



Goa University
P.O. Goa University, Taleigao Plateau, Goa 403 206, India
Syllabus of MBA (Logistics Management) Programme
Designed for and Run by Indian Navy at INS Hamla
Implemented from the Academic year 2010-11

Purpose:

To train Officers of Indian Navy and Officers of Navies of Friendly countries to effectively discharge managerial and logistic duties and to prepare them for managerial career after exit from Navy

Prerequisites:

Shall be holding a Bachelors Degree or equivalent qualification and shall be serving officers of Indian Navy or Navies of Friendly Countries

Credits (theory, tutorials, practicals)

Shall have to complete 112 credits as specified in the program structure/list of courses given below

Number of semesters, how the courses are distributed

The program is organized into 5 terms of approximately 3 months each term

Dissertation

The program involves a dissertation and dissertation seminar of 4 credits each as indicated in the list

MBA (Logistics Management) List of Courses

In the following tables, L refers to lectures, T to tutorials and P to practicals. Description of a course appears on the page number listed in the tables.

Compulsory Courses

Course Number and Name	L-T-P (hours/week)	Credits	Page number
ML 101 Financial Statement Analysis financial Management	1-0-1	2	5
ML 102 Marketing Management	1-0-1	2	6
ML 103 Human Resource Management	1-0-1	2	7
ML 104 IT Skills	3-0-1	4	8
ML 105 Organisational Behaviour	1-0-1	2	9
ML 106 Advance Financial Management	1-0-1	2	10
ML 107 Management Accounting (Fin Acc) I	1-0-1	2	11
ML 108 Management Accounting (Cost Acc)	1-0-1	2	12
ML 109 Management Information System	1-0-1	2	13
ML 110 Production Operations And Management	1-0-1	2	14
ML 111 Business Research Methods	1-0-1	2	15
ML 112 Supply Chain Management	1-0-1	2	16
ML 113 Operation Research	2-0-1	3	17
ML 114 Depot Material Management I	3-0-1	4	18
ML 115 Depot Material Management II	3-0-1	4	18
ML 116 Management Process	1-0-1	2	19
ML 117 System Analysis	1-0-1	2	20
ML 118 Inter Establishment Visits	0-0-2	2	

Optional Courses

Course Number and Name	L-T-P (hours/w week)	Credits	Page number
ML 119 Advance Naval Financial Management	2-0-2	4	20
ML 120 Standard / Log Appreciation (Log Appreciation + Campaign Study)	4-0-2	6	20
ML 121 Onboard Spares Management (Naval Stores)	2-0-2	4	21
ML 122 Air Stores Management	1-0-0	1	21
ML 123 Basic Staff Duties	2-0-1	3	21
ML 124 Victualling Management	2-0-1	3	22
ML 125 Clothing And Messtraps Management	1-0-1	2	22
ML Naval Financial Management	1-0-1	2	23
ML 127 Catering Management	1-0-1	2	
ML 128 Motor Transport Management	1-0-0	1	24

Field- based Compulsory Courses

Course Number and Name	L-T-P (hours/ week)	Credits	Page number
ML 129 Industrial Seminar / Mock Interviews	2-0-0	2	24
ML 130 Civil Works I Project Reports	1-0-3	4	24
ML 131 Civil Works II - Project Reports	0-0-4	4	24
ML 132 Project (Internship/ Reports)	3-0-5	8	
ML 133 Dissertation	0-0-4	4	
ML 134 Dissertation Seminar	0-0-4	4	

Core Soft Skills

Course Number and Name	L-T-P (hours/ week)	Credits	Page number
ML 135 Oral Communication Skills (Prep Talk)	1-0-2	3	25
ML 136 Written Communication Skills (Service Papers - 02)	1-0-2	3	26
ML 137 Event Management	1-0-2	3	26

Non Business Courses

Course Number and Name	L-T-P (hours/ week)	Credits	Page number
ML 138 Physical Training	0-0-3	3	
ML 139 Sports / Games / Sailing	0-0-3	3	

Syllabus of the MBA (Logistics Management) Curriculum

Compulsory Courses

Code	Subject	Credits	Contact Hours per Week
ML 101	Finance Management: Financial Statement Analysis	2	3
<p>Objective: At the end of the course, the students would have competence in</p> <ol style="list-style-type: none"> 1. Understanding the corporate finance function of an organization during Internship in Term 2 for full time and during field project in term 4 for par time MBA and / or 2. Understanding financial services industry during Internship in Term 2 for full time and during field project in Term 4 for part time MBA. <p>Content: Financial Statement Analysis of Balance Sheets, Profit and Loss Accounts, Cash Flow and Funds Flow Statements; Elements of Valuation, Capital Budgeting, Risk and Return, Long Term and Short Term Financial Planning, Overview of Financial Services Industry.</p> <p>Pedagogy: Problems, Case Studies, Presentations, Industry based Assignments and Computer based Assignments.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u></p> <ol style="list-style-type: none"> 1. Chandra, Prasanna; 'Finance Sense'; Tata McGraw-Hill; Latest edition. 2. Atrill, Peter and Eddie McLaney; 'Accounting and Finance for Non-Specialists'; Prentice-Hall of India; Latest edition. 3. Myddelton, D.R.; 'The Essence of Financial Management'; Prentice-Hall of India; Latest edition. 4. Economic Times, etc. <p><u>Reference</u></p> <p>Ross, Stephen. A., Westerfield, Randolph W. and Bradford D. Jordan; 'Fundamentals of Corporate Finance'; Tata McGraw-Hill; Latest edition.</p>			

Code	Subject	Credits	Contact Hours per Week
ML 102	Marketing Management	2	3
<p>Objective: At the end of the course, the students would have competence in understanding the Marketing Function of an organization in Term 2 for full time and in term 4 for part time MBA..</p> <p>Content: Marketing Concept, Marketing Mix, Product, Price, Promotion and Distribution; Marketing Planning, Marketing Control and Organizing for Marketing.</p> <p>Pedagogy: Case Studies, Presentations and Industry based assignments.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u></p> <ol style="list-style-type: none"> 1. Majarao, Simon; 'The Essence of Marketing'; Prentice Hall of India Limited; New Delhi; Latest edition. 2. Brand Equity and News Items of Economic Times, Articles from Popular Business Periodicals, etc. <p><u>Reference:</u></p> <p>Kotler, Philip., 'A Framework for Marketing Management'; Pearson Education India, Latest edition.</p>			

Code	Subject	Credits	Contact Hours per Week
ML 103	Human Resource Management	2	3
<p><u>Objective:</u> At the end of the subject, the student will have the competence in understanding the HR practices of the firm in which the student will be doing Internship in Term 2 for full time and field project in term 4 for part time MBA.</p> <p><u>Content:</u> Employee sourcing, recruitment and selection, performance management, reward management, training and development and employee relations.</p> <p><u>Pedagogy:</u> Case studies, experiential exercises and industry based assignments.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings</u></p> <ol style="list-style-type: none"> 1. McKenna, Eugene and Nic Beech; 'The Essence of Human Resource Management'; Prentice–Hall of India Private Limited; New Delhi, 1995 or later editions. 2. Cowling, Alan and Philip James; 'The Essence of Personnel Management and Industrial Relations'; Prentice Hall of India Private Limited; New Delhi; 1994 or later editions. 3. Articles from popular Indian business periodicals. <p><u>Reference:</u></p> <ol style="list-style-type: none"> 1. Dessler, Gary; 'A Framework for Human Resource Management'; Pearson Education India; Latest Edition. 2. Saiyadain, Mirza S; 'Human Resource Management'; Tata McGraw-Hill Publishing Company Limited; New Delhi; Latest edition. 			

Code	Subject	Credits	Contact Hours per Week
ML 104	IT ¹ Skills	2	3

Objective:

At the end of the subject, the student would have ability in using

1. spread sheets,
2. data base management systems
3. word processor, and
4. elements of a programming language

for managerial tasks. The student will have minimum level of capability in web designing .

Content:

An elementary programming language to understand what is programming, not to become a Programmer. Spreadsheets, database management systems, word processing, web designing and any other relevant and widely used software.

Pedagogy:

There will be very few classroom sessions. Most of the sessions will be through hands on training in the Computer Centre. There will be assignments based on tasks in the educational institution itself or employer organizations so that the student is able to demonstrate his / her learning value addition.

Minimum depth of coverage will be at the level of the following books / materials.

Published books similar to manuals of packages mentioned under Contents.

¹ Information Technology

Code	Subject	Credits	Contact Hours per Week
ML 105	Organizational Behavior	2	3

Objectives:

At the end of the subject, the student will have the competence to deal with

1. Individuals
2. Interpersonal situations and
3. Groups in organizations and also develop the necessary
4. Leadership qualities to achieve this.

The student would demonstrate the ability in various real life situations within the educational institution itself.

Content: Perception, personality, attitudes, motivation, learning, interpersonal behavior, group dynamics, conflicts, stress, power and politics, leadership and communication. New trends in organizational behavior from academic literature and practice including critical perspectives.

Pedagogy: The objectives will be met through a series of case studies, experiential exercises and industry-based assignments.

Minimum depth of coverage will be at the level of the following books / readings.

(Sr. No 1 and 4 and either 2 or 3).

1. Tyson, Shaun and Tony Jackson; 'The Essence of Organizational Behavior'; Prentice–Hall of India Private Ltd., New Delhi, 1992 or later editions.
2. Luthans, Fred; 'Organizational Behavior'; McGraw–Hill, Inc, Latest edition.
3. Robbins, Stephen P; 'Essentials of Organizational Behavior'; Pearson Education India, Latest edition.
4. Ramnarayan. S and Ram Mohan Rao; 'Managerial Dilemmas'; Tata–McGraw Hill Publishing Company Limited, New Delhi, Latest editions.
5. Selected articles from journals such as Harvard Business Review, Indian Management, etc.

Code	Subject	Credits	Contact Hours
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			per Week
ML 106	Advanced Finance Management	2	3
Objective:	At the end of the course, the students would have competence in taking long term and short term corporate financial decisions while taking into consideration the behavior of the capital market.		
Content:	Financial Statement Analysis, Valuation, Capital Budgeting, Risk and Return, Long Term and Short Term Financial Planning, Financial Engineering.		
Pedagogy:	Problems, Case Studies, Presentations and Computer / Industry and Capital Market data based Assignments.		
<u>Minimum depth of coverage will be at the level of the following books / readings.</u>			
<ol style="list-style-type: none"> 1. Ross, Stephen. A., Westerfield, Randolph W. and Bradford D. Jordan; 'Fundamentals of Corporate Finance'; Tata McGraw-Hill; Latest edition. 2. Chandra, Prasanna; 'Financial Management: Theory and Practice; Tata McGraw-Hill; Latest edition. 3. Pandey, I.M. and Ramesh Bhat; 'Cases in Financial Management'; Tata McGraw-Hill; Latest edition. 4. Academic journals such as 'Financial Management'. 5. Popular business periodicals such as "Capital Market". 			

Code	Subject	Credits	Contact Hours per Week
ML 107	Management Accounting (Fin. Acc) I	2	3
<p><u>Objective:</u> At the end of the subject, the student should understand how figures in financial statements have been arrived at, the use of the information generated by the financial statements and the limitations of the information. Exposure to at least one computer based accounting package is a must.</p> <p>The subject is not intended for preparing the students as accountants. Understanding of concepts, principles and techniques and their logic would be given more importance in comparison to number crunching ability.</p> <p><u>Content:</u> Balance sheets and profit and loss account. Accounting mechanics. Accounting Records and Systems. Understanding published accounts of companies. Use of software in accounting.</p> <p><u>Pedagogy:</u> Cases, problems, analysis of published accounts of companies, computer based exercises and understanding of recording systems of real life organizations.</p> <p><u>Minimum depth of coverage will be at the level of the following books.</u></p> <ol style="list-style-type: none"> 1. Bhattacharyya, S. K. And John Dearden; 'Accounting for Management'; Vikas Publishing House Pvt. Ltd.; New Delhi; Latest edition 2. Chadwick, Leslie; 'The Essence of Financial Accounting'; Prentice–Hall of India Private Limited, New Delhi; Latest edition. 3. 'How to Read a Balance Sheet'; ILO Programmed Book; Oxford & IBH Publishing Co. Pvt. Ltd.; New Delhi; Latest edition. 4. Chandra Prasanna; 'Managers' Guide to Finance and Accounting'; Tata McGraw–Hill Publishing Company Limited; New Delhi; Latest edition. 5. Anthony, Robert, et al.; 'Accounting: Text and Cases'; Tata McGraw–Hill Publishing Company Limited; New Delhi; Latest edition. 6. Narayanaswamy, R.; 'Financial Accounting: A Managerial Perspective'; Prentice–Hall of India Private Limited, New Delhi; Latest edition. 7. Bhattacharya, Ashish K.; Financial Accounting for Business Managers'; Prentice–Hall of India Private Limited, New Delhi; Latest edition. 			

Code	Subject	Credits	Contact Hours per Week
ML 108	Management Accounting (Cost Acc.)	2	3
<p>Objective: At the end of the subject, the student would be able to use cost data and management accounting reports for taking effective decisions.</p> <p>The subject is not meant for preparing the students as cost accountants. Understanding of concepts, principles and techniques and their logic would be given more importance in comparison to mere number crunching ability. Preferably, the problem solving should be based on computer software.</p> <p>Content: Basic cost concepts,, cost classification, allocation and absorption of costs, Cost centers etc.; Cost analysis for managerial decisions – Direct costs, Break Even Analysis, Relevant costs etc.; Pricing – Joint costs, Make or buy, relevant fixed costs, sunk costs etc.; Cost analysis and control, standard costing, variance analysis, unit and output costing, budgeting and control.</p> <p>Pedagogy: Cases, problems, analysis of published accounts of companies, computer based exercises and understanding of recording systems of real life organizations.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u></p> <ol style="list-style-type: none"> 1. Horngren Charles T et al.; ‘Cost Accounting: A Managerial Emphasis’; Pearson Education India; Latest Edition. 2. Atkinson, et al. ‘Management Accounting’; Pearson Education India; Latest Edition. 3. Atrill, Peter and Eddie McLaney; ‘Management Accounting for Non-Specialists’; Prentice-Hall of India; Latest Edition. 4. Williamson, Duncan; ‘Cost and Management Accounting’; Prentice-Hall of India; Latest Edition. 5. Anthony, Robert and David Hawkins; ‘Accounting’; Tata McGraw-Hill; Latest Edition. 6. Chadwick, Leslie; ‘The Essence of Management Accounting’; Prentice-Hall of India; Latest Edition. 			

Code	Subject	Credits	Contact Hours per Week
ML 109	Management Information Systems	2	3
<p><u>Objective:</u></p> <p>At the end of the subject, the students will be able to design and implement a computer based information system for management decisions.</p> <p><u>Content:</u> Role of IS and IT, operational and strategic. Hardware and software for IS, types of IS such as TPS, MIS, EIS, DSS, KS, etc. DBMS and RDBMS. Communication and networking, Internet, ERP. Implementation issues.</p> <p><u>Pedagogy:</u> There will be assignments based on tasks in the educational institution itself or in the employer organizations so that the student is able to demonstrate his / her learning value addition. Computer based assignments. Industry based assignments to understand IS practices.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u></p> <ol style="list-style-type: none"> 1. Laudon, Kenneth C. and Jane P. Laudon, 'Management Information Systems'; Prentice Hall of India, Latest edition. 2. Rajaraman, V., 'Analysis and Design of Information Systems'; Prentice Hall of India, Latest edition. 3. Rajaraman, V., 'Self-Study Guide to Analysis and Design of Information Systems'; Prentice Hall of India, Latest edition. 			

Code	Subject	Credits	Contact Hours per Week
ML 110	Production Operations Management	2	3
<p><u>Objective:</u> At the end of the subject, the student will have competence in</p> <ol style="list-style-type: none"> 1. Designing, organizing, scheduling and controlling of production / operations of simple systems. 2. Taking decisions in other functional areas considering implications of production / operations functions to other functions and vice-versa. 3. Understanding the operations function of the organization during Internship in Term 2 for full time and during field project in term 4 for part time MBA and 4. The student will demonstrate these competencies within the institution or the employer organization. <p><u>Content:</u> Designing, organizing, scheduling and controlling of the production / operations function.</p> <p><u>Pedagogy:</u> Cases, problems, production / operations tours in organizations, practical assignments in the institution or employer organization and computer based assignments.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u></p> <ol style="list-style-type: none"> 1. Krajewski, Lee J. and Larry P. Ritzman; 'Operations Management: Strategy and Analysis'; Pearson Education India; Latest Edition. 2. Schmenner, Roger W.; 'Plant and Service Tours in Operations Management'; Pearson Education India; Latest Edition. 3. Hill, Terry; 'The Essence of Operations Management'; Prentice Hall of India Private Ltd., New Delhi, Latest edition. 4. Krishnaswamy, K. N. 'Cases in production / Operations Management'; Prentice Hall of India Private Ltd., New Delhi, Latest edition. 5. Selected articles from Journal of Operations Management, Productivity, etc. 			

Code	Subject	Credits	Contact Hours per Week
ML 111	Business Research Methods	2	30

Objective :

The course would develop competence in having consistency between decision problem, research problem, research design, conclusions, recommendations and implementation of research results. It would also develop the ability to differentiate between those parts of decisions based on research and those parts based on assumptions.

Content: Survey method starting from problem definition and research designs to analysis, recommendations and report writing.

Pedagogy: A combination of project work, classroom exercises and presentation by the students.

Minimum depth of coverage will be at the level of the following books.

1. Cooper D R and Schindler, "Business Research Methods", Tata McGraw-Hill, New Delhi, Latest Edition
2. Zikmund W G, "Business Research Methods"; Thomson Learning, Indian Reprint, Latest Edition.

Code	Subject	Credits	Contact Hours per Week
ML 112	Supply Chain Management	2	3

Objective:

At the end of the subject, the students will be able to analyze an existing supply chain of a company, apply various supply chain management concepts, and improve the supply chain and design an efficient supply chain in alignment with the strategic goals of the company.

Content:

To study about Demand, Planning, Forecasting, Supply Chain Strategy, Collaborative Planning Forecasting Replenishment (CPFR)

To study about Manufacturing Management in Supply chain, Lean Management, Lean Manufacturing, Mass Customization, Outsourcing, Service Operations Optimization, Procurement Management in Supply chain, Inventory Models, Materials

Requirement Planning, JIT, Vendor Managed Inventory(VMI), Logistics Management in Supply chain, Distribution Management, Inventory Management, Distribution Strategies,

Transportation Management, Service Innovation, Intermodal Transportation,

Warehousing, Packaging for Logistics, 3PL, 4PL, GPS and GIS technology.

Pedagogy: There will be assignments based on tasks in the employer organizations so that the student is able to demonstrate his / her learning value addition. Computer based assignments. Industry based assignments to understand Supply Chain Management .

Minimum depth of coverage will be at the level of the following books / readings.

1. Rahul V. Altekhar, 'Supply Chain Management- Concepts and Cases'; Prentice Hall of India, Latest edition.
2. Simchi, D.,Kaminsky, P., et al 'Designing and Managing the Supply Chain- Concepts, Strategies and Case Studies'; McGraw-Hill Companies, Latest edition.

Code	Subject	Credits	Contact Hours per Week
ML 113	Operations Research	3	4

Objectives

At the end of the course, the student would be able to

- Model real life business problems using chosen mathematical /operations research models
- Solve them using Excel / other packages
- Have an intuitive feel of the logic behind the solution methods and
- Implement solutions in real life

Contents

Deterministic models such as Linear Programming and its variations, probabilistic models such as Decision Trees, Queuing, Simulation, etc.

Pedagogy and Evaluation

Exercises in formulation of real life problems, use of software for solving, discussions on intuitive interpretations of logic behind solution methods, discussions on managerial implications of implementation of solutions, real life case discussions published in journals such as Interfaces, a mini-project in modeling, etc.

Minimum depth of coverage will be at the level of the following books / readings.

1. Winston, Wayne L. and S. Christian Albright, "Practical Management Science", Thomson Learning-India, 2002 or later editions.
2. Winston, Wayne L. and S. Christian Albright, "Operations Research", Thomson Learning-India, 2004 or later editions.
3. Lawrence Jr. John A. and Barry A. Pasternack, "Applied Management Science", Wiley, 2003 or later editions.
4. Anderson, David R., Dennis J. Sweeney and Thomas A. Williams, "An Introduction to Management Science", Thomson Learning-India, 2002 or later editions.
1. Anderson, David R., Dennis J. Sweeney and Thomas A. Williams, "Quantitative Methods for Business", Thomson Learning-India, 2002 or later editions.
2. Hillier, Frederick and Mark Hillier, "Introduction to Management Science", Tata McGraw-Hill, 2005 or later editions.
3. Hillier, Frederick, "Introduction to Operations Research", Tata McGraw-Hill, 2005 or later editions.
4. Render, Barry., Ralph M. Stair and Michael E. Hanna, "Quantitative Analysis for Management", Prentice-Hall of India, 8th or later editions.
5. Taha, Hamdy A., "Operations Research", Prentice-Hall of India, 7th or later editions.
6. Journals such as Interfaces, Industrial Engineer, etc.

ML 114: Depot Material Management I 4 Credits

Provisioning

An overview of MO functioning

- (a) Classification of Materials
- (b) Equipment and spare Parts
- (c) Naval Stores and Fuels
- (d) Indigenisation, codification and standardisation
- (e) Demand management and Issues
- (f) Review, Indenting and actions
- (g) Introducing an item- methodology and responsibility

Procurement

- (a) Types of Procurement
- (b) Tendering
- (c) Ordering
- (d) NLC composition and role

ML 115: Depot Material Management II 4 Credits

Warehousing

- (a) Receipt of Items
- (b) Despatch of items
- (c) Storage
- (d) Preservation
- (e) Shelf Life
- (f) Storing and destoring of Ships
- (g) Stock Verification
- (h) Security
- (i) Safety
- (j) Stores Accounting

Technical Services

- (a) Repair
- (b) Documentation
- (c) Survey
- (d) Technical Advice

Disposal

- (a) Disposal of Surplus Stores
- (b) Disposal of BER Items and arisings
- (c) Disposal of Category “Z” Ships corporate restructuring

Code	Subject	Credits	Contact Hours per Week
ML 116	Management Process	2	3
<p><u>Objective:</u> At the end of the subject, the student should have the ability to understand managerial / organizational situations in terms of processes such as planning, organizing, staffing, leading and controlling. The student should demonstrate this ability through reframing his / her tasks in the educational institution itself in case of full time and in their employer organizations in case of part time MBA by using these processes to actual situations.</p> <p><u>Contents:</u> Planning, organizing, staffing, leading and controlling. Certain amount of overlapping between the two subjects Organizational Behavior and Management Process is possible. Instead of avoiding it at the content level, the different orientations should be brought out through case studies. In Organizational Behavior, understanding behavior in terms of causality should be emphasized. In Management Process, the decision-action–design perspective should be emphasized.</p> <p><u>Pedagogy:</u> Case studies, experiential exercises and industry based assignments.</p> <p><u>Minimum depth of coverage will be at the level of the following books / readings.</u> (Either SI No 1 or 2)</p> <ol style="list-style-type: none"> 1. Wehrich, Heinz and Harold Koontz; ‘Essentials of Management: An International Perspective’; McGraw–Hill, Inc.; 2004 or later editions. 2. Robbins, Stephen and Mary Coulter; ‘Fundamentals of Management’; Prentice Hall of India Pvt. Ltd.; New Delhi; Latest edition. 3. Selected articles from Harvard Business Review, Indian Management, etc. <hr style="width: 10%; margin-left: 0;"/>			

ML – 117 System Analysis 2 Credits

System concepts and information system environment

(a) Definition, characteristics and types

System planning and initial investigation

(a) Base for planning in system analysis

(b) Information gathering

(c) Structured Analysis

(d) Feasibility study

(e) Cost Benefit Analysis

System Design

(a) Stages of system design

(b) Input/output and Forms Design

(c) File Organisation and Data Base Design

System implementation

(a) System testing and quality assurance

(b) Implementation and software maintenance

(c) Hardware/software selection and the computer contract

(d) Project Scheduling and Software

(e) Security, Disaster/Recovery, and Ethics

References/Reading

Analysis and design of Information Systems by V. Rajaraman

Information Technology for development by Sadanandan Chandrasekar

Analysis design and implementation of Information Systems by Lucas

Analysis design of Information Systems by James A. Senn

OPTIONAL COUSES:

ML 119: Advance Naval Financial Management 4 Credits

DPM Provisions

Rules contained in NI 1/S/06 and GFR

References/Reading

Naval Publications and orders

ML 120: Standard / Log Appreciation (Log Appreciation + Campaign Study)

ML 121: Onboard Spares Management (Naval Stores)

ML 122: Air Stores

Classification of Air Stores

(a) Sources of supply

Review of stock and storing period

Initial storing

(a) Issue procedure to the department

(b) Demanding Procedure

(c) Return of Air Stores

(d) Survey of Air Stores

(e) Air Stores ledgers, accounting/custody

Safety survival equipment, issue procedure

References/Reading

Naval Publications and orders

ML 123: Basic Staff Duties

Basic Service Writing

Naval Headquarters Organisation

Report Writing

Service Paper

Dissertation

Project Report Writing

Logistics Appreciation and software maintenance

References/Reading

Naval Publications and orders

ML 124: Victualling Management

Overview of Various Ration Scales
Local Purchase and Contract Procedures
Supply of Victuals in Foreign Ports
Analysis/ Handling of Victualing Account
Guest Lectures

References/Reading

Naval Publications and orders

ML 125 CLOTHING AND MESSTRAPS MANAGEMENT

Clothing organisation in Indian Navy
Scale and accounting of clothing
Procurement and classification
Clothing accounts
Source of Supply and maintenance of stock
Initial issue and other issue procedures
Stock taking of clothing stores
Recovery and disposal
Procedure for substandard report
Mess straps

References/Reading

Naval Publications and orders

ML126: Naval Financial Management

1. Pay and Pension

Fixation of Pay /Pay structure of officers and sailors
Admissibility Conditions
Admissibility and Claiming Procedure of all Allowances
Income Tax Rules and calculations
Pension Rules - Officers and Sailors

2. Cash Duty and Travel Regulations

Naval Pay Office and functions
Financial powers
Imprest and imprest for NCC
Purchases and payments through imprest
Cash account
Public funds
Cheques and Military receivable Orders
Delegation of authority to writer sailors
Training of foreign personnel on Indian ships
DSOP/AFPP funds
Advances
Appointment to Indian missions
S&S imprest
Disbursement of pay to other services
Pay books and accounting
Non- public funds
Travel forms and accounting
Permanent duty move entitlements
Temporary duty move entitlements
Leave Travel Concession
Entitlement on deputation

References/Reading

Naval Publications and orders

ML 128 MOTOR TRANSPORT

Classification of MT vehicles
Maintenance and Local Purchase of Spares
Maintenance and Local Repairs of vehicles
Down gradation and Discard policy
Accidents
Hiring of Transports
Role of Embarkation HQ
Rules governing MT Civilian Staff

References/Reading

Naval Publications and orders

Field- based Compulsory Courses

ML 129 INDUSTRIAL SEMINAR / MOCK INTERVIEWS

ML 130&131 CIVIL WORKS

Organisation of Works and MES Organisation
Fundamental Principles of Defence Works Procedure, 1986
Scales of Accommodation for Defence Services, 1983
Types and Classification of Works
Financial Powers and Budget Management
Contracting and Costing
Land Management
Preparation of BPs
Works Seminar
Project Work

References/Reading

Naval Publications and orders

<i>Code</i>	Subject	Credits	Contact Hours per Week
C 0-101.1/ C 0-101.2	Oral Communication skills	1 Credit each for two modules	
<p><u>Objective</u> : At the end of the subject the student will be able to orally communicate effectively with confidence and facilitate interpersonal communication.</p> <p><u>Content</u> : Interpersonal and group communication, communication through telephone, facing and conducting interviews for employment as well as other purpose, public speaking</p> <p><u>Pedagogy</u> : Experiential exercises, video and audio feedback. More stress to be given on language more than the psychological process.</p>			

Code	Subject	Credits	Contact Hours per Week
C 0-102.1/ C 0-102.2	Written communication skills	1 Credit each for two modules	
<p><u>Objective</u> : At the end of the subject the student will be able to communicate in writing effectively.</p> <p><u>Content</u> : Comprehension, letter writing – formal and informal, report writing, creative writing.</p> <p><u>Pedagogy</u> : Experiential exercises, in basket exercises. More stress to be given on language more than the psychological process.</p>			

C 0-111.1/ C 0-111.2	Event Management skills	1 Credit each for two modules	
<p><u>Objective</u> : At the end of the subject the student will develop the skill of organizing an event.</p> <p><u>Content</u> : Planning an event, Schedule development, fund management , handling legal compliances staffing and running the event</p> <p><u>Pedagogy</u> : In- class discussions and presentations. Talks by subject experts practical exercise.</p>			