port Infrastructure • Dredging • Cargo Handling System • Type of Cargo – Bulk, Break Bulk, Containerized, Liquid, RORO, Project/ODC • Cargo Handling Equipments and Other facilities 	

Module 4. Ports sector and ports in India and world

- Basic Elements of Sea Ports
- Types of Ports
- Functions of Ports – Basic & Ancillary Port functions
- Basic Port Facilities
- Classification of Ports
- Hub and Feeder Ports
- Role of Transshipment
- World's Major Sea Ports
- Ports vs. Terminals
- Captive jetty
- Perspective of Major & Non-Major ports
- Major Ports and their functioning
- SEZ – An introduction
- Introduction to Private Participation Models
- Port Sector Overview: National & State Level
- Indian Port Sector: Overview

Module 5. Mode of Transportation

- Different modes of Transportation
- Sea Transport
- Coastal Shipping
- Inland Water Ways & Canals and its significance
- Important MoUs by IWAI
- Air Cargo Transport
- Rail transport
- Road transport
- Cargo Transfer through Pipeline & Major Pipeline Network in India
- Multimodal Transport and Development
- Hinterland Connectivity & Logistics
- Territorial Waters, Inland Waters
- CONCOR and its role
- Case Study

Text Books

1. Commercial Geography - S. A. Bari, 6thED. (Sheth)
2. A Glossary of Geographical Terms - Sir D. Stamp, 2nd ED. (Longman)

ReferenceBooks

1. Ships & Shipping - M. Palmer, 1st ED.(BTB)
2. Ports Around the World - Y. Karmon, 1stED. (Crown)
3. Geography of Sea Transport - A. D.Couper, 1st ED. (HUL)
4. Lloyd's Maritime Atlas - 14th ED.(Heinemann)
5. Lloyd's Maritime Operation
6. Review of Maritime Transport 2021

Subject	FC102 – Logistics Management – I (LM-I)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	This course enables the students to familiarize with the Logistics Industry from the very basic concepts. Role of Logistic Industry in Indian Economy and advantages. How distribution cycle works with the help of Logistics
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Overview of Logistics	
<ul style="list-style-type: none"> • Introduction • Concept of Logistics and logistics Management • Evolution of Logistics • Objectives of Logistics • Importance of Logistics • Types of Logistics • Role of Logistics in an Economy • Difference between Logistics and Supply Chain Management • Distribution Management: Order Processing and Delivery of Goods • Logistics and Competitive Advantage • Logistics Mix • Logistics in Retail sectors in India • 12 Verticals of Logistics Case Study 	
Module 2. Integrated Logistics	
<ul style="list-style-type: none"> • Concept of Integrated Logistics • Objectives of Integrated Logistics • Inventory flow, Information flow • Barriers to Integration • Organization structure • Integrated performance Measurement • Inventory ownership Models • Knowledge transfer capability • Performance Cycle (Manufacturing support Performance Cycle, Procurement Performance Cycle, Distribution Performance Cycle) 	
Module 3. Material Handling and Storage Systems	
<ul style="list-style-type: none"> • Role of material handling in logistics • Material handling guidelines • Material handling equipment and systems <ul style="list-style-type: none"> ○ Manual ○ Semi-auto 	

- Automatic
- Unit load storage
- Storage principles
- Storage design—benefits
- Storage methods

Module 4. Demand Forecasting:

- Introduction
- Objectives
- Concept of Demand Forecasting
- Impact of Forecasts on Logistics and Supply Chain Management
- Forecasting Process
- Forecasting Techniques
- Selecting the Appropriate Forecasting Technique
- Operating Principles of Forecasting

Module 5. Customer Service

- Customer Service
- Key Element of Logistics
- Concept of Customer Service
- Attributes of Customer Service
- Different phases of Customer Services
- Customer Service for Competitiveness
- Value-added Logistical Service (3PL)
- Case Study

Text Books:

1. Logistics Management : Reji Ismail (Excel Books)

Reference Books:

1. Maritime Logistics : Dong-Wook Song & Photis M Panayides (The Chartered Institute of Logistics and Transport – UK)
2. Logistics : David J. Bloomberg, Stephen Lemay, Joe B. Hanna (Eastern Economy Edition)
3. Logistics, Supply Chain and Operation Management Case study collection by Martin Christopher (Kogan page)

Subject	FC103 - International Trade & Commerce (ITC)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To grow and stay competitive in the global economy, business professionals in organizations of all sizes-from entrepreneurial companies to large corporations-must have a thorough understanding of the dynamics of international business. The International Trade and Commerce unit is designed to provide this broad & comprehensive curriculum which shall expose the students to the business, economic, and political forces dominating the rapidly increasing international marketplace which shall finally make them confident to pursue careers in International organizations, Port and allied sectors dealing with trade and international markets.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. International Business

Introduction to International Business

- International trade
- Why firms engage in international business
- Process of internationalization
- Theories of internationalization
- Why firms export

Regional trading blocks

- The Triad
- Regional economic groupings
- Implication of the formation of regional economic grouping

INTERNATIONAL ORGANISATIONS

- The Organization for Economic Co-operation and Development
- The World Trade Organization (WTO)
- The United Nations (UN)
- The International Labour Organization (ILO)
- The Bank for International Settlements (BIS)

THEORIES OF INTERNATIONAL TRADE

- Comparative cost theory
- The Heckscher-Ohlin theory of international trade
- Empirical performance of international trade theories
- The work of Michael Porter

THEORIES OF INTERNATIONAL INVESTMENT

- The product life cycle theory of international investment
- Market imperfections and monopolistic advantage theories
- Dunning's eclectic theory of international production

Module 2. International economic environment

- Importance of the economic environment.
- ECONOMIC SYSTEMS**
- National economic policies
 - Foreign economic policy.
 - Advantages and disadvantages of free market economies
 - Interventionism
- ECONOMIC STRUCTURE**
- Key economic variables.
 - Gross domestic product
- THE BALANCE OF PAYMENTS**
- Importance of the balance of payments.
 - The balance of payments account
 - Deficits and surpluses
 - Interpreting balance of payments statements:
- FREE TRADE VERSUS PROTECTION**
- Reasons for protection
 - Dumping
 - Arguments against protection
- TECHNIQUES OF PROTECTION**
- Tariffs
 - Quantitative restrictions
 - Other non-tariff barriers
 - Exchange controls
- TRADE IN SERVICES**
- Extent and nature of international trade in services 20 International marketing of services
 - International financial services
 - Financial services in the European Union
- RICH AND POOR NATIONS**
- Developing and underdeveloped countries
 - Characteristics of Third World countries
 - Doing business in Third World nations 26 The problems involved
- COMPETITION, PRIVATISATION AND DEREGULATION**
- OWNERSHIP OF INDUSTRY**
- State involvement in industry
 - Public ownership of industry
 - Privatization
 - Consequences and problems of privatization
 - Privatization in underdeveloped countries
- REGULATION**
- COMPETITION**

<p>INDUSTRIAL POLICY GRANTS AND SUBSIDIES FOR BUSINESS</p>
<p>Module 3. World Trade Organization and The Global Pattern of Maritime Trade</p> <ul style="list-style-type: none"> ● Economic Integrations – Free Trade Area, Custom Unions, Common Markers ● Economic unions ● EEC, ASEAN, SAARC, SAFTA, EFTA, OAU, NAFTA, OECD, LAPTA, CIS, GATT, WTO, <p>Liberalization of agriculture trade The Global pattern of Maritime trade</p> <ul style="list-style-type: none"> ● Introduction ● The West Line Theory ● TFA, WCO, UNCTAD, ICC, IATA, FIATA, IPA, IPPA, CSLA, FFAI, CAI, CFSAJ, NACFS ● Free Trade Agreement ● Preferential Trade Agreement
<p>Module 4. International Finance</p> <ul style="list-style-type: none"> ● Introduction – Foreign Exchange, Types of foreign exchange rates ● Convertibility of Rupees and its implications ● Direct Foreign Investment: <ul style="list-style-type: none"> • Trend in Direct Foreign investment • Reason of Direct foreign investment • Strategies of Direct Foreign Investment ● Techniques of DFI <ul style="list-style-type: none"> • Acquisitions • Problems with acquisitions • Divestment • Cross border mergers • New start ups • Transactions cost analysis • International Institutions and their role in Capital Market- I.M.F., World Bank and ADB
<p>Module 5. International Technology transfer</p> <ul style="list-style-type: none"> ● Nature of technology ● Technology transfer ● Reasons for technology transfer ● Technology transfer methods ● Licensing ● Franchising ● Advantages and disadvantage of franchising ● Licensing in third countries ● Patent violations ● Protection of trade marks ● Protection of intellectual property ● Trade marks

- International agreements concerning intellectual property
- Management contracts
- Case Study

Text Books:

1. Roger Bennett International Business
2. Justin Paul International Business

Reference Books:

1. Ajamiet.al International Business: Theory and Practice
2. P. Subba Rao, International Business – Text and cases
3. Francies Cherunilam, International Business

Subject	FC104 – Management Functions and Behaviour (MF&B)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide an understanding of the nature of organizational operation & change; the role of a manager in dealing with that change; and skills which will allow them to contribute positively to the change process.</p> <p>To enable critical evaluation of the change process</p> <p>To enable application of a range of appropriate conceptual tools for effectively managing the dynamic organization.</p> <p>To develop understanding of latest management principles and get prepared to face the management challenges of 21st century.</p>
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to the Principles of Management & Planning	
<ul style="list-style-type: none"> • Organization and the Need for Management • The Management Process • Management Level and Skills • The Evaluation of Management Theory • Classical Organizational Theory and Relations Theories • Social Responsibility & Ethics • Globalization & Management • Decision making • Planning & Strategic Management-Evolution • Strategic Implementation 	
Module 2. Organizing& Leading	
<ul style="list-style-type: none"> • Organizational Design & structure • Power & Distribution of Authority • Managing Organizational change • Leadership • Team & Team Works • Communication & Negotiation 	
Module 3. Management Function and Behaviour	
<ul style="list-style-type: none"> • Effective Control & Budgeting • Operational Management • Organisation and Organisation Behaviour: An Introduction • National Culture and its impact on Organisation Behaviour • Changes in the Organisational Context and Challenges for Organisation 	
Module 4. Understanding Individuals and groups in Organisation	
<ul style="list-style-type: none"> • Perception and Attribution: Understanding how we interpret and judge • Shaping Attitudes at work • Understanding Motivation and Motivational Themes for Application • Understanding Personality, Values and More • Thresholds of Interpersonal Behaviour 	

- Understanding Groups and Teams
- Exploring Communication as a Behavioural Process
- Managing Conflict, Stress and Negotiation
- Understanding Decision -Making Process
- Understanding Power and Organisation Politics

Module 5. Understanding How Organisations shape Behaviour

- Effectiveness of Organisation Design
- Creating Structure to Support Effective Behaviour
- Exploring Organisational Roles
- Understanding Organisational Culture
- Understanding Leaders and the Basic Concepts in Leadership
- Leading for Change and Organisational Effectiveness
- Case Study

Text Books

1. Management by J. A. F. Stoner, R. E. Freeman & D. R. Gilbert Jr.
2. Organizational Behaviour – Margie Parikh Rajen Gupta – MacGraw Hill

Reference Books

1. Organisation Theory, Structure, processes& outcome by Richard Hall
2. Principles & Practices of Management by Kavya Saini (Neelkanth Publishers)
3. Principles of Management by P C Tripathi and P N Reddy (McGraw Hill Education)
4. Organizational Behaviour by Stephen P. Robbins, Timothy A. Judge, Neharika Vohra (Pearson)

Subject	FC105 - Quantitative Analysis & Modeling Techniques (QA&MT)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	This module is designed to provide the students with a conceptual framework of quantitative techniques, strategies and methods associated with current business environment. Also, to enable them to analyze situations & generate structured decisions that will stand up to critical scrutiny.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Basic Statistics	
<ul style="list-style-type: none"> • Descriptive Statistics • Central Tendency • Measures of Dispersion, Skewness, Review of permutation and Combination • Introduction to Probability and Baye's Theorem • Random variable and Probability distribution, Expected Value, Variances & Covariance; • Decision Analysis, Expected Value, Expected Opportunity Loss, Decision Tree 	
Module 2. Probability Distribution and Sampling	
<ul style="list-style-type: none"> • Discrete Probability Distributions - Binomial, Poisson, Uniform; Continuous Density function Uniform, Normal distribution, • Sampling and Sampling distribution; Determinate of sample size; Testing of Hypothesis; Chi <ul style="list-style-type: none"> - square test - Test for Independence, Goodness of fit 	
Module 3. Correlation, Regression and ANOVA	
<ul style="list-style-type: none"> • Correlation & Simple Regression: One-way Analysis of Variance, etc. 	
Module 4. Introduction to OR and Linear Programming	
<ul style="list-style-type: none"> • Introduction to Operations Research (OR): Nature of OR problems; Decision Science, Modeling Techniques • Introduction to Linear Programming: Formulations; Graphical Methods of solution; Duality & its implications; Sensitivity Analysis, ▪ Exposure to available computer packages: Transportation & Transshipment Problem; Assignment & Traveling Salesmen Problems; 	
Module 5. Management Science Model	
<ul style="list-style-type: none"> • Introduction to Integer Programming: Markov Analysis; • Introduction to Network: - Shortest path / max-flow /Minimum spanning tree, Simulation; Queuing Problems (only Elementary Models); • Case Study 	
Text Books	
<ol style="list-style-type: none"> 1. Statistics for Management – Richard Levin & David S Rubin, PHI (latest edition) 2. Introduction to Management Science: A Quantitative Approach to Decision Making by Anderson, David R. 	
Reference Books	
<ol style="list-style-type: none"> 1. Miller &Freunds Probability & Statistics for Engineers – Richard A. John 	

2. Probability and Statistical Inference, 5th edition., - Hogg R V & E.A. Tanis
3. Quantitative Techniques – Theory & Problems - by P.C. Tulsian and Vishal Pandey
4. Statistics for Business and Economics, 6th edition., - McClave J T & P.G. Benson
5. Applied Linear Statistical Models, 2nd edition - Neter J W Wasserman & M H Kutner
6. Introduction to Management Science, 5th edition - Cook T M & R A Russel

Subject	FC106 – Management Information System (MIS)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To enable students to understand the latest technology available in the Information Technology sector, their comparative advantages & finally assess the suitability for implementation in the maritime organization in a manner as to provide a synergistic environment of working in a mutually beneficial manner with the stakeholders.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to Management Information System	
<ul style="list-style-type: none"> • Management Information Systems • Need, Purpose and Objectives • Contemporary Approaches to MIS • Information as a strategic resource • Use of information for competitive advantage • MIS as an instrument for the organizational change 	
Module 2. Decision Support System	
<ul style="list-style-type: none"> • Information, Management and Decision Making • Models of Decision Making • Classical, Administrative and Herbert Simon's Models • Attributes of information and its relevance to Decision Making • Types of information • Decision Support Systems • Group Decision Support Systems • Executive Information Systems • Executive Support System • Expert Systems and Knowledge Based Expert Systems • Artificial Intelligence 	
Module 3. Information Technology	
<ul style="list-style-type: none"> • Information Technology • Definition, IT Capabilities and their organizational impact • Telecommunication and Networks • Types and Topologies of Networks • IT enabled services such as Call Centres, Geographical Information Systems etc. • Overview of Block Chain • Overview of Android Operating System • Overview of Operating System of iPhone • Logistics & Supply Chain Mobile Applications 	
Module 4. Database Management Systems	
<ul style="list-style-type: none"> • Data Base Management Systems • Data Warehousing and Data Mining • Systems Analysis and Design 	

<ul style="list-style-type: none"> • Systems Development Life Cycle • Alternative System Building Approaches • Prototyping • Rapid Development Tools • CASE Tools • Object Oriented Systems
<p>Module 5. System Development Strategies</p>
<ul style="list-style-type: none"> • Management Issues in MIS • Information Security and Control • Quality Assurance • Ethical and Social Dimensions • Intellectual Property Rights as related to IT Services / IT Products • Managing Global Information Systems • Applications of MIS in functional areas as well as in the service sector should be covered with the help of minimum 5 case studies. • Port Community System (for port users) • Logistics & Supply Chain Management – IT use in Railways (port –rail interface in IT) • IT implementation in bulk / break bulk & container terminals • Traffic Management Scheduling of Ships & Space Management – Ship / Warehouse • EDI – Electronic Data Interface (Custom / Bank / Shippers / Agents) • Case Study
<p>Text Books</p>
<ol style="list-style-type: none"> 1. Management Information Systems by James O'Brien (TMH) 2. Management Information Systems by Indrajit Chatterjee (Prentice Hall India Learning Private Limited) 3. Management Information System by A.K.Gupta (S Chand & Company)
<p>Reference Books</p>
<ol style="list-style-type: none"> 1. Management Information Systems by Ramesh Behl, James O'Brien (TMH) 2. Management Information Systems: Managing the Digital Firm by Laudon, Kenneth C. and Laudon, Jane P (Pearson)

Subject	FC107 - Managerial Communication and Soft Skills (MC&SS)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>This course aims at enabling students to manage business professionally through oral & written communication in concise and precise manner.</p> <p>Also included in this is the practice of writing of business e-mails, letters and reports. It is meant to gain an understanding of the layout, convention and style of these different types of business writing and will address common areas of miscommunication.</p> <p>“Presentation skills” is one more area which is also covered.</p>
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to Communication	
<ul style="list-style-type: none"> All facets of Communication – Importance, Types, Forms, Objectives, Characteristics, Process and Roadblocks, and the Right way to communicate. Interpersonal Communication Communication in Organisation Managers and Communication Communicating in different Inter-cultural environments (domestic & international) 	
Module 2. Written communication, Reports & Presentations	
<ul style="list-style-type: none"> Written communication - Types & Structures of Memos, Circulars, emails, Notices and Business Letters Report writing – structure, checklist Presentations – planning, practicing and presenting 	
Module 3. Dress for Success, Stress Management	
<ul style="list-style-type: none"> Learn selection of proper office attire & how to carry one’s self Learn about the kinds of stress and pressure situations and techniques to handle them. Professional etiquettes – the dos and don’ts. 	
Module 4. Time Management and Multi-Tasking	
<ul style="list-style-type: none"> Time Management - Goal setting, importance, timelines for tasks How to prioritize the work – 9 different methods to prioritize work. Multi-tasking and its concerns Case Study 	
Module 5. Group Discussion- Skills, Meetings, Interviews	
<ul style="list-style-type: none"> Group Discussions – preparation and presentation. Meetings – how to handle and conduct Interviews – mock sessions How to develop – Reading, Listening and Writing skills. Case Study 	
Reference Books	
<ul style="list-style-type: none"> Guide to Managerial Communication, Mary Munter Business Communication by Helen Rothschild Ewald and R.E. Burnett, N. J. Prentice Hall 	

- Lesikar's Basic Business Communications by R.V.Lesikar
- Business Communication Today: Courtl and Bovee & John Thrill–Tata McGraw Hill
- The Essence of Effective Communication: Ron Ludlow & Fergus Panton Prentice Hall
- Business Communication: Sushil Bahl–PrenticeHall
- Soft Skills for Everyone–Jeff Butterfield— Personality Development and Soft skills–BarunK. Mitra

Subject	FC108 - Financial Accounting & Budgeting (FA&B)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide students with the tools to enable them to interpret and evaluate financial information and utilize financial information for decision making purposes.</p> <p>To provide competencies for:</p> <ol style="list-style-type: none"> 1. Creating draft financial statements 2. Critical analysis of information contained in financial statements 3. Select and apply financial decision-making techniques to appraise projects 4. Complex investment decisions 5. Appreciate differences between financial decision-making in the public & private sector 6. Exposing the students to concepts of cost and cost accounting / classification / accounting methods
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to Financial Accounting	
<p>Meaning of Accounting</p> <ul style="list-style-type: none"> • Uses and Users of Accounting Information • Accounting principles • Transactions and events • Principles of Double entry system of accounting • Classification of commonly used accounts, Rules of debit and credit, Recording of business transactions • Journalisation • Preparation of Cash Book • Preparation of Ledger and trial balance • Taxation • GST (GST on Freight, Payment Rules, Payment Ledgers) 	
Module 2. Final Accounts / Financial Statements and Ship Financing	
<ul style="list-style-type: none"> • Preparation of Trading Account, Profit and loss Account, Profit and loss Appropriation Account, Balance Sheet. Understanding of adjustment entries • Ship Financing Introduction to ship finances The business model Profit and loss account Balance sheet Employment of capital 	
Module 3. Analysis of Financial statements	
<ul style="list-style-type: none"> • Meaning and objectives of financial statement analysis • Sources of information • Standards of comparison • Types of analysis 	

<ul style="list-style-type: none"> - vertical or horizontal methods • Techniques of analysis <ul style="list-style-type: none"> - Comparative financial statements - Common size statements • Accounting Ratios <ul style="list-style-type: none"> - Classification - Advantages and limitations of ratio analysis - Interpretation of ratios • Cash flow statement <ul style="list-style-type: none"> - meaning - usefulness, limitations - Interpretation
<p>Module 4. Understanding published financial statements</p> <ul style="list-style-type: none"> • Nature and significance of corporate financial statements • Corporate Balance-sheet and Profit and loss account • Notes to the accounting and significant accounting policies • Important provisions of Companies Act, 1956 for preparation of financial statements • Disclosures in published financial statements and their interpretation • Understanding about Directors' report, Auditors' report, Management discussion and analysis report, corporate governance report
<p>Module 5. Budgetary Control</p> <ul style="list-style-type: none"> • Meaning of budget • Budgeting and budgetary control • Organization of budgetary control • Objectives of budgetary control • Advantages and limitations of budgetary control system • Classification and preparation of budgets [functional and flexible], • Zero base budgeting • Case study: An integrated case based on the above modules
<p>Text Books</p> <ol style="list-style-type: none"> 1. Accounting for management, Text and Cases S.K. Bhattacharya, John Dearden by Vikas 2. Financial Accounting for Management: An analytical perspective – Ambrish Gupta (Pearson)
<p>Reference Books</p> <ol style="list-style-type: none"> 1. Accounting for Managers – J. Madegowda (Himalaya) 2. Financial Accounting: A managerial emphasis– Ashok Banerjee (Excel) 3. Basic Accounting for Management: Paresh Shah (Oxford)

Subject	FC201 - Maritime Management-II (MM-II)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To introduce the students to the strategic importance of all elements of Maritime Trade and their inter-relations in the international trade environment. After completing these modules, they would be able to identify the current issues and challenges, Applicable Laws and Regulations, Operational Activities in Ports in Global perspective and effectively manage Maritime organizations.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. International Maritime Organization (IMO) & Indian Shipping Scenario and GMB	
<ul style="list-style-type: none"> • Role of Port in Indian Economy, Trade and Commerce • Role and Importance of a Port Authority • Centre vs. State Ports • GMB ports – profile • Role of GMB & Ministry of Shipping • Role of IMO, IATA & UNCTAD • Various Agency in Port & Traffic Working • Port Conservancy-navigational issues • Documentation / Certificate on Board of Vessel / Ship 	
Module 2. Flag of Convenience & Navigational Aids & Charts, Shipping Routes and Shipping Organization	
<ul style="list-style-type: none"> • International Ship Registration • Ship registration – Issues – Open Registry Countries (FOC) – Effects on Shipping • ITF – Role – Use & Misuse • Basic Concept of Navigational Charts • Use of Maritime Signal Flags • Weather Signals–control on Navigation & Its Inceptive History • Traffic handling & Traffic forecast 	
Module 3. Acts/Laws and Regulations	
<ul style="list-style-type: none"> • Conventions & Port State Control • Various Laws and Acts applicable to Port and Shipping Operation • Various regulations concerning Port • Role of Regulatory Authorities • ISPS Code, • Marpol 73/78, • IMDG Code, • SOLAS 	
Module 4. Overview of Port Operations and Management	
<ul style="list-style-type: none"> • Players in Maritime Industry • Agencies working with Ports • Port Administration Ownership and Management 	

- Port Management Information System
- Time in Port and Speed of Cargo Handling
- Port Costs, Prices and Revenue
- Case Study

Module 5. Port Authorities and Regulatory Framework

- ISM
- ISPS
- OHSAS and OSHA
- VGP
- EMS
- HAZMAT and HAZOPER
- BWM
- VGM
- Incident Investigation and Root Cause Analysis
- Inspections, Surveys and Audit
- Global and National Regulatory Compliance for Ships

Text Books:

1. Port Management by Mihir Das (JBS Academy Pvt Ltd)
2. Port Management: Cases in Port Geography, Operations and Policy by Stephen Pettit, Anthony Beresford (Kogan Page)

Reference Books:

1. Port Management and Operations (Lloyd's Practical Shipping Guides) by Giuseppe Saieva (Routledge)

Subject	FC202 – Logistics Management – II (LM-II)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	This course will enable the students to understand the logistics useful in ports, airports and other mode of transportations which will assist in management of resources, process and technology.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Packaging & Transportation

Logistical Packaging:

- Introduction
- Objectives
- Concept of Logistical Packaging
- Design Consideration in Packaging
- Types of Packaging Material
- Packaging Costs
- Labeling and Marking

Transportation:

- Introduction
- Objectives
- Transportation System
- Transportation Infrastructure
- Different Modes of Transportation
- Transportation by Inland Waterways
- Cabotage
- Freight Management

Factors Affecting Freight Cost Transportation Network Containerization

Module 2. Logistics and Ports

- Factors of logistics and costs
- Terminal and Port
- Container Yard
- Area requirement for a port
- Container Handling Systems
- Container Terminal for operations and productivity
- Container freight station
- Planning for a rail yard in container terminal
- Custom bonded area

Module 3. Logistics and Airports

- Types of IATA containers
- Planning for airports
- Requirement of land and airports
- Airport Operations
- Safety Features

- Environmental factors
- Facilities for handling Air Cargo
- Handling Equipment for Air Cargo
- Aeronautical and Non-Aeronautical Revenues
- Position of Airports in India
- Functions assigned to AERA
- Growth Potential for Indian Airports
- Investment and Development of Airports

Module 4. Container Transportation by Rail and Road

Container Carriage by Rail

- Objective
- Introduction
- Planning for the Railway Sector
 - Infrastructure Requirement for Container Carriage by Rail
 - Review of the Existing Infrastructure
 - Track Requirement
- Investment in Rolling Stock
 - Container Stock
 - Special Container Cars
 - Problem of Tare Weight
 - Types of Container Wagons in use in India
 - New Stock of Low platform Container flat Wagons
 - Preparing for higher speed
 - Piggy Back Transport
- Future Plan by Railway Authorities
- Own your Wagon Scheme by Indian Railways
- Costing of Transportation by Rail Mode
- Goods Classification for Railway
- Summery

Container Carriage by Road

Objective

- Introduction
- Planning for the Road Sector
 - The Policy issues
 - Road Planning Procedures
 - Forecasting of future Transport
- Standards
 - Number of lanes and width
 - Road Bridge
 - The Lateral and Vertical clearance for overpasses and tunnels
 - Gradients and Horizontal Curvature
 - The Relationship of Axle load and Payload capacity
 - Vehicle requirement for Container carriage

Module 5. Logistics Outsourcing	
<ul style="list-style-type: none"> ● Introduction ● Objectives ● Concept of Logistics Outsourcing ● Catalyst for logistics outsourcing ● Benefits of logistics outsourcing ● Issues in logistics outsourcing, ● 3-PL ● 4-PL ● 5-PL ● Selection of Logistics Service Provider ● Logistics Service Contract ● Outsourcing-Value Proposition ● Case Study 	
Text Books	1. Logistics Management: Reji Ismail(Excel Books)
Reference Books	<p>1. Maritime Logistics: Dong-Wook Song & Photis M Panayides (The Chartered Institute of Logistics and Transport – UK)</p> <p>2. Logistics: David J. Bloomberg, Stephen Lemay, Joe B. Hanna (Eastern Economy Edition)</p>

Subject	FC203 - Export-Import Procedure & Documentation (EIP&D)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To provide comprehensive understanding on export and import procedures and documentation process (both national & international) in Shipping, ports & logistics sectors thus enabling students to complete comprehension and ability to manage & redefine the commercial processes in the context of total logistics scenario.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Overview

- How to start-Initial Establishment
- Initial registration-IEC
 - Requirement of IEC
 - Exempted categories
- Export promotion council, Commodity board, Export Development Authority, RCMC and other registration and Inspection Agencies and others
- GST on Export and Import product
- Determine Export Products
- Ways to find Overseas buyers

Module 2. Incoterms & Regulations

- Incoterm
- Documentation:-
 - Bill of Lading, Letter of Indemnity, Delivery Order, Mate Receipt, Airway Bill
 - From Exporter's side
 - With CHA on behalf of Exporter
 - With Banks
 - Coastal movement
- Type of Exporter and Importer
- High sea sale
- Product selection
 - HSN Code
 - Prohibited and Restricted product
 - SAC Code
- Custom Act 1962 and CTA 1975(Overview)

- Export policy by RBI and FEMA(Overview)
- 4 Regulators
- FERA

Module 3. Finance

- International terms of payments
 - Advance Payment
 - Payment against Documents
 - Payment against Acceptance
 - Letter of Credit
 - Types of Letter of Credit
- Rights and Responsibilities of Parties to a Letter of Credit
- Export finance/ Import finance
 - Pre-shipment finance
 - Post shipment Finance
- Export credit and Guarantee Corporation
- Trade Credit Guarantee
- Export costing and Pricing
- Type of Frauds during Import and export
- Forex and EXIM

Module 4. EXIM policy

- Foreign trade policy (latest)
 - Legal Framework and Trade Facilitation
 - General Provisions Regarding Imports and Exports
 - Exports From India Schemes
 - Duty Exemption Remission Schemes
 - Export Promotion Capital Goods (Epcg) Scheme
 - Export Oriented Units (Eous), Electronics Hardware Technology Parks (Ehtps), Software Technology Parks (Stps) And Bio-Technology Parks (Btps)
 - Deemed Exports
 - Quality Complaints and Trade Disputes
 - Definitions
- RODTEP (calculation of rebate)
- SION
- Books of Procedure (Overview)
- FEMA

Module 5. Export -Import Procedure

- Procedure for Import and Export
- Procedure for custom clearance of Imported and Exported Goods
- Export/Import by Air or post parcel

	<ul style="list-style-type: none"> • Export Samples • Export/Re-export • Import/Re-import • Import & Export Processes for SEZs • Land Route – International Land Customs • Discussion on useful websites for international trading e.g. Indian Trade Portal, Icegate, DGFT, Commerce.gov.in • Trade Credit • Role of Freight Forwarders • Freight Forwarding Sales, Operations, Documentations, Custom Services, Import and Export Pricing, Accounts and Finance, Branding & Marketing, Use of IT in Freight Forwarding, CRM in Freight Forwarding • Shipping line Contracts • IATA, FIATA, MTO, Airway Bill • Case Study
Text book: -	<ul style="list-style-type: none"> • Export-Import and Logistics Management by Rai, Usha Kiran PHI
Reference Books:-	<ul style="list-style-type: none"> • Export/Import Procedures and Documentation Thomas Johnson, Donna Bade, TMH • Export and Import Documentation and Procedures by S Mahalakshmi and J Senthil Velmurugan (MJP Publishers) • Export/ Import – Procedure and Documentation by Johnson (Amacon)

Subject	FC204 - Marine Insurance and Risk Management (MI&RM)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide a comprehensive exposure to Marine insurance covering loss or damage of ships, cargo, terminals, and any transport or cargo by which property is transferred, acquired, or held between the points of origin and final destination, to enable student to understand the enormous risks associated in Maritime trade.</p> <p>To enable comprehension of current structure / regulation/ formats of cargo insurance — which is essential in framing a total logistic plan</p> <p>To provide glimpses of Marine Insurance for Onshore and Offshore exposed property (container terminals, ports, oil platforms, pipelines); Hull; Marine Casualty; and Marine Liability.</p>
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Basic Concept of Insurance	
<p>Basic Concept of Insurance</p> <ul style="list-style-type: none"> • Origin of Marine Insurance Marine Insurance & Trade • Marine Insurance in Indian Market International Marine Insurance Market U K Marine Insurance • Organization of Lloyd's Agents • Marine Insurance & Payment of Premium Exchange Control Regulations • Premium on Marine Export / Import Policies <p>Claim Against Marine Policies</p> <p>International Contracts of Sale (LATEST INCOTERMS)</p> <ul style="list-style-type: none"> • FAS, FOB, C&F, CIF • Rights and obligations of Seller & Buyer Transfer of risk from Seller to Buyer • Documentary Credits, Documentary Credit Terms • Case Study <p>Fundamental Principles of Insurance</p> <ul style="list-style-type: none"> • Utmost Good faith Insurable interest • Indemnity, Subrogation, Contribution, Proximate Cause • Warranties & Conditions in Marine policies <p>Assignment of Marine Insurance Policies</p> <ul style="list-style-type: none"> • Reinsurance – Concept and its practical examples • Trade Credit – Definition & Recent developments in this new product. • Responsibilities of Marine Insurance Broker/s – Roles responsibilities & Liabilities of an insurance agent/ broker • Case Study 	
Module 2. Cargo Underwriting and Claims	
Cargo Underwriting and Rating	

- Underwriting and rating of Premium
- Principal Factors in consideration of Cargo risk.
- The Vessel, The Voyage / Transit Nature of Cargo & Packing Unitization of Packages Containerization -its Advantages & Disadvantages
- Insurance of Containers

Institute Cargo Insurance Coverage

- Marine Cargo Proposal Form Marine Cover Note
- Standard form of Marine Policy Open Covers & Policies Endorsements In Marine Policies
- Rules of Interpretation of Policy Terms Marine Insurance Clauses
- Risks Covered under Institute Cargo Clauses
- General Exclusions, Duration of Cover Institute War Clauses (Cargo) Institute Cargo Clauses (Cargo) Inland Transit Clauses (Rail / Road)
- Risk Covered and Standard Exclusions SRCC Clause, Incidental Clauses & warranties

Trade related Cargo Insurance

- Institute Trade Clauses
 - Package policies, Special Declaration Policies
 - Annual Policies
 - Duty and Increased Value Insurance on FOB and Shutout Cargo
- Insurance of Cargo on Sailing Vessels Special Storage Insurance

Marine Cargo Claims

- Actual Total Loss and Constructive Total Loss
- Partial Losses, Salvage Loss General Average Loss
- Sue and Labor Charges, Salvage & Extra Charges
- Cargo Claims & Procedure Insurance Survey & Survey reports
- Documents requirement for Cargo claims

Case Study

Recoveries under Subrogation

- Rights, Liabilities & Duties of Shipper & Carrier Under :
- Indian Carriage of Goods by Sea Act, Carriage of Goods by Rail
- Carriage of Goods by Road, Carriage of Goods by Air, Multimodal transportation Liability of Port Authority

Salvage Disposal

Module 3. Hull Insurance, Salvage and Maritime Frauds

Hull Insurance

- Types of Vessels
- Proposal form & Supporting Documents Classification of Vessels, Classification Societies
- Indian Register of Shipping Hull Rating
- Warranties
- Institute Times Clauses (Hull)

<ul style="list-style-type: none"> • Institute Voyage Clauses (Hull) P & I Clubs <p>Other Hull Insurance</p> <ul style="list-style-type: none"> • War Risk Insurance of Marine Hulls S R C C Clause – Hull • Insurance of- Sailing Vessels, Inland Vessels, Dredgers, Jetties, Wharves, Ship Building Risk • Charterer's Liability Insurance • Recoveries Under Subrogation <p>General Average and Salvage</p> <ul style="list-style-type: none"> • Definition of General Average York- Antwerp Rules Contributory Interest and Values amounts made Good • General Average Procedure & Practice Example of General Average Adjustment • Liability of General Average Case Study <p>Loss Prevention</p> <ul style="list-style-type: none"> • Cargo loss Control & Prevention Theft, Pilferage and Non – Delivery Handling and Stowage • Water Damage Containerized Cargo <p>Maritime frauds</p> <ul style="list-style-type: none"> • Maritime Frauds - Scuttling Frauds Documentary Frauds Cargo thefts • Fraud Related to the Chartering of Vessel • Maritime Fraud & Marine Insurance • Precautionary measure for Fraud prevention, • Cyber risks – related to insurer's database safety • Data security – related to insured or insurer's Data privacy and preventing leak of data • Blockchain – the next level of technology to upgrade traditional insurance to IT & responsibility based data transmission <p>Limitations Case Study</p>
<p>Module 4. Risk Management</p> <ul style="list-style-type: none"> • Concept of Risk assessment & Management in Shipping & Ports • Types of Risks- Financial, Non- financial, Natural Catastrophe (AOG), Frauds, Man-made, Judgment Errors, Conceptual Errors, Calculation Errors • Risk Management Matrix • Process of mitigation • Practice <p>Categories of Risk</p> <ul style="list-style-type: none"> • Pure • Speculative • Fundamental • Dynamic & Static
<p>Module 5. Treatment of Risk : Process of Risk Management</p> <ul style="list-style-type: none"> • Eliminate / avoid • Reduce / control • Transfer to others • Funding • Monitoring

Learning / communicating

- Study of Frequency & Severity. Risk Retention & Retention Capacity
- Actual Risk Operations, Extent & Disaster Management &

Lessons learnt

Legal Areas

- Tort
- Meaning of Absolute Liability
- Grievance cell, Consumer forums, Ombudsman – scope & activity
- Courts: Sessions/ District/ High/ Supreme courts/ Co- operative Appellate / Labour appellate
- Tribunals: Mact / I.T. / Central Excise / Sales Tax / Revenue / Special / Military/ Administrative
- Consumer Protection Act- 1986
- Exceptional cases to Human Rights Commission: Riots/ Terrorism/Individual sufferings.

Case Study

Text Books

1. Principles of General Insurance
2. Marine Claims Handbook
3. Guide to Marine Hull Insurance
4. Elements of Cargo Insurance
5. Marine Insurance IC-67 published by Insurance Institute of India

Reference Books

1. Handbook of Insurance Claims
2. International Maritime Fraud
3. Cargo Loss Prevention
4. Maritime Transportation: Safety Management and Risk Analysis,
5. Svein Kristiansen, publisher: Butterworth-Heinemann

Subject	FC205 - Costing and Financial Management (C&FM)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>Enabling students to take up financial management in Maritime Industries by providing current, updated & relevant inputs on</p> <ul style="list-style-type: none"> • The fundamentals of financial management and its application into maritime industry. • The meaning and nature of cost and cost accounting • Various classifications of cost and elements of cost in detail. It also includes methods and techniques of costing • Working Capital issues & cost of capital • Project Finance
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Fundamentals of Financial Management & costing	
<p>Financial Management</p> <ul style="list-style-type: none"> • Scope of Finance • Functions of Financial management • Goals of Financial management • Role of Finance manager • Organization of Finance functions <p>Costing</p> <ul style="list-style-type: none"> • Meaning of costing and cost Accounting • Difference between Financial accounting and Cost accounting • Classification of costs, cost center and cost unit • Objective of Cost accounting, Advantages and Limitations • Designing and installation of a Costing system 	
Module 2. Working Capital Management and Time Value of Money	
<p>Working Capital Management</p> <ul style="list-style-type: none"> • Meaning and importance of Working Capital Management • Types and determinants of Working Capital requirement • Understanding and Calculation of operating cycle • Estimating Working Capital requirements • Sources of Working Capital finance <p>Time Value of Money</p> <ul style="list-style-type: none"> • Time preference for money • Future value of Single Cash flow and an annuity • Present value of Single Cash flow and an annuity 	
Module 3. Cost of Capital and Capital structure	
<p>Cost of Capital</p> <ul style="list-style-type: none"> • Meaning and importance • Components of Cost of Capital 	

- Cost of Debt
- Cost of Preference Capital
- Cost of Equity
- Weighted Average Cost of Capital

Capital Structure

- Meaning and determinants
- Approaches to determine appropriate capital structure
 - EBIT – EPS Analysis
 - ROI – ROE Analysis
 - Leverage Analysis

Module 4. Capital Project Appraisals

- Nature and types of Investment decisions
- Investment Evaluation Criteria
 - Return on Investment
 - Payback period
 - Net present value
 - Profitability index
 - Internal rate of return

Module 5. Costing Methods and Techniques

Costing Methods

1. Unit costing
 - Meaning and applications
 - Cost sheet and Estimated cost sheet
2. Service costing
 - Meaning and applications

Costing Techniques

3. Marginal costing
 - Break even analysis
 - Decision making using marginal costing

Case Study

Text Books

1. Financial Management – I.M. Pandey (Vikas)
2. Financial Management – Khan and Jain (TMH)

Reference Books

1. Financial Management – G. Sudarsana Reddy (Himalaya)
2. Cost Accounting – M.C. Shukla, T.S. Grewal, S.C. Gupta (S. Chand)
3. Cost Accounting – Jawaharlal (TMH)

Subject	FC206 - Human Resource Management (HRM)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To provide most relevant & updated back ground of the Human resource principles to enable them to take care of the implementation of policies and strategies relating to the management of people in an organization including elaboration of key functions like recruitment and selection; employee record keeping; compensation and employee benefit management; and training and development.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to HRM in Port	
<ul style="list-style-type: none"> • Human Resource Management (HRM): Meaning, importance • The role of an HRM in business and important functions • HR Planning (Manpower planning in previous times) • Job Analysis • Recruitment • Employees Testing and Selection 	
Module 2. HR subsystems– II	
<ul style="list-style-type: none"> • Interviewing Candidates • Employee orientation and onboarding • Training and Developing Employees • Appraising and Managing Performance • Employee retention- Part 1: Turnover optimization and Retention strategies • Employee retention- Part 2: Engagement, Involvement, Commitment, and Satisfaction 	
Module 3. HR subsystems– III	
<ul style="list-style-type: none"> • Managing Career and Fair Treatment • Compensation-Part 1: Pay and perquisites, Rewards and incentives • Discipline and Grievance management (Basics of Legal Provision as well) 	
Module 4. Industrial Relations & Legal Compliance	
<ul style="list-style-type: none"> • Industrial Relations – Definitions and main aspects • Methods of settling Industrial Disputes • Collective Bargaining • Labor Management Cooperation/Workers' Participation in management • International Labor Organization • Legislations concerning settlement of Industrial Disputes • Compensation- Part 2: <ul style="list-style-type: none"> - Legal provisions related to compensation (Minimum Wages Act 1948) - Equal Remuneration Act-1976, - Payment Of Wages Act-1936, - The Maternity Benefit Act- 1961, - Employee's State Insurance Act-1948 (ESI Act), - Payment Of Gratuity Act-1970, 	

- Employee's Provident Funds And Miscellaneous Provisions Act-1952 (EPF),
- The Payment Of Bonus Act-1965, And The Workmen's Compensation Act-1936)
- Legal Compliance and HRM: Trade Unions, Industrial Disputes, and Standing Orders -
- Legal Compliance and HRM : Factories, Contract Labor, Apprentices, and Shops & Establishments
- Role of Factory Inspector in case of any incident/accident in port

Module 5. Practical Implications

- The students are required to work with an organization for practical experience on HRM process in the organization.
- This aims at widening the student's perspective by providing an exposure to real life organizational and environmental situations in Industries.
- Importance of Workman Compensation Policy in Port.

Case Study

Text Books

1. Human Resources Management, Ninth Edition (or later) GargyDessler – Prentice Hall India / Pearson Education-2003 Indian Reprint
2. Industrial Relations, Trade Unions and Labor Legi-slations, First Indian Print 2004 (or later) Sinha, Sinha and Shekhar – Pearson Education

Reference Books

1. Human Resource Management, K. Ashwathappa
2. Managing Human Resources, Third Edition Gomez-Mejia, Balkin and cardy-Pearson Education
3. Industrial Relations & Labor Laws, Fourth Revised Edition S.C.Srivastava-Vikas Publishing House pvt Ltd.

Subject	FC207 - Marketing Strategy & Control Management (MS&CS)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide tools for investigating the role and function of marketing within the context of changing markets and increasing international competition. To provide specific inputs for:</p> <ul style="list-style-type: none"> • Critically evaluation the information needs of the marketing function in terms of its contribution to the strategic processes and tactical decision-making. • Integration of marketing decision-making with organizational strategy • Establishment of a broad base of marketing knowledge and the strategic implications. • Develop and implement marketing plans for a Product or Service in the context of Port & Shipping • Appreciating an international perspective in the global context of decision-making in marketing planning.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Understanding Marketing Management, Environment & Information System	
<ul style="list-style-type: none"> • Core Marketing concepts • Scope of Marketing Management • Marketing Mix – Development & Role • Developing Marketing Objectives, Strategies, Plans & Tactics. • Scanning the Marketing Environment – including PESTEL & SWOT. • Marketing Research, MIS & Demand Forecasting and Estimation 	
Module 2. Analyzing Buying Behaviour and Strategic Marketing	
<ul style="list-style-type: none"> • Analyzing Consumer Markets and Consumer Buying Behavior • Analyzing Business Markets and Business Buying Behavior • Market Segmentation & Targeting • Differentiation & Positioning Strategies • Product Life-cycle Marketing Strategies • Dealing with Market Competition 	
Module 3. Product Strategies, Pricing, Branding, and Designing Services	
<ul style="list-style-type: none"> • Setting Product Strategy • Creating brands and brand equity • Developing Pricing Strategies and programs • Introducing New Market offerings • Designing and managing Services 	
Module 4. Designing Integrated Marketing Channels and Integrated Marketing Communications	
<ul style="list-style-type: none"> • Designing and Managing Integrated Marketing Channels • Managing Retailing, Wholesaling and Logistics • Managing Mass Communications & Personal Communications • Designing and Managing IMC 	
Module 5. Creating Long-term Growth and Contemporary Marketing Practices	

- Tapping Global markets
- Managing a Holistic Marketing Organization
- Contemporary Marketing.
- New Technology & Marketing

Case Study

Text Books

1. 'Marketing Management: A South Asian Perspective', Kotler, Keller, Koshy and Jha, 13th Edition (Latest Ed.), Pearson Education, New Delhi.

Reference Books

1. 'Marketing' — Paul Baines, Chris Fill and Kelly Page, Indian edition, Oxford University Press, New Delhi.
2. 'Marketing Management — Planning, Implementation and context,' - Ramaswamy and Namakumari, 3rd Ed., Macmillan India Ltd., New Delhi.
3. 'Marketing' — Michael J. Etzel, Bruce J. Walker, William J. Stanton, Tata McGraw-Hill, 13th Edition, Delhi.

Subject	FC208 - Business Research Methodology (BRM)
Academic Year	2021-22 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<ul style="list-style-type: none"> • Research requires a logical series of steps to be performed right from selecting a topic of research to report writing. Management research requires theoretical, rigors and practical insights. • This course aims at sensitizing students to the changing business research methods including sampling and distributions, Data collection techniques, Data analysis interpretation and presentation of the findings, that enable informed decision making.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to Research Methodology	
<ul style="list-style-type: none"> • Meaning • Objectives • Types of Research • Research Process • Criteria for good research • Problems of researchers in India • Significance of research 	
Module 2. Defining the research problem and Research Design	
Defining the research problem <ul style="list-style-type: none"> • Meaning • Selecting the problem • Techniques involved in defining a research problem Research Design <ul style="list-style-type: none"> • Features • Essential concepts in research • Types of research Design • Descriptive, Exploratory, Casual 	
Module 3. Sampling and Sampling Distribution	
<ul style="list-style-type: none"> • Sampling process • Types of Sampling • Probability, Simple Random, Systematic Stratified , Cluster/Multi-Stage • Non- Probability, Convenience, Judgment, Quota, Snow-ball • Sampling and Non-Sampling error • Terms of Sampling <ul style="list-style-type: none"> ▪ Sample Size, Sample Design, Sample Distribution ▪ Sampling Unit, Sampling Frame, Population 	
Module 4. Methods of Data Collection	
<ul style="list-style-type: none"> • Methods of collecting primary data. 	

<ul style="list-style-type: none"> ▪ Observation, Schedule, Interview, Questionnaire ▪ Difference between Questionnaire and schedule. • Methods of collecting secondary data • Books, Journal, Existing data Sources • Case study 	
<p>Module 5. Analysis, Interpretation and report writing</p>	
<ul style="list-style-type: none"> • Data preparation and preliminary Analysis. Processing and Analysis <ul style="list-style-type: none"> ▪ Editing, Coding, Classification, Tabulation • Problems in Processing • Why Interpretation • Significance of report writing • Steps in report writing • Layout of business research report • Mechanics of report writing • Precautions for report writing • C Parametric and Nonparametric Methods • Correlation and regression analysis • One - Sample Hypothesis Tests, Two- Sample Hypothesis Tests (theory) 	
Text book	<p>Donald R. Cooper and Pamela S. Schindler, Business Research Methods, Tata McGraw Hill Publishing Company Ltd.</p> <p>Zikmund William, Business Research Methods, Thompson Learning</p>
Reference book	<p>Dipak Kumar Bhattacharya, Research Methodology, Publisher Excel books</p> <p>C.R.Kothari, Research Methodology - Methods and Techniques, Publisher New – Age International</p>

Subject	SC301 - Mercantile and Marine Law (M&ML)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	The objective of this subject to familiarize the students with applicable Laws in the organization. Maritime Law will give exposure to the students about the nature of work, operations and other management tasks in correlation with various National and International Laws, rules and Regulations.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Business and its Environment Meaning and Nature of Law

- Business and its environment
- Legal environment of business
- Case study
- Meaning and nature of Law
- Classification Of Law
- Sources of Indian Law
- Mercantile (or Business) Law
- Basic Legal Concepts
- Essentials of Law

Law of Contract

- Introduction
- Meaning and Essentials of a valid Contract
- Proposal (Or Offer) And acceptance Capacity to Contract
- Consent and free Consent Consideration
- Unlawful consideration and object Agreements Declared Void Contingent Contracts
- Quasi Contract Performance of Contracts
- Different Modes of Discharge of Contracts
- Remedies for Breach of Contracts Freedom to Contract
- Case study, Sample Contracts

Module 2. Law of Torts

- Meaning and Scope of Torts
- Different Classes of Torts
- Torts Founded on contract
- General defenses in an action for
- Tort Case Study

Contracts of Guarantee and Indemnity

- Introduction
- Purpose and Meaning of the Contract of Guarantee
- Kind of Guarantees

- Rights and Obligations of the Creditor Rights, Liabilities and Discharge of Surety
- Contract of Indemnity Case Study

Contract of Bailment and Pledge

- Introduction
- Definition of Bailment and its kinds, Duties and Rights of Bailor and Bailee Termination of Bailment.
- Finder of Lost Goods Definition of Pledge or Pawn Pledge by Non-owners.
- Rights and duties of a Pledgor and a Pledgee
- Case Study

Contract of Agency

- Introduction
- Definition of Agent and Agency, Different Kind of Agencies, Classification of Agents
- Duties and rights of Agent
- Principal's Duties to the Agent and his Liability to Third parties
- Personal Liability of Agent Termination of Agency Power of Attorney
- Case Study

Law of Sale of Goods

- Introduction
- Definition and Essentials of a Contract of Sale
- Goods & their classification, Meaning of Price Conditions and Warranties
- Passing of Property in Goods Transfer of Title by Non-Owners Performance of a Contract of Sale of Goods
- Unpaid Seller and his Rights Remedies for Breach of a Contract Sale by Auction
- Case Study

Module 3. Law of Carriage of Goods

- Definition of a Contract of Carriage Classification of Carriers
- Rights , Liabilities & Duties of Shipper & Carrier Under :
- Indian Carriage of Goods by Sea Act, Carriage of Goods by Rail
- Carriage of Goods by Road □ Carriage of Goods by Air, Multimodal transportation
- Bill of Lading Act , Charter Party Contracts (a) Voyage Charter (b) Time Charter
- Hague Rules
- Hague – Visby Rules
- Rotterdam Rules

Module 4. Law of Arbitration and Conciliation

- Objectives and Scope of the Act, Arbitration Agreement and Arbitrators Conduct of Arbitral
- Proceedings, Making of Arbitral Award and Termination of Proceedings Miscellaneous
- Provisions
- Enforcement of certain Foreign Awards Conciliation

- Models of Arbitration Clauses
- Case Study

Module 5. National & International Rules, Regulations & Laws

Port & Shipping working, Applicability of various maritime laws, Legal Environment and its business –

- Meaning of General Laws & Acts and Maritime Laws
- Classification of various Maritime Laws
- Requirements of Laws
- Usage of Laws

Various Laws & Acts – in regards port operation and management (Overview)

The Indian Port Act 1908

The Indian Merchant Shipping Act 1958

The Gujarat Maritime Act 1981

The Major Port Trust Act 1963

The Indian Motor & Vessel Act 1962

The Indian Custom Act 1962 (Sections related to Port & Shipping Operation)

Multimodal Transport of Goods Act, 1993

IWAI Act, 1985

The Admiralty (Jurisdiction and Settlement of Maritime Claims) act 2017

International Marine & Sea Transport Laws (Overview)

SOLAS – 1974, 1988, 2010, 2011 (Safety of Life at Sea)

IMDG Code – 1996

Concept of International Convention

International Maritime Organization (IMO) as a regulating Authority

Setup of IMO & various code framed by IMO

General Legal Aspects

- Seaworthy and Unseaworthy vessel and liabilities of ship / cargo owners
- General Average and the York Antwerp rules 1974
- Collision Regulations
- Maritime lien
- Maritime arbitration
- Maritime Cargo Claim
- Piracy and overview and its
- Legal aspect
- Wreck and Salvage
- Towage
- Admiralty Jurisdiction

Terminology & Abbreviation

- Custom Formalities - Health Safety Regulation
Various Shipping Terms, Legal & Commercial Shipping terms and its abbreviations

Case Study

Text Books

1. Mercantile LAW by S SGulshan
2. Carriage of Goods by Sea, Air and Road by Dr. Avatar Singh

Reference Books

1. Various Law Books (Bare acts & commentaries)
2. Various Acts / Law Books (Bare Acts & Commentaries) on Port & Shipping Management
3. Various Code framed by IMO 4. Dictation of Shipping Terminology / Terms

Subject	SC302 - Project Management and Financing (PM&F)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To equip the students with entrepreneurial skills like project formulation, appraisal, evaluation, monitoring and control, etc. To understand the concepts of project planning and organization, budgeting and control, and project life cycles
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction Key areas	
<ul style="list-style-type: none"> • Definition and concepts • Consequences of poor Project Management • Factors affecting success or failure of a Project. Triple constraints • VED Analysis (Vital - Scope / Cost / Time / Quality, Essential - Communications / Risk / Issues / Change Control, Desirable – Conflict / HR – Motivation / Supply Chain) • Project Life Cycle & Phases 	
Module 2. Planning and Analysis	
<ul style="list-style-type: none"> • Project as Capital Budgeting decision • Phases of Capital Budgeting (Planning, Analysis, Selection, Financing, Implementation and Review) • Overview of Capital Budgeting • Capital Allocation Strategy (Concepts, models and considerations for forming strategy) • Generation of project ideas and screening • Gathering and analyzing project information • Market and demand analysis • Technical analysis • Financial estimations and projections 	
Module 3. Selection	
<ul style="list-style-type: none"> • Principles of compounding and discounting • Various investment appraisal criterias • Defining project cash flows • Concept & measurement of cost of capital • Project risk analysis 	
Module 4. Financing Implementation, monitoring and Review	
<ul style="list-style-type: none"> • Various sources of finance • Infrastructure financing • Concepts of Venture Capital and Private Equity • Forms of Project organizations (line, staff, matrix etc) • Use of network techniques for project planning scheduling and control (Bar Charts / Gantt Charts/ CPM / PERT Concepts) • Work Break-down Structure • Project life cycle Variance analysis 	

- Project implementation, monitoring, review and reporting

Module 5.Role & Responsibilities of a Project Manager

- HR & Motivation & Transparency in MIS
- Tips for Successful Project Management / Project Scheduling
- Contract Management ; Legal & Consequential Precautions
- Information Technology Enabled Services (ITES) in Project Management (not for exam)
- Use of MS-Excel, MS Project, Primavera etc. for Project management (not for exam)

Case Study

Text Books

1. Projects by Prasanna Chandra, 7th Edition, McGraw Hill

Reference Books

1. Your Project Management Coach, Wiley Publication
2. Project Management and Appraisal, 1/e, SitangshuKhatua– Oxford Uni. India

Subject	SC303 - Environment & Disaster Management
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide a comprehensive outline of the different types of Environmental hazards & Disasters and their mitigation techniques under the framework of National and International techniques.</p> <p>To provide also a detailed over-view of the emerging approaches in Disaster Reduction & Management and creation of Disaster Management Plans both in national & international level</p> <p>The emphasis will be on programmes of National & International organizations for Disaster preparedness, mitigation and awareness especially concerning port & shipping sectors</p> <p>To expose the students to get a first-hand experience in planning hazard mitigation & linkages through institutional mechanism / authorities.</p>
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to Environment	
<ul style="list-style-type: none"> • Introduction • Introduction to Environment, Ecology and Ecosystem • Environmental Issues • Environment Impact Assessment • Introduction to the ISO 14000, 14001 • Importance of environmental compliance. 	
Module 2. Type of Disaster	
<u>Type of Disasters : Natural and Manmade</u>	
<ul style="list-style-type: none"> • Natural Disasters <ol style="list-style-type: none"> 1. Tsunami, Earthquakes, Volcanic, Eruptions Typhoons 2. Tornadoes and Severe Storms, 3. Hurricanes and Tropical Storms 4. High Tides, Floods & Erosion • Manmade Disasters <ol style="list-style-type: none"> 1. Chemical/ Oil Spill Disaster 2. Deliberate Terrorist attack 3. Atom Bomb 4. Hazardous chemicals/ Biological / Radiological as potential weapons for the terrorists 5 Reasons for Disasters 	
Module 3. Management of Disasters	
<ul style="list-style-type: none"> • Risk and Vulnerability Analysis • Disaster Preparedness and Response • Rehabilitation, Reconstruction and Recovery 	

- Reconstruction and Rehabilitation as a Means of Development.
- Damage Assessment
- Post Disaster effects and Remedial Measures.
- Creation of Long-term Job Opportunities and Livelihood Options,
- Disaster Resistant House Construction
- Sanitation and Hygiene
- Education and Awareness,
- Dealing with Victims' Psychology,
- Long-term Counter Disaster Planning
- Role of Educational Institute

Module 4. Coastal Zone Management, Marpol and Other Environmental Laws

- Environment Laws / Regulations
- Coastal zone development plan
- Coastal resource mapping
- Coastal resource
- Conservation
- Coastal resource management
- Role of Regulatory authorities in Environment and Disasters
- Importance of Human Resource
- MARPOL 73/78 for Prevention of Pollution from ships - Regulations (Annexure I to VI)
- Oil Pollution Preparedness, Response and Co-operation
- Ballast water management
- Control of Harmful Anti-fouling Systems
- Dumping waste material at sea
- Ship recycling
- The removal of hazardous shipwrecks

Module 5. Environmental/ Disaster Issues related to Port and Shipping

- Environmental Issues in Ports, Logistics & Shipping, and Coastal areas
- Impact of Port Development activities on Environment
- Disasters affecting the ports, Shipping and coastal areas
- Case studies involving national & international ports
- Case Study

Text Books:

- Disaster Management by Dr. Mrinalini Pandey (Wiley India Pvt Ltd)
- Disaster Science and Management by Tushar Bhattacharya (McGrow Hill Education India Pvt Ltd)
- Textbook for Environmental Studies by Erach Bharucha (UGC)

Reference Books:

- Disaster Management by J.P.Singhal (Laxmi Publication)
- Disaster Management: Future Challenges and Opportunities by Jagbir Singh (K W Publishers Pvt. Ltd.)

Subject	SC304 - Maritime Economics (ME)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	<p>To provide the student with an overall understanding of the economics of shipping practice because of increasingly important role of management in the area of budgeting, financing and marketing.</p> <p>To provide an in depth understanding of the economies guiding the ever changing shipping & logistics market in India & abroad.</p> <p>To create confidence in handling the multifarious issues starting from ship building to demolition; ship management parameters, comprehensive international transport system operation & viability; thus broadening their horizons</p>
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. The Economic Organization of the Shipping Market	
<ul style="list-style-type: none"> • The Economic role of the Shipping industry • International Transport System • The demand for Sea Transport • The World Merchant fleet • The Supply of Sea transport • The Shipping companies who run the business • Determinants of Maritime Transport costs • Port Pricing 	
Module 2. The four Shipping Markets	
<ul style="list-style-type: none"> • The Decisions facing ship owners • The four Shipping markets • Freight market • Sale and Purchase market • The New Building market • The Demolition market 	
Module 3. Supply, Demand and Freight Rates	
<ul style="list-style-type: none"> • The Shipping Market Model • The Freight rate Mechanism • Monopoly Environment and Role of competition • Conference and Consortium in Shipping 	
Module 4. Cost, Revenue And Financial Performance	
<ul style="list-style-type: none"> • Cash flow and the art of survival • The cost of running ships • Price of Vessels • The Capital cost and Financial performance • The Revenue calculation • Computing the Cash flow • Computing GST 	
Module 5. The Economics of Shipbuilding and Scrapping	

- Role of the merchant shipbuilding and scrapping industries
- Regional structure of the Worldshipbuilding
- Shipbuilding market cycles
- The Economic Principles
- The Shipbuilding production process
- Shipbuilding costs and competitiveness
- The ship breaking industry
- Alang: Indian ship breaking yard

Case Study

Text Books

Principles of Economics, N Gregory Mankiw Latest Edition

Martien Stopford–Maritime Economic, Latest Edition

Reference Books

1. International Economics, Latest Edition.
2. Miltiades Chachdrades International Economics, McGraw-hill

Subject	SC305 - Supply Chain Management (SCM)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	This course enables you to develop knowledge, skills and competencies in the field of logistics and supply chain management which will assist you in the management and planning of resources, processes and people.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Introduction to logistics and supply chain management	
<ul style="list-style-type: none"> • Understanding the Supply chain and Logistics • Difference between Logistics, Supply Chain and Value Chain • Supply chain and Logistics performance • Supply chain and Logistics drivers and metrics. • International Logistics Management • Logistics Management and Operations • Hazardous Materials Management • Hazardous Material Transportation 	
Module 2. Strategic importance of supply chain	
<ul style="list-style-type: none"> • Designing distribution networks and application to e-business • Distribution channel and their structure • Model for facilities, Location & capacity allocation • Supply Chain Optimization Model • Role & Type of Intermediaries • Logistics channel planning • Assessment of Performance of Distribution channel • International distribution channel • Hub & Spoke • Network design in Supply chain • Network design in uncertain environment • Transportation in Supply chain • Multi-Plant Location Supply Chain 	
Module 3. Planning and managing inventory in supply chain	
<ul style="list-style-type: none"> • Managing economics of scale in aSupply chain: Cycle inventory • Managing uncertainty in Supply chain: Safety Inventory/ Safety Stock • Determining the optimal level of product availability • EOQ • Shipment Tracking by GPS or RFID Domestic Transport, Container Shipping and Airfreight Shipping 	
Module 4. Logistics modes and services	
<ul style="list-style-type: none"> • Third Party Logistics (3PL) Resources • Air Cargo Resources • Chemical Logistics Resources • Education & Career Resources • Forklift Resources • Logistics IT Resources • Ocean/Intermodal Resources 	

- Trucking Resources
- Warehousing Resources

Module 5. Case Study on Logistics & Supply Chain Management

- Distribution resource planning
- Logistics vis-a vis supply chain management- the link
- Strategic importance of logistics
- Green Logistics
- Carbon Credit in Container Shipping
- Case Study

Text Books

- Supply Chain Management: Sunil Chopra, Peter Meindl
- Supply Chain Management: Theories and Practices by Mohanty R.P Deshmukh S. G. (Biztantra)

Reference Books

- Supply Chain Management: Text & Cases by Shah Janat (Pearson)
- Logistics and Supply Chain Management by Martin Christopher – FT Press

Subject	SCP306 - Port Operation and Management (PO&M)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	The objective of this module is to provide detailed understanding on Port procedures, its functions, port operational activities and other managerial aspects. Students will be able to enhance Port efficiency by implementing strategic decisions.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Understanding of port operation and capacity utilization

- Overview of Port
- Port Workforce: Productivity, Growth, and Empowerment Strategies
 - a) Measuring Productivity, Throughput, and Growth
 - b) The Econometrics of Labor and Production
 - c) Port Growth, Productivity, and Empowerment
- Capacity Utilization, Capacity Management, and Capacity Planning: Ports' Technology and Innovation
 - a) Capacity Utilization, Capacity Management, and Capacity Planning
 - b) Port Capacity and Competition
 - c) Port Technology and Innovation
- Basic & Ancillary Port Services
- Berthing Plan, Pilotage ,inward & Outward Of Vessel

Module 2. Port management services

- Port Management Services: Terminal Operators; Property Leasing Opportunities
 - a) Port Management Services and Operations
 - b) The Harbormaster's Department and Functions
 - c) Terminal Manager
 - d) Vessels' Planning
 - e) The Four Stages of Port Management and Operations
 - f) Marine Terminal Operator (MTO) Agreements and Leasing Opportunities
 - g) Marine Terminal Operators and Leasing Opportunities
 - h) CFS Services, Rake Management, Buffer Yard Management
 - i) Case Studies
- Berths, Facilities, and Equipment
 - a) Berth Performance versus Capacity
 - b) Port Operations: The Place Where Capacity and Performance Meet

Module 3. Key Performance Indicators as Tools of Strategic Planning and Management

- Strategic Planning, Development, and Management: Exceeding the Corporate Objectives
 - a) Port Pricing Strategies: Tariff Changing and Competitiveness

- b) The Shipping Demand Paradox
- c) Port Pricing
- d) Pricing Systems and Price-Setting Considerations
- KPIs: Measuring Financial and Operational Performance
- Port Equipment and Berth Facilities: Operations, Maintenance, and Depreciation
 - a) Port Cargo Handling Equipment
 - b) The “Port Equipment List”
 - c) IT, Logistics, and Operational Port Equipment
 - d) Depreciation Methods
- Performance Management and the Human Factor
 - a) Performance Management
 - b) Human Factor in Port Performance
 - c) Human Factor—Survey Analysis

Module 4. Port, stacking/storage and Cargo Dispatch operation

- a) Stevedoring operation
 - i) Planning
 - ii) Equipment’s requirement
 - iii) Documentation
 - iv) Co-ordination with other departments
 - (1) Back up
 - (2) Engineering
 - (3) Marine
- b) Back up operation
 - i) Planning
 - ii) Equipment’s requirement
 - iii) Documentation/use of IT
 - iv) Co-ordination with other departments
 - (1) Engineering
 - (2) Stevedoring
 - (3) Dispatch
 - v) Closed and open warehouse
- c) Evacuation of cargo with different mode of transport
 - i) Planning for dispatching cargo
 - ii) Equipment’s requirement
 - iii) Documentation
 - iv) Co-ordination with external and internal stakeholders

Module 5. Weighing system, Operation delays and Digitalization

- 1) Draft Survey
- 2) Weighment
- 3) Modelling terminal operation

- 4) General operational delays & Certification
 - a. Strong Weather Conditions/Cyclones/Strikes
 - b. Waiting Period
 - c. Port delays(congestion)
 - d. Demurrage
- 5) Port Utility & productivity
- 6) Digitalization in port
- 7) Port Performance comparison to
 - a. Major and Minor Ports,
 - b. Government and Private Ports,
 - c. Indian and Foreign Ports

Case Study

Text book: -	<ul style="list-style-type: none"> • Port Management and Operation by Maria G. Burns, CRC press • Port Management and Operations, By: PATRICK ALDERTON Llyods Practical Shipping Guides
Reference Books:-	<ul style="list-style-type: none"> • Maritime Logistics: A Complete Guide to Effective Shipping and Port Management by Dong-Wook Song, Photis M. Panayides – Kogan Page • Port Operations and Container Terminal Management: with applications, Evrim Ursavas Guldogan - VDM Verlag Dr. Müller

Subject	SCP307 - Port Planning and Infrastructure Development (PP&ID)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	Objective of this module is to provide comprehensive knowledge to innovative learning to meet current requirement in current port scenario and infrastructural development. Students will be able to learn the Infrastructure Developments from initial planning/ execution stage to operational stage. Apart from developing new infrastructure, development of existing infrastructure and methods of developments included in this module.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. Port Planning Methodology	
<ul style="list-style-type: none"> • Introduction • Types of planning • Planning Process • Planning Task <ul style="list-style-type: none"> ○ Cargo Forecasts ○ Functional requirements and planning elements ○ Site data ○ Layout development ○ Evaluation Techniques ○ Project Optimisation • General Observation 	
Module 2. Planning and design of Port Terminal	
<ul style="list-style-type: none"> • Service Provided • Terminal Components • Types of Terminals • Terminal Capacity: Maximum or Optimum • Terminal Dimensions <ul style="list-style-type: none"> ○ Quays and Jetties ○ Terminal Areas • Digitalization • Privatization of railways 	
Module 3. Port Development	
<ul style="list-style-type: none"> • Public v/s Private Port • Corporatization of Ports • Port development-Factors/Issues and Methods • Terminal productivity, performance and benchmarking • Concepts of Inland Port Development • Port Sustainability • Dynamics of Port Development • Port Evaluation/Benefit Analysis • Value added services 	

<ul style="list-style-type: none"> Challenges for Indian ports 	
Module 4. P.P.P and other issues in port	
<ul style="list-style-type: none"> PPP Policies Types of concessions Model Concession Agreement Issues in Bidding Hinterland Connectivity of Ports Model Concession Agreements HRM in Port Management Slot Capacity analysis Cooperative Model Investments Criteria Evaluating status of port in global scenario PPP in Infrastructure Opportunities for partnership in infrastructure sector 	
Module 5. Execution and Implementation	
<ul style="list-style-type: none"> Reforms Undertaking Government Privatization Regulatory Environment Policy & Regulatory environment affecting infrastructure developments in India Role of Public sector Augmented support device Tendering process, Tender evaluation and finalization Implementation phase Latest port projects executed and implemented in last 5 years Port Modernization under Sagarmala project World Mega port project-A case study Other projects in Maritime Industry-A case study 	
Text book: -	<ul style="list-style-type: none"> Port operations, planning and logistics, By: KHALID BICHOU Port and Terminals by H. Ligteringen, H. Velsink
Reference Books:-	<ul style="list-style-type: none"> LLyods Practical Shipping Guides Model Concession Agreements for Ports, Planning Commission Report of the Task Force on financing Plan for Ports by Planning Commission

Subject	SCP308 - Port, Safety, Security and Vessel Traffic Management System (PSS&VTMS)	
Academic Year	2022-23 Onwards	
Credits & Total Hours	4 Credit & 40 Hours	
Objective	Objective of this module is to provide comprehensive understanding on Port Safety, Security and Vessel Traffic Management System. Important Safety aspects from industrial and domestic point of view is will be discussed. Students will able to learn Importance of Security at Ports, Policy and Procedures from this module. Ship Navigation, Communication and other related aspect concern to the VTMS are included in this module.	
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)	
Instructor		
Module 1. Port Safety		
Weightage : 20%		Sessions : 10
<p>Port Safety:</p> <p>Safety in Port:</p> <p>1. Reasons for Safety at workplace, 2. Humanitarian reasons, Legal reasons, 3. Elements of Safety Program, 4. Duties and responsibilities of safety officer and Safety committee,</p> <p>Steps for Safety:</p> <ol style="list-style-type: none"> 1. Spot the Danger, Act to Control, 2. Prevent Recurrences, Contributing factors to unsafe acts, Safety Implementation, 3. Guidelines for Safety Officer 4. Control Measures for High Risk Activities 5. General Safety Rules (LSR) 6. Introduction to PPE <p>Office Safety:</p> <ol style="list-style-type: none"> 1. Housekeeping 2. Fire Safety 3. Operational Safety Requirements 4. Emergency Management <p>Surveillance:</p> <ol style="list-style-type: none"> 1. Points to Ponder, Introduction, 2. Conventional Method, Intelligence, 3. Investigation & Inspection, 4. Interrogation of accused, 4. Case Procedure FIR, 6. IMDG Code Requirement / Safety Inspection and Audit, 5. Accident Investigation, Accident Reports- Record and Analysis 6. Safety Management System <p>Case Study</p>		
Module 2. Port Security		
ISPS Code		

1. Definition, Aim & Objective,
2. Functional Requirement
3. Responsibilities & Liabilities of Contracting
4. Declaration of Security 5. RSO/CSO/SSO

Ship Security:

1. Ship Security Assessment (SSA)
2. Ship Security Plan
3. Requirement
4. Ship Security Alert System
5. Security Threats to Ship

Port Security:

1. Levels of Security
2. Port Facility Security Assessment
3. PFS Plan
4. PFSO
5. Training, Drill & Exercise for Port facilities
6. Access and Restricted Area
7. Cargo Handling & Ship Store's Deliveries
8. Different Security Levels between Ports and Ship
9. Security Equipments
10. Security Threats to Ports

Case Study

Module 3. Marine Operations and ROR

1. Various Marine Operations in Port
2. Navigational Charts and Navigational Aids
3. Requirement of Marine Control/Department
4. Factors affecting shipping Movements in Port
5. Marine Emergencies
6. Planning Process for Marine Operations
7. Equipments required for the operations
8. Pilotage Operations
9. Services included in Marine Operations
10. Rules of Roads

Module 4 . VTMS

VTMS Guideline & IMO Definitions – VTMS and Overview

- Competent Authority
- VTMS Authority & Its responsibilities and Liabilities
- VTMS Area & application there to
- Functions of VTMS
- Classifications of VTMS
- VTS, VTMS, VTMS
- Functions of VTMS (Information, Navigation, Traffic organization)
- Elements/ Components of VTMS
- Vessel Traffic & Port Management Systems (VTPMS)

VTMS Organization

- VTMS Planning & Implementation – as per IMO Guidelines
 - Competent Authority
 - Equipments & its specifications
- IMO, IALA, DGS, DGLL guidelines
Use of Softwares and Technology in VTMS

Module 5. SMCP & Communication

1. Standard Marine Communication Phrases
2. Communication and Co-ordination
3. Emergency Situation Handling

Case Study

Text Books:

1. ISPS Code By IMO
2. VTS Guide V-103/1 by IALA
3. Port Security Management by Kenneth Christopher - Auerbach Publication
4. Port Operations ,Planning and logistics By: KHALID BICHOU

Reference Books:

1. Maritime Security: An Introduction by Michael McNicholas - Butterworth-Heinemann
1. Safety of Marine Transport: Marine Navigation and Safety of Sea Transportation by Adam Weintrit, Thomas Neumann (CRC Press)
2. Security of India's Ports, Coast and Maritime Trade: Challenges in 21st Century by Dr. Mohit Nayal (Vij Books India)
3. Maritime and Port Security (Securing the Nation S.) by Fred Evans (Chelsea House Publishers)
4. COLREGS Rules of the Road by Capt. Vivek Bhandarkar (Bhadarkar Publications)
5. Llyods Practical Shipping Guides, ISPC Code 2003, SOLAS 74, IMDG Code 1994,

Subject	SCS306 - Shipping and Logistic Management (S&LM)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	The objective of this module is to development understanding of Shipping Concept along with turnaround time comparison with world shipping Trade alongwith management practices of Logistical activities. Students will be able to learn the current trends in shipping industry as well as how the industry works. This module will explain the co-relation of shipping industry with logistics and supply chain management.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	
Module 1. International Trade and Shipping & Freight Rate Mechanism	
<ul style="list-style-type: none"> • The Importance of Shipping • Freight Market • World Economic Development and Shipping • Sea Transport System • International Trade Pattern • Demand for Sea Transport • Supply of Sea Transport • The Freight Rate Mechanism • Shipping Cycle 	
Module 2. Shipping Market and Fleet Mix decision	
<ul style="list-style-type: none"> • Bulk Shipping Market • Container Shipping Market • Business Strategy in Shipping • Growth of Firms • Fleet Mix Decision • Liner Shipping • The Fleet Mix Model • SCOPE Framework 	
Module 3. Liner shipping network and Container transport chain	
<ul style="list-style-type: none"> • Liner Shipping Network • Network-based Organizations • SMART Driving Forces • SHIPMENT Framework • Case study • Container Transport • International Transport • Primary Customers 	

<ul style="list-style-type: none"> • Transport Facilitators • Transport Operators • Freight Transport Modes 	
<p>Module 4. Intermodal transport system and Container transport Security</p> <ul style="list-style-type: none"> • The INTERMODAL transport system • Container Transport Chain and Container Transport Security • Container Transport Security Enhancement • Diffusion of Technology to Enhance Container • Types of Institutional Isomorphism • Managing Container Terminals-Introduction • Development of Global Container Terminal Operators • Performance of Container Terminals • The PROFIT Framework 	
<p>Module 5. Logistics and global supply chain management</p> <ul style="list-style-type: none"> • Logistics hub and its application for container ports • Economics and social network theories for container hub port evolution • Hinterland logistics and global supply chain • Hinterland logistics-strategy • Hinterland logistics-management • Hinterland logistics and its influence on global supply chains • Case studies 	
Text book: -	<ul style="list-style-type: none"> • Maritime Logistics: Dong - Wook Song & Photis M Panayides (The Chartered Institute of Logistics and Transport – UK) • Shipping and Logistics Management- Y.H.V.Lun, K.-H. Lai · T.C.E. Cheng
Reference Books:-	<ul style="list-style-type: none"> • Elements of Shipping-A.E Branch,7th Edition1996 • Dictionary of shipping Terms–P.R Brodie 2nd Ed.1996

Subject	SCS307 - Liner Trade and Multi Modal Transport (LT&MMT)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	To emphasize the need for Liner Trade and Multi Modal Transport in solving Logistics and Supply Chain problems. To impart learning about concepts involved in LT & MMT. To familiarize the students with liners, vessels, cargos, various mode of transportation including Multi Modal Transportation.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Overview and Management of Liner shipping

- Liner Trade overview
- Evolution and Development
- Development of Unitization and Containerization
- Concept of Liner trades
- Liner operation
- Liner trade routes
- Liner shipping Management and Organization
 - Introduction
 - Structure of liner companies
 - Executive Management Responsibilities
 - Trades-Network and services
 - Sales and Marketing
 - Regions and Agencies
 - Global operations
 - Finance and Accounting
 - Agency Activities at Country level

Module 2. Containerization and unitization and Intermodalism

- Overview
- Unitization
- Containerization
- Multimodal transport
- Economy of scale
- World Container growth
- Container dimensions
- Type of Containers
- Container inventory
- Tracking system
- FCL, LCL and ICD
- Co-operation between liner operators
- Liner shipping conferences

- Single Window Facilities by Shipping Line
- E-Business in liner trade
- Rise of Independent Lines
- Conferences-The Present day

Module 3. Liner services

- Development of service networks
- Early concept
- Frequency of services
- Hub and Spoke/Relay Services
- Flow Matching and Double Dipping
- Cascading of vessels
- Role and limitation of co-operation in network development
- Current and future networks
- Tariffs, Pricing and cargo selection Basic Principles
- Tariff structures
- Sea freight Tariffs
- Pricing Contract and special rates
- Rate and Yield management
- Centralization of operations & Custom Services
- ICD and their Importance for liner services & connectivity to Exporters and Importers

Module 4. Linkages and Cargo consolidation operation

- Rail and road transportation and their roles as linkages
 - Rail transportation-New Developments
 - How containers are moved
 - Problems with road Transportation and progress
 - ICSs and their importance for liner services and connectivity to exporters / transporters
- Cargo consolidation in India
 - What is consolidation
 - Requirement of Consolidation
 - Benefits to the trade
 - Benefits to freight forwarders
 - Benefits to carriers
 - Scope for consolidation
 - Cargo Stuffing situations
 - Selection of shipping line
 - Documentation at shipping point
 - Documentation at destination
 - NVOCC Business and traffic operation in India
 - NVOCC's Hub operations
- Documentation for different mode of transport

Module 5. Container Management and Handling system/ Equipments	
	<ul style="list-style-type: none"> • Managing Empty containers • Container leasing methods and organization <ul style="list-style-type: none"> ○ Owning and leasing ○ Advantage and disadvantage ○ Cost of leasing ○ Type of lease contract • Container handling Systems and Equipments • Container repairs • Need of inspection • Damage and wear • Type of Damage and Wear • IICL guidelines for repairs • Multimodal transport park in India • Case Study
Text book: -	<ul style="list-style-type: none"> • Containerization, Multimodal Transport and Infrastructure Development in India by Dr. K.V. Hariharan, SPD • Liner Trades by Institute of Chartered Shipbroker, 2015 Edition
Reference Books:-	<ul style="list-style-type: none"> • A text book on container and multimodal transport management by K. V. Hariharan – Shroff Publisher • Improvement of Transport and Logistics Facilities to Expand Port Hinterlands: Policy Guidelines, United Nations • Ten Keys to global logistics by Red Prairie

Subject	SCS308 - Chartering and Chartering Practice (C&CP)
Academic Year	2022-23 Onwards
Credits & Total Hours	4 Credit & 40 Hours
Objective	The objective of this module is to understand the knowledge in chartering and operations of ships. The practical and business use of charter parties, contracts of affreightment, voyage calculation, stowage planning, post fixture management, procurement, documentation and accounting. Students will be able to learn the practical aspects of the chartering market and operational fundamentals of the industry.
Weightage	Each Module contain equal weightage of 20% for total 5 modules (8 Hrs to be allotted for each module)
Instructor	

Module 1. Chartering Introduction

- Types of ships for the trade: major cargoes: producing areas and trades, their movement; methods of cargo handling for dry cargo and tankers.
- Air Charter: Full & Part Aircraft Charter, Regulatory Body, IATA area, International Air Routes, Labeling and Packaging of Cargo.
- Chartering market - Different players, Sale agreements, FOB. CIF; factors influencing Supply and Demand; role of Brokers; Baltic Exchange, Various freight indices and BIFFEX
- Abbreviations and other chartering terms and definitions

Module 2. Chartering contracts

- Voyage time, Bareboat-cum-demise charters; Contract of affreightment; Different Standard Charter Party forms for dry cargo and tankers and their salient features.
- Chartering market practice- Offer, Counter offer, Negotiations, Finalization of fixture; Explanation of abbreviated fixture Reports in simple language.

Module 3. Dry Cargo Chartering

- Lay time calculations - Types of Laytime; importance of Notice of Readiness; Commencement and Termination of time; Detailed knowledge of statement of facts and time sheets; Calculation of Demurrage and Dispatch; Charter party Lay time definitions.
- Voyage estimates and calculations; Stowage and loading zones.
- Financial aspects of Chartering contracts (voyage and time) – Freight and Hire calculations and payment methods.
- Post-fixture aspects of chartering.
- NYPE Inter-Club Agreement, 1996.
- Charter party disputes: Voyage Charters arrived ship; Lay time calculations;
- Deductions from freight; excepted periods. Time Charters off-hire periods; Final voyage; Payment of hire; Bunkers; Performance clauses.
- Frustration of Charter party

Module 4. Tanker Chartering

- Crude oil and various types of products and their movement; Oil terminals. Oil Transportation – Indian scene
- Technical aspects of tanker operations
- cleaning of tanks; heating; inert gas system; crude oil washing; clean ballast tanks; segregated ballast tanks; double hull, etc.

Module 5. Chartering markets

- Oil majors and traders; Importance of OPEC; Role of INTERTANKO and OCIMF.
- Lay time calculations -- Types of Lay time; Importance of Notice of Readiness; Commencement and termination of time; Calculation of demurrage.
- World scale; Voyage estimates and calculations, Bunker Adjustment Factor, AFRA.
- Post-fixture aspects of chartering.
- Charter party disputes: Voyage Charters- Arrived ship; Lay time calculations; Deductions from freight; Excepted periods. Time Charters -Off hire periods; Final voyage; Payments of hire; Bunkers; Performance clauses; Bunker Adjustment Factor
- Oil transportation -- losses and claims
- Managing Chartering Performances
- Case Study

Text Books:

- Principles of Chartering – Photis M. Panadiyes (Latest Edition)
- Charter Party – Capt. D Driver and Edition (Navneet)
- Shipbroking and Chartering Practice – Gorton, Hillenius, Ihre and Sandevan

Reference Books:

- Chartering and Shipping Terms, Barker & Howard
- Chartering practice: Analyses of charter parties, J Bes - Barker & Howard
- Chartering Practice Handbook by Thomas Pagonis

Subject	LTP - On-site Project Training / On Job Training 4 to 5 Months (Long Term)
Academic Year	2022-23 Onwards
Credits	10
Objective	To expose the students to port and logistic or allied institution to get hands on experience to different technical, functional and managerial aspects of maritime industry.
Total Hours	162 hours Onsite
Instructor	

STRUCTURE OF THE PROJECT WORK DURING SEM-IV OF MBA (MM)

Basically it is expected that students must get the actual operational and applied experience during the project period so as to make them familiar with the working environment of prospective organizations they are likely to join after the completion of their course.

During the project following stages are expected

- 1 Understanding of the organizational set up and its key functional areas.
- 2 Applying any two concepts of port management/shipping/logistics/Coastal in the activities carried out by the organization (To be decided in consultation with Faculty at the time of project commencement).
- 3 Collection of relevant data/ analysis/graphical presentation/inferences/conclusions and recommendations with respect to subject chosen as in 2 above.(To be finalized in consultation of the faculty in last fortnight of training period)
- 4 Submission and presentation of report and *viva-voce*

Broadly the evaluation will be carried out in the following aspects and their tentative weight-age.

The details are provided in the section of evaluation pattern.

1 Understanding of concept and its application	30%
2 Analysis and inferences	30%
3 Presentation and <i>viva-voce</i>	40%

Faculties shall identify and make available the tentative list of concepts/subjects of likely studies that can be taken up at least a month before the commencement of project training if possible.

SIP - GUIDELINES FOR SUMMER INTERNSHIP PLACEMENT

Summer placement (summer internship programme, i.e., now popularly known as **SIP**), is an integral part of the academic curriculum of MBA Maritime Management. For the successful completion of the MBA programme, the students are required to complete the SIP. After completion of the 1st year of the programme, i.e., after the 2nd semester and before the commencement of the second year of the programme, the students are required to work with an organisation for hands on experience. The duration of the SIP is six to eight weeks. In some cases this period may be a little longer, but in no case the duration should be more than 10 weeks.

SIP aims at widening the student's perspective by providing an exposure to real life organisational and environmental situations in Maritime Industries. This will enable the students to explore an industry/ organisation, build a relationship with a prospective employer, or simply hone their skills in a familiar field. SIP also provides invaluable knowledge and networking experience to the students. During the internship, the student has the chance to put whatever he/she learned in the 1st year of MBA Maritime into practice while working on a business plan or trying out a new industry, job function or organisation.

The organisation, in turn, benefits from the objective and unbiased perspective the student provides based on concepts and skills imbibed in the first year at the MBA institute. The Summer interns also serve as unofficial spokespersons of the organisation and help in image building on campus.

In case, the scope of the project is large, even more than one student also can undertake the SIP project jointly. Similarly, if the scope of the project is limited, the student can undertake more than one project during the specified period with the same organisation or with another organisation.

An additional benefit that organisations may derive is the unique opportunity to evaluate the student from a long-term perspective. Thus, the SIP can become a gateway for final placement of the student.

The student should ensure that the data and other information used in the study report is obtained with the permission of the institution concerned. The students should also behave ethically and honestly with the organisation.

The SIP process involves working under the mentorship of an executive of the concerned organisation and also with a faculty member of the institute where the student is studying, if required. The student is expected to first understand the organisation and its setting and the industry/field in which the organisation is operating. Thereafter, the student is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study. Wherever possible, the student may provide recommendations and action plans, along with the findings of the study.

Thereafter, the student should prepare a report and submit one copy to the organisation and one copy each to the institute and the university. The student should also obtain a certificate from the organisation/s where the SIP was done and attach the same with the copy submitted to the institute.

The University will arrange for evaluation of the SIP reports submitted by the students. For the purpose, the university will nominate one faculty from outside the institute and two faculty members from the institute who will be the examiners. The student/s is/are expected to make a 15 minute presentation before the examiners regarding the SIP project work undertaken, which will be followed by questions by the examiners.

The total marks for the SIP project will be 100. The marks will be awarded for the following aspects:

Gujarat University, Ahmedabad - MBA in MM Programme

- i) Introduction: Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- ii) Literature Review: Published studies, review of similar studies
- iii) Details about the study: Objectives, formulation of the problem, scope, and rationale of the study.
- iv) Methods/methodology adopted for the study: Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- v) Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- vi) Contribution and learning from the project: Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.
- vii) Acknowledgements: References/Citations and Bibliography and help, if any,, received from other individuals/organisations.
- viii) Presentation of the report, format of the report, flow of the report, style, language, etc.
- ix) Presentation of the report to the examiners: Substance and treatment of the topic, style of presentation, performance in the question answer session, time management, language, etc.
- x) Overall impression.

Note: Similar Guidelines as mentioned for summer internship placement (SIP) will be applicable for long-term project (LTP) on-site/ on job training during the semester IV of the programme.

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MBA IN MARITIME MANAGEMENT (EVALUATION PATTERN)

(The University Examinations for all the semester will be held only once a year. The examinations for semester I and III will be normally held in the month December / January. The semester II will be held in May / June. The Semester IV examination (Presentation and VIVA-VOCE) will be after the completion of the onsite long term training of 4-6 months.)

1. Evaluation of the course

The evaluation will be totally internal and will be conducted by the faculty who are teaching the subjects as this is a unique course and it will be difficult to get outside experts for evaluation. The grading system will be followed for the purpose, minimum requirement of attendance, etc., are given below:

2. Grading Point

The evaluation will be done on the grading pattern. The idea of the evaluation is to help the students perform better.

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Meaning	4.3	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0

3. Meaning of Grades

- A : Excellent
- B : Good
- C : Fair
- D : Poor
- F : Fail
- I : Incomplete

+ & - : These symbols indicates the variations above & below the above description.

Total grade point is calculated by adding the grade points obtained in various courses.

$$\text{GPA} = \frac{\sum xiwi}{\sum wi}$$

Grade Point Average: (GPA): G.P.A is calculated by dividing the total grade point by number of credits.

4. Absenting from examination:

- a) It will be compulsory for every student to appear in the university exam for all the courses in every semester. In case a student fails to attempt any one or more university examination, he/she will be given "I" in that component of the course, which may be converted into "F" for calculation of grade point of that subject/course.
- b) If a student fails to appear in the mid-semester examination he/she may be given one more chance by the concerned faculty/Director by a make-up examination. However, in the make-up examination the maximum grade awarded will be "C". This clause is put to discourage the students from absenting from the mid-semester examination.
- c) If a student has not been able to complete any course (internal or continuous component), he/she will be given "I" grade, implying incomplete. The "I" grade will have to be removed by completing the course requirements within a specified time period allotted by the faculty concerned. If this is not done, the student will be treated as failed in that component of the course and will be given an "F" in that component.

5. Equivalence between grade and Grade Point

Tentative Guideline regarding equivalence between Grade, Grade Point and Marks are given hereunder. How ever faculty member can design grading system based on the performance of the students.

GPA	Marks (Out of 100)	Grade
≥ 4.16	≥ 75	A+
3.86 - 4.15	≥ 70 & < 75	A
3.51 - 3.85	≥ 65 & < 70	A-
3.16 - 3.50	≥ 60 & < 65	B+
2.86 - 3.15	≥ 55 & < 60	B
2.51 - 2.85	≥ 50 & < 55	B-
2.16 - 2.50	≥ 48 & < 50	C+
1.86 - 2.15	≥ 45 & < 48	C
1.51 - 1.85	≥ 40 & < 45	C-
1.16 - 1.50	≥ 35 & < 40	D+
0.86 - 1.15	≥ 30 & < 35	D
0.5 - 0.85	≥ 20 & < 30	D-
less than 0.5	< 20	F

6. Equivalence among class, grade, GPA

Second Class ($\geq 50\%$)	(B- If GPA=2.51-2.85)
Higher Second Class ($\geq 55\%$)	(B If GPA=2.86-3.15)
First Class ($\geq 60\%$)	(A- If GPA=3.51-3.85), (B+ If GPA=3.16-3.50)
First Class with Distinction ($\geq 70\%$)	(A+ If GPA ≥ 4.16), (A If GPA=3.86-4.15)

7. Passing a Semester

To pass any semester of the year the student should fill the following condition:

- i. Should obtain Grade Point Average of 2.
- ii. Should not obtain more than one 'F' in a year including external and internal grades taken together.
- iii. Should not obtain 'D' in more than four courses, provided he/she does not get 'F' in any course in the year including external and internal grades taken together. ("+" and "-" of "D" will be treated as "D").
- iv. Should not obtain 'D' in more than two courses if he/she obtains 'F' in one course in the year including external and internal grades taken together. ("+" and "-" of "D" will be treated as "D").

If a student fails in a semester he/she will have to re-appear for all those courses of that semester where the grades are less than C only in the internal examinations. and he/she should cover-up the short fall by appearing in internal examinations. For this the student will have to fill-up the examination form for that semester and pay the fees for the exams.

8. Year-wise Promotion

Passing Criteria for 1st year of MBA in Maritime Management:

1. Minimum G.P.A. required: 2.00
2. Should not obtain more than one 'F' in any course.
3. Should not obtain more than four 'D' without 'F'
4. Should not obtain more than two 'D' with 'F'
5. There should be no 'I' (Incomplete) in any of the course.

9. Award of Degree

Passing Criteria for 2nd year of MBA in Maritime Management:

1. Minimum G.P.A. required: 2.00
2. Should not obtain more than one 'F' in any course

3. Should not obtain more than three D without F
4. Should not obtain more than two D with F
5. There should be no 'I' (Incomplete) in any of the courses

10. Examination Pattern:

There are Two semesters in each year duration 15 weeks of teaching. There will be two exams in each semester : 1. Mid Semester Exam

2. End Semester / Uni. Exam

etails of each exam:

MID SEM EXAM	INTERNAL EVALUATION	END SEM EXAM
a. Duration of the exam : 2hrs b. Total marks evaluated: Out of 50 c. Marks carried forward to final result : Out of 30	Internal Evaluation is done on class-room presentation, Quiz, class test, attendance etc., Total internal evaluation carried forward to final result : Out of 30	a. Duration of the exam : 3 hrs b. Total marks evaluated : out of 70 c. Marks carried forward to final result : out of 40

Evaluation of Summer Internship Project (SIP):

Project work at the end of 1st year:
 Summer Project. Duration: 8 – 10 weeks
 Evaluation: Presentation and Viva-voce out of 50 marks (By a committee appointed by the university) and project report (By examiner/School) out of 50 marks.

Evaluation of Long Term Project (LTP):

Project Study (P.S.) on-site training / on job training in the Last and Fourth semester of the programme:

Duration: Starting of Fourth semester minimum 12 weeks (Max 16 weeks) consisting of work related to port / shipping / logistics / coastal resources / allied industries understanding, analyzing, issues and working on a specific maritime related project on site and preparation of report. (Data collection, field work, analysis, report writing etc.)

Evaluation: Presentation and Viva-voce out of 50 marks (By a committee appointed by the university) and project report (By examiner/School) out of 50 marks.