

BHARATHIAR UNIVERSITY COIMBATORE - 641 046**DIPLOMA IN LOGISTICS AND SHIPPING**

(For the CPP/COP students admitted during the academic year 2015-2016 & Onwards)

Scheme of Examinations

SL:NO	Title of the Paper	In Ins. hrs / /week	Examination	
			Dur.H	Total Marks
FIRST SEMESTER				
1.1	Introduction to Principles of Management	6	3	100
1.2	Fundamentals of Logistics	6	3	100
1.3	Introduction to Shipping	6	3	100
1.4	Basic Customs Procedures	6	3	100
SECOND SEMESTER				
2.1	International Business Management	6	3	100
2.2	Warehousing & Inventory Management	6	3	100
2.3	Transportation and Distribution Management	6	3	100
2.4	Stevedoring/Foreign Forwarding & Port Operations	6	3	100
2.5	Internships (Industrial Internship Program)	-	-	200
TOTAL				1000

Duration of the course:

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

FIRST SEMESTER

1.1 INTRODUCTION TO PRINCIPLES OF MANAGEMENT

UNIT 1 Introduction to Management- Characteristics of Management-Concepts of Management-Management by Objectives-Fayol's 14 Principles of Management. Evolution of Management-Contribution of Management Thinkers-Management Theories-Management Theory Jungle-Approaches to Management

UNIT 2 Social & Ethical Responsibilities of Management & Social Audit-Criteria for Social Responsibilities-10 Commandments of Corporate Social Responsibilities-Ethics of Managers-Social Audit. Planning-Importance of Planning-Advantages of Planning-Disadvantages of Planning-Principles of Planning-Steps in Planning-Planning and Forecasting

UNIT 3 Decision Making Methods of Decision Making-Decision Making Process-Decision Support Systems-Evaluation of Decisions & Group Decision Making Organizing & Organizational Structure-Principles of Organization-Formal & Informal Organizations-Delegation of Authority-Centralization & Decentralization-Span of Management-Line & Staff-Manpower Planning-Recruitment & Selection-Steps in Selection Procedure-Management Development.

UNIT 4 Leadership - Meaning , Definition , Elements of Leading-Characteristics of Leading- Principles of Leading-Leadership Theories - Leadership Styles-Manager and Leader Motivation - Importance of Motivation - Theories of Motivation.

UNIT 5 Controlling-Elements of Control-Essential of a Good Control System-Functions of a Controller-Techniques of Control-Characteristics of an Effective Control System-Management Information Systems . International Management-Role of Global Managers.

References :

1. Koontz & Weirich, Essentials of Management, Tata McGraw Hill.
2. VSP Rao, V Hari Krishna – Management: Text and Cases, Excel Books, I Edition, 2004
3. Stoner & Wankai, Management, PHI.
4. Robert Krcitner, Management, ATTBS.
5. Weirich & Koontz, Management - A Global perspective, McGraw Hill.

1.2 FUNDAMENTALS OF LOGISTICS

UNIT-1 Logistics Role in the Economy/Organization - Definition of Logistics-Objectives of Logistics-Functions of Logistic - Logistics and Customer Service - Definition of Customer Service- Elements of Customer Service-Phases in Customer Service-Customer Retention Procurement and Outsourcing - Definition of Procurement/Outsourcing-Benefits of Logistics Outsourcing-Critical Issues in Logistics Outsourcing

UNIT-2 Inventory Role and Importance of Inventory - Functions of Inventory - Reasons for Carrying Inventories- Characteristics of Inventory -Importance of Inventory Management in Supply Chain-Types of Inventory-Types of Selective Inventory Control Techniques-Inventory Planning Models-Improvement Inventory Management Materials Management - Types of Material Handling Equipments – LASH.

UNIT-3 Transportation ; Factors Influencing Transport Economics; Documents in Transport Decision Making Warehousing/Distribution ; Functions of Warehouse-Warehouse Site Selection-Factors while initiating Warehouse Operations-Warehouse Management Systems -Packing and Materials Handling - Unitization-Containerization- Designing a Package- Factors affecting choice of Packaging Materials.

UNIT-4 Global Logistics - Global Supply Chain-Organizing for Global Logistics-Strategic Issues in Global Logistics-Forces driving Globalization-Modes of Transportation in Global Logistics-Barriers to Global Logistics-Markets and Competition- Logistics Strategy - Requirements for an Effective Logistics Strategy-Strategic Logistics Planning-Implementation of Strategy Logistics Information Systems - Functions of Logistics Information System(LIS)- LIS Flow-RFID-Principles of Logistics Information.

UNIT-5 Organization for Effective Logistics Performance - Centralized and Decentralized Structures-Stages of Functional Aggregation in Organization ,Financial Issues in Logistics Performance - Supply Chain Performance Measures-Steps in ABC Costing-Financial Gap Analysis Integrated Logistics - Need for Integration-Activity Centers in Integrated Logistics Role of 3PL&4PL - Principles of LIS.

Reference Books:

1. Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGraw-hill/Irwin, First Edition, 1998.
2. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
3. Logistics Management For International Business: Text And Cases, Sudalaimuthu & S. Anthony Raj, PHI Learning, First Edition, 2009.
4. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997.
5. Logistics Management, Ismail Reji, Excel Book, First Edition, 2000

1.3 INTRODUCTION TO SHIPPING

UNIT-1 The reasons for Sea Transport – Introduction – Why Ships – Different Shipping markets – Who Trades – Conclusion The Supply of Ships – Brief History – Supply of Shipping – Why operate Ships – Protectionism – Ship Registration – Port State Control – Ship Classification

UNIT-2 The Ship – History of ships , why to operate ships , ship registration Tonnage & Load lines – description of various tonnage and types of Ships, cargo gears , crude oil and product tankers ,The Dry Cargo Chartering market – Introduction – Chartering –various charter parties and description of charter parties.

UNIT-3 Liners – Introduction – The Development of Tankers & the Tanker Market – Types of tankers – Tanker Charter Parties - Negotiating Charter, Brief History of Containerisation – Conferences & Freight Tariffs – Liner Documentation - Bill of Lading Terms & Conditions

UNIT-4 The Practitioners in Shipping Business – The Institute of Chartered Ship Brokers – Ship Sale & Purchase – Ship Management, Maritime Geography – Introduction – Ocean & Seas – Ports – Geography of trade

UNIT-5 Accounts – Introduction – Accounting – Capital – Credit- management accounting – Cash Flow- Costs – Different types of Companies- Exchange Rates- Company accounts, Law of Carriage – Introduction – Fundamentals of English Law – Arbitration – The Contract – Remedies for breach of Contract – TORT- Contracts Relating to the carriage of goods by sea – Liner Bill of Lading – the Hague visby Rules – Hamburg rules – Agency- Breach of Warranty of Authority – Protection & Indemnity Associations

Reference Book:

1. Introduction to Shipping, Institute Of Chartered Shipbrokers, Witherby Seamanship International Ltd, 2nd Revised edition, 2009.
2. Shipping Biography Introduction: Jacob Kamm, Sean Connaughton, Gustaf Erikson, Robert Moran, Sir George Renwick, 1st Baronet, Llc Book, 1994.
3. Lambert M Surhone, Miriam T. Timpledon, Susan F. Marseken (2010) Vdm Verlag Dr.Mueller Ag & Co Ka.

1.4 BASIC CUSTOMS PROCEDURES

UNIT 1 Preliminary-Definitions Officers of Customs-Classes-Appointments-Powers of Officers-Entrustments of Functions of Board, Appointment of Customs Ports, Airports, Warehousing Stations-Power to declare places to be Warehousing Stations. Prohibitions on Importation and Exportation of Goods-Power to Prohibit, Power of Central Government to notify goods-Precautions to be taken by persons acquiring notified Goods

UNIT 2 Detection of illegally imported goods and Prevention of the disposal there of - Definitions - Power of Central Government to notify goods- Persons possessing notified goods to intimate the place of storage, etc. - Sections 11C, 11E and 11F not to apply to goods in personal use; Prevention or Detection of illegal import of Goods; Power to exempt.

UNIT 3 Levy of and exemption From, Customs Duties-Dutiable goods-Duty on Pilfered goods-assessment of Duty-Interest on delayed Funds-Claim for Refund of Duty-Provisional Attachment to protect revenue in certain cases , Indicating Amount of Duty in Price of Goods, For purpose of Refund-Price of goods to indicate amount of duty paid thereon. Advance Rulings-Authority for Advance Rulings-Application for Advance Ruling-Powers of Authority-Procedure of Authority.

UNIT 4 Provisions relating to Conveyances Carrying Imported or Exported Goods-Arrival of Vessels and Aircraft in India-Power to board Conveyances-Delivery of export manifest or export report-No Conveyance to leave without written order. Clearance of Imported goods and Exported Goods-Chapter not to apply to baggage and Postal articles-Clearance of goods for home consumption-Clearance of goods for exportation.

UNIT 5 Goods in Transit-Transit and Transshipment of certain goods without payment-Liability of duty on goods transited or transshipped. Warehousing-Appointing of Public Warehouses-Licensing of Private Warehouses-Clearance of Warehoused goods for home consumption and Exportation-Cancellation and return of Warehousing bond. Drawback-Interest on drawback-Prohibition and regulation of drawback

Reference Book:

1. Guide to Customs Procedures 2009:10, Gururaj Bn, Centax Publications Pvt Ltd
2. Customs Law Practice and Procedures, V. S. Datey, Taxmann Allied Services Pvt. Ltd., 7th Edition 2010.
3. India Customs, Trade Regulations and Procedures Handbook India Customs, Trade Regulations and Procedures Handbook, IBP USA, International Business Publications, USA, Fourth Edition, 2009.

SECOND SEMESTER

2.1 - INTERNATIONAL BUSINESS MANAGEMENT

UNIT 1 AN OVERVIEW OF INTERNATIONAL TRADE - Merchandise trade; global trade and developing countries ;Theories of International Trade – Absolute cost theories ; comparative cost theory ; stapler / Samuelson theory ; Transportation cost and international trade – competitive advantage of nations- Gains from Trade and Terms of Trade .

UNIT 2 TRADE POLICY (FREE TRADE VERSUS PROTECTION) –Terminologies - Arguments for free trade ; protection; trade barriers; regional economics integration (trade blocs) and co-operation - European Union and trade; other regional groupings; economics integration of developing countries ; south-south co-operation; SAARC;SAPTA; indo-Lanka Free Trade agreement; INTERNATIONAL COMMODITY AGREEMENTS, CARTEL AND STATE TRADING - Commodity agreements-quota agreements; buffer stock agreements –cartels; states trading; bilateral/ multilateral contracts .

UNIT 3 BALANCE OF PAYMENTS- EMS, ECU and Euro. Foreign Exchange Market - Meaning nature & functions; determination of exchange rates; exchange control; exchange rate systems; exchange rate classification ; convertibility of rupee; de-valuation ; currency exchange risks and their management ; Foreign Exchange Management Act (FEMA). International Monetary Fund; Special Drawing Rights (SDRs); World Bank; International Development Association

UNIT 4 Foreign Exchange Market – Meaning nature and functions; Exchange rates ; Purchasing power parity theory; Balance of payment theory; Exchange rate systems; Euro currency market ; International Investments - Types of foreign Investment; significance of foreign investment; limitations and dangers of foreign capital; factors affecting international investment; growth of FDI; dispersion of foreign investment; portfolio investment; cross- border M & As; foreign investment in India; the New policy.

UNIT 5 WORLD TRADE ORGANIZATION (WTO) – GATT – The Uruguay Round ; WTO; Salient features of UR AGREEMENT ; GATS ; TRMs; TRIPS; Patents; Dispute settlements ; Anti-dumping measures ; Foreign Trade Policies – Regulations – Procedures – Documents ; Export Promotion ; EOUs, EPEs and SEZs; international trade financing ;payment terms ;institutional finance for exports ;Exim Bank; export credit risk insurance; Documents related to Foreign Exchange Regulations.

Reference Books

1. International business management by Francis Cherunilam
2. Hill. C.W International business: competing in global market place.
3. Philip R. Cateora International marketing,
4. Charles W.L, Hill – International Business.

2.2 WAREHOUSING AND INVENTORY MANAGEMENT

UNIT 1 Introduction to warehousing – concepts – decision making – operations – need for warehousing – issues affecting warehousing – various warehousing facilities – different types of ware houses – characteristics of ideal ware houses.

UNIT 2 Introduction to inventory management – role in supply chain – role in competitive strategy Role of inventory – functions of inventory - types of inventory – WIP inventory – finished goods inventory – MRO inventories – cost of inventories - need to hold inventory.

UNIT 3 Warehouse management systems – Introduction – the necessity of WMS – Logics of determining locations and sequences – independent demand systems – uncertainties in material management systems – dependent demand systems – distribution resource planning.

UNIT 4 ABC inventory control – managing inventories by ABC – multi – echelon inventory systems - Managing inventory in multi echelon networks – managing inventory in single echelon networks. Various approaches – distribution approaches – the true multi echelon approach.

UNIT 5 The principles and performance measures of material handling systems – Introduction. Vehicle travel path(time) – Handling time – vehicle utilization – no of loads completed – congestion – Effective performance systems – Fundamentals of various types of material handling systems – automated storage and retrieval systems Bar coding technology and applications RFID technology.

Reference Books:

1. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
2. Warehouse Management and Inventory Control, J P Saxena, Vikas Publication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management: Automation And Organisation Of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer-verlag, First Edition, 2006.

2.3 TRANSPORTATION AND DISTRIBUTION MANAGEMENT

UNIT 1 Introduction - role of distribution in supply chain – transportation management – warehousing concepts – designing distribution channels – understanding distribution costs advantages of distribution models – disadvantages of distribution models – pre- requisites of distribution – comparing distribution networks.

UNIT 2 Distribution network planning – various factors in distribution - delivery lead time and local facilities – optimization approach and techniques – material management process – role of transportation – transportation principles and participants – contribution of various agencies in transportation.

UNIT 3 Transportation modes – performance characteristics and selection – various modes of transportation (multimodal) – merits of each all modes of transportation – transportation performance costs and value measures – understanding – comparing – cost components of multimodal transportation.

UNIT 4 Transportation routing decisions – transportation administration – transportation operations management – consolidation of freight – cost negotiations – various trends in transportation – application of information technology in transportation – E commerce Intelligent transport management systems.

UNIT 5 Transit operation softwares – geographic information systems – advanced fleet management systems – intermodal freight technology – transportation security initiatives and role of technology – various inspection systems.

Reference Books:

1. Management of Modern City Transportation System, M Mustafa K K Dewan, Deep & Deep
2. Sunil chopra and P Meindl , supply chain management strategy .
3. Transportation Management – Imperatives and Best Practices, S. Jaya Krishna, ICFAI University Press, 2007.
4. Marine Transportation Management, Henry S. Marcus, Auburn House Pub. Co.,1986.
5. Management of Transportation, Bardi Edward J., Cengage Learning (Thompson), 6th Edition 2006 [International Edition]

2.4 STEVEDORING -FREIGHT FORWARDING & PORT OPERATIONS

UNIT 1 Basic Concepts of Cargo Work - Bale Capacity-Grain Capacity-Stowage Factor-Broken Stowage-Load Density-Optional Cargo-Cargo Documents-Mate's Receipt- Precautions before loading - Dunnage- Separation- Pilfering-Contamination-Handling / Chafing /Crushing-Lashing- Lifting Gear - Safe Working Load-Heavy lift Jumbo Derrick-Precautions when handling heavy lifts-Stuelcken Derricks-Cranes.

UNIT 2 Code of Safe Practice for Solid Bulk Cargoes; Flow Moisture Point-Transportable Moisture Limit-Hazards due to Bulk Cargoes-Structural Hazards and Precautions-General Precautions when holding Bulk Cargoes-Safety Precautions-Properties of Concentrates-Hazards of Concentrates-Precautions when Carrying Concentrates - Some Common Cargoes - Hazards-Precautions-Hold Preparation-Cotton-Rice-Dunnage-Spar Ceiling-Loading and Ventilation-Cement, IMDG Code

UNIT 3 Aim-Application-Classification-Packing-Marking/Labeling/Placarding-Documents-Stowage Requirements- Precautions for Loading Dangerous Goods, Paletisation- Containers- Physical Characteristics of Containers-Types of Containers- Refrigerated and Deck Cargoes - Types of Refrigerated Cargoes-Refrigeration Systems-Cargo Operations-Deck Cargoes, Tanker Operation Systems and their Associated Pipelines-Types of Cargo Pipeline Systems-Operational Procedures-Safety Procedures-Gas Detecting Instruments-Inert Gas System-Crude Oil Washing-Pollution.

UNIT 4 Some Common Cargoes Hazards-Precautions-Hold Preparation-Cotton-Rice-Dunnage-Spar Ceiling-Loading and Ventilation-Cement, More Cargoes ,Sugar-Rubber-Salt-Pulp & Paper Rolls-Iron and Steel Cargoes, - Principle of Stowing Cargo-Safety of Ship and Crew-Safety of Cargo-Properties of Cargoes Dock Laborers Act,1934 Inspectors-Powers of Inspectors-Obligations of Dock Workers

UNIT 5 Introduction – genesis of freight forwarding – understanding concepts of containerization LCL / FCL concepts – various sectors of container markets – Pre stuffing procedures; De stuffing formalities – channelization of return / empty containers – reverse process.

Reference Books:

1. Multimodal Transport Rules, Hugh M. Kindred, H. M. Kindred, M. R. Brooks, Kluwer Law International Publisher, 1st Edition, 1997.
2. Multimodal Transportation of Goods Act, 1993 Along With Allied Rules, Professional Book Publishers.

2.5 INTERNSHIPS – INDUSTRIAL INTERNSHIP PROGRAMME.

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

The main objectives of INTERNSHIP are to:

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

STUDENT ASSESSMENT

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

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