

**FACULTY OF POST GRADUATE DIPLOMA IN
MARITIME LOGISTICS AND PORT MANAGEMENT**

**SRI DEV SUMAN UTTARAKHAND UNIVERSITY
BADSHAHITHAUL (TEHRI GARHWAL) – 249199
UTTARAKHAND**

Website: www.sdsuv.ac.in



Regulations and Syllabus for One Year
Post Graduate Diploma in Maritime Logistics and Port Management
(Through Regular Mode)

Note: Sri Dev Suman Uttarakhand University reserves the right to amend Regulations, Scheme of Examination, Pass Criteria, Scheme of Studies and courses of study as and when it deems necessary.

COURSE CURRICULUM FOR ONE YEAR POST-GRADUATE DIPLOMA IN MARITIME LOGISTICS AND PORT MANAGEMENT

Regulations and Scheme of Examinations (General Objectives, Scheme of Examinations and Courses of Study for Post-Graduate Diploma in Maritime Logistics and Port Management Program)

1. General Objectives

Post-Graduate Diploma in Maritime Logistics and Port Management course is designed to give the students broad understanding of the functionality of the ports. The course is intended to give the students wide-ranging empathetic of the functionality of the ports in all major Departments and subjects like Ship brokering, ship chartering, ship operations, international logistics, Computer and Communication Skills etc.

The curriculum is designed to achieve the following general objectives of the Diploma in Maritime Logistics and Port Management program:

- 1) To develop students' concept and understanding of port business
- 2) To understand concept, need, importance and processes in Port Industry
- 3) To identify the role of port industry in employment generation.
- 4) To equip students with essential knowledge and skills to embark on a career in maritime industry.
- 5) To enhance holistic development of students and improve their employability skills in the maritime trade.

2. Duration of the Course and Working Days

2.1 Duration of the course

Post-Graduate Diploma in Maritime Logistics and Port Management is one year programme (spread over two semesters) including on-the-job training of 60 days. Candidates shall be permitted to complete the programme requirements of the one-year programme within a maximum period of three years from the date of admission to the programme.

2.2 Working Days

There shall be at least one hundred eighty (180) working days in a year, inclusive of the period of admission, classroom transaction, practicum, and conduct of examination. The institution shall work for a minimum of **thirty two hrs. in a week** (five or six days) each semester during which faculty members shall be available for classroom interaction, collaborative dialogues consultation, mentoring and disseminating practical inputs of the course to the students. Similarly, college is required to access the workload of the each faculty members to give maximum orientation of the port industry aligned with the updated pedagogy and the trade skills. The minimum attendance of candidates shall be 75% for theory Courses and Practicum.

3. Eligibility (Entry Requirements) and Procedure of Admission:

- a) Candidates who have passed graduation exams from recognized universities are eligible to take admission in Post-Graduation in Maritime Logistics and Port Management.
- b) Reservation and relaxation for SC/ST/PWD and other applicable categories shall be as per the rules of the Central Government/ State Government whichever is applicable.

4. Admission Procedure

Admission shall be made on the basis of merit of the qualifying Examination or any other selection process as per the policy of the State Government/ Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal), Uttarakhand

5. No. of Seats and Age limit

No. of Seats -60 (Sridev Suman Uttarakhand University reserves the rights to change seats when it deems necessary),

Age Limit: There is **no upper age** limit for the candidates applying to the Post-Graduate Diploma in Maritime Logistics and Port Management course of one year.

6. Courses of Study in Post-Graduate Diploma in Maritime Logistics and Port Management (MLPM)

There shall be five (5) papers in first semester and five (5) in second semester. These papers are devoted to the fundamentals and operational learning of the maritime trade through class room lectures, practical and laboratory exposure of the core subjects besides a fair insight on the importance of communication in the port industry, role of computers, personality development and the components of maritime industry. Apart from the class room learning and practical exposure of the trade, intensive 60 days on-the-job training/Industrial training in any shipping company is earmarked at the end of 1st semester and evaluation will be at the end of 2nd semester (MLPM 205) to understand the basics of core functional areas of maritime industry. A candidate is expected to learn the trade skills, practical understanding of port operations in all departments. A candidate is required to take following courses during two semesters of the Post-Graduation in Maritime Logistics and Port Management (MLPM):

Semester I

SL No	Course /Module Code	Name of the Course	Theory/Practical Marks	Internal Assessment Marks	Credits	Hours/ Week	Total Marks
1	MLPM 101	Ship Brokering	70	30	4	4	100
2	MLPM 102	Ship Chartering	70	30	4	4	100
3	MLPM 103	Ship Operation	70	30	4	4	100
4	MLPM 104	Port Agency Operation	70	30	4	4	100
5	MLPM 105	International Logistics and Maritime Law	70	30	4	4	100
Total Marks (1 st Semester)					20	20	500
Note: Industrial Training shall be conducted after the completion of first semester examination and its evaluation will be held in second semester.							

Semester II

SL No	Course /Module Code	Name of the Course	Theory/Practical Marks	Internal Assessment Marks	Credits	Hours/ Week	Total Marks
1	MLPM 201	Port Management	70	30	4	4	100
2	MLPM 202	Crew Management	70	30	4	4	100
3	MLPM 203	Basics of Computer Application	70	30	4	4	100
4	MLPM 204	Fundamental of Communication	70	30	4	4	100
5	MLPM 205	Computer Applications- Practical	40	10	2	2	50
6	MLPM 206	Dissertation (Industrial Training)	70	30	4	4	100
Total Marks (2 nd Semester)					22	22	550
Total Marks (1 st + 2 nd Semester)							1050

**COURSE CURRICULUM POST-GRADUATE DIPLOMA IN MARITIME
LOGISTICS AND PORT MANAGEMENT**

SEMESTER I

MLMP 101 Ship Brokering

Unit 1- Introduction to Ship Brokering Basics of ship brokering practice, Introduction to top ship brokering houses, job of a ship broker, skills and qualification required

Unit 2- Market Study Dry market study, Baltic report, Platts report, study of various routes, Market report study for various size of vessel, study of market influencing factor

Unit 3- Client Development Charterers and owners database exploring, Consolidating list of owners and charterers, consolidating list of in-house brokers, contacting the prospective clients, build your own client base.

Unit 4- Negotiations Firm offers from Charterers and owners, thorough study of the offers, passing the counters, consolidating and colour coding of the counters, negotiating on terms not agreed, CP analysis

Unit 5- Charter Party Understanding of sea contracts, Contract of carriage, Various Charter parties, legal aspect of charter party, Preparation of Voyage and Time CP, understanding of various clauses.

Reference Books:

1. Shipbroking and Chartering Practice By Lars Gorton, Rolf Ihre and ArneSandeværn
2. Shipbroking and Chartering Practice By EviPlomaritou and Anthony Papadopoulos
3. Ship Brokering and Chartering By Capt. Kunal Narayan Uniyal and Fabrice Duval

MLPM 102

Ship Chartering

Unit 1- Introduction to Ship Chartering Ship charterer, Role and purpose, different types of chartering Shipping asset, Shipping company, multiple players, integrated logistics

Unit 2- Economics of Sea Transport Ship business overview, major and minor dry commodities, supply vs. demand, various cost involved in sea transportation, Cost analysis and economies of scale, shipping and International trade

Unit 3- Types of Chartering Different types of chartering, Demise and Bareboat charter, Voyage Charter, Time charterer, Charter parties, Obligation of owner and charterers, COA, Chartering participator , FOB&CIF contract

Unit 4- Cash Flow Analysis Vessel operational costs, freight calculation, various commission, revenue, Voyage cash flow, annual cash flow

Unit 5- Laytime Calculation Understanding of Laytime, CP terms, Dispatch, Demurrage, Terminology, Laytime clauses, Understanding of Laytime from Owners/Charterers perspective.

Reference Books:

- 1) Shipbroking and Chartering Practice By Lars Gorton, Rolf Ihre and Arne Sandevan
- 2) Shipbroking and Chartering Practice By Evi Plomaritou and Anthony Papadopoulos
- 3) Ship Brokering and Chartering By Capt. Kunal Narayan Uniyal and Fabrice Duval

MLPM 103

Ship Operations

Unit 1- Introduction to Ship operations Basics of shipping industry, commercial and technical operation of the vessels, organisation of a shipping company, characteristic of the shipping company, ship segments

Unit 2- Pre & Post Fix Operations Preparing of vessel position, updating the tonnage, managing day to day operational activity, liaising with external agents

Unit 3- INCOTERMS Basics of INCOTERMS, explanation of various terms, usage of the terms, relationship between Buyer & Seller, export and import clearance, rights and duties of buyer and seller

Unit 4- Voyage Estimation Basics of Voyage estimation, PDA, Bunker, Hire, Components, Break even calculation, TCE

Unit 5- Bill of Lading/Letter of Indemnity Concepts of LOI, issuance, formats, validity, legal implications of LOI, Functions of BL, Endorsement, format, issuance, legality of BOL , Letter of Credit UCP 500vs UCP 600

Reference Books:

- 1) Cargo Work for Maritime Operations (Seventh Edition) By David J. House
- 2) Bulk Carrier Guide for Fresher's by Capt. Kunal Narayan Uniyal
- 3) Shipping and INCOTERMS By UNDP
- 4) Ship Knowledge By K. Van Dokkum
- 5) Bill of Lading by Capt. Kunal Narayan Uniyal and Fabrice Duval

MLPM 104

Port Agency Operations

Unit 1- Introduction to Port Agency Basics of port agency operations, job of a port agent, skills and qualification required

Unit 2- Port Rules and Regulations Different rules pertaining to ports, National Ports act, Harbour Master authority, Arrival and departure in ports

Unit 3- PDA calculation PDA for different ports, factors influencing PDA, explanation of the factors, GRT, NRT

Unit 4- Duties & Responsibility of Port Agent Appointment by the owner, responsibility for goods, arrangement of pilots and tugs, responsibility for repairs, documents for custom and harbour services, crew sign on-signoff

Unit 5- Port Operations and Custom House Procedure OPA and Charterers agent, various surveys, SOF, MR and B/L preparation, Loading, Discharging operations, Cargo care, spillages, P&I club, Issuance of LOP, Arrival of goods, Cargo manifest, Bill of entry, Custom duty

Reference Books:

- 1) Maritime Economics, by Martin Stopford
- 2) Port Economics, by Wayne. K. Talley
- 3) Port Agency Operations and Management by Capt. Ranjan Kumar and Capt. Kunal Narayan Uniyal

MLPM 105 International Logistics and Maritime Law

Unit 1- Introduction to International Maritime Logistics and Maritime Law

Basics of maritime transport, Demarcation and delimitation of the boundaries, Freedom at high seas, duties of flag state, nationality of the ship, Piracy at high seas, Innocent passage

Unit 2- Charter Party Clauses Standard Charter Parties, GENCON, NYPE, Bunker clause, Sistership clause, New Jason Clause, Hague- visby rules, Both to blame collision clause, Himalaya clause

Unit 3- Maritime Lien Maritime lien as per admiralty law, concept of maritime lien, how lien can be exercised, who has the authority to exercise lien, arrest procedure, legalities involved

Unit 4- Maritime Claims Introduction to claims, types of claims, cargo claims, precautions by parties, responsibilities of parties involved, claims handling and procedure, relevant laws

Unit 5- International Regulations Various international regulations, ISM, SOLAS, MARPOL, Port state control, effect of these regulations on ship business, impact of the regulations on ship owners and charterers

Reference Books:

1. Maritime Law by Yvonne Baatz
2. Admiralty and Maritime Law by Robert Force
3. International Maritime Law and Crew Management by Capt. Kunal Narayan Uniyal and Ms. Chandni Hariramani

SEMESTER II

MLPM 201 Port Management

Unit 1- Introduction to Port Management Roles and responsibility of a port manager, characteristics of a port and terminals, various port administration models, port authority vs terminal operators

Unit 2- Marine Operations Management Roles and responsibility of harbour master, safe and efficient pilotage services, maritime safety in context of environmental management

Unit 3- Economics of port operations Analysis of Port Economics Landscape, Review of port cost structure, income and pricing tariffs, Review of financial management practices for port managers

Unit 4- Port Labour and People Management Describe the historic and current port labour environment, Discuss the effective management of staff in ports

Unit 5- Current Indian Port Development Inland waterways, Sagarmala project, optimal utilization of port resources, Major and Minor Indian ports, Public and Private Partnership

Reference Books:

1. Port Management and Operations By Maria G. Burns
2. Port Economics By Wayne. K. Talley
3. Port Agency Operations and Management by Capt. Ranjan Kumar and Capt. Kunal Narayan Uniyal

MLPM 202 Crew Management

Unit 1- Introduction to crew management Basics of seafarers' job roles and responsibilities as per their ranks, Seafarer ranks introduction, ship joining and planning, courses planning

Unit 2- Flag State requirements Concept of FOC, roles and responsibilities of Flag state, Flag state requirements, Panama, Liberian, Marshall Island, Libya, Mauritius, Malta, Hongkong, Singapore, Bahamas

Unit 3- Documentation Courses requirement under STCW 2010 and MLC 2006, STCW documents, vessel flag documentation, ship joining documents, Vessel requirement documents, Travel documents, Medical documentation

Unit 4- Sign on/Sign off procedures Course matrix, rank matrix, joiner & reliever planning

Unit 5- Ship shore communication Emails, sign off requests, phone calls, ship emergencies

Reference Books:

1. Shipping Operations Management, Edited by I.D. Visvikis and P.M. Panayides

MLPM 203 Basics of Computer Application

Unit-: Introduction to Computers What is a computer, Block Diagram, Components of a computer system, generation of computers, programming languages, generation of languages, storage devices, floppy disks, CD ROM's

Unit- II: Operating Systems Introduction, Functions, types, Components, Case Studies - DOS, Windows, Microsoft Office - Word, Xcel, Power- point, Outlook: DOS and Window Concepts; Internet Usage.

Unit- III: Introduction to DBMS Data, Data types, Advantages, Introduction to FOXPRO, Creating a database, Searching, Sorting, Indexing, Writing simple programmes, overview of MS Access.

Unit- IV: Word Processing, Spread Sheets and Presentations What is Word Processing, Features of MS WORD, Editing Commands and Mail merge. What is spreadsheet, Features, Formulae and functions? If Statement, preparing sample worksheets, Different graphs, Features of POWERPOINT. Preparing a presentation, preparing an Organization chart

Unit- V: Introduction to Internet What is Internet, Network, Network of Networks, WWW, Search Engines, e-mail, websites. Introduction to e-commerce

Suggested Readings:

- Andrew S Tanenbawn-Computers
- IBM Basic Computer Manual
- Don Stan Boch- The Birth of Internet Marketing & Communication

MLPM 204

Fundamental of communication

Unit- I: Basics of Communication- Introduction, Process, Components, Factors of Communication.

Unit- II: Non-verbal Communication- Introduction, Personal Appearance, Facial Expression, Movement, Posture, Gestures, Eye Contact, Vocal Communication Techniques.

Unit- III: Barriers to Communication- Physical, Psychological, Semantic, Organizational, Interpersonal Barriers.

Unit- IV: Essentials of Grammar- Parts of speech, Punctuation, Vocabulary building, Phonetics

Unit- V: Letter & Resume writing- Types of letters- Formal/informal, Drafting applications, Preparing the Resume.

Suggested Readings

- 1) Basic Business Communication- Lesikar& Flatley. Tata McGraw Hills.
- 2) Body Language- Allan Pease. Sheldon Press.
- 3) Business Communication- K.K. Sinha.
- 4) Business Communication- Kaul Asha. Prentice Hall of India, New Delhi, 1999.
- 5) Business Correspondence and Report Writing- Sharma, R.C. and Mohan K. Tata McGraw Hill, 1994.
- 6) Communications in Tourism &Port- Lynn Van Der Wagen. Port Press
- 7) English Through Reading- Bhaskar, W.W.S and Prabhu, NS. MacMillan, 1978
- 8) Essentials of Business Communication- Mary Ellen Guffey. Thompson Press
- 9) How to win Friends and Influence People- Dale Carnegie.

Ordinance

Post-Graduate Diploma in Maritime Logistics and Port Management (w.e.f. session 2022-23)

1. The duration of the courses leading to the Post-Graduate Diploma in Maritime Logistics and Port Management shall be of one academic year (including 60-days Industrial Training). Academic year shall be divided into two semesters i.e. July to December and January to June. Each semester shall have a minimum of 90 teaching days excluding admission, preparation and examination days. The examination for the first semester of the year shall be held in the month of November/December and for the second semester in the month of May/June on such dates as notified by the Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal).
2. A candidate who has passed graduation from any recognized University shall be eligible for admission to Post-Graduate Diploma in Maritime Logistics and Port Management.
3. The medium of Instruction/ Examination for the Post-Graduate Diploma in Maritime Logistics and Port Management (MLPM) shall be English.
4. 30% marks in each paper excluding Term Paper and Viva-Voce shall be assigned for Internal Assessment. The question papers will be set and answer books examined by external examiner.
5. A candidate for this course shall be required to undergo 60-days practical training after first semester examination is over in any shipping company approved by the Institute.
6. On successful completion of industrial training, candidate shall be required to submit training report along with Training completion Certificate.

7. The Head of the Institution shall forward the internal assessment marks to the University at least one week before the commencement of the semester examination.
8. The Head of the Institution shall preserve the records and relevant documents on the basis of which the internal assessment marks have been awarded, for inspection, if needed by the University up to six months from the date of declaration of semester examination results.
9. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessional subject to obtain pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the same examination in which he/she will be failed. He/she will, however, be allowed to reappear in only two back papers of the concerned semester exams with the next batch same semester exams.
10. The minimum pass marks in each semester examination, shall be:-
 - a. 40% marks in each paper of Internal Assessment of theory and Practical.
 - b. 40% marks in End-Semester Examination of Theory and Practical Examination/Viva-voce
 - c. 45% aggregate marks in all the prescribed courses in each semester.
11. On the basis of the aggregate marks obtained in the first and second semester examinations taken together, the list of successful passed candidates shall be placed in three divisions and the division shall be awarded as under:
 - a. Those who pass all the two semester examinations at the first attempt obtaining 75% or more marks in the aggregate shall be declared to have passed with – FIRST DIVISION WITH DISTINCTION.

- b. Those who obtain 60% or more marks - FIRST DIVISION;
 - c. Those who obtain 50% marks but less than 60% marks – SECOND DIVISION;
 - d. Those who obtain 45% marks but less than 50% marks THIRD DIVISION.
12. A candidate must pass all the two semester examinations including industrial training within three years of his admission to the first semester of the PG Diploma courses failing which she/he will be required to repeat the course de novo.
13. A candidate who has failed in one or two paper(s) or fails to appear in a semester examination shall be allowed two additional chances only to clear re-appear papers throughout the duration of a course.
14. The candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council of University from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall take the examination according to the syllabus prescribed for regular students appearing for that examination.
15. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time. A candidate who re-appears in one or two paper(s) shall pay back paper fee for the examination held in the concerned semester as prescribed by the University

Evaluation

The performance of a candidate in each course will be evaluated in terms of percentage of marks. Evaluation for each course shall be done by continuous comprehensive assessment (CCA) by the concerned course teacher and end

semester examination and will be consolidated at the end of the course. The evaluation system of the students has the following two components:-

- **Continuous Comprehensive Assessment (CCA)/Internal Exams** accounting for 30% of the total marks assigned to a particular course; and
- **End-Semester Examination (ESE)** accounting for the remaining 70% of the total marks assigned to a particular course.

1. Continuous Comprehensive Assessment (CCA)/Internal Exams in Post Graduate Diploma in Maritime Logistics and Port Management (MLPM)

Continuous Comprehensive Assessment (CCA) will include the following components:

(a) Classroom Attendance

- Each candidate will be required to attend a minimum of 75% Lectures/ Tutorials/Practical. A candidate having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE).
- However, the exemption from 75% attendance will be given to those participating in prescribed co-curricular activities e.g. NCC, NSS, Youth Festivals, and Sports etc. to the extent of 20% (making the necessary attendance as 60% in these cases). The claim for this exemption should be supported by authenticated certificate from the concerned University/college authorities.

(b) Examination Pattern

- 30% marks in each paper excluding project work/training reports and viva-voice shall be assigned for internal assessment. There shall be two internal test along with the weightage of attendance, which shall be of 30

marks in each semester for the concerned paper and the best of the two sessional shall be taken into consideration to award the marks in internal exams. The head of the institution shall forward the internal assessment marks to the University at least one week before the commencement of semester examination. If a candidate does not obtain the minimum marks in internal assessment, he/she cannot appear in the semester examination.

- Internal assessment exams shall be of 2 hour duration where there shall be questions covering the entire covered syllabus of the concerned paper with the following question paper pattern.
 - 1 4 short-answer type questions of 5 marks each where student has to attempt any 3 of them
 - 2 3 long-answer type questions of 7½ marks each where student is required to attempt any 2 of them.
- In discipline specific core papers, subject teachers shall assess the trade skills of the candidates and award the practical marks to the candidates out of the designated marks for internal assessment in each practical subject.

2. End-Semester Examination: End-semester examination (ESE) will include the following components:

a). The remaining 70% of the final marks assigned to a Post Graduate Diploma in MLPM candidate in a course will be on the basis of an end-semester examination (ESE). The end- semester examination (ESE) will cover the whole syllabi of the course for the respective semester. Durations of the End Semester Examination (ESE) for each paper shall be 3 hours.

b). The End Semester Examinations for MLPM candidates will be held in the month of November/ December and May/June each year respectively

and shall be conducted by the University. The last date by which the examination forms and fees must reach the Controller of Examinations shall be as approved by the Vice-Chancellor and notified by the Controller of Examinations

c). In discipline specific core papers, external subject expert shall assess the trade skills of the candidates and award the practical marks to the candidates out of the designated marks for external assessment.

d). Guidelines for paper setters: Each theory question paper shall carry 70 marks and the duration of examination shall be 3 Hrs. The question paper shall ordinarily consist of three sections to develop testing of conceptual skills, comprehension skill, articulation and application of skills in maritime field. To assess the trade skills of the candidates, external paper setter shall cover the whole syllabi of the concerned paper. A set of question papers for the end-semester examination (ESE) will be set by the Controller of Examinations, Sridev Suman University, Badshahithaul (Tehri Garhwal). The question paper for the end-semester examination (ESE) (having 70 marks) will have the following pattern:

SECTION- A	10 questions of Objective-type questions (True/false, fill in the blanks and choice-based options) of 02 marks each. All questions are COMPULSORY	(10X 02= 20Marks)
SECTION-B	08 Analytical Questions (Short-answer type questions) of 05 marks each Answer any FOUR	(04X 05= 20Marks)
SECTION-C	04 Essay type questions (Long-answer type questions) of 15marks each Answer any TWO	(02X 15= 30Marks)
Total		70 Marks

The question paper for the ESE will have three Sections A, B and C. Section A will be compulsory of 20 marks and consist of 10 objective-type questions of 2 marks, each covering whole of the syllabus

Section B and C will consist of short and long-answer type questions out of which the candidate will attempt questions as stated in the question paper pattern/model.

Total marks (A + B + C) = 20 + 20 + 30 (70 marks)

e) At the end of semester i.e. in the month of June, the dissertation will be evaluated by the board of examiner constituted one internal examiner and one external examiner. Internal examiner generally will be the guide of dissertation and external examiner will be nominated by the University from among the Reputed Professor. After Submitting the dissertation, a viva voce will be conducted by the Board of Examiner 30 percent marks will be awarded by the internal examiner and 70 percent by the external examiner.

3. Conditions for Qualifying the Post-Graduate Diploma in Maritime Logistics and Port Management Course

- a) The pass percentage in each course of study will be 40 percent (both in theory and internal assessment/practical respectively) and 45% in aggregate in all the prescribed courses in each semester.
- b) It will be necessary for a candidate to pass each course separately in Internal and External Examinations.
- c) A candidate is required to pass all the courses of study. If a candidate fails in theory part of all papers of the university examination, he/she will have to reappear in that theory course in the subsequent examination.
- d) A candidate is permitted to appear in back papers only in any Two Papers in each semester. Theory or practical shall be considered as one paper, but

where a paper consists of both theory and practical, it will be treated as one paper.

- e) If a candidate fails in internal assessment/ sessional, he/she will be required to improve his/her internal assessment/ sessional marks/grades by doing extra work to the satisfaction of Head of the Institution. Concerned Faculty Members will assess the candidate for award of revised internal assessment/sessional marks.
- f) The result of the candidate will be declared when he/she will qualify in all parts of the concerned paper (Theory +Internal assessment).
- g) If a candidate fulfils the condition of 75% attendance in theory courses and fulfil the conditions of internal assessment but, does not pass the examination (ESE) in any courses or due to some reasons i.e. her/his own serious illness, accident, or on account of the death of the near relative, or the dates of states/national/international level examination/ sports and all other extracurricular activities fall on dates of the semester exams or as such cases during the days of examination will be considered as "fail" shall be permitted to appear in such failed courses in odd/even semester/session only when the examination of that semester is due. However, such candidates will have to seek permission for appearing in the examination from Head of the Institution on the production of authenticated valid certificate /document from the competent authority.
- h) All the candidates whose result is delayed in the first semester may be permitted provisionally to attend the second semester. However, they must submit an undertaking duly signed to the college stating that she/he can be provisionally admitted in the second semester subject to their passing the concerned semester examination. In such case, if the candidate fails to clear all subjects in first semester, her/his admission in the second semester shall stand cancelled.

4. Scrutiny and Revaluation:

- Scrutiny shall be allowed in only two theory papers as per the rule of the University.
- Revaluation of theory/practical papers is not permitted.

5. Course Fee

Post Graduate Diploma/Diploma in Maritime Logistics and Port Management

S. No.	Particulars	Post Graduate Diploma in Maritime Logistics and Port Management	
		1st Sem.	2nd Sem.
1.	Admission Fee (including tuition, training, lab, activity, enrolment, internet, operational/maintenance and student activity fee)	55,000	55,000

6. End-Semester Examination Fee: The examination fee for each semester will be same as prescribed by Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal), Uttarakhand for this PG Diploma programmes.

7. Academic Session:

1. Commencement of Session will be intimated at the time of admission. Institute will be open five/six days a week from Monday to Saturday. Timings of the institute may vary and will be notified on institute notice board.
2. The Institutes cannot be held responsible for non-receipt/late receipt of application forms, selection memos etc. and other correspondence regarding admission.
3. The University reserves the right to postpone or cancel any of the courses/activities without assigning any reason.

4. Any other details not specifically covered by these clauses will be decided by the Vice-Chancellor whose decision will be final.
5. Medium of instruction and examination is English only.

8. REGULATIONS OF THE INSTITUTES/COLLEGES OF MARITIME LOGISTICS AND PORT MANAGEMENT

1. Once admission is done, every student must obtain an Identity Card which will be supplied from the Institute/college office. It is must for student to carry the card with her/his photograph affixed on the same and present it for inspection when demanded. Institute/College will not allow students to attend classes and practical etc. unless she or he has Identity card with her/him.
2. It is must for student to attend theory classes, practical and tutorials of the Institute/college and take active part in group discussions, extempore, symposium and assignments as arranged by the Institute for hands on experience and to equip them with the maritime trade skills. Students must not absent themselves from any of the Institute's/college curricular and co-curricular activity without the prior permission of the Director/Principal. Such absence without leave may lead to loss of exams, since to appear for the semester exams, a Student has to complete to the satisfaction of the Head of Institution the course of study prescribed for the class to which the student belongs.
3. Each student is required to complete 75% attendance failing which she or he will be disqualified from sitting for the final examination. Shortage in attendance can be condoned on Medical grounds (supported by a Medical certificate from a Registered Medical Practitioner produced by a candidate at the time of illness or immediately thereafter) or for any reason deemed satisfied by the Head of Institution.

4. Conduct of the students in their classes as well as on the premises of the institute should not cause any disturbance to the fellow students or to other classes. The Head of Institution may expel a student whose work or conduct is not satisfactory and the fees paid will be forfeited.
5. Students must not loiter about the Institute/college premises while the classes are on. Students when free should make use of the Institute's/college Library. Smoking is not permitted inside the Institute's Campus.
6. Students shall do nothing either inside or outside the Institute/college campus that may in any way interfere with its ordinary administration and discipline.
7. Students are expected to take proper care of the Institute's or college property and to help in keeping the premises neat and tidy. Any damage done to the property of the Institute/college by disfiguring walls, doors, or breaking furniture fittings etc. is a breach of discipline and liable to severe punishment recovery of loss and fines.
8. If for any reason the continuance of a student in the institute/college is harmful in the opinion of the Head of Institution. This shall be final, detrimental to the best interest of the Institute/college. The Director/Principal may ask such students to leave the Institute/college without giving reason for his decision.
9. Absence without leave is considered a breach of discipline and is liable for fines. No leave will be granted without previous application, except in case of illness or emergency. Prior permission must be obtained for all other leave from the Head of Institution who will consider the application on individual merits.
10. Name of the student, continuously absenting himself for five days without permission, shall be struck off the Institute rolls. The students can be re admitted on a payment of readmission fee of Rs. 1000/- within five working days in case the Head of Institution is satisfied that the absence was due to

circumstances beyond the control of the student. A Candidate who does not join the course after depositing the fee for ten continuous working days or a candidate whose name is struck off from the roll of the Institute and he/she does not seek re-admission for 5 working days from the day her/his name was struck off, her/his admission will stand cancelled and seat(s) will be given to the candidate(s) on the list.

11. All fees paid once will not be returned under any circumstances.
12. Non-compliance of the rules of the Institute/college can also be dealt by means of suitable fines and disciplinary action.
13. Candidates are not allowed to do any part time job or any other Course of education along with the training. Defaulter shall be terminated at the sole discretion of Director/Principal.
14. The Institute's authority cannot accept any liability in respect of any accident a student may sustain while engaged in practical work, vocational work, or due to any other cause.

The progress report of student's performance is sent to their parents on a monthly basis. The parents who do not receive the progress report may contact the Head of Institution on any working day.

**SCHEME FOR AFFILIATION TO THE INSTITUTE/COLLEGES FOR POST GRADUATE
DIPLOMA IN MARITIME LOGISTICS AND PORT MANAGEMENT**

1. BROAD NORMS/GUIDELINES FOR AFFILIATION:

- a) Institutes registered as a Society or an Educational Society or registered as a Trust or under Section 25(1)(A)(B) of Companies Act, either already running the academic programs or newly established, having adequate infrastructure as per Norms & Standards notified by the University may apply in the prescribed format to the University, within prescribed time limit.
- b) The applicant institute will be informed about the status whether the Institute is shortlisted for inspection upon scrutiny of application. Institutes not shortlisted for inspections shall be notified and the application fee shall be refunded by the University.
- c) Inspection Committees appointed by the competent authority shall undertake inspections to verify the infrastructural requirements available and the Committee shall submit its report to the Registrar, SDSUV in confidential cover by filling the checklist provided by the University.
- d) Expenses towards inspections shall be borne by the applicant institute, which would include local transport, lodging/boarding for inspection team members.
- e) Based on inspection report and presentation to be made by the authorities of the Institute before the affiliation committee, final recommendation will be submitted by the affiliation committee to the competent authority of the University for Approval. Upon approval of the competent authority, the applicant Institute shall be granted provisional affiliation to begin with for a period of three years which shall be reviewed subsequently on yearly basis, for a maximum period of 5 years. Upon successful implementation of the educational programs and adherence to the terms of agreement for five years, the University may consider the case for regular affiliation of the Institute with a provision of review on three yearly basis.

- f) Each Institute granted provisional affiliation shall have to sign an agreement with the University and provide non revocable bank guarantee.

2. GUIDELINES FOR AFFILIATION

The concerned institution/college seeking approval of Sridev Suman Uttarakhand University to run Post-Graduation Diploma in Maritime Logistics and Port Management (MLPM) Programme is required to apply individually as per the norms laid down for approval by the University. Applications shall be processed by way of obtaining an application on payment of Rs. 5,000/- along with the processing fee. The application shall be processed as per the procedure of approval for Diploma courses. Once the application for seeking approval is cleared by the expert visit committee, the Letter of Approval (LOA) shall be issued to the institution/college to run the course within the purview of the University Ordinances. Validity of the Letter of Approval, if issued, shall be for three Academic Years from the date of issue of Letter of Approval. Extension of approval shall be issued separately with the same procedure as it is for the first-time approval. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as per norms of the University.

New Institutions granted Letter of Approval shall comply with the appointment of Faculty and Director/ Principal as the case may be, as per Policy regarding minimum qualifications pay scales etc., as prescribed by the UGC/AICTE/NCHMCT. Institutions/Colleges shall appoint Faculty/ Principal/Director and other Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the University/State Government, and as applicable in the case of selection procedures and selection Committees.

3. FEE DETAILS:

For every affiliating institute who wish to affiliate with SDSUV, Uttarakhand for Post-Graduate Diploma in Maritime Logistics and Port Management (MLPM) Programme shall have to pay the fee as prescribed by the University below.

Course for which institute wish to apply for	Application Fee	Processing Fee	FDR*
Post-Graduate Diploma in Maritime Logistics and Port Management	Rs. 5000	Rs. 25000	Rs. 100000

*FDR should be in favour of Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal)

(i) **APPLICATION FEE** Following application/scrutiny fee will have to be submitted by the applicant Institutes along with the application through Demand Draft drawn in favour of SDSUV payable at Chamba (Tehri Garhwal).

- a) Application Fee for Post-Graduation Diploma in Maritime Logistics and Port Management 5000/-
- b) b) Application Scrutiny/Processing Fee 25000/-

4. BANK GUARANTEE VALUE

Institutes/Colleges granted affiliation by the University will have to furnish the non-revocable Bank Guarantee (FDR) as per value indicated below:

a) Intake up to 60 students in Certificate Program - Rs. 0.50 lakhs

b) Intake up to 60 students in Diploma Program - Rs. 1.00 lakhs

c) For each seat in PG Diploma Course - Rs. 10.000

5. LAND REQUIREMENT:

The applicant Institute should possess land as given below, registered in the name of Society/Trust (undisputed) or not less than 10 years of lease of unitary land, leased by land owner/Central/State Govt. organization, as the case may be. Certain norms have been laid down for the Land/ Built-up area requirement for infrastructural facilities i.e., land, classroom, tutorial rooms and practical labs etc. The Promoter Society/ Trust/ institution shall have the Land as required and has its lawful possession with clear title in the name of the Promoter Society/ Trust/institution on or before the date of submission of application. However, it has been proposed by the University that any college/institution may have a leased land where the building has been constructed to run the said course of Maritime Logistics and Port Management. As stated above, Institution/college may also function in a temporary campus with the provision that that they must have a lease agreement of rented building. Norms for Land requirement and Built-up area for Institution/College shall be as follows:

Programme	Land Area Requirements in Sq. ft.	
	Urban	Rural
Post-Graduation Diploma in Maritime Logistics and Port Management	1500	2000

Along with the application, the Institute/Society/Trust has to attach one set of registered land documents or registered lease documents.

5.1. Minimum Built-up Area Requirements: Although the Institution/College shall be applying for the First Year, the proposal for the Building(s) and the Plans are required to be submitted as under:

a) Institution/College is required to submit the approved and sanctioned Building Plans from the Competent Authority considering the Total Built-up area as required to run the Programme(s) and the Division(s)/ Department(s) for the entire duration of the Course

b) Institution is required to submit an Occupancy/ Completion Certificate (as applicable) from the Competent Authority clearly stating that the Building(s)is/ are fully developed and ready in all respects for the intended use considering the Total Area as required to run the Programme and the Divisions/ Departments for the Course

5.2. Infrastructure for Running Post-Graduate Diploma in Maritime Logistics and Port Management Programme

- 1. Library:** Well-maintained library with a large collection of text and reference books of maritime logistics and port management is also required. The library should be based on modern set-up with computer in it which supports study and research. Maritime logistics and port management students must be encouraged to use handouts, journals, magazines and periodicals available.
- 2. Computer Lab:** The computer facilities of the Institute/college must cater the needs of students of maritime logistics and port management. The Computer lab should be equipped with the hardware needed to support teaching and research in areas of expertise within the College
- 3. PDP Lab:** Personality development programming lab is the need of hour to be specifically designed to cater to the demands of training courses organized for maritime logistics and port management institutes in order to improve their functional efficiency for the highly lucrative maritime and port industry. Hence, there must be one PDP lab for strong mental

built-up through Lecture, group discussion, exercises, games, inventories and case studies.

6. Instructional Area (Carpet Area) in sq. ft. Area for Institution/Colleges

Infrastructure	Number of Rooms required Carpet Area in Sq. ft. per Room	Number of Rooms required Carpet Area in Sq. ft. per Room
Classrooms/Tutorial Rooms	2	300
Computer Lab	1	115
Seminar/Conference Hall	1	150
Library and Resource Centre	1	150

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom for Personality Development Programme/Module

Norms for affiliation and land requirement shall be as per the SDSUV Ordinances for seeking approval for affiliation.