

**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	Component of Marks			Evaluation Responsibility
						Internal	External	Total	
						Total/Passing	Total/Passing	Total/Passing	
<b>General Component</b>	UB01FBVE21	Business organization & Management-I	T	3	3	30/12	70/28	100/40	College/ University
	UB01FBVE22	Business Communication-I	T	3	3	30/12	70/28	100/40	College/ University
	UB01FBVE25	Marketing Management	P	3	3	30/12	70/28	100/40	College/ University
	UB01FBVE24	Computer Application-I	T	3	3	30/12 15T+15P	70/28 35T+35P	100/40	College/ University
<b>Skill Component</b>	UB01CBVE01	<b>EXIM-Executive</b>	P	18	-	-	-	-	SSC
	UB01CBVE02	<b>On the job Training Project Report-I</b>		00	-	-	-	-	College/ University

**Bachelor of Vocation (B.VOC)**  
**Export & Import Management**  
**Semester: I**  
**Syllabus with effect from: JUNE 2022**  
**Course Outcome**  
**Semester – I**

**Business Organization Management-I**

1. Fundamentals of management
2. Management of resources in optimum manner
3. How to organize effectively
4. Social responsibility and business ethics

**Business Communication-I**

5. How to communicate professionally
6. Etiquettes of Communication
7. Student learn how to correspondence

**Environmental studies**

8. Environmental awareness
9. Awareness of scarce Resource
10. Awareness about sustainable development
11. Role of an individual for conservation of environment

**Computer Application-I**

12. Basic Knowledge of Computer
13. Fundamental of software and Hardware
14. Use of computer in daily life

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**Bachelor of Vocation (B.VOC)**  
**Export & Import Management**  
**Semester: I**

**Syllabus with effect from: JUNE 2022**

Paper Code : UB01FBVE21	Total Credit : 3
Title of Paper : Business organization & Management-I	

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

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**Export & Import Management**  
**Semester: I**

**Syllabus with effect from: JUNE 2022**

Paper Code : UB01FBVE22	Total Credit : 3
Title of Paper : Business Communication-I	

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

**Bachelor of Vocation (B.VOC)**

**Export & Import Management**

**Semester: I**

**Syllabus with effect from: JUNE 2022**

<b>Paper Code :UB01FBVE25</b>	<b>Total Credit : 3</b>
<b>Title of Paper : : Marketing Management</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
<b>1</b>	<b>Overview of Environmental Studies:</b> <ul style="list-style-type: none"><li>➤ Definition</li><li>➤ Scope</li><li>➤ Importance</li><li>➤ Meaning and concept of Renewable and Non Renewable Resources</li><li>➤ Equitable use of resources for sustainable lifestyles</li></ul>	<b>25%</b>
<b>2</b>	<b>Natural Resources and Associated Problems</b> <ul style="list-style-type: none"><li>➤ Concept and Threats</li><li>➤ Forest Resources,</li><li>➤ Water Resources,</li><li>➤ Mineral Resources,</li><li>➤ Energy Resources,</li><li>➤ Land Resources.</li><li>➤ Role of Individual in conservation of Natural Resources Case Study on various resources</li></ul>	<b>25%</b>
<b>3</b>	<b>Ecosystems</b> <ul style="list-style-type: none"><li>➤ Concept, Structure, Function of an Eco system</li><li>➤ Producers, consumers and Decomposers in Ecosystem</li><li>➤ Food chain, food web and ecological pyramid</li><li>➤ Types, Characteristics, Threats of ecosystems</li><li>➤ Types of Forest, Grassland, Desert and Aquatic Ecosystems</li><li>➤ Role of Individuals in sustaining Ecosystems</li></ul>	<b>25%</b>
<b>4</b>	<b>Biodiversity</b> <ul style="list-style-type: none"><li>➤ Introduction</li><li>➤ Types – Genetic, Species, Ecosystem</li><li>➤ Biodiversity at Global National and Local Levels</li><li>➤ India as a mega diversity nation</li><li>➤ Threats &amp; conservation of Biodiversity.</li></ul>	<b>25%</b>

**Reference books**

- 1. Environmental Studies – Dr. B.k. Bhatt**
- 2. Business Economics – R.C Joshi**
- 3. New popular prakashan, surat**

**Bachelor of Vocation (B.VOC)****Travel Tourism & Hospitality****Semester: I****Syllabus with effect from: JUNE 2022**

<b>Paper Code : UB01FBVE24</b>	<b>Total Credit : 3</b>
<b>Title of Paper : Computer Application-I</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
1	<p>Components of a computer system: computer, computer Hardware and software, Difference Between Hardware and Software, History of Computer, Computer Generation, Types of computer, Block Diagram of Digital computer and function of its Each part, post-power on self-test. Application of computer, characteristics of computer, limitations of computer.</p> <p>Memory: Types of Memory, primary Memory (RAM, DRAM, SRAM, SDRAM, DDR, SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary, memory, cache Memory.</p>	25%
2	<p>Input, output and storage Devices:</p> <p>Input Devices: Keyboard, scanners, Joy Stick, Barcode reader, Digital Camera, Microphone, webcam, pointing Devices (Mouse, Touchpad). Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball</p> <p>Output Devices: Monitors (CRT, TFT, LCD, LED), printers (Laser, inkjet, Dot Matrix, line, MFP, Bar Code, plotter), speakers projector.</p> <p>Storage Devices: CD,DVD, Blue Ray Disc, Floppy Disc, Hard Disk, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance.</p>	25%
3	<p>Introduction to Software, Operating System and Windows: Introduction of Software, Types of Software and its Examples. Introduction of Operating System, Overview of Various Types of Operating Systems.</p> <p>Introduction of various version of Windows Operating System, Overview of Windows 7, Concept of booting and How to start Desktop Computer.</p> <p>Desktop: Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and Corners), Switching between Windows.</p> <p>Windows Explorer: Viewing of files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.</p>	25%

4	Windows Accessories: Notepad, Wordpad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note.Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task bar and Start Menu. Windows Trouble Shootings.	25%
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**Basic Text &Reference books:-**

- **Computer course windows 7 and office 2010 by R.K.Taxali Publisher Tata McGrawHill.**
- **Computer fundamentals by Anita Goel Pearson Publication New Delhi.**
- **Sinha, P.K.(2003), “Computer Fundamentals”,3th Ed.,BPB Publications**
- **Rajarama, V, “Fundamentals of Computers”,PHI**

**SARDAR PATEL UNIVERSITY**  
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**Export & Import Management**  
**Semester: I**

**Syllabus with effect from: JUNE 2022**

Paper Code : UB01FBVE24	Total Credit : 3
Title of Paper : Export & Import Management-I	

Unit	Description in Detail	Weighting (%)
<b>1</b>	<b>Introduction:</b> 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%
<b>2</b>	<b>Foreign Trade Policy</b> Indian Foreign Trade Policy :Objectives and essential features, changes in EXIM policies, Export promotion measures	25%
<b>3</b>	<b>Exchange Control</b> Exchange rate policy in India. Foreign Collaboration, Joint Venture & Exports. Globalization and emerging Foreign Trade Scenario.	25%
<b>4</b>	<b>Foreign trade &amp; Current Scenario:</b> 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



**Course Outcome**  
**Bachelor of Vocation (B.VOC)**  
**Export & Import Management**  
**Semester – I**  
**EXIM-Executive**

1. Prepare documentation for Export and Import process and EDI filling
2. Plan and arrange for cargo movement
3. Perform customs clearance field activities
4. Perform customs clearance office activities
5. Maintain integrity and ethics in operations
6. Follow health, safety and security procedures
7. Verify GST invoices

**Learning Outcomes**

1. Obtaining and preparing documents required for customs clearance and shipment of cargo as per regulatory and standard operating procedure.
2. Obtaining the requirement of the client on the movement of cargo and accordingly plan the best possible transportation.
3. Meeting post customs inspection requirements such as packing, scanning, loading and transport arrangement, etc.
4. liaising with the officials, clients and maintaining documentation and internal coordination to facilitate cargo movement
5. Maintaining integrity, ensuring data security, and professional and ethical practices.
6. Ensuring compliance with health, safety and security procedures at the workplace
7. Recognizing applicability of GST and verifying invoice.

**Specific outcomes**

1. The student is responsible for EXIM operations in office, customs clearance at field and freight forwarding. The individual also performs freight and customs documentation and liaises with stakeholders to ensure timely clearance and shipment of cargo.
2. The student must be able to prioritize and execute tasks within scheduled time limits, good eyesight, work for long hours in sitting and standing position, communication skills, logical thinking and attention to detail. The individual should have good interpersonal skills and ability to work with various stakeholders.

**Bachelor of Vocation (B.VOC)  
Export & Import Management**

**Semester: I**

**Syllabus with effect from: JUNE 2022**

<b>Paper Code : UB01CBVE01</b>	<b>Total Credit : 18</b>
<b>Title of Paper : EXIM-Executive</b>	

Unit	Description in Detail
<b>1</b>	<p><b>Prepare documentation for Export and Import process and EDI filling</b></p> <ul style="list-style-type: none"> <li>➤ obtain work requirement in discussion with the supervisor</li> <li>➤ obtain details about the quantity, value, packing, labelling, weight, size of the cargo</li> <li>➤ prepare a checklist of documents required for customs clearance</li> <li>➤ receive basic Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer including copies of invoice, packing list, shipping bill/Airway bill, Bill of lading, etc.</li> <li>➤ obtain required documents such as delivery order, certificate of origin, industrial license, insurance document, etc.</li> <li>➤ prepare checklist of documents required for clearance</li> <li>➤ obtain details about the quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables, etc.)</li> <li>➤ Receive basic KYC and GST details of the exporter/ shipper including destination country, shipment date, type of cargo, insurance details, etc.</li> <li>➤ Obtain additional documents required as per customs regulation for dangerous goods, valuable items, etc.</li> <li>➤ Receive documents required for clearance such as invoice, packing list, shipping declaration, purchase order, Statutory Declaration Form (SDF) as per the checklist</li> <li>➤ Obtain the bonds to be executed with the customs official for duty exempted items.</li> <li>➤ prepare mandatory documents in Indian Customs EDI System (ICES) such as Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, etc</li> </ul>
<b>2</b>	<p><b>Plan and arrange for cargo movement</b></p> <ul style="list-style-type: none"> <li>➤ Track schedule of cargo arrival based on input from ports and client</li> <li>➤ Coordinate with stakeholders for import customs clearance</li> <li>➤ Make note of transport copy, type of cargo, packaging type, etc. in coordination with the surveyor</li> <li>➤ Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter</li> <li>➤ Take necessary precautions and care, when handling dangerous goods and special goods</li> <li>➤ Arrange for material handling equipment for loading and unloading of cargo in coordination with the surveyor</li> <li>➤ Inform clients on updates regarding duration of shipment, transfers or regulations affecting shipments and receive their confirmation</li> <li>➤ Prepare schedule for cargo movement from the supplier destination</li> <li>➤ Collect and verify details of any specific packaging requirements as per nature of goods</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Plan appropriate route for shipping considering transit requirements and estimate the transit time</li> <li>➤ Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter</li> <li>➤ Arrange for the entry pass for the transporter</li> <li>➤ Take necessary precautions and care when handling dangerous and special goods</li> <li>➤ Arrange for material handling equipment as required</li> <li>➤ Inform clients on transit duration, transfers or regulations affecting shipments, etc. and receive their confirmation</li> <li>➤ Consolidate cargo destined to common destination to minimize cost</li> <li>➤ arrange necessary documents for the admission of cargo in the freight station, post customs clearance procedures, etc.</li> </ul>
3	<p><b>Perform field customs clearance activities</b></p> <ul style="list-style-type: none"> <li>➤ Submit documents required for customs clearance to customs officials as per requirements</li> <li>➤ Respond to any queries and make note of any objections raised by customs officials on the cargo</li> <li>➤ Escalate objections and remarks of customs officials to the EXIM supervisor and the customer as required</li> <li>➤ check packaging and material used is as per client's requirement and regulatory compliance</li> <li>➤ assist customs officer in conducting inspection, and post inspection witness sealing of the container</li> <li>➤ coordinate with the custodian officials on receipt of goods for loading in the vessel</li> <li>➤ arrange for manpower and material handling equipment for movement of goods</li> <li>➤ PC8. keep record of shipment in form of daily status report &amp; update the same to customer &amp; EXIM supervisor</li> <li>➤ collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices</li> <li>➤ submit all signed hard copies and soft data for record filling</li> <li>➤ share a copy of the customs clearance documents with the shipper/ customs agents for further actions</li> <li>➤ collect feedback from customs officer and report it to supervisor</li> </ul>
4	<p><b>Perform customs clearance - office activities</b></p> <ul style="list-style-type: none"> <li>➤ PC1. follow up in the Indian Customs EDI Gateway (ICEGATE) and check if the bill of entry is approved</li> <li>➤ check websites of various Participative Government Agencies (PGAs) to check for receipt of various clearances</li> <li>➤ check if the cargo is approved and released from customs and report the same</li> <li>➤ arrange for required information and related documents on the pending issues to get the cargo customs cleared</li> <li>➤ receive final clearance in the form of a Let Export Order (LEO)/ Out of Customs Charge (OCC)</li> <li>➤ provide the required information and documents to the field executives</li> <li>➤ maintain records for clearance activities and shipment for the mandated duration as specified by EXIM regulations</li> <li>➤ assist in clarifying queries raised by customs official or arrange for</li> </ul>

	<ul style="list-style-type: none"> <li>➤ additional documents from client/ shipper, if required</li> <li>➤ update cargo status in portal with the assistance of documentation executive</li> <li>➤ prepare invoice and process payment for accounting purposes in line with organization requirements</li> </ul>
5	<p><b>Maintain integrity and ethics in operation</b></p> <ul style="list-style-type: none"> <li>➤ refrain from indulging in corrupt practices</li> <li>➤ avoid using company's funds, property or resources for undertaking personal activities</li> <li>➤ protect customer's information and ensure it is not misused</li> <li>➤ protect data and information related to business or commercial decisions</li> <li>➤ avoid acceptance of cash or kind from vendors for support or contract negotiations</li> <li>➤ demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues</li> <li>➤ avoid nepotism</li> <li>➤ consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</li> <li>➤ report promptly all violations of code of ethics</li> <li>➤ dress up and conduct in a professional manner</li> <li>➤ communicate with clients and stakeholders in a soft and polite manner</li> <li>➤ follow etiquettes in accordance to the place</li> <li>➤ check for regulatory documentation and compliances for the shop floor as per information from the supervisor</li> <li>➤ perform activities considering the regulatory requirements</li> <li>➤ use PPEs in accordance to regulatory requirements</li> <li>➤ identify the different types of dangerous goods and handling methodologies</li> <li>➤ follow the SOP for handling of different types of dangerous goods</li> <li>➤ consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</li> <li>➤ promptly report all regulatory violations</li> </ul>
6	<p><b>Follow health, safety and security procedures</b></p> <ul style="list-style-type: none"> <li>➤ make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation</li> <li>➤ wear all personal protective equipment (PPE) such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area</li> <li>➤ follow standard driving practice to ensure safety of life and material</li> <li>➤ follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety</li> <li>➤ undertake periodical preventive health check ups</li> <li>➤ follow necessary SOP and precautions while handling dangerous and hazardous goods</li> <li>➤ follow security procedures like green gate in port, customs area, factory security, etc.</li> <li>➤ comply with data safety regulations of the organisation</li> <li>➤ follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway</li> </ul>
7	<p><b>Verify GST invoice</b></p> <ul style="list-style-type: none"> <li>➤ identify location of service recipient and place of supply of services</li> <li>➤ identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable Goods and Services Tax (GST): Central Goods and Services Tax (CGST), Integrated Goods and Services Tax</li> </ul>

	<p>(IGST), State Goods and Services Tax (SGST)</p> <ul style="list-style-type: none"><li>➤ identify if GST is payable under reverse charge in case the Service provider is unregistered party</li><li>➤ PC4. obtain name, address, Goods and Services Tax Identification Number (GSTIN),</li><li>➤ Permanent Account Number (PAN), email id of service/ shipment provider and recipient</li><li>➤ obtain description of service, Service accounting code (SAC) / Harmonised System of Nomenclature (HSN) code</li><li>➤ receive unique identification number (UIN) for multilateral entity</li><li>➤ check for relevant notification in case of exempt clients</li><li>➤ calculate taxable value considering applicable rate of GST based on SAC/HSN</li><li>➤ check for vendor invoices for all mandatory particulars and applicable GST</li></ul>
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**Export & Import Management**  
**Semester: I**

**Syllabus with effect from: JUNE 2022**

<b>Paper Code : UB01CBVE02</b>	<b>Total Credit : 00</b>
<b>Title of Paper : On the Job Training Project Report-I</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
1	<ul style="list-style-type: none"><li>➤ The students have to undergone for internship/ on the job training under any Concerned Organization in the areas of QP/NOS</li><li>➤ A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty.</li></ul>	100%