

**Semester-3(21 Weeks/546Hrs)**

CODE	SUBJECT	BSc(NMS)	BSc(NLM)	BSc(NS)	BA (PRO)	Lecture Hours	Practical hours	Assailment/ Tutorial	GPA Credits	NGPA Credits	MGPA Credits
GS3062	Sinhala	CC	CC	CC	CC	30				2	
TS3042	Fire Fighting, Damage Controlled NBCD	CC	CC	CC	CC	30			2		
GS3072	Information Technology -11	CC	CC	CC	CC	30	15			2	
GS3083	History and Geographical Studies	CC	CC	CC	CC	52			3		
MS3042	Basic Gunnery	CC	CC	CC	CC	30					2
GS3092	Mathematics	CC	CC	CC	CC	30			2		
NP3084	Advanced Seamanship	FC	-	-	-	54	30		4		
NP3093	Advanced Seamanship	-	FC	-	-	45	15		3		
LM3033	Financial Management-I	-	FC	-	-	52			3		
NP3104	Celestial Navigation	FC	-	-	-	70	45		4		
LM3043	Catering and Mess Management -I	-	FC	-	-	52			3		
LM3054	Store Management-I	-	FC	-	-	70			4		
LW3034	Introduction to Explosive-I	-	-	FC	-	45	30		4		
LW3044	Land Warfare -II	-	-	FC	-	45	30		4		
LW3054	Tactics -II	-	-	FC	-	80	15		4		
LW3062	Infantry Operation	CC	CC	CC	CC	25	30				2
	<b>TOTAL- BSc(NMS)</b>					<b>351</b>	<b>120</b>		<b>15</b>	<b>4</b>	<b>4</b>
	<b>TOTAL- BSc(NLM)</b>					<b>446</b>	<b>60</b>		<b>20</b>	<b>4</b>	<b>4</b>
	<b>TOTAL- BSc(NS)</b>					<b>407</b>	<b>120</b>		<b>19</b>	<b>4</b>	<b>4</b>

**Semester-4(21 Weeks/546Hrs)**

CODE	SUBJECT	BSc(NMS)	BSc(NLM)	BSc(NS)	BA (PRO)	Lecture Hours	Practical hours	Assailment/Tutorial	GPA Credits	NGPA Credits	MGPA Credits
GS4103	Tamil	CC	CC	CC	CC	45				3	
NP4113	Naval Administration And Divisional System	CC	CC	CC	CC	45			3		
GS4110	Research Methodology	CC	CC	CC	CC	30			-		
GS4122	Psychology	CC	CC	CC	CC	30				2	
NP 4122	Naval Communication-II	CC	CC	CC	CC	30			2		
NP 4135	Practical(Sea/Land)Training -2	CC	CC	CC	CC	-	360		5		
	<b>TOTAL- BSc(NMS)</b>					<b>180</b>	<b>360</b>		<b>12</b>	<b>5</b>	
	<b>TOTAL- BSc(NLM)-</b>					<b>180</b>	<b>360</b>		<b>12</b>	<b>5</b>	
	<b>TOTAL- BSc(NS)</b>					<b>180</b>	<b>360</b>		<b>12</b>	<b>5</b>	

<b>COURSE DETAILS</b>			
COURSE CODE		LM 3033	
STATUS(COURSE TYPE)		Field Compulsory (BSc-NLM)	
COURSE TITLE		FINANCIAL MANAGEMENT- I	
CREDITS		3 Credits	
TIME DURATION		Theory	Total 52 Hrs
<b>LEARNING OUTCOMES</b>			
<p>At the end of this module trainee will able to</p> <ul style="list-style-type: none"> <li>- Gain general knowledge about the financial management.</li> <li>- Apply the gained knowledge when performing supply officer duties.</li> </ul>			
<b>CONTENTS:</b>			
<b><u>PERIOD</u></b>	<b><u>TOPIC</u></b>		
	<b><u>BOOK KEEPING AND ACCOUNTING</u></b>		
01– 02	Definition and Functions of Account, End users of Accounting Information, Accounting Concepts.		
03-06	The Principles of Double Entry Book Keeping, Record of Transaction in Book of Original Entry.		
07 –11	Journals/ Ledgers, Posting of the Ledgers and Closing of Accounts.		
12–15	Preparation of Trial Balance		
16 –20	Trading Profit Loss Account and Preparation of Balance Sheet.		
21 – 25	Accounts Connect – Discount, Interests, Sundry Debts and Depreciations.		
26–30	Bank Reconciliation Statement		
31 –35	Objective of Auditing of Trade Profit and Loss Account and Balance Sheet		
36 –42	Exercise of Preparation of Final Accounts		
	<b><u>Financial Regulation and Procurement Guideline.</u></b>		
43 –46	Introduction to PGL & Procurement Methods		
47 –52	TEC and Bid Evaluations		
53 –54	Financial Year, Consolidate Account, Planning of Expenditure, Estimate and Programme of Expenditure. (FR 3, 4 & 6), Transfer of Funds (F 66), Supplement Estimates		
55	Cash Imprest		
56	Chief Accounting Officer and Accounting Officer and Their Responsibilities (FR 124, 127), Public Accounts Committee (FR 152)		

57 –58	Authority to Open Bank Account, Deposit of Money, Other Drafts, Issue of Cheque, Fresh Cheque, Posting of Cheque and Signing of Cheques (FR 381, 177, 382 and 383)
59	Employment of Casual Labours (FR 95), Layout of Treasury Functions
<b><u>Naval Pay Office</u></b>	
60	Organization of Naval Pay Office, Preparation of Pay Abstracts
61 – 64	Scale of Pay and Allowance
65	Duties of Paying OfficerCustody of Public Money, Safes and Keys.
66	Pension Regulations
67 -70	Payment of Pension Gratuity
METHODS OF TRAINING AND LEARNING	Lectures, Readings, Listening,
ASSESSMENT CRITERIA	Semester –end examination
	100%
RECOMMENDED READING	Book Keeping & Auditing Docket Government Financial Regulations Pay & Pension Docket Financial Accounting (Fourth Editions), SN Maheshwari & SK Maheshwaran, Vikas publishing house Ltd. Financial Accounting in Sri Lanka, HemaWijewardena, Wijaya publishing, Australia.

<b>COURSE DETAILS</b>	
COURSE CODE	LM 3043
STATUS(COURSE TYPE)	Field Compulsory ( BSc-NLM )

COURSE TITLE	CATERING AND MESS MANAGEMENT –I		
CREDITS	3 Credits		
TIME DURATION	Theory	52 Hrs	Total 52 Hrs
LEARNING OUTCOMES	<p>At the end of this module trainee will able to</p> <ul style="list-style-type: none"> <li>- Gain general knowledge about the Mess Management &amp; Catering Management.</li> <li>- Apply the gained knowledge when performing supply officer duties</li> </ul>		
CONTENTS:			
<b><u>PERIOD</u></b>	<b><u>TOPIC</u></b>		
<b><u>Catering Management</u></b>			
01-02	Food Hygiene. Use and Maintenance of Galley Equipment, Cleaning Gear Required, Cleaning Wood Work, Utensils, Ovens, Use of different types of plant & Machinery.		
03	Galley Discipline, Responsibilities of Staff, Meal Complaints.		
04-06	Principle of Cooking, Method of Cooking, Introduction to Baking, Roasting, Boiling, Grilling, Braising, Dry Deep Frying, Steaming.		
07-10	How to obtain Lightness in soufflés, Puddings and pastries, Common Cooking Faults, Cooking Limits on Rice, vegetables, Meat & Fish, Effects of too much washing or little etc.		
11-14	<b><u>Meats</u></b>  Description of the appearances of good Fresh Meat: Mutton, Pork, Chicken and Kidney, Liver.		
15-16	<b><u>Fish</u></b>  Classes of Fish, Identification of the Fresh Fish, Frozen Fish.		
17-18	Classes of Soup, preparation of Stock Pot		
19-22	<b><u>Vegetable &amp; Fruits.</u></b>  a. Selection b. Classification, Preparation / Serving c. Salads - Preparation and Garnishing.		
23-24	Breakfast items; Bread, Buns, String Hoppers, Rotty, Thosai, Pittu, Rolls Properties of Tea, Brewing and making of Tea & Coffee.		
25-26	Introduction to various types of pastries and Short-Eats		
27-30	Selection and preservation and use of Eggs		
31-32	Field Cooking, Meals for Field Operations		

33-36 Food values and Balanced Diets.

**Mess Management**

37-38 Personal Hygiene.

39-40 Organization of a Wardroom, President, Committee, Members, Purchasing, Mess Subscription and Messing.

41-45 Victualling Systems in the Wardroom, General Messing, Allowances, Recoveries, Order, Receipt and issue of provisions, Contract Details.

46-48 Entertainment – Planning for different types of parties, Décor, table Arrangement, detailing Stewards etc.

49-55 Principals of Menu Marking, Preparation of Items, and Using approved Standard recipes, Correct Method for Presenting Menu Items on a Serving Line.

56 Explained of Various Types of Menu, Terms, Commonly used in Menu.

57-60 Knowledge of Mess Assistants Daily Routine, Cleanliness, Turnout, Rig General Responsibilities for Wines & Stores.

61 Knowledge of Crockery & Cutlery and Glassware

62-63 Serving Food, Serving Wine, Serving Diagrams.

64-70 Mess Dinner Routine, Before Dinner, During Dinner, After Dinner, Preparation for Toast, Passing of Wine, Loyal Toast, Dessert , Smoking & Mess Game

METHODS OF TRAINING AND LEARNING	Lectures, Readings, Listening, Demonstration.	
ASSESSMENT CRITERIA	Semester –end examination	100%
RECOMMENDED READING	Mess management Docket. Catering management Docket. Weder L. Party food, Publication International Ltd. 2007 Jeavons T. Fish & Sea food, Parrajon Publishing, 1 <sup>st</sup> Edition 2007 Lorenz J, Mediterranean food book, Anness publishing Ltd. 1996	

<b>COURSE DETAILS</b>			
COURSE CODE		LM 3054	
STATUS(COURSE TYPE)		Field Compulsory ( BSc-NLM )	
COURSE TITLE		STORE MANAGEMENT- I	
CREDITS		4Credits	
TIME DURATION		Theory	Total 70 Hrs
LEARNING OUTCOMES			
<p>At the end of this module trainee will able to  Gain general knowledge about the stores Management.  Apply the gained knowledge when performing supply officer duties</p>			
<b>CONTENTS:</b>			
<b><u>PERIOD</u></b>	<b><u>TOPIC</u></b>		
<b><u>Naval Stores</u></b>			
01-02	Organization and Administration		
03-05	Definitions of Terms		
06	Categories of Naval Stores		
07	Storing Yards		
08	Store keeping system of ships/craft and Establishment		
09-10	Allocation and Control of funds		
11-20	Demanding procedure – Internal and External		
21-25	Indication of Stores Requirements		
26-30	Procurement of Naval stores items		
31	Transfers/ Conversions		
32	Inventory Management Concepts		
33-36	Storerooms, Stowage, Preservation and Packing		
37-40	Survey and Disposal of Stores		
41-45	Stores Lost, Damage or Found		
46	Stock Taking – Ships and Establishment		
47-50	De-storing		

**Victualing**

51-55	NHQ Victualling and Clothing Organization Messing system, Ration Money and Victualling Allowance, receipt and issues of victuals
56	Duties and responsibilities of supply officer and stores staff
57	Stock levels, custody & issue of ration
58	Source of supply of Establishment, Ships & Craft not served by contractors
59-62	Tenders & contracts, Defaulting and purchase from cash imprest
63-64	Books & forms used in victualling stores, Accounting procedures and Use of ready reckoner.

**Clothing**

65	Source of supply, procurement tenders and contract
66-68	Classification of uniform items according to uniform regulation
69	Issues of kit items
70	Books and forms used and accounting in kit stores with automated system

**ILMS**

71 –77	Introductions of ILMS What is net work (LAN & WAN) Advantages of EPR system (ILMS)
78–84	System generated documentations System generated report Authorizations of demand
85 –90	Importance of the updating pass ward and security of data Importance of maintain of updated ILMS stocks
91 –93	Stocks verifications with ILMS stocks and physical Stocks including manual ledger when stock taking
94 – 100	Prevention of unauthorized usage of net (down loading of films, Video games and reading news papers on web etc)
101–110	Practical

METHODS OF TRAINING AND LEARNING		Lectures, Readings, Listening,	
ASSESSMENT CRITERIA		Semester –end examination	100%
RECOMMENDED READING		Government Financial Regulations Pay & Pension Docket Budget docket Government Financial Regulations International Purchasing	