COURSE CURRICULUM OF THE BACHELOR OF SCIENCE IN NAVAL AND MARITIME STUDIES DEGREE-BSc(NMS), BACHELOR OF SCIENCE IN NAVAL LOGISTIC MANAGEMENT DEGREE-BSC(NLM) AND BACHELOR OF SCIENCE IN NAVAL STUDIES BSc(NS) DEGREE

COURSE CODES

- ➢ CC   -   Common Compulsory
The course module which is common but compulsory to all streams

- ➢ FC   -   Field Compulsory
Course which is compulsory only to the relevant degree programme

- ➢ GPA   -   Grade Point Average

- ➢ NGPA -   Non Grade Point Average

- ➢ MGPA-   Military Grade Point Average

- ➢ GS   -   General Studies

- ➢ NP   -   Naval Practices

- ➢ TS   -   Technical Studies

- ➢ LW   -   Land Warfare

- ➢ LM   -   Logistics Management

- ➢ MS   -   Military Studies

Semester-2(26 Weeks/676Hrs)

Code No	SUBJECTS	BSc(NMS)	BSc(NLM)	BSc(NS)	Lecture Hours	Practical hours	Assailment/	GPA Credits	NGPA Credits	MGPA Credits
NP2044	Practical (Sea/Land) Training	CC	CC	CC		285				4
GS2054	English-11	CC	CC	CC	60	25			4	
MS2031	Parade Training-11	CC	CC	CC		35				1
LM2014	Naval Logistic and Office Management -1	CC	CC	CC	60			4		
NP2052	Anti Submarine Warfare	CC	CC	CC	30			2		
TS2012	Basic Electrical and Electronic Technology	CC	CC	CC	42			2		
TS2022	Basic Marine Engineering	FC	FC	-	42			2		
TS2031	Basic Engineering	-	-	FC	15			1		
NP2064	Coastal Navigation	FC		-	70	25		4		
NP2072	Coastal Navigation		FC	-	40			2		
LM2022	Secretariat Practice		FC		30			2		
LW2013	Land Warfare- 1	-	-	FC	45	15		3		
LW2024	Tactics -1	-	-	FC	60			4		
	TOTAL- BSc(NMS)				**304**	**370**		**14**	**4**	**5**
	TOTAL -BSc(NLM)				**304**	**345**		**14**	**4**	**5**
	TOTAL- BSc(NS)				**312**	**360**		**16**	**4**	**5**

COURSE DETAILS				
COURSE CODE		LM 2014		
STATUS(COURSE TYPE)		Common Compulsory - BSc(NMS),BSc(NLM), BSc(NS)		
COURSE TITLE		NAVAL LOGISTICS AND OFFICE MANAGEMENT - I		
CREDITS		4 Credits		
TIME DURATION		Theory	60 Hrs	Total 60 Hrs
LEARNING OUTCOMES				

At the end of this module trainee will able to obtain general knowledge about the basic functions of the logistic branch.

CONTENTS:

PERIOD	**TOPIC**
Naval Stores	
01	Naval Stores Organization Function of Naval Stores, Classification of Stores.
02-04	Definition of Terms,
05-06	Store Keeping System in Ships and Establishment.
07-08	Indication of Requirements.
09-10	Allocation and Control of Funds.
11-15	Procurement of Stores – Sources, Forecasting, Procurement Procedure, Methods of procurement, Settlement of Bills.
16-17	Receipt and Distribution of Stores by CLOGD.
18-19	Demanding by Sub Units from Base Naval Stores
20	Transfers.
21	Conversions
22-24	Store Rooms, Stowage, Preservation and Packing.
25	Repair Stores
26-28	Survey and Disposal of Stores.
29-30	Stock Taking Procedure
31	Annual Department Survey
32	Stores Lost Damage and Found
33	De Storing
34-35	Forms use in Naval Stores Accounting.

Victualling and Clothing

36	Victualling and Clothing Organization
37	Naval Victualling System Role and Responsibilities of SO and XO
38	Tenders and Contracts, Non Contractual Items, Defaulting and Purchase on Default, Purchase from Cash Imprest.
39	Inspection and Storage of Provisions Loss, Damage and Write Offs – Demand and Supply Procedure.
40	Victualling Account
	Ration Allowance, Rate of feeds, Special Allowance.
41	Costing of Issues, Maintaining of Ready Reckoned.
42	Naval Clothing – Sources of Supply and Method of Procurement.
43	Issue of Kits to Naval Personnel.
44	Books and Forms Use in the System.
45-46	Uniform Regulation in SLN

Secretariat Work

47	Introduction of BR 7
48-50	Principles of Service Writing
51-54	Standard Layout for Service Writing
55-56	Service Correspondence
57-70	Naval Secretariat Organization and layout of Captain Secretariat Duties of Captain Secretariat Correspondence Procedure and Filling System and Circulation. Books and Registers to be Maintain at Captain Secretariat
71-76	Exercise in Service Writing and Staff Procedure – Type of Correspondence, Service Papers, Précis, Summaries, Tour Note, Brief.

Introduction to Accounting

77-78	Non Public Fund, Preparation of Trail Balance and its use
79-80	Bank Reconciliation Statements.

METHODS OF TRAINING AND LEARNING	Lectures, Readings, Listening, Presentations, Discussions	
ASSESSMENT CRITERIA	Semester –Written end examination	100%
RECOMMENDED READING		

Book of Reference 4
Book of Reference 7
Service writing Docket
Victual ling and Clothing Docket
Naval Stores Docket

COURSE DETAILS		
COURSE CODE		LM2022
STATUS(COURSE TYPE)		Field Compulsory(BSc-NLM)
COURSE TITLE		SECRETARIAT PRACTICE
CREDITS		2 Credits
TIME DURATION		Theory / 30 Hrs / Total 30 Hrs
LEARNING OUTCOMES		

At the end of this module trainee will:-

possess thorough knowledge on secretariat practice

apply the gained knowledge for the service correspondence

CONTENTS:

PERIOD	**TOPIC**
01 - 02	Revision: Introduction to BR 7. Importance of service writing
03 - 04	Revision: Principles of service writing
05- 09	Revision: Types of correspondences
10 – 14	Convention of service writing, layout, heading, reference and attachment, security markings, page numbering, file reference, distributions and other conventions.
15- 16	Briefs, Agenda & Minute meetings.
17- 20	Exercise in Service Writing and staff procedure.
21-	Introduction to naval secretariat
22 – 23	Duties & responsibilities of captain secretariat
24 – 25	Books and registers to be maintaining at captain's office.
26 – 27	Layout of captain's office.
28 – 30	Filling system , Circulating

31	Points to be checked before a letter is dispatched, Procedure and methods of dispatch, Follow up, Transmitting – classified matters.		
32 – 33	List of returns, Captain's standing Orders, Inspection of Books and Registers, Dispatch of service Documents.		
34	Importantly of Naval secretariat.		
35 – 40	Exercise on Service Writing.		
METHODS OF TRAINING AND LEARNING		Lectures, Readings, Listening, Demonstration, Discussions	
ASSESSMENT CRITERIA		Semester –end examination	80%
		Practical/assignment	20%
RECOMMENDED READING		Book of Reference 7 Service writing Docket	