

Course Name: Port Logistics**ABOUT THE COURSE**

TOTAL DURATION:	45HRS
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

TABLE 1	
OVERALL COURSE OBJECTIVE:	The individual is responsible for performing all tactical procurement functions, inventory analysis, transportation management and essential tasks for transportation of ODC.
LEARNING OUTCOME:	<ul style="list-style-type: none">• Describe the basic structure and function of supply chain• Implement various activities in procurement• Analyse the inventory Management• forecasting inventories

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL. NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATI ON (HRS)
1	Introduction to Supply Chain Executive	Introduction	<ul style="list-style-type: none">• Identify various activities in plant operations• Perform your job role as a supply chain executive• Prepare important documents related to in plant operations	5 hrs

2	Procurement Activities	Conduct Day to day procurement activities	<ul style="list-style-type: none"> ● Estimate demand needs by coordinating with the production/product departments ● Identify the quantity of goods to be procured by running MRP using ERP software ● Calculate the amount to be purchased based on lead time and priority ● Select the right supplier from the existing pool of suppliers ● Perform the essential steps after contacting supplier ● Plan for emergency material requirement ● Prepare purchase order with all necessary details ● Check order quantity, packaging and other parameters against PO ● Prepare goods receipt note as per SOP ● Prepare material return note (MRN) as per SOP 	5 hrs
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			<ul style="list-style-type: none"> • Operate ERP for processing GRN and MRN • Perform invoice processing as per SOP. • Comply with GST, packaging, dangerous goods etc compliance norms 	
3	Inventory Analysis	Perform Inventory Analysis	<ul style="list-style-type: none"> • Prepare MIS reports based on inventory data fed into the ERP system • Record inventory information with details on item code, unit name, purchase price, tracking code etc. • Examine inventory data for discrepancies and rectify issues • Demonstrate ABC, VED and FSN analysis • Decide on the optimum amount of inventory to be held by using ABC analysis, VED analysis, FSN analysis etc • Select the appropriate forecasting method based on business needs and suitability 	5 hrs

			<ul style="list-style-type: none"> • Perform inventory forecasting as per SOP. • Identify forecast variance and it's cause 	
4	Data Analysis	Perform in Plant warehouse data entry and analysis using ERP	<ul style="list-style-type: none"> • Demonstrate the process of issuing material request for line usage in ERP Operate ERP for various data entry on loading-unloading, line feeding, delays, escalations, priorities etc • Prepare reports such as variance analysis, line stops, rejection data report, daily report etc. • Prepare daily and periodic reports for review by management • Report deviation as per escalation matrix • Manage relations with suppliers and transport companies 	5 hrs
5	Vendor Development	Vendor development	<ul style="list-style-type: none"> • List the steps involved in understanding specific product requirement • Identify new suppliers from online marketplace, trade fairs, catalogs etc • Set up the criteria's for basic evaluation 	5 hrs

			<p>of suppliers such as product offerings, capacity etc.</p> <ul style="list-style-type: none"> • Write RFP as per SOP and company's needs and suppliers specifications • Provide clarifications to queries raised by suppliers • Perform technical evaluation of proposals from suppliers • Evaluate the shortlisted proposals on technical and financial parameters as per SOP and company guidelines • Provide required support during price negotiations and final selection of suppliers • Prepare the final contract document. • Record all necessary vendor related information in ERP, cross check and update periodically 	
6	Vendor Management	Vendor management	<ul style="list-style-type: none"> • Establish vendor performance KPI's such as delivery times, quality, service performance etc • Establish vendor field evaluation 	5 hrs

			<p>KPI's such as quality management, manpower deployed process parameters etc.</p> <ul style="list-style-type: none">● Assess KPI's periodically to ensure it complies with company's objectives, market trends, competitor performance etc● Perform vendor performance data analysis by using manual methods or ERP data analysis● Demonstrate the process of vendor evaluation at field as per SOP● Demonstrate the process of vendor evaluation at field as per SOP● Establish the vendor comparison matrix in alignment with company's goal and objectives.● Communicate important information to all stakeholders effectively	
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7	ODC Transportation	Perform essential tasks for transportation of ODC	<ul style="list-style-type: none"> ● Performing transportation requirement analysis as per SOP ● Perform the necessary steps in route surveying ● Perform transport planning and budgeting ● Arrange all necessary permits and documents for ODC transport ● Instruct and supervise ODC drivers and trailer operators. 	5 hrs
8	EXIM documentation	Prepare documentation for export and import processing including EDI filling	<ul style="list-style-type: none"> ● Analyse the cargo quantity, value, packing, labelling, weight, size etc to prepare the EXIM documentation checklist ● Evaluate the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness ● Perform customs bond execution for 	5 hrs

			<p>duty exempted items</p> <ul style="list-style-type: none">● Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc.● Inspect accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / Cost, Insurance and Freight (CIF) value, etc.● Prepare declaration of goods with necessary support documentation● Prepare documentation for pilferage, damage etc.● Perform customs clearance involving customs brokers● Process documentation in "Indian Customs Electronic Commerce/ ICEGATE" web portal● Perform payment processing for customs clearance.● Track documents in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government	
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			Agencies (PGAs) etc.	
9	Customs clearance office activities	Perform customs clearance office activities	<ul style="list-style-type: none"> ● Track shipments in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances ● Prepare necessary documents for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs ● Provide necessary documentation support to EXIM executives ● Provide appropriate answers to queries raised by customs ● Prepare necessary documentation in portals to track cargo movement ● Prepare invoices to process payment 	5 hrs
10	Guidelines on integrity and ethics	Maintain and monitor integrity and ethics in operations	<ul style="list-style-type: none"> ● Practice the principles of integrity and ethics ● Follow the various regulatory requirements related to logistics industry ● Perform data and information security practices ● Identify corrupt practices ● Comply to regulatory requirements ● Practice code of conduct and etiquettes 	5 hrs

			<ul style="list-style-type: none"> • Document all integrity and ethics violations. • Report deviation as per the escalation matrix 	
11	Compliance to health, safety and security norms	Follow and monitor health, safety, and security procedures	<ul style="list-style-type: none"> • Follow health, safety and security procedures in warehouse • Implement 5S at workplace • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods • Implement standard protocol in case of emergency situations, accidents, and breach of safety • Prepare report on health, safety and security violations. • Report deviation as per the escalation matrix 	

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES		
LEARNING OUTCOME	ASSESSMENT CRITERIA	USECASES
<ul style="list-style-type: none"> • Describe the basic structure 	LSC has ensured to have a valid, consistent and fair	Case Study 1: Global Trade Dynamics and

<p>and function of supply chain</p> <ul style="list-style-type: none"> • Perform the various activities in procurement • Perform inventory analysis • Perform inventory forecasting 	<p>show of assessments by having an assessment policy and process in place and LSC has also set the minimum qualification and experience criteria.</p> <p><u>Assessment policy of LSC</u></p> <ol style="list-style-type: none"> 1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs. 2) Qualification and experience have to be set for the assessors. 3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC. 4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments. 5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC. 6) Reporting of MIS by the assessment body to LSC has to be within the agreed time lines. 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC 9) Assessment tools should be designed to test both practical skills and theoretical knowledge. 10) Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training. 11) Expected standards of performance for each 	<p>Port Logistics. How do geopolitical changes impact port operations and what strategies can ports adopt to navigate these changes?</p> <p>Case Study 2: Intermodal Connectivity Enhancement How can Port A improve intermodal connectivity for seamless cargo transfer?</p>
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	<p>competency should be clearly defined and Student's performance assessed against these standards.</p> <p>12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple-choice questions, yes/no or True / False types based on blue print.</p> <p>13) Questions framed as per blueprint and without ambiguity by SMEs.</p> <p>14) All assessments should be scored carefully and a log of all scores for every candidate Maintained.</p> <p>15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party</p>	
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Table 4 - Final Projects	
1	Logistics Process Flowchart: Task students with creating a process flowchart illustrating the key steps involved in port logistics within the supply chain. This flowchart should highlight the sequence of activities and interactions in the logistics process.
2	Port Infrastructure Documentation: Assign students to compile detailed documentation on various port infrastructures, such as terminals, berths, and warehouses. This documentation should cover their functionalities, capacities, and management.
3	Intermodal Transportation Guidebook: Task students with developing a guidebook that explains the intricacies of intermodal transportation in port logistics. This guidebook should cover various transportation modes, their integration, and benefits.
4	Risk Management Protocols Manual: Students can collaborate to create a manual detailing risk management protocol for port operations. This manual should include risk assessment procedures, contingency plans, and security measures.

5	Innovative Technology Showcase: Have students present an innovative technology or solution applicable to port logistics integration. They should create a documentation package detailing its features, benefits, and potential impact on the industry.
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TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)				
ASSESSMENT CRITERIA	DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE			TOTAL MARKS
	FAIR	GOOD	EXCELLENT	
THEORY	>10	>15	>20	20
PRACTICAL	>25	>30	>35	40
VIVA	>5	>10	>15	15