

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

Prospectus and Application for
M.B.A. Industry Specific Programmes



SCHOOL OF MANAGEMENT STUDIES

TAMIL NADU OPEN UNIVERSITY

**DIRECTORATE OF TECHNICAL EDUCATION CAMPUS
GUINDY, CHENNAI-600 025.**

Cost of Application - Rs.500/-

**RECOGNITION OF TNOU
BY
UGC, AAOU, AIU & ICODE**

Tamil Nadu Open University, Chennai established by an Act (No. 27 of 2002) of the State Government of Tamil Nadu and notified through State Gazette vide Notification dated 03-06-2002 is a State Open University. It has been recognized by the University Grants Commission under Section 2(f) of UGC Act, 1956 as per UGC Notification No. F9-11/2004 (CPP-1) dated August 20,2004.

Also recognized by the Asian Association of Open Universities, Association of Indian Universities, and International Council for Open and Distance Education.

1. INTRODUCTION

Distance Education is the need of the hour to enhance, extend and replace conventional teaching and training practices.

New technologies have made Distance Learning a popular option for Universities and students. The e-mail, internet, video-conferencing and various interactive systems enable the Universities with distinct methods of teaching which allow teachers and students to interact from different locations simultaneously.

Recognizing knowledge as the key to cultural, social and economic development, Tamil Nadu Open University (TNOU) is committed to take full advantage of open, distance and technology – mediated learning strategies to provide increased and equitable access to education and training for all people of Tamil Nadu.

2. ABOUT THE UNIVERSITY

Tamil Nadu Open University, the first State Open University in Tamil Nadu, and the 10th State Open University in the country, was established in 2002 by an Act (No.27 of 2002) of Tamil Nadu Legislature, with the objective of introducing and promoting Open University and Distance Education systems in the educational scenario of Tamil Nadu, as well as, coordinating such systems and setting the standards for such systems.

The University started functioning with effect from 6th, February 2003. Currently, under the dynamic and able leadership of our Hon'ble Vice-Chancellor **Prof. Kalyani Anbuchelvan**, the University is marching ahead relentlessly towards excellence.

Tamil Nadu Open University has been included in the list of Universities maintained by the University Grants Commission (UGC) under Section 2(f) of the UGC Act, 1956 [vide UGC Notification No.F.9-11/2004 (CPP-1) dated August 20,2004].

Tamil Nadu Open University has been recognized as a member of the Association of Asian Open Universities, Association of Indian Universities and International Council for Open & Distance Education.

3. OBJECTIVES

The objectives of the University are to:

- To provide an alternative non-formal, cost effective channel for obtaining tertiary education to those who seek it.
- To supplement the efforts of Conventional University system in providing tertiary education thereby reducing the pressure on those systems.
- To provide a “second chance” to those who had to discontinue their formal education for reasons of their own.
- To provide easy access to good quality Higher Education to “all” in general, and “the disadvantaged” in particular, by delivering the same at their door steps.
- To provide an opportunity to those who are gainfully employed to upgrade their knowledge and skills tailored to meet specific vocational/professional needs, whenever they wish to do so.
- To design an innovative system of good quality University Education that is flexible not only with respect to entry criteria, but also with respect to what to learn, when to learn and how to learn.
- To design and provide local specific employment oriented programmes.

4. FEATURES

TNOU has certain unique features such as:

- State jurisdiction
- Flexible admission rules
- Individualized study: flexibility, in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Student support services network
- Cost-effective Programmes
- Modular Programmes
- Resource sharing, collaboration and networking with other Open Universities
- Learning for livelihood Programmes
- Study Materials in Self-Instructional Material (SIM) format

5. SCHOOLS OF STUDY

With a view to developing inter disciplinary studies and organizing academic Programmes, the University has established the following Schools of Study

- School of Management Studies (SOMS)
- School of Continuing Education (SOCE)
- School of Education (SOE)
- School of Humanities (SOH)
- School of Sciences (SOS)
- School of Computer Science (SOCS)
- School of Social Sciences (SOSS)
- School of Health Science (SOHS)
- School of Tamil and Cultural Studies (SOTCS)
- School of Politics and Public Administration (SOPPA)
- School of Journalism and New Media Studies (SOJNMS)

6. SCHOOL OF MANAGEMENT STUDIES

6.1 INTRODUCTION

The School of Management Studies commenced its operations right from the inception of this University with distinct curriculum and teaching methodology. The broad vision of the school is to provide a platform for management education in multi sectoral perspective.

6.2 FUNCTIONS

- To provide the learner a solid grounding in the core knowledge and competencies required in today's Global and technologically sophisticated business environment.
- To put graduates on the fast track to advance their executive careers and enable them to adopt themselves to the emerging, changing and challenging global scenario.
- To integrate formal academic learning with individual personal experience so that meaningful, personalized learning takes place.
- To focus on the service sector which is consistently on the growth perspective, emphasizing on professional standards in effective delivery of service systems.

6.3 PROGRAMMES ON OFFER

The School of Management Studies delivers a wide range of Undergraduate Programmes including **BBA, BBA (Marketing Management), BBA (Computer Applications), BBA (Retail Management) and B.Sc (Catering and Hotel Administration)**. It also offers a general **MBA Programme** with a specialist focus on Marketing, Finance, Operations, Human Resource and Information Technology.

The Shipping industry, Health Care sector and Retail Sector in India have assumed significance and registered tremendous growth in recent years. The demand for management education and training in Shipping, Health care & Retail Sector has been recognized by the School of Management Studies and hence, Tamil Nadu Open University has launched industry specific Programmes - **MBA (Shipping and Logistics) Management, MBA (Hospital Administration) & MBA (Retail Management)** which provide a holistic view of the Shipping Sector, Health care Sector and Retail Sector integrating various concepts and applications of Management in each sector..

The School also offers **PG Diploma in Information Technology (PGDIT)** which has been designed for technically skilled graduates seeking career advancement in the management ladder of IT Organizations.

7. PROGRAMME DELIVERY

The methodology of Instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the teaching and learning process. Most of the instructions are imparted through distance education methodology rather than face-to-face communication. The University follows a multimedia approach for instruction.

- a) **Self Instructional Material (SIM)** : Printed study material (written in self-instructional style) for both theory and practical component of the programme is supplied to the learners.
- b) **Counselling sessions** are arranged by Programme Study Centres as per the broad outline of the schedule drawn by the Tamil Nadu Open University. The Programme Study Centre will provide the assignments to the students for each course and it will enable the students to submit their Continuous Assessment assignment responses to the Course Coordinator through post / Internet / E-mail.

8. TERM END EXAMINATIONS

The Term End Examinations for **Academic Year** and **Calendar Year** students will be held during the month of **JUN - JULY and DEC - JAN** respectively on consecutive days. (Tentative)

Students have to submit their Examination Application Form before two months along with the required fee in the second week of May/November respectively for Jun - July and Dec - Jan examinations, using the examination form given in the Appendix, if there is no change in the schedule. Students will be required to pay a fine of Rs. 50/-, if submission of examination forms is made later than second week of May/November and within third week of May/November respectively for Jun - July and Dec - Jan examinations. The Examination fees, Provisional Certificate fee etc., should be paid in the form of Core banking challan / DD drawn in favour of '**Tamil Nadu Open University**', payable at **Chennai** along with the Examination Form. For break-up details of examination fee, students can visit website: www.tnou.ac.in. during April/October or before submitting the exam application form.

After the publication of results, the statement of marks will be sent to all students and provisional certificate to the successful students. Students are permitted to apply for Re-valuation/Re-totalling/ Photo-copy of answer scripts for all the courses for which they appeared. Details of fees payable on account of Re-valuation/Re-totalling/Photo-copy are indicated below. The filled in application along with necessary fees through Core banking challan / DD drawn in favour of '**Tamil Nadu Open University**' payable at **Chennai** should be submitted to the Controller of Examinations, TNOU with 21 days from the date of declaration of results.

Re-valuation	-	Rs.400/- per course or per paper
Re-totalling	-	Rs.100/- per course or per paper
Photo-copy	-	Rs. 250/- per course or per paper

Examination Application Form together with the Core banking challan / DD should be sent to 'The Controller of Examinations, Tamil Nadu Open University, DOTE Campus, Guindy, Chennai-600 025.'

9. EVALUATION SYSTEM

Tamil Nadu Open University has a two – tier system of evaluation:

- (i) Continuous Evaluation mainly through assignments / practicals.
- (ii) Term – End Examinations / Project Work

The evaluation of learner's performance for Continuous Assessment depends upon various instructional activities to be undergone by them. A learner is expected to write assignment responses compulsorily before taking the Term End examination. A learner has to send assignment responses to the concerned Co-ordinator of the Programme Study Centre to which she/he is attached. A learner should keep duplicate copies of assignment responses. The marks weightage given to assignments for Continuous Assessment (CA) is 25% of the maximum possible score. Besides Continuous Assessment, a learner has to take up Term End Examinations (carrying 75% weightage) for each theory course at the end of each semester which will be conducted by Tamil Nadu Open University. The minimum marks required for passing will be 50% in aggregate of both external term end examination and internal continuous assessment. Assessment for practical training is entirely internal.

A) CLASSIFICATION OF CANDIDATES

A candidate who obtains not less than 34 marks out of 75 marks in each paper in the external examination and 50% marks in the aggregate of both external examination and internal evaluation shall be declared to have passed.

A candidate who secures 50% and above but less than 60% of the aggregate marks in all papers of the final examination shall be declared to have passed the examinations and placed in Second Class.

A candidate who secures not less than 60% of the aggregate marks in all papers of the final examinations shall be declared to have passed the examinations and placed in First Class.

A candidate who passes in First Class and who obtains not less than 75% of the marks in all papers shall be declared to have passed with Distinction.

B) PATTERN OF QUESTION PAPER

Like other Masters Degree in Business Administration offered by the University following will be the pattern of the University Examination Question Papers.

Section A:	answer 3 out of 5 questions x 5 marks:	15 marks
Section B:	answer 4 out of 7 questions x 15 marks:	60 marks
TOTAL:		75 marks

1. For all theory papers the University Examinations is for 75 marks, with a break up of 15 marks for Section A and 60 marks for Section B.

Details as follows.

- a) Section A shall consist of short answer questions (answer for each question not to exceed one page), carrying five marks each. The candidates have to answer any three out of five questions from Section-A.

- b) Section B shall consist of Essay type questions/problems carrying fifteen marks each. The candidates have to answer any four out of seven questions from Section – B.

10. RE-REGISTRATION

After completing first year / every semester, students have to re-register for the second year / following semester. Last Date for the Re-Registration for Second Year / semester is as follows:

Academic Year

- (a) Without fine : 30th September
*(b) With a fine of Rs.10/- per month up to : 31st December

Calendar Year

- (a) Without fine : 31st March
*(b) With a fine of Rs.10/- per month up to : 30th June

If the Candidate pays the Re-Registration fees after the last date stipulated, the candidate will be Re-Registered only on the next relevant Academic/Calendar batch.

* (Not applicable for MBA (Hospital Administration) students.

11. CHANGE / CORRECTION OF ADDRESS

In the case of any correction/change in the address, the learners are advised to write to the Controller of Examinations, Tamil Nadu Open University, Directorate of Technical Education Campus, Guindy, Chennai - 600 025. For making corrections of address in our database a fee of Rs.50/- by way of Core banking challan / DD favouring 'Tamil Nadu Open University' payable at Chennai must accompany with the request. They are advised not to write letters to any other officer in the university in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during the period. Change/Correction of address is not permitted until admissions are finalized. (Form-1 enclosed)

12. ISSUE OF DUPLICATE IDENTITY CARD

The students may in case of non-receipt of Identity Card, write to The Controller of Examinations, TNOU, Directorate of Technical Education Campus, Chennai - 600 025 for the Issue of Duplicate Identity Card with a Core banking challan / DD for Rs.100/- drawn in favour of Tamil Nadu Open University, payable at Chennai. They are advised not to write letters to any other officer in the university in this regard. Normally, it takes a week to send the Duplicate Identity Card. The learners are therefore advised to contact local Post Office before writing to the University.

13. INCOMPLETE AND LATE APPLICATIONS

Incomplete application forms / forms received after the due date, applications having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners, are, therefore, advised to fill the relevant columns carefully and enclose the attested copies of all the certificates asked for, and submit to the Controller of Examinations on or before the due date.

14. COMMON REGULATIONS

Apart from the above regulations, common regulations of the University other than those mentioned above will also be applicable to these programme.

15. POWERS TO MODIFY THE REGULATIONS

The Board of Studies and the University reserve the right to alter / delete / add to any of the regulations during the course of study as circumstances may warrant from time to time and to implement them at such date as may be notified for the purpose, in order to maintain academic excellence of the students.

16. WHOM TO CONTACT ?

Sl. No.	TYPE OF QUERY	OFFICIAL OF THE UNIVERSITY
1.	Policy Matters	Vice-Chancellor / Registrar, TNOU, Chennai Ph: 044 – 22300704 / 22200501
2.	Admission and Examination Related Matters	Controller of Examinations, TNOU, Chennai Ph : 044 – 32467008
3.	Scholarships	Director, Student Support Service Division, TNOU, Chennai, Ph : 044 – 22200506
4.	Study Materials	Director, Material Production and Distribution Division, TNOU, Chennai. Ph : 044 – 32467011
5.	Academic Matters	The Head School of Management Studies, TNOU, Chennai. Ph : 044– 22300704 (Ext–27)

17. REFUND OF FEES

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where university denies admission, the programme fee will be refunded after deduction of registration fee.

18. DISPUTES ON ADMISSION & OTHER UNIVERSITY MATTERS

The place of jurisdiction for filling suit, if necessary, will be Chennai only.

19. NOTE

Students are required to make use of the forms appended for change / correction of address, issue of duplicate identity cards, examination and re-registration. Students are requested to prudently use the appropriate forms for specific purposes.

M.B.A. (Shipping & Logistics Management) Programme

(Programme Code No: 263)

1. INTRODUCTION

This sector specific management programme aims to equip seafarers (people employed on board ships) seeking a career change to land based employment in Shipping & Logistics companies. It is also targeting people working in Shipping & Logistics companies desirous of career advancement and fresh Graduates interested in pursuing careers with Shipping & Logistics companies. The programme aims to equip the students with adequate skills and knowledge in General Management functional areas and in the Shipping and Logistics business sectors. 32% of courses in the first year and 52% of the courses in the second year are oriented to Shipping and Logistics sector to enable the students gain an overall perspective of the sector.

2. PROGRAMME OBJECTIVES

- To equip the students with adequate skills and knowledge in General Management functional areas and in the Shipping and Logistics business sectors.
- To provide a holistic view of the sector, integrating various aspects viz, Ship Management, Liner Shipping, Ship Agency Management, Port & Terminal Management, Maritime Law, Maritime Economics, Freight Forwarding, Logistics and Supply Chain Management.
- To help participants to meet their personal expectations by providing an industry-specific content which helps them to gain a thorough understanding of the Maritime business.
- To provide opportunities for undertaking employment oriented projects which will facilitate a career change option to the seafarers.

The programme would provide the learners immense knowledge on the various modern Management theories and how these concepts could be applied in the Shipping & Logistics Industry to counter the challenges faced by them in this Globalisation era.

3. PROGRAMME REGULATIONS

ENTRY REQUIREMENTS

1. Any degree from a recognized University

(OR)

2. Mariners holding the following professional qualification obtained after a minimum duration of study-cum-training of 6 years after 10+2 or diploma from a recognised Institution leading to:

a) Master Foreign Going Certificate of Competency.

(OR)

b) First Class Motor or Steam or Combined (Chief Engineer) Certificate of Competency issued by the Directorate General of Shipping, Ministry of Shipping, Government of India or its counterparts in other countries.

DURATION	
Minimum	Maximum
2 years	8 Years

Medium of Instruction	English
------------------------------	---------

Fee	Rs.30,000/- per year
------------	----------------------

SCHEME OF EVALUATION	
Continuous Assessment	25 Marks
Term End Examinations	75 Marks
Total	100 Marks
The Passing Minimum: A minimum of 45% in external and 50% in overall (internal & external)	

4. ADMISSION PERIOD

The admission period for the Academic Year commences from 1st July and extends upto 31st December. Likewise for Calendar Year, it commences from 1st January and extends upto 30th June.

5. ADMISSION PROCEDURE

1. Prospectus and Application for admission can be obtained from the University Head Quarters or from any one of the Programme Study Centres provided in Page No. 10 either in person or by post.
2. Students shall submit the duly filled application forms in duplicate along with the OMR sheet and enclose the fee for the amounts specified in para 6, 2 self attested photographs and the attested copies of all the supporting documents to the Programme Study Centre.
3. The Programme Study Centre will forward a list of eligible candidates along with their application forms and attachments to the Controller of Examinations, Tamil Nadu Open University. University will check the eligibility and fee for Programme Fee for all application forms and prepare a list of finally admitted students and forward the same to the Programme Study Centre.
4. Students will be informed about the confirmation of his / her admission. An identity card bearing the enrolment number will be issued to each candidate.
5. Incomplete application form / forms received after the due date will be summarily rejected without any intimation to the students.

6. PROGRAMME FEE

The programme fee should be paid every year in two parts. The University fee shall be paid by means of Core banking challan / DD in favour of “**Tamil Nadu Open University**” Payable at Chennai. The study centre fee shall be paid by means of DD in favour of “**Asian Institute of Shipping and Logistics**”, Payable at Chennai for the amount specified below.

TAMIL NADU OPEN UNIVERSITY		ASIAN INSTITUTE OF SHIPPING AND LOGISTICS	
Programme Fee	- Rs. 12,750/-	Programme Fee	- Rs. 17,250/-
Registration Fee (1 Year only)	- Rs. 200/-		
Postal Charges	- Rs. 100/-		
For Downloaded Applications	- Rs. 500/-		

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration Fee.

7. MODE OF DELIVERY

Printed study material written in self-instructional mode will be supplied to the candidates for all the courses of the programme. Continuous Assessment through Assignments form a part of our evaluation system.

The Programme Study Centre will enable the students to submit their Continuous Assessment assignments to the course coordinator through Internet / E-mail. For this purpose a dedicated website is established by each Programme Study Centre through which students will send / receive their assignments.

8. MINIMUM PROGRAMME REQUIREMENTS

1. Candidates are required to either get their assignments from the study centre or download the assignments from the website www.tnou.ac.in and submit the assignment responses to the Programme Study Centre before appearing for the term-end examinations of each course of the programme.
2. Candidates for the degree shall besides undergoing the prescribed courses of the study will do a project work for a minimum period of three months in the second year of study.
3. Candidates shall first choose a topic relevant to the study, choose a guide as per the guidelines of the University and submit a proposal at the beginning of the second year to the School of Management Studies through the programme study centre.
4. Candidates are required to do the project work after getting the approval from School of Management Studies.
5. Candidates shall be permitted to submit the project work only after three months from the date of approval of the proposal.
6. No candidate shall be eligible for the degree unless she/he has completed the prescribed courses of study, submitted the project work and passed the examinations.

ASIAN INSTITUTE OF SHIPPING AND LOGISTICS

021401

Asian Institute of Shipping & Logistics
5107, H2, II Avenue, Anna Nagar, Chennai – 600 040.
Tel: 044 26161180 / 2031 / 1438
Fax: 044 26162827
Email: amet@vsnl.com
Website: www.ametindia.com

*

HINDUSTAN INSTITUTE OF MARITIME TRAINING

021402

Hindustan Institute of Maritime Training (HIMT)
11, Millers Road, (Next to Motcham Theater)
Kilpauk, Chennai-10.
Phone: 26611712, 26480667, 26403675
e-mail: himt@vsnl.com ; info@himtmarine.com
web: www.himtmarine.com

SOUTHERN ACADEMY OF MARITIME STUDIES

021403

HEAD OFFICE :
Southern Academy of Maritime Studies
108, East Madha Church Street, Royapuram,
Chennai – 600 013, Tel: 044 – 25902674 / 42173160
Fax: 044 – 25901916
Email: samstudy@gmail.com

COLLEGE CAMPUS:
Southern Academy of Maritime Studies
82, Panapakkam,
Chennai Thirupathi Road,
Near Periyapalayam, Uthukottai Thaluk,
Thiruvallur District – 601 102.
Tele: 2762 9483 / 2762 9383 / 2769 2583
Fax : 2762 9483
Email : marine@samsindia.com

10. PROGRAMME STRUCTURE & SYLLABUS**I YEAR**

COURSE CODE	COURSE TITLE	CREDITS
MSPL 10	Management Functions & Behaviour	6
MSPL 12	Financial and Management Accounting	6
MSPL 13	Quantitative Techniques	6
MSPL 14	Management Information Systems	4
MSPL 15	Marketing Management	4
MSPL 17	Human Resource Management	4
MSPL 19	Research Methods	4
MSPL 100	Overview of Maritime Business	6
MSPL 101	Maritime Economics	6
MSPL 102	Ports & Terminals Management	4

II YEAR

COURSE CODE	COURSE TITLE	CREDITS
MSPL 23	Strategic Management	6
MSPL 24	International Business Management	6
MSPL 103	Ship Management Practices	6
MSPL 104	Legal Aspects of Maritime Business	4
MSPL 105	Liner Shipping Business	4
MSPL 106	Logistics & Multimodal Transport	4
MSPL 62	Supply Chain Management	4
MSPL 107	Shipping Finance & Insurance	4
MSPL 108	Ship Agency Management	4
MSPL 25	Project Work (Equivalent to two courses)	8

MSPL 10 MANAGEMENT FUNCTIONS AND BEHAVIOUR

BLOCK I

Evolution of Management Theory – Scientific, classical theory – Behavioral school – Hawthorne experiments – Systems Approach – Management roles – Management skills – Management functions. Planning – Process – Organisation structure and design – Departmentation Delegation and Decentralisation – Decision making – Importance, process and techniques.

BLOCK II

Staffing – Recruitment, Selection and training – Communication – Process – Barriers and breakdown in communication – Electronic media in communication – Coordination – Control process – Control techniques and Information technology.

BLOCK III

Individual behaviour – Implications – Perception and learning – Motivation – theories and applications – Monetary and non-monetary rewards – Attitudes – Theories of attitudes – Job satisfaction and its effect on employee performance – Personality – Determinants – Theories.

BLOCK IV

Group behaviour – Group dynamics – Leadership – Theories and styles – Conflict and negotiation – Organisation culture – Organisation effectiveness.

BLOCK V

Organisation change – Manager as a change agent – Organisation Development – O.D. interventions – Organisation Behaviour in global scenario – Future trends in Organisation Behaviour

BOOKS RECOMMENDED

Principles of Management	-	Koontz O Donnell
Essentials of Management	-	Koontz O Donnell & Weihrich
Management	-	Stoner, Freeman & Gilbert
Management	-	Robins, Coulter
Organisational Behaviour	-	Stephen. P. Robbins
Organisational Behaviour	-	Fred Luthans
Organisational Behaviour	-	Newstrong & Keith Davis
Organisational Behaviour	-	K. Aswathappa

MSPL 12 FINANCIAL AND MANAGEMENT ACCOUNTING

BLOCK I

Accounting – Definition and Scope of Accounting – Concepts - Accounting Standards – Double entry system of Accounting – Preparation of Journal , Ledger – Errors and rectification – Preparation of Trial Balance, Profit and Loss Account - and Balance Sheet Financial Accounting and Cost Accounting – Managerial Uses – Differences.

BLOCK II

Financial Statement Analysis – Nature of Financial Statements – Limitations of Financial Statements – Analysis of Interpretation – Types of Analysis – Tools of Analysis – Trend Analysis – Common size statements – Comparative statements. Ratio Analysis – Liquidity – Profitability – Turnover – Proprietary Ratios – Interpretation of Ratios – Application to Decision Making – Uses and Limitation – Inter-firm, Intra firm comparisons.

BLOCK III

Fund flow statements – Meaning and importance –Statement of Changes in Working Capital – Calculation of funds from Operation – Preparation of fund Flow statement – Uses and Limitation of Fund flow statement. Cash flow statement – Uses – Preparation of cash flow statement – Difference between fund flow and Cash flow analysis

BLOCK IV

Marginal costing and Break-Even analysis – Concept of Marginal Cost – Contribution – Applications of Marginal Costing – Cost – Volume – Profit relationship – Budget and Budgetary Preparation of Various – Cash Budget – Control – Types of Budgets – Master Budget – Zero Based Budgeting.

BLOCK V

Standard Costing and Variance Analysis – Fixation of Standard costs for Materials, Labour and Overhead Variances – Comparison between Budgeting and Standard Costing – Responsibility Accounting – Meaning and Objectives - Types of Responsibility Centres.

BOOKS RECOMMENDED

Principles of Management Accounting	-	Manmohan, S.N. & Goel
Advanced Accounting	-	R.L.Gupta & Radhaswamy
Cost Accounting	-	Jain & Narang
Advanced Accounting	-	Shukla & T.S.Grewal
Advanced Studies in Cost Accounting	-	Das Gupta
Management Accounting & Financial Accounting	-	S.N. Maheswari
Advanced Cost Accounting	-	Prasad

MSPL 13 QUANTITATIVE TECHNIQUES

BLOCK I

Set Theory – Set Operations (only through Venn Diagram) – Series – Arithmetic, Geometric Series – Concept of Interest – Annuity Formula – Matrix Theory – Matrix Operations.

BLOCK II

Basic Concepts of differentiation and integration – Concepts of Marginal, average and total cost – Economic Order Quantity, Break Even Analysis. Presentation of Statistical Data – Tables and Graphs – Frequency Distribution – Histogram – Cumulative Frequency Curves.

BLOCK III

Data Analysis – Univariate ungrouped and grouped Data – Measures of Central Tendencies – Measures of Dispersion – Bivariate Analysis – Correlation and regression.

BLOCK IV

Probability – Definition – Addition and Multiplication rules (only) – Simple business application problems – Probability distribution – Binomial, Poisson and normal distribution – Simple problem applied to Business.

BLOCK V

Index numbers – Simple and weighted index numbers Concept of Weights – Business Index numbers – CPI, WPI, Time series, variation in time series, trend - Cyclical and random – Use of Time series for business forecasting.

BOOKS RECOMMENDED

Statistics for Management	-	Richard. I. Levin & David. S. Rubin
Statistical Methods	-	S.P. Gupta
Business Mathematics	-	Sancheti & Kapoor
Calculus	-	Schamm Series
Basic Statistics	-	B.L. Agarwal
Practical Business Statistics	-	F.E. Coxtton & D.J. Cow

MSPL 14 MANAGEMENT INFORMATION SYSTEM

BLOCK I

Information system: Managers' view – Concepts of systems and Organisations – Strategic uses of Information Technology.

BLOCK II

Computer System Resources: Computer Hardware and Computer software – File and DBMS – Distributed System – Internet and Office Communications.

BLOCK III

Application of Information System to functional Business Areas: Operational Information System – Tactical and Strategic Information system – Decision support system and Expert system.

BLOCK IV

Planning and development of Information system: Information system planning – System Analysis and Design – Alternative application development approaches.

BLOCK V

Management of Information systems: Organisation of Information System's and End user computing – Security and ethical issues of Information System's.

BOOKS RECOMMENDED

Principles of Management Information System	-	G.M. Scott
Management Information System	-	David & Alsol
Information System for Modern Management	-	Murdick & Ross
Management Information System	-	Gordon.B. Davis & Margerethe H. Alsol
Management Information System	-	James.O. Brien
Management Information System	-	Luces

MSPL 15 MARKETING MANAGEMENT

BLOCK I

Marketing – Meaning – functions – Approaches to the study of marketing – Marketing segmentation – Systems approach – Features of industrial, consumer and services marketing – Marketing information system.

BLOCK II

Marketing environment – External factors – Demographic factors – Internal factors – Marketing mix – 4ps' in marketing.

Industrial Buyer Behaviour – Nature of Industrial Buying – Objectives in Organizational Buying – Product Analysis for identifying information needs of key influencers – Interpersonal dynamics of Industrial buying behaviour - Psychological Factors on decision making – Conflict and Resolution in Joint Decision Making – Supplier Choice and Evaluation. Marketing Research: Meaning - Objectives – Procedures

BLOCK III

Product Management – New Product –Meaning –Product mix product planning and Development – Product policies – product line decisions – product positioning and targeting –managing product life cycle product failures –branding and packaging. Pricing – Meaning-Pricing factors – Objectives and policies – pricing methods and Procedure.

BLOCK IV

Physical Distribution Mix: Distribution channel policy –Choice of channel – Channel Management – Conflict and cooperation in channels – Middlemen functions - Logistics Promotion Mix decision – Advertising role – Budgeting copywriting, media selection measuring Advertising effectiveness – Sales promotion tools and techniques, personal selling –salesman qualities –sales force determination – determining sales territory, fixing sales quota and target, public relations on role and methods.

BLOCK V

Services, Port Services.

Services Marketing – Concept, distinctive features – Positioning in services marketing – Pricing issues in services marketing – Advertising & Sales Promotion management in services marketing – Relationship Building with customers – Application of services marketing - Marketing of shipping

BOOKS RECOMMENDED

Principles of Marketing	-	Philip Kotler & Gany Armstrong
Fundamentals of Marketing	-	William J. Stanton
Marketing	-	V.S. Ramasamy & Namakumar
Marketing Management	-	Philip Kotler
Marketing Management	-	Marvin A. Jolson
Fundamentals of Marketing	-	Cundiff, Still & Govani

MSPL 17 HUMAN RESOURCE MANAGEMENT

BLOCK I

Human Resource Management: Meaning, Nature, Objectives, Scope and Functions the Philosophy and Policy of the HRM - Department Structure and Functions –Managerial and Operating Functions – HRM as a Profession –Environmental Influence of HRM.

BLOCK II

Human Resource Planning: Manpower Planning – Strategy consideration of Planning –Job Analysis – Job Specification – Job Description – Approaches to Job Design – Job Simplifications – Job Enlargement – Job Rotation – Job Enrichment – Absenteeism and Labour Turnover.

Recruitment & Selection: Recruitment Policy - Problems - Source of Recruitment – Recruitment Practices in India – Selection – Placement and Induction –Promotions and Transfers – Demotions and Separations.

BLOCK III

Training & Development: Training – Need and Importance – Steps in Training Programme – Evaluation of Training Programmes – Concept of Management Development Programme – Techniques of Training and Development – Group Discussion- Conferences and Seminar – Case Studies – Role Playing – Business Games – Sensitivity Training – Stages of Career Development.

BLOCK IV

Wage & Salary Administration: Compensation Plan – Job Evaluation – Individual – Group – Incentives – Bonus – Fringe Benefits – Performance Appraisal – Meaning - Need and Importance – Objectives – Methods and Modern Techniques of Performance Appraisal – Requisite of Good Appraisal Plan – Problems in Performance Appraisal.

BLOCK V

Quality of working life – Issues in Quality of Working life – Obstacles in QWL – Quality Circles – Management By Objectives. Trade Union – Structure, Objectives, Policies, Growth of Trade Union in India – Joint Consultation and Employee Participation in Management – Collective Bargaining - Case Studies.

BOOKS RECOMMENDED

Personnel Management	-	E.B. Flippo
Personnel Management	-	C.B. Mamoria
Personnel Management & Industrial Management	-	Tripathi
Personnel Management	-	Strauss Sayles
Human Resource Management	-	Gary Dessler
Personnel Management & Human Resources	-	C.K. Srivatsava

MSPL 19 RESEARCH METHODS

BLOCK I

Research: Meaning – Scope and Significance – Types of Research – Research Process -Problems in Research – Significance of Research in Social Sciences – Identification –Selection and formulation of problem – Review of Literature - Research Hypothesis –Meaning – Sources – Types – Formulation of Research Design – Features of Good Design – Factors affecting Research Design – Evaluation of Research Design.

BLOCK II

Sampling Design: Censes Method and Sampling Method – Principles of Sampling – Methods of Sampling –Probability and Non-Probability Sampling Methods – Selection of a sample – Size – Criteria of Good Sample Design. Scaling Techniques: Meaning, Types of Scale - Scale Construction Techniques.

BLOCK III

Data Collection: Types of Data – Sources of Data – Primary Data and Secondary Data -Data Collection Methods – Observation – Survey – Questionnaire – Interview Schedule - Effective Interview Techniques and Limitations of Interview – Constructing Questionnaire – Format of Good Questionnaire – Advantages and Limitations of Schedules and Questionnaire – Pilot Study. Analysis and Processing of Data: Meaning – Editing – Coding and Tabulation – Diagrams.

BLOCK IV

Tests of Significance – Assumption about parametric and non-parametric tests – Parametric Tests – Chi Square, T-Test, F-Test and Z Test. Non-Parametric Tests U-Tests – Kruskal Wallis – Introduction to ANOVA – One Way –Two Way –Multivariate Analysis –Correlation and Regression only - No Problems.

BLOCK V

Report Writing: Significance-Tests in Report Writing –Layout of report – Types of Reports – Oral Presentation –Mechanics of writing Research Report –Norms for using tables – Charts and Diagrams – Appendix – Index and Bibliography.

BOOKS RECOMMENDED

Research methods for Management & Commerce	-	K.V. Rao
Business Research Methods	-	Emory & Cooper
Research Methodology	-	C.R. Kothari
Business Research Methods	-	Donald. R. Cooper & Pamila S. Schindier
Methodology & Techniques of Social Research	-	Wilkinson Bhaderkar
Research methods in Social Science	-	Good & Hatt

MSPL 100 OVERVIEW OF MARITIME BUSINESS

BLOCK I

International Trade - Role of Shipping – Major Trade lanes – Commodities traded – Major origins & destinations – Seasons – Latitude, Longitude – Types of ships used for various cargoes – Major Maritime Nations – Ship Registries – International Shipping organizations.

BLOCK II

Liner Shipping Business – Concept of Sectors in Liner Shipping – Types of Liner Ship Operators – Ship owning operations – NVOCC operations – MTO operations – Types of Liner Services – Independent service – Consortium / Alliance services – Principles of Container Operations.

BLOCK III

Bulk Shipping Business – Dry Bulk operations – Tanker operations – Principles of Chartering – Bulk pool operations.

BLOCK IV

Overview of Ports, canals & waterways – Inland Terminals – Port Features required for various cargo types – Port ownership / Management models – Environmental issues.

BLOCK V

International Freight Forwarding – Logistics Service Providers – Project Cargo Forwarding – Multimodal operations – Warehousing Operations.

BOOKS RECOMMENDED

Elements of Shipping	- Alan Branch
Commercial Shipping Handbook	- Peter Brodie
Logistics Management & World Seaborne Trade	- Krishnaveni Muthiah
Start Your Own Freight Brokerage Business	- Lynn, Jacquelyn
Freight Forwarding and Multimodal Transport Contracts.	- D. Glass.
Logistical Management – The integrated supply chain process	- D. J. Bowersox & D.J. Gloss

MSPL 101 MARITIME ECONOMICS

BLOCK I

Managerial Economics – Meaning, Nature and Scope – Managerial Economics and Business Decision Making – Fundamentals of Macro economics – Business cycle concept – Balance of Payments & Exchange Rate mechanisms.

BLOCK II

Structure of Shipping industry – Oligopoly & perfectly competitive Shipping markets. – Factors affecting demand & supply of shipping – Shipping cycles – Cost analysis in shipping – Fixed costs, variable costs – Concept of opportunity cost.

BLOCK III

The demand for shipping – derived demand, elasticity of demand – Demand measurement – Effect of Substitution – Freight Rate mechanisms.

BLOCK IV

Factors influencing the supply of shipping – tonnage, number and flag - Productivity and supply trends - surplus tonnage, active fleet, short run supply. Measuring elasticity of supply.

BLOCK V

Pricing of shipping services – Determination of equilibrium pricing in various segments – Forecasting – Concept of freight futures and options.

BOOKS RECOMMENDED

Maritime Economics	- Martin Stopford.
The Handbook of Maritime Economics and Business	- Costas Th. Grammenos
Economics of Maritime Transport, Theory and Practice	- J. McConville
An Introduction to Shipping Economics	- Chrzanowski. I
Quantitative methods in Maritime Economics	- Evans. J.J. & Marlow. P.B.
The Economics of Tramp Shipping	- Metaxas.B.N.

MSPL 102 PORTS & TERMINALS MANAGEMENT

BLOCK I

Economic impact of ports on the regional economy – Location characteristics – Organization structure in Ports – Interface of Rail & Road infrastructure – Factors affecting the future of ports & terminals.

BLOCK II

Port operations – Services rendered by ports & performance indicators – Terminal operations – Factors affecting Terminal productivity – Cargo handling equipment – Intermodal connections.

BLOCK III

Marketing of Port services – Identifying stakeholders – Concept of hinterland – Identifying customer needs – Handling competition & adding value. – I.T. infrastructure in ports & terminals.

BLOCK IV

Port development to tap the potential of Coastal Shipping – Cabotage law & practices affecting coastal movement of cargo – Green field projects for development of minor ports – Comparative analysis coastal shipping vs. inland movement.

BLOCK V

Environmental issues connected with Ports & Terminals – Health and safety issues – Port security issues – International Ships and Port facility security (ISPS) code.

BOOKS RECOMMENDED

Port Management and Operations, 2nd Edition	-	Patrick Alderton
Port Security Handbook 2004.		
Port Infrastructure and Economic Development & Ashok Kumar Mohanty.	-	Pradeepta Kumar Samanta
Port State control	-	Dr. Z. Ozcayir
Port Development : A Handbook for planners in developing countries	-	UNCTAD
Excellence in Warehouse Management: How to Minimise Costs and Maximise Value	-	Stewart Emmett

II YEAR

MSPL 23 STRATEGIC MANAGEMENT

BLOCK I

Overview of Strategic Management: Strategic Planning and Strategic Management – Strategic Management process – Mission – Vision and Objectives.

BLOCK II

Environment and Resources Analysis: Environment Analysis – Industry Analysis – Competitive Analysis – Internal Analysis – SWOT Analysis.

BLOCK III

Strategy Formulation and Choice: Corporate level strategy – Global Strategy – Business level strategy – Strategic Analysis and choice.

BLOCK IV

Strategy Implementation: Activating strategies – Structural Implementation – Behavioural Implementation – Functional and Operational Implementation.

BLOCK V

Strategy Evaluation and Control: Overview – Strategic control process – Operational control – Techniques – Dupont control model – Quantitative and qualitative tools – Porters Approach for globalization – Future of Strategic Management.

BOOKS RECOMMENDED

Strategic Management	- V.S.P. Rao & V. Hari Krishna
Business Policy & Strategic Management	- Miller & Dass
Strategic Management	- Pearce & Robinson
Business Policy & Strategic Management	- William Gleuck & Jaunch
Ethical Choices in Business	- Bhaskar Rao
Strategic Planning, Formulation of Strategic Planning	- V.S. Ramasamy & Namakumari
Business Policy & Strategic Management	- V. Subba Rao

MSPL 24 INTERNATIONAL BUSINESS MANAGEMENT

BLOCK I

International Business Environment : International business – An overview – Concept of international business – Classification of international business – factors influencing international business – Economic and policy environment – Regulation of international business.

BLOCK II

Multinational Corporations (MNCs): Concept, strategy and organization – Marketing management – Technology and MNCs – UN Code of conduct of MNCs.

Economic Integration and Training Blocks: Structure of various regional economic agreements such as ASEAN, SAARC / SAPTA, NAFTA, EC - their procedure and impact on the trading activities of the member states.

BLOCK III

Foreign Collaborations and Joint Ventures: Industrial policy and foreign direct investment – Kinds of collaboration and joint ventures – Negotiating foreign collaboration / joint venture – Drafting of agreement – Restrictive clauses in the foreign collaboration / joint venture – UN Code of conduct of transfer of technology – Indian joint ventures abroad.

BLOCK IV

World Trade Organisation: Origin and development – UNCTAD World Trade Organisation (WTO) – Structure, functions and areas of operations – Dispute settlement under WTO – Anti-dumping duties – Countervailing duties – Environmental aspects in international trade – Trade Related Aspects of Intellectual Property Rights – Competition and trade in services.

BLOCK V

Settlement of International Commercial Disputes: International commercial arbitration – International institutions – Drafting of arbitration agreements – Procedure for international commercial arbitration.

BOOKS RECOMMENDED

Competitive Global Management	-	A.F.Alkhafaji
International Business for Third World Countries	-	D. Thakur
Globalisation and International Business	-	Devendra Thakur
Communication Management Theory and Practice	-	P. Rathnaswamy
The Global Business Game: A Strategic Perspective	-	Trilok. N. Sindhvani

MSPL 103 SHIP MANAGEMENT PRACTICE

BLOCK I

Organization of a shipping company – Roles of Commercial, Technical & Crewing departments – In-house vs. outsourcing of Ship Management functions – Ship Registries, National vs. open registries – Ship Classification societies.

BLOCK II

Commercial operations related to voyage – Chartering – Voyage estimates – Time charter yield calculation – Bunkering operations – Factors affecting vessel performance – Post fixture Management – Lay time calculation – Demurrage, Despatch calculation.

BLOCK III

Technical Management – Ship acquisition methods – Induction of a vessel in the fleet – Planned maintenance & emergency repairs – Dry-docking and annual / special surveys. – Management of ship spares.

BLOCK IV

Crew Management – Manning regulations, international conventions viz. STCW, SOLAS – Crew management companies – Maritime training establishments – Maritime Training administration – Port state control.

BLOCK V

Standard Ship Management contracts (BIMCO Shipman) – International Safety Management (ISM) code – ISMA code of Ship Management Practice.

BOOKS RECOMMENDED

Ship Management	-	Malcolm Willingale
Professional Ship Management.	-	Panayides P.
Guidelines on ISM Code	-	International Shipping Federation (ISF)
Commercial Management in Shipping	-	R. Tallack
Port State control	-	Dr. Z. Ozcayir.

MSPL 104 LEGAL ASPECTS OF MARITIME BUSINESS

BLOCK I

Importance of the understanding of the Law & General principles of Law – Sources of Law – Common law, Case law, statute law – Types of courts & their jurisdiction – Limitation statutes & Time bars.

BLOCK II

Law of Contracts – Different types of tortious liabilities – Law of Agency – Agent's Authority & warranty of authority – Law related to Sale of Goods – INCO Terms.

BLOCK III

Law pertaining to Carriage of Goods by Sea – International conventions on carriers liability – Hague Rules – Hague Visby Rules – Hamburg Rules – Rules governing liability of Multimodal Transport Operators.

BLOCK IV

Functions of Bill of Lading – Analysis of various clauses in B/L – Features of various types of Bs/L used by Ship owners, Charterers, Freight Forwarders & Multimodal Transport Operators.

BLOCK V

Admiralty Law – Law of General Average, Salvage – Alternative methods of dispute resolution – Law related to environmental pollution by ships.

BOOKS RECOMMENDED

Maritime Law, (6th Edition)	- Christopher Hill.
Carriage of Goods by Sea, (5th Edition)	- Wilson J.
The Hague-Visby Rules	- Richardson J.
Bills of Lading: Law and Contracts	- Nicholas Gaskell, R.Asariotis & Y.Baatz
P & I Clubs: Law & Practice	- Stephen J. Hazelwood.
General Average: Law & Practice	- F.D. Rose.

MSPL 105 LINER SHIPPING BUSINESS

BLOCK I

Characteristics of Liner Services – Liner Trade routes – Types of Liner shipping operators – Break Bulk Liner services – Roll on / off Liner services – Container Liner services – Passenger / Cruise Liner services.

BLOCK II

Organization structure of a containerized Liner Shipping company – Operations, Technical & Commercial functions – Marketing of Liner services – Appointment & management of Liner Agencies – Standard Liner Agency Agreement.

BLOCK III

Handling of Liner cargo – Liner cargo stevedoring – Types of cranes used for handling Liner cargo – Unitization of cargo & evolution of containerization – Types of containers & their features, applications – World container fleet & methods of container acquisition viz. purchase, leasing.

BLOCK IV

Types of Liner Services – Independent service – Consortium / Alliance services – Direct vs Transshipment services – Short sea feeder services – Liner freight rate structure & economics of a typical liner voyage – Liner conferences.

BLOCK V

E-commerce applications in Liner companies – Internet Portals – Electronic Direct Interchange (EDI) of data by Liner companies with Terminals, Liner agents – Equipment control systems – Container Interchange services.

BOOKS RECOMMENDED

International Ocean Shipping	
Current concepts and Principles	- Abrahamsson.B.J.
The competitive dynamics of Container Shipping	- Gilman, S.
World deep sea Container Practice	- Pearson, R. & Fossey, J.
Shipping Conferences: A study of their development & Economic Practices – Deakin	- B.M. & Seward. T

BLOCK I

Concept of multi modal transport – Different transport modes – Modal interfaces – Intermodal systems – road/rail/sea; sea/air; road/air; road/rail, sea/rail, sea/road – Inland Container Depot (ICD) & Container Freight Station (CFS) Terminals.

BLOCK II

International distribution and the role of logistics – Supply chain concept – Inbound Logistics System – Material management – Just in Time (JIT) concept – Importance of forecasting – Outbound Logistics System – Logistics / Marketing interface – Distribution Resource Planning (DRP)

BLOCK III

Role of Third-Party Logistics (3PL) Service Providers – Types of 3PL service providers – Transportation Carriers – Warehousing Providers – Logistics Management Providers – Emergence of 4PL service providers.

BLOCK IV

Development of Warehouse Resources – Location strategies – Identification of key measures of supply chain performance – Integrated Logistics – Contribution of SCM and logistics to improve competency – Role of benchmarking.

BLOCK V

Human Factors And Performance related Issues in Supply Chain & Logistics Management – Warehouse Management Systems (WMS) – Accident prevention and safety programs – Ergonomics – Monitoring off-site employees– regulatory issues for logistics and supply chain managers.

BOOKS RECOMMENDED

International Logistics	Wood, D.F.	-	A Barone, P.Murphy, and D.L. Wardlow,.
Business Logistics Management		-	Ronald H.
International Logistics		-	P. David
Logistical Management: The integrated Supply Chain Process		-	D.J. Bowersox & D.J. Closs

BLOCK I

Building a strategic framework to analyse supply chains. Understanding the supply chain – Supply chain performance: Achieving Strategic fit and scope – Supply chain Drivers and Obstacles.

BLOCK II

Planning demand and Supply in a supply chain. Demand forecasting in a supply chain – Aggregate planning in a supply chain – Planning Supply and Demand in a supply chain: Managing predictable variability.

BLOCK III

Planning and managing inventories in a supply chain. Managing Economies of scale in a supply chain: Cycle inventory – Managing uncertainty in a supply chain: Safety Inventory – Determining Optimal level of product availability.

BLOCK IV

Transportation, Network design and Information technology in a supply chain. Transportation in a supply chain – Facility decisions: Network Design in a supply chain – Information Technology in a supply chain.

BLOCK V

Coordinating a supply chain and the role of E-business. Coordination in a supply chain – E-business and the supply chain – Financial evaluation of supply chain decisions.

BOOKS RECOMMENDED

- Supply Chain Management Strategy, Planning and Operation - Sunil Chopra & Peter Meindl
Supply chains A manager's guide - David A. Taylor
Purchasing & Supply chain Management - Monczke, Trent & Handfield

MSPL 107 SHIPPING FINANCE & INSURANCE

BLOCK I

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

BLOCK II

Ship registration, Tax issues & depreciation policies – swaps and options in Ship financing – Sale & lease back – Derivatives in shipping finance – Analysis of the share price movements of a public limited company.

BLOCK III

Sales and purchase of secondhand ships – Financing of secondhand ships – Analysis of standard Ship Sale & Purchase contracts – Role of ship sale brokers – Demolition market dynamics.

BLOCK IV

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

BLOCK V

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

BOOKS RECOMMENDED

- Shipping Finance - Graham Burns and Stephenson Harwood
Ship Finance: Credit expansion and the Boom Bust Cycle - Peter Stokes
Ship Sale and Purchase, 4th Edition - Lain Goldrein QC and Paul Turner
Marine Insurance : Law and Practice - Professor Francis Rose.
General Average : Law and Practice - Francis World.
Marine war risks - Michael D. Miller

MSPL 108 SHIP AGENCY MANAGEMENT

BLOCK I

General Principles of the law of Agency – Types of Agents in maritime business & the roles performed by them – Duties & rights of Principals – Duties & rights of Agents – Agent's authority & Breach of warranty of a uthority.

BLOCK II

Role of Tramp ship Agents (Port Agency) – Organization of a typical Port Agency – Services offered by Port Agency – Process of appointment of Port Agency – Services offered by Owner's protecting Agency – Operational aspects – preparation of statement of facts – Disbursement accounts.

BLOCK III

Role of Liner Agents – Organization of a typical Liner Agency – Services offered by Liner Agency – Process of appointment of Liner Agency – Marketing activities performed by Liner Agents – Operational aspects – Delivery of cargo to consignees – Disbursement accounts.

BLOCK IV

Role of Agents during cargo claims – Role of agents during General average situation – Role of Agents during ship arrest situation.

BLOCK V

Ship Agents and E-commerce – Information flow through Ship Agents – Electronic Data Interchange, use of internet, access to Principals' systems for conducting day to day work – Use of electronic systems viz. Bolero, Liner portals.

BOOKS RECOMMENDED

Elements of Shipping	-	Branch, A.E.
Ship broking and Chartering Practice	-	Ihre, R. & Gordon, L.
Ships and Shipping, A comprehensive Guide	-	Neresian, R.
Laytime Calculating	-	Packard, W.V.
Thomas' stowage: The principles and stowage of Cargo	-	Thomas, O.O. Guide to Port Entry

MSPL 25 PROJECT WORK

This course would enable students to choose one area for research study, under the guidance of the teaching faculty of the Programme study center with the ultimate aim of promoting quality researches in partial fulfilment of their education. The students are required to study the problem in detail, review literature, collect and analyse data and prepare a written report as approved by the University.

Students can register for the Project Course with Course Code MSPL 25 in the second year. For registration purposes, the Project Course is treated as one Course, carrying a weight of 8 credits .

OBJECTIVE

The objective of the Project Course is to help the student develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework. The subject area for the project work should be from the Shipping / Logistics sector to enable the student get a deeper insight in their sectoral specialization area.

TYPE OF PROJECT

The Project may take any one of the following forms:

- i) Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)
- ii) Inter-organizational study aimed at inter-organizational comparison/ validation of theory/survey of management services.
- iii) Evolution of any new conceptual / theoretical framework.
- iv) Field study (empirical study).

After the completion of the research study the students are required to submit a detail individual project report in a format / guidelines as approved by the University.