

## Prospectus and Application for M.B.A course (Shipping & Logistics Management) AT HIMT

### 1. About the University

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

### 2. About the M.B.A. Programme (Shipping and Logistics Management)

**MBA (Shipping & Logistics Management)** Programme has been designed by TNOU in consultation with experts in Shipping and Logistics sectors with the following 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

<b>Medium of Instruction</b>	English
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<b>Fee</b>	Rs.30,000/- per year
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#### SCHEME OF EVALUATION

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

#### 4. 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. For example :

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. Counselling sessions for Academic Year and Calendar Year will be held generally during the months of March-April and September-October respectively.

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 will be established through which students will send / receive their assignments.

#### 5. Credit System

The University follows the 'Credit system' for this programme. One credit in this system is equivalent to 30 hours of student study hours comprising all learning activities (i.e. attending counselling sessions and reading and comprehending the print materials). This helps the learner to understand the academic effort one has to put in to successfully complete a course. Completion of the Programme requires successful passing of the term-end examination of each course in this programme.

#### 6. The 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.

Students have to submit their Examination Application Form before two months along with the required fee in the first week of April and October for the corresponding examination, using the examination form given in the prospectus if there is no change in the schedule. The Examination fees, Provisional Certificate fee etc. should be paid in the form of Demand Draft drawn in favour of 'Tamil Nadu Open University', payable at Chennai along with the Examination 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. The filled in application along with necessary fees through Demand Draft drawn in favour of 'Tamil nadu Open University' payable at Chennai should be submitted to the Controller of Examinations, TNOU within 21 days from the date of declaration of results.

## 7. Pattern of Question Paper

For all theory papers, the Term End Examination 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.

## 8. Classification of Successful 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 not less than 50% of the aggregate marks in all papers of the final examinations 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 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 shall be declared to have passed with Distinction.

## 9. Submission of Applications

The learners are requested to submit the application form in **duplicate** and enclose the Demand Drafts for the amount specified in para 10, 2 self attested photographs and the attested copies of all the certificates asked for, to the Controller of Examinations on or before the due date through the Programme Study Centre. Incomplete application form / forms received after the due date will be summarily rejected without any intimation to the learners.

## 10. Programme Fee

The programme fee should be paid by means of two separate Demand Drafts every year, one in favour of “**Tamil Nadu Open University**” Payable at Chennai and another in favour of **Hindustan Institute of Maritime Training (HIMT) Payable at Chennai for the amount specified below.**

TAMIL NADU OPEN UNIVERSITY	HIMT
Programme Fee - Rs. 12,750/-	Programme Fee - Rs. 17,250/-
Registration Fee (I Year only) - Rs. 200/-	
For Downloaded Applications -Rs. 500/- (I Year only)	

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.

## 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 bank draft 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 thier 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 Demand Draft 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. **(Form-2 enclosed)**

**MBA (SHIPPING AND LOGISTICS MANAGEMENT)  
PROGRAMME STRUCTURE & SYLLABUS**

**I YEAR**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
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**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
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

**BLOCK I**

Evaluation 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

**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. Coxtan & D.J. Cow

**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

**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

**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

**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

**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 |

**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.

**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                                    | - Pradeepta Kumar Samanta<br>& Ashok Kumar Mohanty. |
| Port State control  | - Dr. Z. Ozcayir.                                   |
| Port Development : A Handbook for planners in<br>developing countries           | - UNCTAD.   |
| Excellence in Warehouse Management:<br>How to Minimise Costs and Maximise Value | - Stewart Emmett.                                   |

**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

**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. Sindhwani

**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.

**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.

**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,. |
| Logistical Management: The integrated Supply Chain Process |            | - | D.J. Bowersox & D.J. Closs             |
| Business Logistics Management                              |            | - | Ronald H.                              |
| International Logistics                                    |            | - | P. David                               |

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

**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

**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 authority.

**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

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 MSP 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.

## **14. Students Grievances**

In the case of any administrative / academic grievances students are advised to write to the Co-ordinator, MBA Shipping & Logistics Management Programme, School of Management Studies, TNOU, Directorate of Technical Education Campus, Guindy, Chennai - 600 025. Normally, it takes a week to sort out the grievances if any.

## HINDUSTAN INSTITUTE OF MARITIME TRAINING

Hindustan Institute of Maritime Training (**HIMT**) is a Programme Study Center offering **MBA (Shipping & Logistics Management)** Programme.

Hindustan Institute of Maritime Training is fast becoming India's Largest and Premier Maritime training institute in the country conducting 48 courses (approved by Government of India - Directorate General of Shipping) under one roof in the heart of Chennai city. HIMT is successfully carrying out its commitment of imparting quality training at the most competitive fees. In a span of about 10 years HIMT has trained around 76,000 candidates participating in Post Sea, Pre-Sea and Value added courses. HIMT represents the highest overall value in terms of Location and Infrastructure with World Class facilities. Above all, HIMT delivers Quality Education and Services to candidates through the dedication and expertise of its competent faculty and staff. HIMT has been awarded a rating of GRADE 1 (OUTSTANDING) by ICRA, which is the Highest Rating awarded to any Private Post Sea Training Institute in India. More over, HIMT has been presented with various awards and Certificates of appreciation for contribution to Maritime Education and Training.

HIMT has been

- Awarded GurukulJyoti Awards for Excellence in Education by National Panel of Juries, included Shri Arjun Singh, Hon'ble HRD Minister, Govt of India on 25<sup>th</sup> February 2007 at New Delhi.
- one of the short listed Institutes and awarded a certificate for commended contribution to Education and Training at the Seatrade Dubai International Maritime Awards Presentation on 4<sup>th</sup> Dec'06.
- Certified to ISO 9001: 2000 Quality standards by BVQI, UKAS
- Approved by Liberian Administration and Marshall Island Administration for Security officers course and other value added courses.
- India's Largest 180 degree Full Mission Ship Manoeuvring Simulator at HIMT.
- Leaders in Maritime Training -One stop solution for all training needs- Entry level courses to advanced level training courses under one Umbrella

**Hindustan Institute of Maritime Training**, is India's largest training hub offering multi-faceted training opportunities in the country for merchant navy officers with a Pre-Sea Campus and a Post-Sea Campus.

## **PRE SEA CAMPUS**

**HIMT Pre Sea Training Center** with a built up area of about 90,000 sq ft. is spread over a sprawling campus of 12 acres on the outskirts of Chennai, (just around 45kms from Chennai city and near the World famous tourist beach Mammalapuram).

All the Pre Sea Training courses are run by Madhurika Eduational and Charitable Trust and are approved by the Directorate General of Shipping, Ministry of Shipping, Govt. of India.

They include 12 months training course for Deck Cadets leading to the award of a Diploma in Nautical Science by IGNOU & 6 months training course for General Purpose (G.P) Ratings.

## **POST SEA CAMPUS**

**HIMT Post Sea Training Center** is a modern four storey independent building, located in the heart of Chennai city. The Centre has Ample elevator capacity, spacious air-conditioned classrooms with Hi-tech Teaching Aids like LCD projectors, World class Simulator rooms and a library. A state of the art conference room adds to the unique facilities, which HIMT is happy to offer to the entire marine community for holding seminars and meetings.

It offers wide array of courses which includes all the Basic Familiarization and Safety courses for different types of vessels including specialized Passenger ships/Tankers, Advanced courses like Upgradation course for Chief Engineers/Masters, Full Mission Ship Manoeuvring Simulator & Bridge Team Work (SMS) etc. The Advanced Fire fighting course, First Aid course and Full Mission Ship Manoeuvring Simulator & Bridge Team Work (SMS) Course are not only offered for the seafarers but also to other industries. HIMT also conducts Advanced and specialized course for Passenger Ships (Crowd & Crisis Management) which is not offered in any institute in South India.

### ADDRESS OF COUNSELLING CENTRE:

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](mailto:himt@vsnl.com) ; [info@himtmarine.com](mailto:info@himtmarine.com)

web: [www.himtmarine.com](http://www.himtmarine.com)



**FORM - 1**  
**Tamil Nadu Open University**

DOTE Campus, Guindy, Chennai - 600 025

**APPLICATION FOR CHANGE / CORRECTION OF ADDRESS**

Date :

To

The Controller of Examinations  
Tamil Nadu Open University  
DOTE Campus, Guindy,  
Chennai-600 025

Enrolment No : \_\_\_\_\_ Programme: \_\_\_\_\_

Name of the Student : \_\_\_\_\_

**DETAILS FOR CHANGE / CORRECTION OF MAILING ADDRESS**

**New Address**

**Old Address**

Signature of Student



**FORM - 2**  
**Tamil Nadu Open University**

DOTe Campus, Guindy, Chennai - 600 025

**APPLICATION FOR ISSUE OF DUPLICATE IDENTITY CARD**

Name of the student \_\_\_\_\_

Address of the student \_\_\_\_\_

Pincode \_\_\_\_\_

Enrolment No : \_\_\_\_\_ Programme: \_\_\_\_\_

I enclose herewith duly filled-in Identity card along with my photograph and Demand Draft No. \_\_\_\_\_, dated \_\_\_\_\_, Bank \_\_\_\_\_ for Rs.100/- in favour of TNOU, payable at Chennai towards issue of Duplicate Identity Card.

Date :

Signature of Student

FOR use at TNOU Office only

Verified / Checked. Duplicate ID card may be issued to the above student

Superintendent  
Admissions

Assistant Registrar  
Admissions