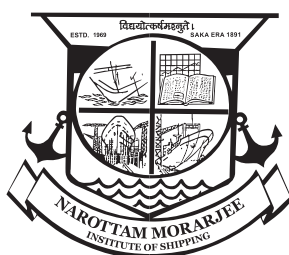


# **NAROTTAM MORARJEE INSTITUTE OF SHIPPING**

**(Recognised by the Government of India)**



## **P R O S P E C T U S**

### **REGISTERED OFFICE:**

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7th Floor,  
Nariman Point,  
Mumbai – 400 021  
INDIA

Phone : + 91-22-2202 4110 / 22022495

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Website: [www.nmis.net](http://www.nmis.net)

## **FELLOWSHIP/P. G. DIPLOMA IN SHIPPING**

### **Recognised by the Government of India**

The Government of India have given recognition to a pass in the Fellowship/Diploma in Shipping awarded by the "Narottam Morarjee Institute of shipping, Mumbai, as desirable qualifications for initial recruitment to middle level or subordinate posts and services under the Central Government in the appropriate field. The persons holding Fellowship/Diploma in Shipping from this Institute and having experience of 7 years service in Commercial Shipping after acquiring the qualifications be considered eligible for promotion/selection to superior posts in the appropriate field."

Vide letter No.F.18-1/83-T.12 dated 16th April, 1983 from Shri R.S. Maheshwari, Education Officer (T), Bureau of Technical Education, Department of Education, Ministry of Education and Culture, Government of India, New Delhi.

And

Office Memorandum No.F.18-65/75-T. T/T.12 dated New Delhi, the 5th May, 1983 from Deputy Educational Adviser, Department of Education, Ministry of Education, Ministry of Education & Culture, Government of India, New Delhi.



#### **Our Motto**

**विद्ययात्कर्षमश्नुते ।**

**(ACHIEVING PROGRESS THROUGH KNOWLEDGE)**

#### **Our Emblem**

The Institute is dedicated to the study and specialisation of all commercial aspects of Shipping. Its emblem depicts Indian orientation of this idea. A vessel of the Indus Valley Civilization (Circa 3000 B.C.) testifies to the maritime tradition of India; book and graph reflect legal and commercial aspects of shipping, ship under construction indicates importance of ship-building, ship-repairing and other ancillary industries and ship working in port signifies all aspects of commercial shipping operations. The wavy lines symbolises oceans and anchors represent navigation.

The Institute is a professional body seeking to achieve progress through knowledge, imparting excellence in the art of shipping management.



## **NAROTTAM MORARJEE INSTITUTE OF SHIPPING**

### **Origin:**

Training of personnel, both technical and commercial, is very essential for the successful operation of any industry. With the birth and growth of Indian Merchant Marine, gradually emerged **T.S. DUFFERIN/T.S. RAJENDRA**, Directorate of Marine Engineering (DMET), Lal Bahadur Shastri Nautical and Engineering College and other institutions for training navigating officers, marine engineers and seamen. There was, however, no organised attempt in our country to train personnel for the commercial operations of shipping. Persons seeking professional qualifications in shipbroking used to appear for examinations conducted annually by foreign institutions. Thus there was a dire need for an Indian Institution for training of personnel on commercial aspects and management of shipping particularly in the wake of expansion of Indian Merchant Marine and Shipping activities in our country.

The National Shipping Board which is a high level advisory body set up under the Merchant Shipping Act, 1958 recommended to the Government of India for the establishment of an autonomous institution for training personnel and conducting examinations on the commercial aspects of shipping and for helping the shipping industry by undertaking necessary research into various problems facing the industry. The Government accepted this recommendation. Precisely to fill up this need, an Institute of Shipping named after late Shri Narottam Morarjee in recognition of his great pioneering contributions to Indian shipping was established on 3rd January, 1969 under the joint auspices of the Government of India and the Indian Shipping Industry. The Institute is registered under the Societies Registration Act as well as under the Bombay Public Trust Act.

### **Objectives:**

The main objectives and purposes of the Institute are:

- (a) To encourage, promote and assist the study of shipping business in all aspects.
- (b) To initiate, foster and maintain investigation and research into the best means and methods, practices of conducting shipping business, the problems involved and their most satisfactory solutions and in particular to study the economics of operation in the various international trade routes and India's share in the different trades.
- (c) To extend, increase and disseminate knowledge and exchange information and ideas in regard to all questions connected with shipping and to assist and further in all practicable ways the development and improvements of shipping industry in the national interest.
- (d) To create and provide facilities for education in commercial, technical and other aspects of shipping business and all other allied subjects and to take all steps for spread of shipping knowledge and to find and support establishments for this purpose.
- (e) To devise and impose means for testing the qualifications of candidates for admission to membership of the Institute by examination or by any other actual or practical tests and to grant certificates of qualifications/diploma to successful candidates.
- (f) To exercise professional supervision over the members of the Institute and other members of the profession and to frame and establish rules for observance in matters pertaining to professional practices.
- (g) To hold conferences, meetings, seminars, refresher courses for discussion of shipping business in all its phases and for delivery of lectures and to collect, collate and publish information of service/interest to members of the profession.

- (h) To establish/develop relations with shipping organisations in other countries and in international shipping organisations and to seek affiliations with other educational/social organisations in shipping.

**Courses:**

The Institute conducts various courses of studies leading to the Post Graduate Diploma in Shipping Management – First Year and Final Year, Associateship and Fellowship covering practically all important aspects of commercial shipping.

**Eligibility:**

Admission to the Studentship for the Post Graduate Diploma in Shipping Management – First Year, is open to all those who are not less than 20 years in age having a degree in Arts, Commerce, Science, Law or in any other faculty. However, admission for the course leading to the Post Graduate Diploma in Shipping Management – Final Year, will be restricted only to those who have passed the Institute's examination for the Post Graduate Diploma in Shipping Management – First Year.

Admission to the Ordinary Membership of the Institute is open to all those who are not less than 20 years in age having the minimum qualification of Higher Secondary School Certificate examination or its equivalent rendering him eligible for admission to a college and necessarily possessing before the commencement of the examination at least experience of three years engaged in any shipping or associated industry, Government Department connected with shipping, Customs, Port Administration or any other organisations closely related to shipping business. Such persons are entitled to the category of Ordinary Membership of the Institute on payment of prescribed fees.

Ordinary Members can take the Associateship Examinations of the Institute. After passing the examination, they are eligible to become Associate Members but such eligible persons will have to get themselves elected as Associates of this Institute after paying the prescribed fees before they are allowed to take up the Fellowship Examination. Admission to the Fellowship Examination is open only to those who have passed the Associateship Examination.

Successful candidates in the Fellowship Examination are required to satisfy the Governing Council of the Institute that they are not less than 22 years in age, that they possess experience of not less than 4 years in shipping and that they have paid the prescribed fees, before they are elected/admitted as Fellow Members of the Institute.

While the persons allowed to take up Associateship and Fellowship Examinations are admitted to the Membership of this Institute with attendant rights and obligations, the persons joining for the Post Graduate Diploma in Shipping Management courses are admitted to the Studentship of the Institute with no such rights and obligations and after obtaining the Post Graduate Diploma in Shipping Management, the students concerned can leave the Institute.

Those who have passed the Final Year Post Graduate Diploma in Shipping Management Examinations will, however, be eligible to enroll themselves as Fellow Members of the Institute provided they possess the prescribed minimum age and experience in shipping as applicable to Fellows of the Institute.

The **Diploma in Shipping** used to be awarded by the Institute from the very beginning was restricted to University Graduates. The Institute Management later re-titled this **Diploma as Diploma in Shipping Management** which has been again re-titled now as **Post Graduate Diploma in Shipping Management**.

**Guidance Lectures:**

Guidance lectures for the benefit of those joining the classes for the Associateship, Fellowship and the Post Graduate Diploma in Shipping Management – First and Final Years, are delivered at the Institute in Mumbai twice or thrice on working days during evening hours from June to January end every year. However these class participants would be engaged on holidays for longer sessions.

For the benefit of correspondence students contact classes would be held at Mumbai between 10.30 a.m. to 5.30 p.m. on two consecutive days- usually on a Saturday and Sunday in November and January every year.

**Syllabus:**

The syllabus for the Post Graduate Diploma in Shipping Management – First Year Examination is the same for the Associateship course and the syllabus for the Post Graduate Diploma in Shipping Management – Final Year Examination is the same for the Fellowship course.

**Coverage:**

The courses cover practically all commercial aspects and Management of Shipping Business such as Maritime Geography, Shipping Practice, Commercial & Shipping Law, Maritime Economics, Current Shipping Environment, Liner Trade, Multimodal Transport, Shipping Finance, Marine Insurance, Law of Sea Transport and Chartering – dry cargo and tankers.

**Scope:**

The contents of the courses are specially designed and will be of great interest to those who wish to take up commercial shipping as a career, also those whose experience is confined to a specific field of shipping and who wish to broaden their understanding of the industry and all new entrants to the business of shipping.

**Distance Education Programme:**

The Institute has been so far conducting personal coaching classes for the above courses. Since the inception of the Institute in 1969, a large number of persons have qualified in the various examinations. With the introduction of the multi-modal transportation and containerisation, many Inland Container Depots and Freight Stations are being set up. With this, the demand of trade and commerce for personnel conversant with shipping has increased. In order to meet the increased demand from up-country candidates the Institute has introduced Distance Education Programme by correspondence courses since 1998.

Instead of helping the candidates by personal coaching, the distance education programme aims at preparing the up-country candidates for the examination by providing them necessary study materials through correspondence courses.

Any candidate who wishes to take up any of the Institute examinations would have to compulsorily attend the coaching classes or undergo the prescribed correspondence courses. Those who are admitted to the classes should have put in at least 75% attendance in the classes for each year before they are allowed to take up the annual examinations. Those who undergo correspondence courses should have answered at least 2/3rd of the model test papers included in the course of study in order to be eligible for admission to the annual examinations.

Correspondence courses are available for all the examinations presently being held by the Institute.

**Examinations:**

Examinations are normally held in the first fortnight of March every year at Mumbai, New Delhi, Kolkata, Chennai, Cochin, Vasco-da-Gama, Ahmedabad, Gandhidham, Vizag, Dubai and any other cities and centres in India or abroad wherever a minimum of 10 candidates opt to take up the examination. In addition examinations are also held in November, in Mumbai only. Each subject for the examination carries 100 marks and the candidates should secure a minimum of 50% of the marks in each subject for passing the examinations. Failed candidates are exempted from appearing for examinations in those subjects in which they could secure 50 per cent or more marks in earlier attempts. These exemptions are valid only for a period of 5 years from the date of their respective examinations.

No other exemptions are given in any subject based on any special qualification or experience, etc. held by the candidates.

**Abbreviations:**

Members who are Associates or Fellows and holders of the Post Graduate Diploma in Shipping Management of this Institute may use the following abbreviations signifying their relative professional qualifications:

Associate of Narottam Morarjee Institute of Shipping	} A.NMIS. }
Fellow of Narottam Morarjee Institute of Shipping	} F.NMIS. }
Post Graduate Diploma in Shipping Management of Narottam Morarjee Institute of Shipping	} PGDSM - NMIS. }

**Library:**

The Institute at Mumbai is equipped with a Library having useful books, magazines and literature on shipping and allied subjects.

Local members can borrow books from the Library on depositing prescribed amount.

**How the Institute helps you:**

The Institute provides facilities which enable a member or a student to gain professional qualification in commercial shipping, hitherto not available in our country.

The syllabi of the courses seek to impart the essential theoretical knowledge on commercial shipping with a view to helping a member or a student to take up shipping as a career or to improving one's own prospects in that field.

Members interested in the study or specialisation of any aspects of commercial shipping, on their own, can utilise the library facilities available at the Institute in Mumbai subject to the conditions prescribed therefor.

**Management:**

The management and control of the Institute is vested with a Governing Council consisting of 24 members which include the Director General of Shipping, Ministry of Shipping, Government of India, representatives of Union Ministries of Finance and Education, National Shipping Board, National

Harbour Board, Federation of Indian Chambers of Commerce & Industry, Associated Chambers of Commerce & Industry, Indian National Shipowners' Association, the Shipping Corporation of India Ltd., elected representatives of the various categories of members and co-opted members.

**Guest Faculty:**

The guest faculty members of the Institute include experienced and qualified executives from shipping companies and allied organisations as well as professors from Universities.

Special lectures are also delivered by experts in relative field.

**Timings:**

The Institute Office works between 10.30 a.m. to 6.30 p.m. every day except on Saturdays, Sundays and Bank Holidays.

The library timings are the same as office timings.

**Privilege of Members:**

A member of the Institute is eligible:

- (a) to obtain gratis publications of the Institute;
- (b) to the free use of the Reference Library of the Institute;
- (c) to vote at meetings of the Institute or on any matter referred to the General Body of Members.

**Termination of Membership:**

A member shall cease to be a member of the Institute:

- (a) if he is adjudged as insolvent;
- (b) fails to pay subscription within four months from the due date and if the same is not paid within one month after the receipt of a written notice requiring the member to make payment of the same; provided that the Governing Council may, on application made by the person ceasing to be a member under this clause readmit such person on such conditions as they may think fit;
- (c) If he is convicted of any offence involving moral turpitude;
- (d) If he is expelled for any act or conduct which, in the opinion of the Institute, is detrimental to its interest provided such expulsion is authorised by a resolution passed at a General Meeting;
- (e) upon the Governing Council being satisfied about the death of a member, his/her name shall be removed from the Register.

**Resignation:**

A member may resign his/her membership of the Institute after giving 30 days written notice to the Director.

Fees/subscription once paid by a member who resigns shall not be refunded under any circumstances.

**General Information:**

1. A list of recommended readings for the various examinations is furnished in the following pages for the guidance of the members/students. The list is not exhaustive and the candidates are expected to refer further literature/books/journals etc. on respective subjects covered by the syllabi.
2. Copies of the question papers of the previous examinations held by the Institute can be obtained on payment of prescribed fees per set of each year's examination.
3. The Institute reserves to itself every right to amend the syllabi for the various examinations or any other rules and regulations governing its activities at any time.
4. The Institute reserves the right to reject the application of any person for admission without assigning any reasons.
5. Persons admitted to the Studentship of the Institute for the Post Graduate Diploma in Shipping Management course will not have any of the rights enjoyed by the regular members of the Institute.
6. Candidates who pass in a minimum of three subjects in the first year examination would be allowed to keep terms (ATKT) for the final year courses subject to payment of prescribed ATKT fees.
7. Candidates preparing for the Institute examinations are advised to study topic-wise the syllabi of the subjects concerned, referring relevant books, literature and journals. The latest syllabi for all the courses along with lists of recommended books have been given in the following pages.
8. The Institute does not have any Hostel facilities.
9. The list of prescribed fees has been given at the end of this Prospectus.

**Academic Calendar**

First Year Admission starts	1st April
Second Year Admission starts	1st Jun
Classes Start	June
Contact lectures for Correspondence students	Nov & Jan
Last date for submission of Assignments for Correspondence Student	31st Dec.
Last date for submission of Exam. Form with Exam Fee	31st Jan for March & 30th Sept. for Nov. Exam.
Last date for late submission of Examination Forms with Late Fee	10th Feb for March & 10th Oct. for Nov Exam.
Examinations	March & November

\* All dates are subject to change which would be published on NMIS website [www.nmis.net](http://www.nmis.net)

## **IMPORTANT NOTICE :**

The syllabus is under revision. The revised syllabus would be dispatched to the candidates along with the revised course material by 1st June.

## **SYLLABUS**

### **ASSOCIATESHIP / POST GRADUATE DIPLOMA**

#### **IN SHIPPING MANAGEMENT -- FIRST YEAR**

##### **(1) GEOGRAPHY OF SEA TRANSPORT**

1. Modes of transportation and their advantages and disadvantages.
2. Water transport -- significance -- geographical influence on shipping activity.
3. Continents and countries, seas and oceans, location of different ports and canals, etc.
4. Major ocean routes -- features and patterns of trade.
5. Major waterways and canals and their influence on shipping.
6. Physical geographical features -- climate, winds, tides, currents and seasons of bad weather and their influence on shipping.
7. Commodities transported by sea -- raw materials and minerals, agricultural commodities, crude oil and oil products, marine products, finished goods and other cargoes. Sources and destinations of such cargoes. Seasonal cargo movements.
8. Ports and their hinterland, functions of ports, types of ports. Major ports of the world and their principal trades.
9. Time zones, International Date Line, concept of day light saving time, loadline zones and their importance in shipping.
10. Major trading blocks of the world -- EC/EU, EFTA, OAU, NAFTA, OECD, ASEAN, LAFTA, SAARC, CIS, GATT/WTO, etc.

***NOTE: Students are expected to mark on outline maps important ports, major sea routes, loadline zones, seasons of bad weather, etc.***

## **(2) COMMERCIAL AND SHIPPING LAW**

1. Law of Contract -- general principles, essential features of a contract, types of contracts, breaches and their remedies
2. Bailment and its features.
3. Special Contracts - Indemnity and Guarantee.
4. Law of Agency -- general principles, types of agencies, legal relationship between the parties involved, breach of warranty of authority and termination of agency.
5. Tort - negligence in shipping and defences against tortious liabilities.
6. Freight -- definition; when payable, types of freights, to whom payable.
7. A brief introduction to
  - (i) The Indian Bills of Lading Act, 1856.
  - (ii) The Indian Carriage of Goods by Sea Act, 1925.
  - (iii) The Indian Lighthouses Act, 1927.
  - (iv) The Inland Steam Vessels Act.
  - (v) The Indian Port Health Rules.
8. Maritime and possessory liens -- claims accepted as maritime lien; order of priorities; subjects of maritime liens; arrest and jurisdiction.
9. Maritime Arbitration -- methods of dispute resolution; arbitration: why, when and how, proceedings and award; advantages; The Arbitration and Conciliation Act, 1996 (Indian).
10. Indian Ports Act, 1908 -- Ch. I (Preliminary -- Sec. 1, 2, 3); Ch.III (Port officials, their powers and duties); Ch. V (Port dues, fees and other charges -- Sec. 33, 35, 39 and 41).
11. Major Port Trusts Act, 1963 -- Ch.I (Preliminary -- Sec. 1, 2); Ch. V (Works and services); Ch. VI (Imposition and recovery of rates -- Sec. 48, 53, 60, 61, 62, 63).
12. The Indian Sale of Goods Act, 1930. Sections 18 to 25 (Transfer of Property in Goods).
13. Convention on Facilitation of International Maritime Traffic, 1965 (FAL Convention of IMO).

***NOTE: Supporting answers with case law and illustrations would be an added advantage to the student.***

### **(3) SHIPPING PRACTICE**

1. Ships -- different types and sizes with their important features and their suitability to different cargoes.
2. Basic shipping terminology including abbreviations. General particulars of ships.
3. Bills of Lading -- functions, conditions, contents, types and general information.
4. Classification Societies -- background, their functions and importance.
5. Statutory documents on board including mandatory surveys and safety certificates.
6. Stowage factors and densities -- importance in the carriage of dry and liquid cargoes, effect of density of water (fresh, salt, brackish). Different freight units.
7. General structure of shipping industry -- liner and tramp services.
8. Liner shipping -- essential features; break bulk; modes of unitisation; concept of intermodalism; container sizes and types; container terminology; freighting; CYs, CFSs and ICDs; marketing of liner shipping; documents.
9. Tramp shipping -- types of charters -- time, trip-time, voyage, consecutive voyages, bareboat; contract of affreightment, features of dry bulk and tanker chartering; names of different charterparty forms for different trades.
10. Cargo handling equipments used on board and ashore.
11. Agents -- ship, port and liner agents and their roles in shipping. Freight forwarders, freight brokers, ship brokers and other intermediaries in shipping.
12. Structure of shipping -- services of master and crew, etc.
13. Cargo Documentation -- Manifest, Mate's Receipt, Tally Sheets, Notice of Readiness, Statement of Facts, etc.
14. Custom house work -- Inward and outward entry of ships documentation.
15. Shipping procedures in ports for exports and imports for break-bulk/bulk cargoes.  
Customs Bill of Entry and Shipping Bill.
16. Business communication in shipping -- letter writing, telex, fax, e-mail, report-writing, memo-writing, charts and graphs.

***NOTE: A student should be able to draw an outline of the different types of ships and mark important features.***

#### **(4) ECONOMICS OF SEA TRANSPORT**

1. Theory of international trade and the role of shipping in the national economy.
2. Demand of shipping services -- factors influencing the demand, concept of elasticity.
3. Supply of ships -- factors contributing the supply.
4. Cost structure of shipping. Pricing of shipping services. Liner and tramp.
5. Economies of scale and its application in shipping.
6. Fuel economy and bunker management.
7. Economics of manning.
8. Government policy in India and other countries towards shipping, subsidies, protectionism, etc., and their effect on shipping.
9. Coastal Shipping in India -- Cabotage laws in India and abroad.
10. Economics of port location -- their infrastructure, port planning and development, organisation of port services; cost of services and pricing policy, facilities and productivity.
11. Detailed study of INCOTERMS -- concept of passing of risk and property.
12. Concept -- The business entity; distinction between business and its owners; statutory requirements.
13. Preparation of voyage accounts and disbursement accounts.

## **(5) CURRENT SHIPPING ENVIRONMENT**

1. Maritime Administration of India.
2. International Maritime Organisation (IMO) -- Role and importance. Various important Conventions.
3. Quality Management in Shipping. ISM Code and STCW 95 Convention.
4. Flag State Inspection and Port State Control.
5. Ship vetting.
6. Flags of Convenience / Open Registry Countries -- their effect on shipping; ITF; Second International Ship Registers.
7. Ship management concept -- manning, technical and commercial management of ships.
8. Joint ventures, shipping pools and consortia.
9. Shipping organisations -- International: BIMCO, INTERTANKO, UNCTAD, ICS, ISF, ICHCA, INMARSAT, ILO, LLOYDS, Salvage Association, ITU, WMO, IHO, WHO, FONASBA, ICC, SITPRO, ILU, INTERCARGO, etc. Indian: INSA, AISC, TRANSCHART, CONCOR, etc.
10. World Shipping Scene -- Cargo fleet, registration-wise, cargo-wise, size and age profile, newbuildings, demolitions, lay-up, shipbuilding outlook and future trends.
11. Indian Shipping Scene -- Tonnage, details and ownership, latest shipping policy guidelines, problems, shipbuilding, lay-up, shiprepairs and ship breaking.
12. Containerisation and Multimodal Transport in India -- CYs, CFSs and ICDs; container traffic at major ports, cargo consolidation; private sector participation.
13. Detailed knowledge of Indian ports and their problems; role of privatisation.
14. Technological developments in sea transport and cargo handling methods and their impact on shipping.

# SYLLABUS

## FELLOWSHIP/ POST GRADUATE DIPLOMA

### IN SHIPPING MANAGEMENT -- FINAL YEAR

#### (1) LAW OF SEA TRANSPORT

1. Detailed study of the Bill of Lading and the Indian Bills of Lading Act, 1856, with critical analysis of sections.
2. Law of Carriage -- Detailed study of Hague Rules, the Indian Carriage of Goods by Sea Act, 1925, as amended; Hague-Visby Rules and Hamburg Rules.
3. Indian Legislation on Multimodal Transportation; Multimodal Transportation of Goods Act, 1993 (Indian), and amendments thereof; Multimodal Transport Document -- Observations of users and carriers; UNCTAD/ICC rules on MTO; COMBIDOC and FIATA Multimodal Transport Bill of Lading. Risks and liabilities of the multimodal carrier.
4. Collision law -- Related Convention and apportionment of blame.
5. Salvage and Towage -- Related contracts; Lloyds Open Form.
6. Limitation of Liability of Carrier -- Related conventions and method of calculations.
7. Admiralty Jurisdiction -- Methods of enforcement of marine liens and arrest of vessels.
8. International Conventions related to Pollution Claims -- Civil Liability Protocol, 1992 and Fund Protocol, 1992 as amended; OPA 1990.
9. Merchant Shipping Act, 1958 (along with amendments) -- with reference to registration of Indian ships; limitation of liability of shipowners; receiver of wreck.
10. Marine Accidents -- reporting/investigation.
11. The Customs Act, 1962 -- Provisions relating to ships carrying imported/exported goods (Sec. 29 to 42); power to search vessel (Sec. 106); power to confiscate vessel (Sec. 115); penalty for short-landing of goods (Sec. 116), criminal prosecution (Sec. 135 -- only outline); passenger baggage regulations (appendix A, x-xi).
12. Marine Frauds -- Preventive measures and role of International Maritime Bureau.
13. Implications of switch and split bills of lading.

**NOTE: Above topics to be supported by relevant case study/law and illustrations.**

## **(2) SHIPPING ECONOMICS & FINANCE**

### **PART A: SHIPPING ECONOMICS**

1. Preparation of final accounts after completion of a time charter.
2. Sale and purchase of ships -- process; role of brokers; inspection and valuation; memorandum of agreement; standard forms including SALEFORM; necessary documentation; standard contracts for new building and demolition.
3. Investment appraisal in shipping -- at national and enterprise level.
4. Economics of scrapping and laying up of ships.
5. Budget and cost control in shipping.
6. Use of computers in shipping -- voyage estimates and preparation of accounts.

### **PART B: SHIPPING FINANCE**

7. Financing of ship acquisition; investment in shipping; sources of finance; payments for purchase and/or construction of ships from abroad.
8. Foreign exchange -- impact of exchange rates on shipping. Relevant sections of legislation e.g., Foreign Exchange Management Act, 1999 (including all amendments and revisions) regarding remittances for - (a) Collection of freight, (b) Acquisition of ships (c) Other related matters.
9. Balance of payments with reference to the role of shipping and factors having influence on this.
10. Role of banks in shipping and banking procedures regarding documentary credit/UCP, 500.

### **(3) RISK MANAGEMENT & MARINE INSURANCE**

1. Risk management -- concept, process and practice.
2. Origin and history of insurance.
3. Principles of insurance and their applications to marine insurance -- insurable interest, utmost good faith, indemnity, subrogation, contribution and proximate cause.
4. Marine insurance markets in India and abroad -- GIC and its subsidiaries; Lloyd's of London.
5. Hull and machinery insurance -- basis of underwriting/rating; Institute Clauses -- time and voyage.
6. Cargo Insurance -- underwriting/rating considerations; premium extras; Institute Cargo Clauses, A, B and C; Institute War Clauses; Institute Strike Clauses; Institute Classification Clause.
7. Inland Transit Clauses A, B and C and Inland FOB Extension Clause.
8. Cargo insurance claims -- types of losses/expenses; PA, GA, CTL, ATL; salvage and sue & labour expenses; forwarding charges, extra charges; cargo claims -- surveys, documentation and procedure; standard, non-standard and ex-gratia claims.
9. Legal aspects of insurer's recovery claims against shipowner.
10. General Average -- principles and practice; York Antwerp Rules 1994; general average adjustment.
11. Protection and Indemnity Clubs -- risks covered and practice.
12. Freight Insurance -- freight at risk; Institute Time Clauses (Freight).
13. Types of policies -- specific policies, open policy, open cover and cover note.
14. Government of India War Risk Insurance Scheme -- salient points and comparison with Institute War Clauses.

***NOTE: Above topics to be supported by relevant case law, illustrations and numerical example.***

## **(4) CHARTERING**

### **INTRODUCTION**

1. Types of ships for the trade; major cargoes; producing areas and trades, their movement; methods of cargo handling for dry cargo and tankers.
2. Chartering market -- Different players, sale agreements, FOB, CIF; factors influencing supply and demand; role of brokers; Baltic Exchange, various freight indices and BIFFEX.
3. Chartering contracts -- Voyage, time, bareboat-cum-demise charters; contract of affreightment; different standard charterparty forms for dry cargo and tankers and their salient features.
4. Abbreviations and other chartering terms and definitions.
5. Chartering market practice -- Offer, counter offer, negotiations, finalisation of fixture; explanation of abbreviated fixture reports in simple language.
6. Do's and don't's of a chartering manager.

### **DRY CARGO CHARTERING**

7. Laytime calculations -- Types of laytime; importance of Notice of Readiness; commencement and termination of time; detailed knowledge of statement of facts and time sheets; calculation of demurrage and despatch; charterparty laytime definitions.
8. Voyage estimates and calculations; stowage and loading zones.
9. Financial aspects of chartering contracts (voyage and time) -- freight and hire calculations and payment methods.
10. Post-fixture aspects of chartering.
11. NYPE Inter-Club Agreement, 1996.
12. Charterparty disputes: Voyage Charters -- arrived ship; laytime calculations; deductions from freight; excepted periods. Time Charters -- off-hire periods; final voyage; payment of hire; bunkers; performance clauses.
13. Frustration of charterparty.

***NOTE: Study of GENCON 94 and NYPE 93 is recommended along with detailed market reports.***

## **B. TANKER CHARTERING**

1. Crude oil and various types of products and their movement; oil terminals. Oil Transportation -- Indian scene.
2. Technical aspects of tanker operations -- cleaning of tanks; heating; inert gas system; crude oil washing; clean ballast tanks; segregated ballast tanks; double hull, etc.
3. Chartering markets -- oil majors and traders; importance of OPEC; role of INTERTANKO and OCIMF.
4. Laytime calculations - types of laytime; importance of Notice of Readiness; commencement and termination of time; calculation of demurrage.
5. Worldscale; voyage estimates and calculations. AFRA.
6. Post-fixture aspects of chartering.
7. Charterparty disputes: Voyage Charters -- arrived ship; laytime calculations; deductions from freight; excepted periods. Time Charters -- off-hire periods; final voyage; payments of hire; bunkers; performance clauses.
8. Oil transportation -- losses and claims.

***NOTE: Study of ASBATANKVOY and SHELLTIME 4 is recommended along with detailed market reports.***

## **(5) LINER TRADE & MULTIMODAL TRANSPORT**

1. (a) Ships for the Traffic.  
Breakbulk -- GP/Multidecker/Tweendecker/RoRo, etc.  
Container Carrier -- Container oriented vessel/Cellular container vessel.
- (b) Players (vessel owners, operators, lines, NVOCCs/MTOs/consolidators, forwarders, freight brokers). Roles and liabilities as carriers.
2. (a) Types of liner cargoes, breakbulk and unitized up to and including containerized cargo, barge carriers, RROs, etc.
- (b) Handling and transportation equipment on ships, at berth and at ICDs/CFSs/CYs.
3. Stowage planning -- general/breakbulk as well as container carrying vessels. Basic concepts and objectives.
4. Handling of IMO-Hazardous cargoes.  
Stowage in ships and containers.  
Indian Ports rules -- packaging/precautions.  
Aim and implementation of the above.
5. Liner Documentation:
  - (a) Freight and cargo manifest, EGM/IGM, mate's receipt.  
Container load plans and shipping notes.
  - (b) Variations of the basic Bs/L including waybills.
    - (i) Difference between Bs/L under CP and Liner Bs/L.
    - (ii) NVOCC/FIATA Bs/L, House Bs/L or Forwarders Bs/L  
CT Bills of Lading/MTD.
6. Concept of Multimodal Transport.  
Advantages and disadvantages.  
Container leasing methods.  
Infrastructure requirements.  
Consolidation of cargoes, deconsolidation -- ICDs, CFSs, CYs.  
Loss prevention and insurance.  
Role of TT Clubs.  
Problems and progress in the Indian scene including legislation and Customs Conventions.
7. Pricing -- Principles of Liner Tariff.  
Theory of FAK v/s commodity based tariff.  
Tariff rate calculations. Brussels Tariff Nomenclature. Various surcharges.  
Different types of rates for breakbulk and containerised cargoes.  
Application of marginal costing.

8. Liner Agents
  - (a) Duties and responsibilities with respect to the FONASBA Standard Liner Agency Agreement.
  - (b) Relationship with Principal and Port Authorities, Terminal Operators, D.G. Shipping, Customs, Freight Brokers, etc.
  - (c) Office organisation, marketing operations and finance.
  - (d) Agency remuneration.
9. (a) Conferences - Types, roles, future of conferences and their relevance in current market scenarios.  
Conferences v/s independent operators, mergers, alliances.
- (b) U.N. Liner Code -- Role of UNCTAD.
- (c) Consortia; slot and space chartering; concept of feeder and hub ports; pooling, etc.
10. Changing role of Liner Agents with liberalization and globalisation. Survival strategies.
14. Glossary of Terms.

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## RECOMMENDED BOOKS

### ASSOCIATESHIP/POST GRADUATE DIPLOMA IN SHIPPING MANAGEMENT -- FIRST YEAR

#### (1) GEOGRAPHY OF SEA TRANSPORT

1. Commercial Geography -- S.D. Paranjpe, 1st Ed. 1990 (Manan).\*
2. Cargo Work -- Capt. L.G. Taylor, 12th Ed. 1992 (Brown). \*
3. International Shipping -- B. Farthing, 2nd Ed. 1993 (LLP). \*
4. Sea Trading Vol. I (The Ships) -- W.V. Packard, 1st Ed. 1984 (Fairplay).
5. Sea Trading Vol. II (Cargoes) -- W.V. Packard, 1st Ed. 1985 (Fairplay).
6. Sea Trading Vol. III (Trading) -- W.V. Packard, 1st Ed. 1986 (Fairplay).
7. Economic Geography -- Rev. Ed. 1985 (Insurance Inst. of India).
8. Commercial Geography -- S.A. Bari, 6th Ed. 1988 (Sheth).
9. A Glossary of Geographical Terms -- Sir D. Stamp, 2nd Ed. 1966 (Longman).
10. Commercial Geography -- Sir D. Stamp, 20th Ed. 1980 (Longman).
11. Economic Geography -- J. Inch, 2nd Ed. 1974 (Pitman).
12. Economic Geography -- C.F. Jones, 2nd Ed. 1967 (Collier).
13. Economic & Commercial Geography -- Das Gupta, 28th Ed. 1980 (AMC).
14. Ships & Shipping -- M. Palmer, 1st Ed. 1971 (BTB).
15. Transport & Distribution -- B. Benson, 1st Ed. 1975 (Longman).
16. Merchant Ships & Shipping -- R. Munro Smith, 1st Ed. 1968 (Hutchinson).
17. Ports Around the World -- Y. Karmon, 1st Ed. 1980 (Crown).
18. Geography of Sea Transport -- A.D. Couper, 1st Ed. 1972 (HUL).
19. Lloyd's Maritime Atlas -- 14th Ed. 1982 (Heinemann).
20. World Atlas of Shipping -- W.D. Ewart, 1st Ed. 1966 (GPL).
21. Oxford Economic Atlas of the World -- 4th Ed. 1972 (OUP).
22. Collins World Atlas -- 1st Ed. 1970.

**NOTE: Books marked with an asterisk (\*) are latest editions.**

## **(2) COMMERCIAL & SHIPPING LAW**

1. The Law of Contract -- N. Chandiramani, 1st Ed. 1996-97 (Sapt). \*
2. Mulla on The Indian Contract Act -- H.S. Pathak, 11th Ed. 1995 (Tripathi). \*
3. Shipping Law Handbook -- Bundock, 1997 Ed. (LLP). \*
4. COGS & Multimodal Transport -- N. Chandiramani, 1st Ed. 1997 (Sapt). \*
5. Bills of Lading -- Capt. D.E. Driver, 2nd Ed. 1995 (Navaneet). \*
6. Law of Contract -- Cheshire, 8th Ed. 1974 (Butterworth).
7. Anson's Law of Contract -- A. Ghest, 23rd Ed. 1969 (OUP).
8. Maritime Law -- C. Hill, 2nd Ed. 1985 (LLP).
9. Shipping Law -- Chorley & Giles, 8th Ed. 1987 (Pitman).
10. Shipping & the Law -- A.E. Astle, 1st Ed. 1980 (Fairplay).
11. Maritime Law of India -- Dr. Nagendra Singh, 1st Ed. 1979 (Bhandarkar).
12. The Indian Ports Act, 1908 -- (Government of India).
13. Major Port Trusts Act, 1963 -- A.B. Gandhi, 1st Ed. 1982 (Milan).
14. Case Law on the Contract Act -- Cracknell, 1st Ed. 1961 (Butterworth).
15. Handbook of Arbitration Act 1940 -- J. Mullick, 1st Ed. 1989 (Kamal).
16. International Commercial & Maritime Arbitration -- F. Rose, 1st Ed. 1988.
17. Maritime Liens -- D.R. Thomas, 1st Ed. 1980 (Stevens).

***NOTE: Books marked with an asterisk (\*) are latest editions.***

### **(3) SHIPPING PRACTICE**

1. Bes' Chartering & Shipping Terms -- N.J. Lopez, 11th Ed. 1992 (Barker). \*
2. Illustrated Dictionary of Cargo Handling -- P.R. Brodie, 2nd Ed. 1996 (LLP). \*
3. Dictionary of Shipping Terms -- P.R. Brodie, 3rd Ed. 1997 (LLP). \*
4. Cargo Work -- Capt. L.G. Taylor, 12th Ed. 1992 (Brown). \*
5. Bills of Lading -- Capt. D.E. Driver, Rev. 1995 (Navaneet). \*
6. Containerisation & Multimodal Transport -- Dr. K.V. Hariharan, 2nd Ed. 1997 (Shroff).\*
7. Classification Societies -- J. Lux, 1st Ed. 1997 (LLP). \*
8. Elements of Shipping -- A.E. Branch, 7th Ed. 1996 (Chapman). \*
9. Sea Transport (Operation & Economics) -- P.M. Alderton, 4th Ed. 1995 (Thomas Reed).
10. Shipping Practice -- E.F. Stevems. 11th Ed. 1981 (Sterling).
11. Sea Trading Vol. I (The Ships) -- W.V. Packard, 1st Ed. 1984 (Fairplay).
12. Sea Trading Vol. II (Cargoes) -- W.V. Packard, 1st Ed. 1985 (Fairplay).
13. Sea Trading Vol. III (Trading) -- W.V. Packard, 1st Ed. 1986 (Fairplay).
14. Ships & Shipping -- M. Palmer, 1st Ed. 1971 (BTB).
15. Merchant Ships & Shipping -- P.R. Brodie, 3rd Ed. 1968 (Longman).
16. Fairplay Book of Shipping Abbreviations - P. Kapoor, 1st Ed. 1980 (Fairplay).
17. Cargo Work -- Kemp & Young, 5th Ed. 1982 (Heinemann).
18. Thomas' Stowage -- Thomas/Agnew/Cole, 1st Ed. 1983 (Brown).
19. Shipbroker's Companion -- Capt. D.E. Driver, 1st Ed. (Navaneet).
20. Know Your Own Ship -- Walton 1970 Ed. (Griffin).
21. Introduction to Shipping -- T.R. Pardiwalla.
22. The Business of Shipping-- Kendall, 2nd Ed. 1976 (Cornell)

**NOTE: Books marked with an asterisk (\*) are latest editions.**

#### (4) ECONOMICS OF SEA TRANSPORT

1. Sea Transport (Operation & Economics) -- P.M. Alderton, 4th Ed. 1995 (T. Reed).\*
2. Maritime Economics -- M. Stopford, 2nd Ed. 1997 (Routledge). \*
3. Revised Incoterms -- Costing & Pricing -- P. Ram, 3rd Ed. 1991. \*
4. International Shipping -- B. Farthing, 2nd Ed. 1993 (LLP). \*
5. Bunkers -- A Guide for Ship Operators -- W...D. Ewart, 1st Ed. 1992 (Fairplay). \*
6. The Efficient Port -- R.B. Oram, 1st Ed. 1971 (Pergamon).
7. Economics of Shipping Practice & Mgmt -- A.E. Branch, 2nd Ed. 1986 (Chapman).
8. Introduction to Economics -- V. Anstey, 1st Ed. 1975 (Holmes).
9. Shipping Economics -- S.G. Sturmeay, 1st Ed. 1975 (Holmes).
10. An Introduction to Shipping Economics -- I, Chrzanowski, 1st Ed. 1985 (Fairplay).
11. Transport Economics -- K.J. Button, 1st Ed. 1982 (Heinemann).
12. Economics of Shipping -- Dr. S.N. Sanklecha, 1st Ed. 1980 (Bhandarkar).
13. Elements of Port Operation & Management -- A.E. Branch, 1st Ed. 1986 (Chapman).
14. Port Management Textbook -- Institute of Shipping Economics, 1st Ed. 1978.
15. The Economics of Tramp Shipping -- B.N. Metaxas, 1st Ed. 1971 (Athlone).
16. Studies in Maritime Economics -- R.O. Goss, 1st Ed. 1977 (Cambridge)
17. Advances in Maritime Economics -- R.O. Goss, 1st Ed. 1977 (Cambridge).
18. The Economics of Ocean Freight Rates -- E.E. Bennathon, 1st Ed. 1969 (Fred).
19. Module 6 -- Fuel Economy (Private Notes).
20. Module 7 -- Laying up of Tonnage (Private Notes).
21. The Economics of Transport -- M.R. Bonavia, Rev. Ed. 1954 (James).
22. Introduction to Economics -- A. Cairncross, 4th Ed. 1966 (Butterworth).
23. Ocean Freight Rates -- W. Grossman, 1st Ed. 1956 (Comell).
24. Determination of Ocean Freight Rates -- M.H. Page, 1st Ed. 1979 (Inst. of Shipping Economics).
25. Tramp Shipping in India -- Dr. S.N. Sanklecha, 1st Ed. 1966 (Univ. of Mumbai).
26. Ports Around the World -- Y. Karmon, 1st Ed. 1980 (Crown).
27. Business of Transport -- G. Bell, 1st Ed. 1984 (Mac).
28. The Business of Shipping -- Kendall, 2nd Ed. 1976 (Cornell).

**NOTE: Books marked with an asterisk (\*) are latest editions.**

## (5) CURRENT SHIPPING ENVIRONMENT

1. Containerisation & Multimodal Transport -- Dr. K.V. Hariharan, 2nd Ed. 1997 (Shroff). \*
2. International Shipping -- B. Farthing, 2nd Ed. 1993 (LLP). \*
3. Elements of Shipping -- A.E. Branch, 7th Ed. 1996 (Chapman) \*.
4. Dictionary of Shipping Terms -- P.R. Brodie, 3rd Ed. 1997 (LLP). \*
5. Illustrated Dictionary of Cargo Handling -- P.R. Brodie, 2nd Ed. 1996 (LLP). \*
6. Shipping Pools -- W.V. Packard, 2nd Ed. 1995 (LLP). \*
7. STCW Convention/Code, 1996 Ed. (IMO). \*
8. Indian Port Handbook -- Transworld, 1996-97 Ed. \*
9. East Coast India Ports Handbook -- Transworld, 1996-97 Ed. \*
10. West Coast India Port Handbook -- Transworld, 1996-97 Ed. \*
11. J.N. Port Handbook -- Transworld 1996-97. \*
12. Mumbai Shipping Handbook -- Transworld, 1996-97 Ed \*.
13. Mumbai Port -- J. Mathew & Rangnekar, 1997 Ed. \*
14. Int. Seminar on Shipping & Ports -- April 1996 Ed. \*
15. The Merchant Shipping Act, 1958 -- J.S. Gill, 1994 Ed. (Bhandarkar). \*
16. Sea Trading Vol. III (Trading) -- W. Packard, 1st Ed. 1986 (Fairplay).
17. Shipping & Shipbuilding Industry in India -- Dr. Dev Raj, 1st Ed. (HIL).
18. Indian Shipping in the Time Perspective 2000 A.D. -- Report of P.G. 1987.
19. INSA Annual Review -- Latest Edition.
20. L.R. Annual Review -- Latest Edition.
21. Dict. of International Trade Terms & Abbreviations -- A.E. Branch, 1982 Ed. (Witherby).
22. Int. Convention for SOLAS -- 1st Ed. 1986 (IMO).
23. Shipping in Int. Trade Relations -- A. Odeke, 1st Ed. 1988 (Avebury).
24. Transport & Distribution -- D. Benson, 1st Ed. 1975 (Longman).
25. Ship's Cargo, Cargo Ships -- Kummerman, 1971 Ed. (MacGregor).
26. Shipping Conferences -- Amos Herman, 1st Ed. 1983 (Klywer).
27. International Shipping Cartels -- D. Marx, 1st Ed. 1969 (Greenwood).
28. The Business of Shipping -- Kendall, 2nd Ed. 1976 (Cornell).

**NOTE: Books marked with an asterisk (\*) are latest editions.**

## RECOMMENDED BOOKS

### FELLOWSHIP/POST GRADUATE DIPLOMA IN SHIPPING MANAGEMENT -- FINAL YEAR

#### (1) LAW OF SEA TRANSPORT

1. Carriage of Goods by Sea & Multimodal Transport -- N.Chandiramani, 1st Ed. 1997 (Sapt).\*
2. Limitation of Liability of Maritime Claims -- Griggs, 2nd Ed. 1991 (LLP). \*
3. The Merchant Shipping Act, 1958 -- J.S. Gill, 1994 Ed. (Bhandarkar). \*
4. Law Relating to Bs/L, C/Ps & COA -- B.C. Mitra, 2nd Ed. 1993 (UBA). \*
5. The Customs Act 1962 Vol. I & II-- T.P. Mukherjee, 6th Ed. 1996 (DLH). \*
6. Modern Bills of Lading -- Paul Todd, 2nd Ed. 1990 (Blackwell). \*
7. International Salvage Law -- E. Vincenzini, 2nd Ed. 1992 (LLP). \*
8. Multimodal Transport Document (MTD) -- FIDAI/RBI, 1996 Ed. \*
9. Business Law -- Nabhi, 4th Ed. 1996. \*
10. Maritime Law -- C. Hill, 2nd Ed. 1985 (LLP).
11. Shipping Law -- Chorley & Giles, 8th Ed. 1987 (Pitman).
12. Shipping Law Handbook -- M. Bundock, 1977 Ed. (LLP).
13. Shipping & the Law -- A.E. Astle, 1st Ed. 1980 (Fairplay).
14. Maritime Law of India -- Dr. Nagendra Singh, 1st Ed. 1979 (Bhandarkar).
15. Bills of Lading -- Capt. D.E. Driver, 2nd Print 1975 (Navaneet).
16. Carriage of Goods by Sea -- Hardy Iwamy, 12th Ed. 1985 (Butterworth).
17. Casebook on Carriage of Goods by Sea -- Hardy Iwamy, 3rd Ed. 1977 (LLP).
18. Cases & Materials on Bills of Lading -- Paul Todd, 1987 Ed. (BSP).
19. Cases & Materials on the Carriage of Goods by Sea -- M. Dock, 1st Ed. 1987.
20. Carriage of Goods by Sea & Bills of Lading -- A.B. Gandhi, 1st Ed. 1973 (Milan).
21. Case Book on Shipping Law -- Hardy Iwamy, 4th Ed. 1987 (LLP).
22. Bills of Lading -- A. Mitchehill, 1st Ed. 1982 (Chapman).
23. Hague Rules Law Digest -- A.E. Astle, 1st Ed. 1981 (Fairplay).
24. Carriage by Sea -- Carver Vol. I & II, 12th Ed. 1971 (Stevens).
25. Arrest of Ships -- C. Hill, 1st Ed. 1985 (LLP).
26. Commencement of Laytime -- D. Davies, 1st Ed. 1987 (LLP).
27. Bills of Lading Law - W.E. Astle, 1st Ed. 1988 (Fairplay).

**NOTE: Books marked with an asterisk (\*) are latest editions.**

## **(2) SHIPPING ECONOMICS & FINANCE**

1. Ship Sale & Purchase -- I.S. Goldrein, 2nd Ed. 1993 (LLP). \*
2. Documentary Credits -- FEDAI/RBI Rev. Ed. 1996. \*
3. Exchange Control Regulations Relating to Imports -- FEDAI/RBI Revised Ed. 1996.\*
4. Exchange Cover & Risk Management FEDAI/RBI Rev. Ed. \*
5. Documentary Letters of Credit -- M.E. Mahajan, 2nd Ed. 1994 (SUP). \*
6. Foreign Exchange Manual -- Arithmetic -- 12th Ed. 1997, G. G. Jeevanandan (S. Chand). \*
7. Foreign Exchange Manual -- 1996 Ed. Nabhi. \*
8. Guide to Documentary Letters of Credit and UCP 500 -- 1st Ed. 1994 Nabhi. \*
9. Banking Law & Practice in India -- Tannan, 1st Ed. 1994 (ILH). \*
10. Maritime Economics -- M. Stopford, 2nd Ed. 1997 (Routledge). \*
11. Sea Transport -- Operations & Economics -- P.M. Alderton 1995 Print (T. Reed). \*
12. The Financing of Ship Acquisitions -- F. Paine, 1st Ed. 1989 (Fairplay).
13. The Law of Bankers' Commercial Credit -- 6th Ed. 1979, H.,C. Gutteridge.
14. FERA Vol. I & II -- Dilip K. Seth, 1st Ed. 1989.
15. Econ. Of Shipping Practice & Mgmt. -- A.E. Branch, 2nd Ed. 1986 (Chapman).
16. Economics of Shipping -- Dr. S.N. Sanklecha, 1st Ed. 1980 (Bhandarkar).
17. Shipping Finance -- J.E. Sloggett, 1st Ed. 1984 (Fairplay).
18. Shipping in Int. Trade Relations -- A. Odeke, 1st Ed. 1988 (Avebury).
19. An Introduction to Shipping Economics -- I. Chrzanowski, 1st Ed. 1985 (Fairplay).
20. The Business of Shipping -- Kendall, 2nd Ed. 1976 (Cornell).

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### **(3) RISK MANAGEMENT & MARINE INSURANCE**

1. Practice of General Insurance , 1992 Ed. (Insurance Institute of India). \*
2. Principles of General Insurance, 1992 Ed. (Insurance Institute of India). \*
3. Marine Insurance Claims, 1991 Ed. (Insurance Institute of India). \*
4. Marine Claims Handbook -- N.G. Hudson, 5th Ed. 1996 (LLP). \*
5. Marine Insurance -- Templeman/Lambeth, 6th Ed. 1996 (Pitman). \*
6. The Law Relating to Marine Insurance -- B.C. Mitra, 2nd Ed. 1993 (UBM).\*
7. Guide to Marine Hull Insurance -- Capt. D.E. Driver, 2nd Print 1995 (Navaneet). \*
8. The Modern Law of Marine Insurance -- 2nd Ed. 1996 , D. R. Thomas (LLP).\*
9. P&I Club -- Law & Practice -- S.J. Hazelwood, 2nd Ed. 1994 (LLP). \*
10. Introduction to P&I -- C. Hill, etc. 2nd Ed. 1996 (LLP). \*
11. P&I Rules & Correspondents --The Standard P&I Association, 1996-97. \*
12. Bes' Chartering & Shipping Terms -- N.J. Lopez, 11th Ed. 1992 (Barker). \*
13. Marine Underwriting 1982 Ed. (Insurance Institute of India).
14. Marine Clauses, 1985 Ed. (Insurance Institute of India).
15. Marine Insurance Handbook -- E.R. Hardy Iwamy, 4th Ed. 1985 (Butterworth).
16. Marine Cargo Claims -- W. Tetley, 2nd Ed. 1978 (Butterworth).
17. Elements of Cargo Insurance -- Budgar, 1st Ed. 1983 (Woodhead).
18. Marine Hull Insurance Act -- Massenburg, 1st Ed. 1983 (MMHL).
19. The Marine Insurance Act 1963 -- A.K. Bhattacharya, 1st Ed. 1969 (ELH).
20. Witherby's Dictionary of Insurance -- H. Cockerell, 1st Ed. 1980 (UBL).
21. Handbook of Insurance Claims -- S.P. Gupta, 1st Ed. 1987 (Con).
22. Marine Surveys-- C.F. Durham, 1st Ed. 1982 (Fairplay).
23. International Maritime Fraud -- Ellen & Campbell, 1st Ed. 1981 (Sweet).
24. Cargo Loss Prevention (GIC) 1977 Ed.

**NOTE: Books marked with an asterisk (\*) are latest editions.**

#### **(4) CHARTERING (DRY CARGO & TANKERS)**

1. Bes' Chartering & Shipping Terms -- N.J. Lopez, 11th Ed. 1992 (Barker). \*
2. Charter Party -- Capt. D. Driver, 2nd Ed. 1995 (Navaneet). \*
3. Voyage Estimates of Bulk Carriers & Tankers -- Capt. D. Driver, 2nd Ed. 1995 (Navaneet). \*
4. Laytime Calculation -- Capt. D. Driver, 2nd Ed. 1995 (Navaneet). \*
5. Chartering Documents -- H. Williams, 3rd Ed. 1996 (LLP). \*
6. Shipping & Chartering Practice -- Gorton, Ihre, etc. 4th Ed. 1995 (LLP). \*
7. Limitation of Liability of Maritime Claims -- Griggs, 2nd Ed. 1991 (LLP). \*
8. Sea Trading Vol. I (The Ships) -- W.V. Packard, 1st Ed. 1984 (Fairplay).
9. Sea Trading Vol. II (Cargoes) -- W.V. Packard, 1st Ed. 1985 (Fairplay).
10. Sea Trading Vol. III (Trading) -- W.V. Packard, 1st Ed. 1986 (Fairplay).
11. Laytime Calculating -- W.V. Packard, 1st Ed. 1979 (Fairplay).
12. Time Chartering -- W.V. Packard, 2nd Ed. 1980 (Fairplay).
13. Voyage Estimating -- W.V. Packard, 2nd Ed. 1981 (Fairplay).
14. Time Charters -- Wilford, 1st Ed. 1982 (LLP).
15. Thomas' Stowage -- Thomas/Agne/Cole, 1st Ed. 1983 (Brown).
16. Scrutton on Charter Parties & Bs/L -- Mocatta, 1st Ed. 1974 (Sweet).
17. Chartering Practice (Analysis of C/Ps) -- J. Bes, 1st Ed. 1960 (Barker).
18. Ocean Freight & Chartering -- C.F.H. Cufley, 1st Ed. 1970 (Crossby).
19. Laytime -- M. Summerskill, 3rd Ed. 1982 (Stevens).
20. Bunkers -- W.D. Ewart, 1st Ed. 1982 (Fairplay).
21. Know Your Own Ship -- Walton 1970 Ed. (Griffin).
22. Ships & Shipping -- M. Palmer, 1st Ed. 1971 (BTB).
23. Maritime Law -- C. Hill, 2nd Ed. 1985 (LLP).
24. Shipping Law -- Chorley & Giles, 8th Ed. 1987 (Pitman).
25. Case Book on Carriage of Goods by Sea -- Hardy Iwamy, 3rd Ed. 1977 (LLP).
26. Cases & Materials on Bs/L -- Paul Todd, 1st Ed. 1987 (BSP).
27. Tanker Shipping -- J. Bes, 1st Ed. 1963 (Barker).
28. Tanker Practice -- G.A.B. King, New Revised Ed.
29. Liquid Gold Ships -- A History of the Tanker -- Ratcliffe, 1st Ed. 1985.
30. Worldscale.

***Also read Lloyd's List & other Journals/Magazines/Annual Reviews, Market Reports, etc.***

## (5) LINER TRADE & MULTIMODAL TRANSPORT

1. Containerisation & Multimodal Transport -- Dr. K.V. Hariharan, 2nd Ed. 1997 (Shroff). \*
2. Cargo Work -- Capt. L.G. Taylor, 12th Ed., 1992 (Brown). \*
3. Elements of Shipping -- A.E. Branch, 7th Ed. 1996 (Chapman). \*
4. Illustrated Dictionary of Cargo Handling -- P.R. Brodie, 2nd Ed. 1996 (LLP). \*
5. Dictionary of Shipping Terms -- P.R. Brodie, 3rd Ed. 1997 (LLP). \*
6. Bills of Lading -- Capt. D.E. Driver, 2nd Print 1995 (Navaneet). \*
7. Bills of Lading Law -- W.E. Astle, 1st Ed. 1992 (Fairplay). \*
8. Shipping Pools -- W.V. Packard, 2nd Ed. 1995 (LLP). \*
9. International Shipping -- B. Farthing, 2nd Ed. 1993 (LLP). \*
10. Sea Trading Vol. I (The Ships) W.V. Packard, 1st Ed. 1984 (Fairplay).
11. Sea Trading Vol. II (Cargoes) -- W.V. Packard, 1st Ed. 1985 (Fairplay).
12. Sea Trading Vol. III (Trading) -- W.V. Packard, 1st Ed. 1986 (Fairplay).
13. Cargo Work -- Capt. Kemp & Young, 5th Ed. 1982 (Heinemann).
14. Fairplay Book of Shipping Abbreviations -- P.R. Kapoor, 1st Ed. 1980 (Fairplay).
15. Thomas Stowage -- Thomas/Agnew/Cole, 1st Ed. 1983 (Brown).
16. Containerisation -- I.R. Whittaker, 2nd Ed. 1975 (Hemisphere).
17. The Carriage of Dangerous Goods by Sea -- C.E. Henry, 1st Ed. 1983 (Francis).
18. Container Systems -- Eric Roth, Rev. Ed. 1973 (Wiley).
19. Containerisation & Other Unit Transport -- G. Van Den Burg, 1st Ed. 1969 (Anchor).
20. Economics of Shipping Practice & Mgmt -- A.E. Branch, 2nd Ed. 1988 (Chapman).
21. Ocean Freight Rates -- W. Grossman, 1st Ed. 1956 (Comell).
22. Determination of Ocean Freight Rates - M.H. Page, 1st Ed. 1979 (Inst. of Shipping Econ).
23. Economics of Ocean Freight Rates -- Bennathan, 1st Ed. 1969 (FAP).
24. International Shipping Cartels -- D. Marx, 1st Ed. 1969 (Greenwood)
25. Shipping Conferences -- Amos Herman, 1st Ed. 1983 (Klywer).
26. The Business of Shipping -- Kendall, 2nd Ed. 1976 (Cornell).

**NOTE: Books marked with an asterisk (\*) are latest editions.**

**NAROTTAM MORARJEE INSTITUTE OF SHIPPING (NMIS) - MUMBAI**

**N.M.I.S. FEES STRUCTURE (w.e.f. 01.04.2013)**

PARTICULARS	PGDSM - FIRST YR		PGDSM - SECOND YR		ORDINARY MEMBER		ASSOCIATESHIP		FELLOW SHIP		DUBAI CENTRE (US \$)			
	(CLASS)	(CORRES)	(CLASS)	(CORRES)	(CLASS)	(CORRES)	(CLASS)	(CORRES)	(CLASS)	(CORRES)	ORDN.	ASS.	PG-I	PG-II
ENROLLMENT	₹ 1200	₹ 1200	₹ 1400	₹ 1400	₹ 1200	₹ 1200	₹ 1400	₹ 1400	₹ 1500	₹ 1400	75	90	80	100
SUBSCRIPTION	0	0	0	0	₹ 600	₹ 600	₹ 1000	₹ 1000	₹ 1200	₹ 1000	45	70	0	0
TUTION FEE	₹ 13800	₹ 12700	₹ 16000	₹ 15000	₹ 13800	₹ 12700	₹ 16000	₹ 15000	0	₹ 15000	800	760	840	820
LIBRARY FEE	₹ 1200	0	₹ 1200	0	0	0	0	0	0	0	0	0	0	0
BOOKS	₹ 750	₹ 750	₹ 750	₹ 750	₹ 750	₹ 750	₹ 750	₹ 750	0	₹ 750	0	0	0	0
PROSPECTUS	₹ 250	₹ 250	0	0	₹ 250	₹ 250	0	0	0	0	35	0	35	0
SMS CHARGES	₹ 100	₹ 100	₹ 150	₹ 150	₹ 100	₹ 100	₹ 150	₹ 150	0	₹ 150	0	0	0	0
<b>TOTAL</b>	<b>₹ 17,300</b>	<b>₹ 15,000</b>	<b>₹ 19,500</b>	<b>₹ 17,300</b>	<b>₹ 16,700</b>	<b>₹ 15,600</b>	<b>₹ 19,300</b>	<b>₹ 18,300</b>	<b>₹ 2,700</b>	<b>₹ 18,300</b>	<b>955</b>	<b>920</b>	<b>955</b>	<b>920</b>
LIBRARY DEPOSIT	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	₹ 2300	0	0	0	0
EXAMINATION FEE	₹ 1750	₹ 1750	₹ 2300	₹ 2300	₹ 1750	₹ 1750	₹ 2300	₹ 2300	0	₹ 2300	210	210	210	210
MARKLIST FEE	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250	0	₹ 250	25	25	25	25

**ATKT**

PARTICULARS	PGDSM - SECOND YR		ORDINARY MEMBER		DUBAI	
	(CLASS)	(CORRES)	(CLASS)	(CORRES)	AS	DII
ATKT FEE	₹ 2300	₹ 2300	₹ 2300	₹ 2300	105	150
SUBSCRIPTION	0	0	₹ 600	₹ 600	45	0
TUTION FEE	₹ 16000	₹ 15000	₹ 16000	₹ 15000	770	770
LIBRARY FEE	₹ 1200	0	0	0	0	0
BOOKS	₹ 750	₹ 750	₹ 750	₹ 750	0	0
SMS CHARGES	₹ 150	₹ 150	₹ 150	₹ 150	0	0
<b>TOTAL</b>	<b>₹ 20,400</b>	<b>₹ 18,200</b>	<b>₹ 19,800</b>	<b>₹ 18,800</b>	<b>920</b>	<b>920</b>

**EXAMINATION FEE**

NO. OF SUBJECTS	FOR FIRST YEAR			FOR SECOND YEAR			DUBAI CENTRE (US \$)		
	Examination Fees	Fees for Marklist	Total Examination Fees	Examination Fees	Fees for Marklist	Total Examination Fees	Examination Fees	Fees for Marklist	Total Examination Fees
FOR ONE SUBJECT	₹ 700	₹ 250	₹ 950	₹ 800	₹ 250	₹ 1050	65	25	90
FOR TWO SUBJECTS	₹ 1400	₹ 250	₹ 1650	₹ 1600	₹ 250	₹ 1850	130	25	155
FOR THREE/FOUR/ALL SUBJECTS	₹ 1750	₹ 250	₹ 2000	₹ 2300	₹ 250	₹ 2550	210	25	235
<b>OTHER FEES</b>	Amount			<b>OTHER FEES</b>			Amount		
RECOUNTING FEES PER SUBJECT	₹ 250			LATE FEES FOR EXAM (PER STUDENT)			₹ 900		
PAST QUESTION PAPER SET (PER EXAM)	₹ 30			LIBRARY FINE			₹ 10		
DUPLICATE IDENTITY CARD / LIBRARY CARD	₹ 250			PROVISIONAL CERTIFICATE			₹ 100		
DUPLICATE MARKLIST	₹ 250			CONVOCAION CERTIFICATE			₹ 350		
MID EXAM FEES	₹ 600								





