

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: I

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB01FBVE01	Business organization & Management-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVE02	Micro Economics-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVE03	Business Law-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVE04	Business Communication-I	T	3	3	5	30/12	70/28	100/40
Core Courses	UB01CBVE01	Export & Import Management-I	T	5	3	3	30/12	70/28	100/40
	UB01CBVE02	Marketing Management	T	5	3	5	30/12	70/28	100/40
	UB01CBVE03	Information Technology	T	5	3	5	30/12	70/28	100/40
	UB01CBVE04	P C Software -I	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01FBVE01	Total Credit : 3
Title of Paper : Business organization & Management-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Business <ul style="list-style-type: none"> • Concept of business • Characteristics of business • Classification of business activities • Interrelation ship between industry ,commerce, trade, • Functions of business 	25%
2	Forms of business organization <ul style="list-style-type: none"> • Sole proprietorship: Concept, characteristics, merits and demerits • Partnership : Concept, characteristics, Types, advantages and disadvantages • Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages • Cooperative society: Concept, characteristics, distinction between cooperative and company, 	25%
3	Management <ul style="list-style-type: none"> • Meaning, nature, purpose, functions ,managerial process • Planning: Nature & purpose, objectives, strategies, polices and planning premises • Organizing: Nature & Purpose of organization, • Types of Organization :Line & Functional Organization 	25%
4	Directing & Controlling <ul style="list-style-type: none"> • Directing : Meaning, characteristics & purpose • Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory • Leadership: Meaning &Nature, Leadership styles • Controlling: Meaning characteristics, importance & process 	25%

Reference books

- 1) Business Organisation & Management — by R.K. Sharma
- 2) Business Organisation & Management — by C.B. Gupta
- 3) Principles of Business Organisation — by Y.K. Bhushan
- 4) Essentials of Management — by Koontz & O'Donald
- 5) Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01FBVE02	Total Credit : 3
Title of Paper : Micro Economics-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Economics <ul style="list-style-type: none"> • Definitions of Economics (Adam Smith, Marshall, L. Robins) • Nature and Scope of Economics, Importance of Economics • Basic concepts of economics: Goods, Utility, Price and Value, Wealth & Welfare, Equilibrium, Factors of Production , • Micro and Macro economics: Meaning, Definition, Differences 	25%
2	Demand And Supply Analysis <ul style="list-style-type: none"> • Meaning of demand, determinants of demand, law of demand, change in demand & Quantity demand • Meaning of supply, determinants of supply, the law of supply, change in supply, equilibrium price & Changes in equilibrium Price 	25%
3	Elasticity of Demand <ul style="list-style-type: none"> • Introduction; Price Elasticity of Demand, Cross Elasticity of Demand , Income Elasticity of Demand • Factor Affecting price Elasticity of Demand • Importance of the Price Elasticity 	25%
4	Consumer Behavior <ul style="list-style-type: none"> • Law of diminishing Marginal utility • Law of Equi- Marginal utility • Indifference Curve Analysis • Revealed Preference Theory 	25%

Reference books

1. Advanced Economic Theory – H.L. Ahuja
2. Economic Theory – Stonier Hague
3. Microeconomics – M.L. Jhingan
4. Micro Economic Theory – Mishra and Puri

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01FBVE04	Total Credit : 3
Title of Paper : Business Law-I	

Unit	Description in Detail	Weighting (%)
1	Contract Act-1872 <ul style="list-style-type: none"> • Nature and classification of contract • General provision relating to <ol style="list-style-type: none"> a) Offer and Acceptance b) Consideration c) Capacity of parties d) Free Consent 	25%
2	Indian Contract Act -1872 <ul style="list-style-type: none"> • Legality of Object • Void Agreement • Contingent Contract • Performance of Contract 	25%
3	Indian Contract Act 1872 <ul style="list-style-type: none"> • Discharges of Contract • Remedies • Quasi Contract 	25%
4	Specific Contracts <ul style="list-style-type: none"> • Indemnity and Guarantee • Bailment & Pledge • Agency 	25%

Reference books:

- 1) Elements of Mercantile Law – N D Kapoor
- 2) The Law Of Contracts, Cheshire & Fifoot , An
- 3) Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
- 4) Law Of Contract - I Dr. Y. S. Sharma,
- 5) Indian Contract Act Mulla

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01FBVE03	Total Credit : 3
Title of Paper : Business Communication-I	

Unit	Description in Detail	Weighting (%)
1	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication • Importance of effective communication in business 	25%
2	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ul style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers &subordinates) • Etiquettes with stakeholders (external-Suppliers & customers) 	25%
3	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%
4	Business Correspondence <ul style="list-style-type: none"> • Forms & Layout of business Letter • Letters of Enquiry , Complaints Reply and adjustments • Sales Promotions letters 	25%

Reference books:

- 1) Essentials of business communication –Rajendra pal & JS Korlahalli
- 2) Developing Communication skills –Krishan mohan & Meera Benerji
- 3) Effective Business Communication – Asha Kaul
- 4) Communication Skills – Sanjay Kumar & Pushp Lata

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01CBVE01	Total Credit : 5
Title of Paper : Export & Import Management-I	

Unit	Description in Detail	Weighting (%)
1	Introduction: Global trade and its growth, India's relative position in the world trade over a period time. Analysis of India's Foreign trade since 1950- Commodity, composition, direction Changes. Balance of Trade, Balance of Payment	25%
2	Foreign Trade Policy Indian Foreign Trade Policy :Objectives and essential features, changes in EXIM policies, Export promotion measures	25%
3	Exchange Control Exchange rate policy in India. Foreign Collaboration, Joint Venture & Exports. Globalization and emerging Foreign Trade Scenario.	25%
4	Foreign trade & Current Scenario: Developing Countries its get cover under globalization and its impact on India's Foreign trade.	25%

Reference books:

- 1) Foreign Exchange Hard Book By H. P. Bhandari
- 2) Annual Report (recent years)Ministry of Commerce, Government
- 3) India balance of Payment, RBI Bombay
- 4) Economics Survey Ministry of Finance Government of India

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01CBVE02	Total Credit : 5
Title of Paper : Marketing Management	

Unit	Description in Detail	Weighting (%)
1	Introduction : Meaning Definition, Core – Concept Philosophies or Orientation of Marketing management, Scope, Importance, Process Selling & Marketing Mix	25%
2	Product& Pricing : Product: Concept Product Mix, Product Life Cycle , New Product Development Pricing : Objectives , Strategies & Policies	25%
3	Distribution & Promotion : Distribution : Types and Factors Affecting Promotion : Promotion Tool : Advertising, Sales Promotion , Personal Selling , Publicity, Direct Marketing	25%
4	Consumer Behavior & Market Segmentation : Consumer Behavior : Factors Affecting Consumer behavior and Process Market Segmentation : Factors Affecting Marketing Segmentation	25%

Reference books:

- 1) **Marketing management by Philip Kotler**
- 2) **Fundamentals of Marketing by Stanton, Etzel & Walker**
- 3) **E-Commerce by S. Jaiswal**
- 4) **Case studies in Marketing by Dr Srinivasan**

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01CBVE03	Total Credit : 5
Title of Paper : Information Technology	

Unit	Description in Detail	Weighting (%)
1	Management Information System : What is MIS, Importance of MIS, Evaluation of MIS, Computers and MIS,	25%
2	Introduction to E-commerce : Meaning and concept – E- commerce v/s Traditional Commerce E-Business & E- Commerce- History of E-commerce benefits of E-commerce	25%
3	Business models of E- Commerce: Business to Business Business to customers customers to customers business to government business to employee	25%
4	Electronic Payment system: Introduction- Online payment systems prepaid and postpaid payment systems e-cash, e-cheque, Smart Card, Credit Card, Debit Card,	25%

Reference books:

- 1) **Management Information System- Terry Lucey, 9th edition**
- 2) **E-Commerce, Business Technology, society, by Kenneth Laudon, Carol traver, Pearson**

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Paper Code : UB01CBVE04	Total Credit : 3
Title of Paper : P C Software -I	

Unit	Description in Detail	Weighting (%)
1	<p>Word Processing Tool</p> <p>Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating, Editing, Formatting of Documents, File, Edit View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities</p>	25%
2	<p>Spreadsheet Tool</p> <p>Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, In-Built Functions- Math & Trig Functions: SUMO, PRODUCT(), ABSO, FACT(), INTO(), SUMI(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), CHAR(), CODE(), SUBSTITUE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT(), IF()</p>	25%
3	<p>Advance Spreadsheet Facilities & Presentation Tool</p> <p>Macro Facility, Graph-Plotting facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart facility. Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides</p>	25%
4	Project work using unit I II and III	25%

Reference books:

1. PC S/W For Windows 98 Made Simple – R K Taxali
2. Master of Power Point 2000- Katherine Murray (BPP Publication)
3. Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: II

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB02FBVE01	Business organization & Management-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVE02	Micro Economics-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVE03	Business Law-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVE04	Business Communication-II	T	5	3	5	30/12	70/28	100/40
Core Courses	UB02CBVE01	Export & Import Management-II	T	3	3	3	30/12	70/28	100/40
	UB02CBVE02	Basics of Export Import	T	5	3	5	30/12	70/28	100/40
	UB02CBVE03	International Marketing	T	5	3	5	30/12	70/28	100/40
	UB02CBVE04	Computer Application in Business-II	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02FBVE01	Total Credit : 3
Title of Paper : Business organization & Management-II	

Unit	Description in Detail	Weighting (%)
1	Decision making <ul style="list-style-type: none"> • Introduction , • Definition ,characteristics, • Elements ,process, principles of decision making, • characteristics of good & effective decision, • Administrative problems in decision making, • types of decisions 	25%
2	Staffing <ul style="list-style-type: none"> • Introduction, definitions • Recruitment: meaning, sources of recruitment. • Selection : meaning, need, importance, stages of selection procedure • Training: meaning, needs, importance & types • Development : Meaning, importance &Methods /Techniques of development 	25%
3	Coordination <ul style="list-style-type: none"> • concept • characteristics • Need and importance • Principles or essential of effective coordination • Techniques of coordination • Types of coordination • Problems in coordination 	25%
4	Social Responsibility & Business Ethics <ul style="list-style-type: none"> • Introduction, meaning & definitions • Factors responsible for realization of SR • SR of business towards different groups • Business ethics: concept, • Ethics and Business ethics • Needs of Business ethics • Principles of Business ethics • Factors affecting business ethics, • Benefits of business ethics 	25%

Reference books:

1. Business Organisation & Management — by R.K. Sharma
2. Principles of Business Organisation — by Y.K. Bhushan
3. Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02FBVE02	Total Credit : 3
Title of Paper : Micro Economics-II	

Unit	Description in Detail	Weighting (%)
1	<p>Cost And Revenue Analysis</p> <ul style="list-style-type: none"> • Accounting cost & economic cost, opportunity cost, fixed cost and variable cost, total cost, average cost, average fixed cost, average variable cost, marginal cost and inter relationships. • long run average cost curve • Revenue curves 	25%
2	<p>Production Function</p> <ul style="list-style-type: none"> • Production and Production function -Firm., • Law of variable proportion • Iso-costs -properties of iso -quants • The principle of Marginal Rate of Technical substitutions • Producer's Equilibrium, Least cost input combination • Return to scale 	25%
3	<p>Theories of Distribution</p> <ul style="list-style-type: none"> • Introduction ; Meaning, Types, • Concept of factor Productivity and cost • Marginal Productivity Theory of Distribution • Theory of Rent ,Wages & Profit 	25%
4	<p>Pricing Under Different Market Conditions:</p> <ul style="list-style-type: none"> • Perfect Competition • Monopoly • Monopolistic competition, • Oligopoly 	25%

Reference books:

- 1 Advanced Economic Theory – H.L. Ahuja
- 2 Economic Theory – Stonier Hague
- 3 Microeconomics – M.L. Jhingan
- 4 Micro Economic Theory – Mishra and Puri

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02FBVE03	Total Credit : 3
Title of Paper : Business Law-II	

Unit	Description in Detail	Weighting (%)
1	Sale of Goods Act <ul style="list-style-type: none"> • Nature of contract of sale • Conditions and Warranties • Transfer of property in goods • Performance of contract of sale • unpaid services 	25%
2	Negotiable Instruments Acts <ul style="list-style-type: none"> • Definitions and characteristics of Negotiable Instruments • Types of Negotiable Instruments • Features and difference: Promissory notes, bills of exchange, cheques 	25%
3	Negotiable Instruments Acts <ul style="list-style-type: none"> • Crossing of cheques • Types of Crossing • Negotiation • Dishonored 	25%
4	Consumer Protection Act <ul style="list-style-type: none"> • Salient features and objectives of Act • Definition, Consumer, Complain, Complainants, • Grievances Redressal Machinery 	25%

Reference books:

1. Elements of Mercantile Law – N D Kapoor
2. The Law Of Contracts, Cheshire & Fifoot , An
3. Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
4. Law Of Contract - I Dr. Y. S. Sharma,
5. Indian Contract Act Mulla

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Insurance & Financial Markets
Semester: II

Paper Code: UB02CBVE04	Total Credit:
Title Of Paper: Business Communication II	

Unit	Description in detail	Weighting (%)
I	Fundamental of Communication <ul style="list-style-type: none"> ➤ Meaning, Importance & Objectives ➤ Principles of communication ➤ Techniques of effective communication ➤ Barriers of effective communication 	25%
II	Types of Communication & Communication skills <ul style="list-style-type: none"> ➤ Written - Oral - Face-to-face - Silence - Merits and limitations of each type ➤ Cross cultural dimensions of business communication technology and communication ➤ Ethical & legal issues in Business communication 	25%
III	Business Letters <ul style="list-style-type: none"> ➤ Need and functions of business letters ➤ Planning & layout of business letter ➤ Kinds of business letters - Essentials of effective correspondence 	25%
IV	Oral Communication <ul style="list-style-type: none"> ➤ Meaning, nature and scope ➤ Principles of effective oral communication ➤ Techniques of effective speech ➤ Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). 	25%

Basic Text & Reference Books:-

- Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
- Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep &
- Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02CBVE01	Total Credit : 3
Title of Paper :Export & Import Management-II	

Unit	Description in Detail	Weighting (%)
1	Introduction to Indian Economy: Alternative Development Strategies Trends in National Income Growth and Structure since 1991 New Industrial Policy 1991 Recent changes in Trade Policy.	25%
2	Planning and Economic development: Redefining the role of the state- human capital formation in India- problem of foreign Aid- Economic reforms and reduction of poverty- measures to remove regional disparities	25%
3	Indian Industries : growth of Indian Industries from 1991 present Position of Industries (Selected industries to be decided at the starting of the semester)	25%
4	Foreign Trade : Trends of Exports and Imports of India Composition of India's Foreign Trade Direction of India's Foreign Trade Growth and Structure of India's Foreign Trade	25%

Reference books:

1. India's Economic Development since 1947 3rd Ed. Editor : Uma Kapila
2. Handbook of Import-Export Procedures – Ministry of Commerce, -, Government of India, New Delhi
3. Export: What, Where and How, Paras Ram, Anupam Publishers, Delhi
4. Exports – Do it Yourself, Mahajan M.I., Snow White Publications, New Delhi
5. Import – Do it Yourself, M. I. Mahajan, Snow White Publications, New Delhi

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02CBVE02	Total Credit : 5
Title of Paper : Basics of Export Import	

Unit	Description in Detail	Weighting (%)
1	Procedure Registration of Firms PAN No. IE No. EPC, Central Excise Etc.	25%
2	Export & Exporters : Category of Exports: Direct , Indirect Third Party Category of Exporters; Manufacturer and Merchant Exporters	25%
3	Benefits Duty Drawback Advance Authorization Scheme Duty Free Import Authorization Export Promotion Capital Goods	25%
4	Import Procurement Planning Identification Selection of Suppliers Terms of Payment	25%

Reference books:

- 1) Handbook of Procedures Volume I-II-III SION-DEPT Schedule.
- 2) Export Import procedure and documentation, Kushpat Jain, Oscar Publications Delhi
- 3) Export-Import and Logistics Management, Usha Kiran Rai, PHI Learning Pvt. Ltd

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02CBVE03	Total Credit : 5
Title of Paper : International Marketing	

Unit	Description in Detail	Weighting (%)
1	Introduction to International Marketing: concept, Scope challenges opportunities Domestics Vs Global Marketing	25%
2	International Marketing Environment: Overview, Economic environment, political environment, Legal and statutory framework, Socio-cultural Environment Need for environment analysis, Cultural variability	25%
3	International Marketing strategy decision: International marketing research, practices and challenges Need, Definition, Scope decision support System	25%
4	Managing the International Marketing Mix: International Product and Price Strategy- Products and services- standardization Vs adoption, global localization, Global branding and country of origin, product services and culture protecting brand name, International product mix	25%

Reference books:

- 1) Michael R. Czinkota, Illka A. Ronkainen, International Marketing, South- western college

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Paper Code : UB02CBVE04	Total Credit : 5
Title of Paper : Computer applications in Business -II	

Unit	Description in Detail	Weighting (%)
1	Introduction to HTML What is HTML? HTML Documents Basic structure of an HTML document Creating an HTML document Mark up Tags Heading-Paragraph Line Breaks HTML Tags.	25%
2	Elements of HTML Introduction to elements of HTML Working with Text Working with Lists, Tables and Frames Working with Hyperlinks, Images and Multimedia Working with Forms and controls	25%
3	Introduction to Web Publishing or Hosting Creating the Web Site Saving the site Working on the web site Creating web site structure Creating Titles for web pages Themes-Publishing web sites.	25%
4	Project work using unit I II and III	25%

Reference books:

1. Ivan Bayross, "Web enabled Commercial Application Development using HTML, DHTML, Java script, perl CGI" BPB 2004
2. Douglas E Comer: The Internet, PHI, Second Edition May 2000
3. Xavier C: World Wide Web Design with HTML, Tata Mcgraw hill publication 2000

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: III

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB03FBVE01	Human Resource Management-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVE02	Environmental studies-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVE03	Soft skills for business	T	3	3	3	30/12	70/28	100/40
	UB03FBVE04	Banking Laws & Practice	T	3	3	5	30/12	70/28	100/40
Core Courses	UB03CBVE01	Export & Import Management-III	T	5	3	3	30/12	70/28	100/40
	UB03CBVE02	Risk management in Export Import	T	5	3	5	30/12	70/28	100/40
	UB03CBVE03	Export Import promotional schemes in India	T	5	3	5	30/12	70/28	100/40
	UB03CBVE04	Tally 9.2	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVBE01		Total Credit:3
Title of Paper: Human Resource Management- I		
Unit	Description in detail	Weighting (%)
1	<p><u>Nature & Scope of Human Resource Management</u> Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management</p>	25%
2	<p><u>Human Resource Planning & Job design</u> Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning ❖ <u>Job Design:</u> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design</p>	25%
3	<p><u>Career Planning and Development</u> Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning</p>	25%
4	<p><u>Human Resource Development</u> Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma</p>	25%

Basic Text & Reference Books:

1. K. Aswathappa, "Human Resource Management – Text & Cases", Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, "Organisational Behaviour", Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, "Personnel and Human Resource Management – Text and Cases", Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, "Human Resource Management- Text and Cases", Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, "Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, " Human Resource Management", Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVBE02		Total Credit: 3
Title Of Paper: Environment Studies–I		
Unit	Description in detail	Weighting
1	Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	25 %
2	Natural Resources and Associated Problems Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	25 %
3	Ecosystems Concept, Structure, Function. Types, Characteristics, Threats of following ecosystems Forest, Grassland, Desert and Aquatic Ecosystems Role of Individuals in sustaining the above types of Ecosystems	25 %
4	Biodiversity Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	25 %

Basic Text & Reference Books:

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVBE03	Total Credit:3
Title Of Paper: Soft Skills for Business	

Unit	Description in detail	Weighting
I	Elements of communication Meaning, importance, objectives of communication Process of communication, Types, Nonverbal communication-Body language, gestures, postures, Facial expression, Dress code. The cross cultural Dimensions of business communication Listening & speaking. Eliciting Response, Business and social etiquette	25%
II	Public speaking Importance, principles of effective speaking & presentations Speech for introduction of a speaker Speech for vote of thanks Occasional speech Use of technology	25%
III	Interview Techniques Importance Art of conducting and giving interviews Placement interviews Discipline interview	25%
IV	Meeting Importance Participating and conducting group discussions Brain storming, e-meeting Preparing Agenda and minutes of the meeting	25%
	Skill development Draft your bio data Prepare your career plan	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

Note: Latest Edition of Text books may be used

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03FBVBE04	Total Credit:3
Title Of Paper: Banking laws and practices III	

Unit	Description in detail	Weighting (%)
I	Overview of banking Regulatory Framework Provision of RBI act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act,2002 Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance	25%
II	Legal Aspects of banking Operations Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities Valuation of securities, special features of Recovery of Debts Due to banks and financial institutions Act,2013	25%
III	Banker- Customer Relations The legal relationship between banker and customer Unincorporated bodies Financial advice, letters of introduction and other services Rendered by banks Special features of the relationship between banker and customer The mutual rights and duties, Power to combine Different accounts	25%
IV	Electronic banking & IT in Banks Introduction, IT applications in banking , computer based information systems for banking Electronic fund management, Electronic commerce and banking Customer relationship management	25%

Basic Text & Reference Books

- Kuchhal,M C and vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVBE01	Total Credit:5
Title Of Paper: Export & import management-III	

Unit	Description in detail	Weighting (%)
Unit: 1	International Trade: Reasons, Features, Benefits, Advantages. Registration Formalities, Types of Exporters – Manufacturer/Merchant Exporter. Methods of entry into foreign market.	25%
Unit: 2	Documentation: A.D.S. – Commercial and Regulatory Documents viz L/C, B/L, Shipping Bill, Invoice, Pricing Factors, Objectives, Strategies. Payment Terms – L/C, D/A, D/P. Sale Terms – FOB, CIF, C&F. Financing – Pre-Shipment and Post-Shipment. Insurance-Marine, Credit, Exchange Rate. Calculation of FOB, CIF and C&F Prices.	25%
Unit: 3	F.T.P.(Latest): Highlights. Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK, Institutional Frame Work – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA.	25%
Unit: 4	Processing of an Export Order: Quality Control, Pre-Shipment Inspection, INCOTERMS. Realizing Payment of Export Proceeds, Negotiation of Documents – CHA, SEZ, EOU, Deemed Exports.	25%

Basic Text & Reference Books:

- ❖ Government of India: Export - Import Policy
- ❖ Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House
- ❖ T.A.S. Balagopal. Export Management. Himalaya Publishing House
- ❖ Dr. Francis Cherunilam. International Marketing (Text and Cases). Himalaya Publishing House
- ❖ Paras Ram. Export-What, Where and How. Anupam Publishers.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVBE02	Total Credit: 5
Title Of Paper: Risk management in Import & export	

Unit	Description in detail	Weighting (%)
1	Risk Management Meaning of Risk Management; its Principle; Process; Identification; Assessment; Potential Risk Treatment; Risk Avoidance; Risk Reduction; Risk Retention; Risk Transfer; Creating a Risk Management Plan.	25 %
2	Business Continuity Implementation; Review and Evaluation of the Plan; Area of Risk Management; Enterprise Risk Management; Risk Management and Business Continuity; Opportunity or Challenges.	25 %
3	Export Promotion Organization Export Promotion Organization; its Objectives; Importance of Institutional Infrastructure; Govt. Policy Making and Consultations; Indian Trade Promotion Organization (ITPO);	25 %
4	Export Import Policy of India Export Import Policy of India; its Meaning; General Objectives; Highlight and Implication of Export-Import Policy and Export-Import Policy. Current policy.	25 %

Basic Text & Reference Books:

- ❖ Government of India: Export - Import Policy
- ❖ Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House
- ❖ T.A.S. Balagopal. Export Management. Himalaya Publishing House
- ❖ Dr. Francis Cherunilam. International Marketing (Text and Cases). Himalaya Publishing House
- ❖ Paras Ram. Export-What, Where and How. Anupam Publishers.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVBE03	Total Credit: 5
Title of Paper: Export import promotional schemes in India	

Unit	Description in Detail	Weighting (%)
1	Pre-Requisites for successful exporting: Starting an export business, choosing an appropriate business organization and product lines, selecting prospective markets and locating prospective buyers, export order processing.	25%
2	Registration of exporters Registration of exporters, export of samples, obtaining an export import license, quality control and pre shipment inspection of export consignment,	25%
3	Procedure of Rebate Procedure of Rebate on excise duty on exported goods, various types of export documents and their preparations, procedure of custom clearance of export.	25%
4	Availing concessions and facilities Availing concessions and facilities under various export promotion schemes, facilities for export/trading houses and deemed exporters.	25%

Basic Text & Reference Books

- ❖ **Govt. of india: export and import policy and procedures**

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2016

Paper Code: UB03CBVBE04	Total Credit: 3
Title of Paper: Basic Tally 9.2	

	Description in detail	Weightage (%)
1	Basic of Accounting: What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	25 %
2	Steps for working in the Tally: Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	25 %
3	Inventory Management: Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	25 %
4	Practical Training and Assignments	25%

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani “Implementing Tally 9”BPB Publication, latest edition.

Practical’s Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: IV

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB04FBVE01	Human Resource Management-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVE02	Environmental studies-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVE03	Public relations and corporate communication	T	3	3	3	30/12	70/28	100/40
	UB04FBVE04	Insurance Laws & Practice	T	5	3	5	30/12	70/28	100/40
Core Courses	UB04CBVE01	Export & Import Management-IV	T	3	3	3	30/12	70/28	100/40
	UB04CBVE02	Organizing Export-Import	T	5	3	5	30/12	70/28	100/40
	UB04CBVE03	Packing & Shipping documentation	T	5	3	5	30/12	70/28	100/40
	UB04CBVE04	Operations Management	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVE01	Total Credit: 3
Title of Paper: Human Resource Management- II	

Unit	Description in detail	Weighting (%)
1	<p><u>Managing Performance and Compensation</u></p> <p><u>Performance Appraisal:</u> Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal- a) MBO b) BARS a) Checklist b) Paired Comparison Limitations of Performance Appraisal</p> <p><u>Compensation:</u> Concept of Compensation Types of Compensation Factors affecting Compensation</p>	25%
2	<p><u>Maintaining and Retaining Human Resources</u></p> <p><u>Promotion:</u> Concept & Basis for Promotion Promotion Policy</p> <p><u>Transfer:</u> Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy</p>	25%
3	<p><u>Integrating Human Resources</u></p> <p><u>Industrial Relations:</u> Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations</p> <p><u>Industrial Disputes:</u> Meaning & Definition of Industrial Disputes Causes of Industrial Disputes Prevention of Industrial Disputes</p>	25%
4	<u>Occupational Health and Safety</u>	25%

	Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	
--	---	--

Basic Text & Reference Books:

1. K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV

Paper Code: UB04FBVE02	Total Credit:3
Title Of Paper: ENVIRONMENTAL STUDIES II	

Unit	Description in detail	Weighting (%)
I	Environmental Pollution Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought	25%
II	Social Issues and the Environment Urban problems related to energy Water conservation, rain water harvesting, watershed management Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion.	25%
III	Human Population and the Environment Population growth, variation among nations. Population explosion – Family Welfare Programme. Role of Information Technology in Environment and human health.	25%
IV	Sustainable Development Sustainable Urban future – Rural Development Business Responsibility One Case Study.	25%

Basic Text & Reference Books:-

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV

Paper Code: UB04FBVE03	Total Credit:3
Title Of Paper: Public Relations & Corporate Communication	

Unit	Description in detail	Weighting (%)
I	Attitude and emotional intelligence Importance of Attitude, Meaning of positive thinking and positive attitude Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life	25%
II	Vision, Goal setting & Time management Meaning of vision Doing things for the right purpose Setting and achieving goals Importance of goal setting Methods to achieve set goals General principles of stress management and time management	25%
III	Communication skills Significance, process of communication, forms, communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume, Gd & interview	25%
IV	Career planning Career of planning Awareness of different Sources of information Choosing a career and career counseling.	25%
	Skill development Extempore speeches just a minute Role play	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

Note: Latest Edition of Text books may be used

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVE04	Total Credit:3
Title Of Paper: Insurance Laws and Practices	

Unit	Description in detail	Weighting (%)
I	General Principles and Concepts of Insurance Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
II	Life Insurance Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25%
III	Fire Insurance The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
IV	General Insurance Application of principles in General Insurance contacts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

Basic Text & Reference Books

- Kuchhal, M C and Vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVE01	Total Credit:3
Title Of Paper: Export & import management-IV	

Unit	Description in detail	Weighting (%)
Unit: 1	Import-Export Management Concept of Import Export Management Key Feature Reduction in Document to five for Custom Purpose	25%
Unit: 2	Exporting, Importing and Counter Trade The Promise and Pitfall of Exporting Improving Export Performance Counter Trade	25%
Unit: 3	Non Tariff Barrier Non Tariff Barriers; Government Participation in Trade; Quota; Advalorem Duty; Specific Duties and their Differences	25%
Unit: 4	Import Export Documentation Import and Export Documentation: Introduction, Freight Forwarder's Powers of Attorney, Bill of Lading, Certificates of Origin, Letter of Credit.	25%

Basic Text & Reference Books:

- ❖ Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
- ❖ Electronic Commerce by N. Janardhan, Publisher: Indian Institute of Foreign Trade, New Delhi.
- ❖ Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.
- ❖ Nabhi's New Import Export Policy, Publisher: Nabhi Publication, New Delhi. Export-What, Where, How by Ram Paras, Publisher: Anupam, Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVE02	Total Credit:5
Title Of Paper: Organizing Export-Import	

Unit	Description in detail	Weighting (%)
I	Export Promotion Organisations Objectives Introduction Importance of Institutional Infrastructure Govt. Policy Making and Consultations	25%
II	Indian Trade Promotion Organisation (ITPO). Indian Institute of Foreign Trade (IIFT). Indian Institute of Packaging (IIP). Indian Counsel of Arbitration (ICA).	25%
III	Federation of Indian Export Organisation (FIEO). Marine Products Exports Development Authority (MPEDA). Export Processing Zones (EPZ). 100% Export Oriented Units (EOUs).	25%
IV	Facilities for Units in EOUs, EPZs, EHTPs & STPs. M. Visvesvaraya Industrial Research & Development Center (MVIRDC). Chamber of Commerce (COC). - ,	25%

Basic Text & Reference Books:-

- ❖ Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
- ❖ Electronic Commerce by N. Janardhan, Publisher: Indian Institute of Foreign Trade, New Delhi.
- ❖ Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.
- ❖ Nabhi's New Import Export Policy, Publisher: Nabhi Publication, New Delhi. Export-What, Where, How by Ram Paras, Publisher: Anupam, Delhi.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVE03	Total Credit: 3
Title of Paper: Packing & shipping documentation	

Unit	Description in Detail	Weighting (%)
1	Shipping containerization, packing and marketing for export. Mode of transport – Types of ship and shipping, booking of shipping space	25%
2	Shipment of goods and port procedure Shipment of goods and port procedure, Post-shipment formalities and procedures. Claiming Duty drawback and other benefits.	25%
3	Insurance Cargo insurance: Meaning need, principal policy, contents feature, types of cover, type of losses. Procedure for filling claim.	25%
4	Excise and customs clearance of export cargo Excise and customs clearance of export cargo, Custom clearance of import cargo. Pre-shipment inspection and quality control.	25%

Basic Text & Reference Books

- ❖ Shipment of goods & Port procedure “How to export”, P-100-103.
- ❖ Port shipment formalities and procedures “Export-Import Procedure & Document”, P-141-153.
- ❖ Claiming Duty drawbacks and other benefits, “Export-Import Procedure & Document”, P-229.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVE04	Total Credit: 5
Title Of Paper: Operation Management	

Unit	Description in detail	(%)
I	Fundamentals of Operations Management Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management - Role and responsibility of operations managers in modern business environment.	25%
II	Production Process and Plant Layout Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout - Types of plant layout (Process, Product and Fix layout)	25%
III	Work Design Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study	25%
IV	Operation/Production Planning and Control Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control	25%

Basic Text & Reference Books:-

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGraw Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY

Programme: Bachelor of Vocation (Export & Import Management)

Semester: V

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB05FBVE01	Organization behavior-I	T	3	3	3	30/12	70/28	100/40
	UB05FBVE02	Self development skills	T	3	3	3	30/12	70/28	100/40
	UB05FBVE03	Aspects of computer	T	3	3	3	30/12	70/28	100/40
	UB05FBVE04	Entrepreneurship Development	T	3	3	5	30/12	70/28	100/40
Core Courses	UB05CBVE01	Export & Import Management-V	T	5	3	3	30/12	70/28	100/40
	UB05CBVE02	Export Import process and documentation-I	T	5	3	5	30/12	70/28	100/40
	UB05CBVE03	Information Technology-I	T	5	3	5	30/12	70/28	100/40
	UB05CBVE04	Contemporary Research-I	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05FBVE01	Total Credit: 3
Title of Paper: Organization behavior-I	

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. <p><u>Personality</u></p> <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB 	25%
2	<p><u>Attitudes</u></p> <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice. 	25%
3	<p><u>Emotions and Moods</u></p> <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions. 	25%
4	<p><u>Perception</u></p> <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05FBVE02	TotalCredit:3
Title ofPaper: Self-development skills	

Unit	Descriptionindetail	Weighting(%)
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback 	25%
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life 	25%
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management 	25%
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling. 	25%

Basic Text & Reference Books

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05FBVE03	Total Credit: 3
Title of Paper: Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	<p>Components of a Computer System Computer hardware and Software, Difference between hardware and software Main components of a general purpose computer: CPU, main internal memory (Including RAM and ROM), input devices, output devices and Secondary/backing storage. Basics of Windows operating systems: Nature and Function of OS, Basic Commands.</p>	25%
2	<p>Input & Output Devices Input Devices: keyboards, numeric keypads, Pointing devices(mouse, touchpad), remote control, joysticks, touch screen, magnetic strip readers, chip readers, scanners, digital cameras, microphones, sensor, barcode reader, webcam, video camera etc Output Devices: Monitors(CRT, TFT, LCD), projectors, printers(laser, desk jet, dot matrix), plotters, speakers. Uses of output devices stating the advantage and disadvantage of each.</p>	25%
3	<p>Storage Devices I Common backing storage media (including CD and DVD (Rs and RWs), floppy disc, hard disc, memory sticks/pen drives, flash memory cards etc. Comparative advantages and disadvantages of using different backing storagemedia. Importance and need of backup.</p>	25%
4	<p>Storage Devices II Difference between main/internal memory and backing storage: relative benefits of each in terms of speed and permanence. Data Types Data Types: logical/Boolean, alphanumeric/text, numeric (real and integer), date, File, record, field and key field.</p>	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05FBVE04	Total Credit: 3
Title of Paper: Entrepreneurship Development	

Unit	Description in detail	Weighting (%)
1	<p><u>Concept of Entrepreneurship</u></p> <ul style="list-style-type: none"> ➤ Definition, nature, and characteristics of entrepreneurship ➤ Emergence of entrepreneurial ➤ women entrepreneurs ➤ Socio-economic environment and the entrepreneur 	25%
2	<p><u>Forms of Entrepreneurship</u></p> <ul style="list-style-type: none"> ➤ The concept of Joint Stock Company, Public company, Private Company, Government company, Partnership firm, Hindu undivided family. ➤ Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning. ➤ Innovation and entrepreneurship, Entrepreneurial behavior and motivation. 	25%
3	<p><u>Entrepreneurial Development Programmes</u></p> <ul style="list-style-type: none"> ➤ Their relevance and achievements ➤ Role of government in organising such programmes. ➤ Critical Evaluation. 	25%
4	<p><u>Small Business as a Seed Bed of Entrepreneurship</u></p> <ul style="list-style-type: none"> ➤ Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope ➤ Risk analysis and financial considerations. ➤ Profit planning in small enterprise, Growth strategies and diversification. 	25%

Basic Text & Reference Books

- ❖ Hal, B. Pricke; and Royce L. Brahamson, “Small Busines Management”.
- ❖ Keneth R., Van Vorthis, “Entrepreneurship and Small Busines Management”.
- ❖ Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”.
- ❖ Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Busines”.
- ❖ Dhar, P.N. and LydalH.F., “The Role of Small Enterprises in Indian Economic Development”.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05CBVE01	Total Credit: 5
Title of Paper: Export Import Management-V	

Unit	Description in detail	Weighting (%)
1	Organizing for Export and Import Operations: <ul style="list-style-type: none"> • Export Department, Import Department, Combined Export and Import Department. • Manual of procedures and Documentation, Record-keeping compliance • Software, Federal, State, International and foreign Law 	25%
2	Exporting : Preliminary Considerations: <ul style="list-style-type: none"> • Products, Volume, Country Market and Product Competitiveness Research. • Identification of customers: End users, Distributors and Sales agent • Compliance with foreign law: Industry Standards, foreign customs Law, Government Contracting, Buy American equivalent Laws • Export Packing and Labeling (Hazardous Material) 	25%
3	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Isolated sales transactions: importance of written agreements, email or facsimile orders, the formations of sales agreements. • Common forms for the formation of sales agreements: price lists, bequests for quotations, quotations and costing sheets, purchase order, purchase order Acknowledgments and Acceptances and sales confirmations, pro forma invoices, commercial invoices, side agreements, Conflicting provisions in seller and buyer Sales Documentation. 	25%
4	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Ongoing sales transactions • Export distributor and Sales Agent Agreements • Foreign Corrupt Practices act Compliance • VOCCs and NVOCCs 	25%

Books for Reference:

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05CBVE02	Total Credit: 5
Title of Paper: Export Import Process and Documentation-I	

Unit	Description in detail	Weighting (%)
1	Importing: Preliminary Considerations: <ul style="list-style-type: none"> • Products, volume, country Sourcing, Identification of Suppliers, compliance with Foreign Law, U.S. customs considerations, Import packing and Labeling, U.S. commercial Considerations. 	25%
2	Importing: Purchase Documentation: <ul style="list-style-type: none"> • Isolated Purchase Transactions • Ongoing Purchase transactions • Import Distributor and Sales Agent Agreements 	25%
3	Import Process and Documentation: <ul style="list-style-type: none"> • Importer security filing and the 10+2 Program, bills of lading, drafts for payment, Arrival Notice, Pick up and Delivery Order, entry/Immediate delivery, • GSP, ATPA, AGOA – Special Programme • NAFTA/ Other FTA Certificates of Origin • Specialized Products Import Entry Forms, examination and Detention, Liquidation Notice, 	25%
4	Specialized Exporting and Importing: <ul style="list-style-type: none"> • Drawback • Foreign Processing and Assembly Operations • Plant Construction Contracts ➤ Barter and Countertrade Transactions 	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05CBVE03	Total Credit: 5
Title of Paper: Information Technology-I	

Unit	Description in detail	Weighting (%)
1	International Transport: <ul style="list-style-type: none"> • Modes of international transport: freight forwarders, the services of the forwarders, advantages & disadvantages of using freight forwarders. • Mode of international transport • Types of sea freight services • Choosing a mode of transport 	25%
2	Packing and Marking for export: <ul style="list-style-type: none"> • Packing methods, factors affecting choice of packing, marking for export International transport documentation: an overview of export documentation, the transport conventions, the bill of lading, A bill of lading glossary	25%
3	Customs Control: Export procedures and documents: An Overview of customs controls, export, import, transit, the European union, export procedures processing relief (IPR/OPR), the new computerised Transit system(NCTS)	25%
4	Import procedures and documents: EU imports, import controls, the export invoice, description, the Brussels Tariff Nomenclature (BTN), Customs Management	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2017

Paper Code: UB05CBVE04	Total Credit: 3
Title of Paper: Contemporary Research-I	

Unit	Description in detail	Weighting (%)
1.	Introduction: Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	
2.	Problem Identification: Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal	
3.	Research Design Meaning of research design Need for research design Features of a good design Important concepts relating to re Different research design Basic principles of experimental designs	
4.	Interpretation Meaning Importance of interpretation Techniques of interpretation Precautions in interpretation	

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: VI

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB06FBVE01	Organization behavior -II	T	3	3	3	30/12	70/28	100/40
	UB06FBVE02	Vibrant skills for Business	T	3	3	3	30/12	70/28	100/40
	UB06FBVE03	Advance Aspect of computer	T	3	3	3	30/12	70/28	100/40
	UB06FBVE05	Strategic Management	T	5	3	5	30/12	70/28	100/40
Core Courses	UB06CBVE01	Export import management -VI	T	3	3	3	30/12	70/28	100/40
	UB06CBVE02	Export import Process & Documentation - II	T	5	3	5	30/12	70/28	100/40
	UB06CBVE03	International Trade-II	T	5	3	5	30/12	70/28	100/40
	UB06CBVE04	Contemporary Research-II	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVE01	Total Credit: 3
Title of Paper: Organization behavior-II	

Unit	Description in detail	Weighting (%)
1	<u>Group and Team Dynamics</u> <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams. 	25%
2	<u>Interpersonal Behaviour</u> <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees. 	25%
3	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants, 	25%
4	<u>Conflict & Transactional Analysis</u> <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

PaperCode:UB06FBVE02	TotalCredit:3
TitleOfPaper:vibrant skills for Business	

1.

Unit	Descriptionindetail	Weighting(%)
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business 	25%
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business 	25%
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision 	25%
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University PressOn We Go, BBC’s audio-visual course

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVE03	Total Credit: 3
Title of Paper: Advance Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	Computer Networks Modem and its purpose, Difference between analog data and digital data Need for conversion between analog and digital data Advantage and disadvantages of using common network environment such as internet, User id and password: Purpose and Use Methods of communication such as fax, e-mail, bulletin boards and tele/video Conferencing	25%
2	Advanced Computer Networks Difference between Local Area Network (LAN), Wireless Local Area Network and Wide Area Network (WAN) Network topologies like star, ring, bus and hybrid The internet and intranets: Characteristics and purpose Issues of confidentiality and data security surrounding common network Environments Encryption and authentication techniques	25%
3	Introduction Multimedia and Internet:- Multimedia:- Text, Audio, Graphics, Image, video and Animation Classification of Multimedia, usage of Multimedia, Stages in Multimedia Production Introduction to Internet:-www,browser,Protocols,	25%
4	Current Trends And Technologies:- Emerging Trends in Computing Mobile Computing Wifi GPRS,3G and 4G,Bluetooth,Smartphones and Tablets, Satellite phone Emerging trends in object/Human Recognition:- RFID, Biometrics, Fingerprints Recognition , Iris ,Recognition,Voice And Recognition, GPS(Global Positioning System)	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVE05	Total Credit: 3
Title of Paper: Strategic Management	

Unit	Description In Detail	Weighatage
1	Introduction to Strategies: Introduction, Fundamentals of Strategy, Conceptual Evolution of Strategy, Scope and Importance of Strategies, Purpose of Business, Difference between Goals and Objectives of Business, Strategic Intent through Vision and Mission Statements, Core Competencies of Business	25%
2	Strategic Management: Introduction, Strategic Management, Need, scope, key features and importance of strategic management, Role of Strategists in Decision Making, strategists at various management levels, Types of Strategies, Limitations of Strategic Management	25%
3	Business Ethics and Corporate Social Responsibility : Introduction, Ethics and Values, Ethical Conduct and Unethical Conduct, Impact of Ethical Conduct, Corporate Social Responsibilities (CSR), Business obligations, Social Audit and Corporate Governance	25%
4	Recent Trends in Strategic Management: Introduction, Strategic Thinking, Organisational Culture and its Significance, Organisational Development and Change, Change Management, Models of Leadership Styles and its Roles, Strategic management in a new globalised economy	25%
	Reference:	

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVE01	Total Credit: 5
Title of Paper: Export Import Management-VI	

Unit	Description in detail	Weighthage
1	Foreign Trade: Meaning, Dumping Policy, Balance Of Trade, Balance Of Payment, Foreign Contracts, International Trade Agreements/Institutions, Methods Of Foreign Trade	25%
2	International Environment And Trade Barriers: Meaning And Components Of International Environment, Trade Barriers-Meaning, Definitions, Objectives And Types	25%
3	Foreign Trade Policy: Back Ground, Objectives, Highlights, Special Focus Initiatives, Briefing On Export And Trading Houses, Briefing On Negative List Of Exports.	25%
4	Regulation For International Trade: Laws Governing India's Export-Import Trade: Pre-Shipment Inspection And Quality Control Act(1963), Foreign Exchange Management Act(FEMA),International Commercial Practices.	25%

References

- Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House.
- Export Import Procedures And Documentation-Dr. Khushpat S. Jain,
- Export Marketing-Khushpat S. Jain &PoonamKakkad

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVE02	Total Credit: 5
Title of Paper: Export Import Process & Documentaion-II	

Unit	Description in detail	Weighatage
1	Preparation for Export: Export process steps, Export documents- Standardized and aligned pre-shipment documents, documents related to goods, Related to shipment, related to payment, related to Inspection, related to excisable goods, related to foreign exchange regulation	25%
2	Export Benefits: Export Promotion Measures in India, Duty Drawback, EPCG scheme, Market Development Assistance, Market Access Initiative, DEPB Scheme, Deemed Exports, ASIDE	25%
3	Import Procedure & Documentation: Import Process, Types of Importers, Factors to be considered that affects Indian Importers, Major concessions in Custom Duty.	25%
4	Export-Import Guarantees : Import Guarantees, Export Guarantees, ECGC counter Guarantee, Types of Guarantees.	25%
	References: <ul style="list-style-type: none"> ➤ Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House. ➤ Export Import Procedures And Documentation-Dr. Khushpat S. Jain,HPH ➤ Export Marketing-Khushpat S. Jain &PoonamKakkad, HPH ➤ Export Marketing – B.S. Rathor& J.S. Rathor, HPH. 	

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVE03	Total Credit: 5
Title of Paper: International Trade-II	

Unit	Description in detail	Weighatage
1	<p>Risk Management:</p> <ul style="list-style-type: none"> • Cargo insurance: physical risk, credit risk <p>Principal of Insurance: insurable interest, exchange risk, claim payable abroad (CPA), Indemnity, utmost good faith, subrogation contingency insurance, proximate cause, claims documents.</p>	25%
2	<p>Credit insurance:</p> <ul style="list-style-type: none"> • Export credit guarantee department: private underwriters, insurance and the exporter • Exchange of risk Management: do nothing, currency accounts, forward exchange contract, currency option. 	25%
3	<p>Credit insurance:</p> <ul style="list-style-type: none"> • Export credit guarantee department: private underwriters, insurance and the exporter • Exchange of risk Management: do nothing, currency accounts, forward exchange contract, currency option. 	25%
4	<p>New horizons- looking ahead:</p> <ul style="list-style-type: none"> • ICT and export documentation: electronic data interchange (EDI), benefits, trends and developments, Bolero.net, Bolero xml (strategy, methodology), export documentation software. <p>Global trading trends: Global trends, Advanced economies, major advanced economies, (Euro area, Central & Eastern Europe, CIS and Mongolia, Middle east, Africa, Newly industrialized Asian Economies)</p>	25%

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVE04	Total Credit: 3
Title of Paper: Contemporary Research-II	

Unit	Description in detail	Weighting (%)
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire	
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations	
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report	
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers	