

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	Component of Marks		
						Internal	External	Total
						Total/Passing	Total/Passing	Total/Passing
General Component	UB02FBVE21	Business organization & Management-II	T	3	3	30/12	70/28	100/40
	UB02FBVE22	Business Communication-II	T	3	3	30/12	70/28	100/40
	UB02FBVE25	International Marketing	P	3	3	30/12	70/28	100/40
	UB02FBVE24	Computer Application-II	T	3	3	30/12 15T+15P	70/28 35T+35P	100/40
Skill Component	UB02CBVE01	Practical Training	P	18		-	-	-
	UB02CBVE02	On the job Training Project Report-II		00		-	-	-

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Course Outcome
Practical Training

Business Organization Management – II

- Fundamental of management
- Management of resources in optimum manner
- How to organize effectively
- Social responsibility and business ethics
- Principles or essential of effective coordination

Business Communication – II

- How to communicate professionally
- Etiquettes of communication
- Student learn how to correspondence

Climate Change and Sustainable Development

- Environmental awareness
- Awareness of scarce resources
- Awareness about of sustainable development
- Role of an individual for conservation of environment

Computer Application – II

- Basic knowledge of computer
- Fundamental of software and hardware
- Use of computer in daily life

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Syllabus with effect from: JUNE 2022

Paper Code : UB02FBVE21	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

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Syllabus with effect from: JUNE 2022

Paper Code: UB02FBVE22	Total Credit:03
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

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Syllabus with effect from: JUNE 2022

Paper Code : UB02FBVE25	Total Credit : 3
Title of Paper : International Marketing	

Unit	Description in Detail	Weighting (%)
1	Pollution: <ul style="list-style-type: none"> ➤ Causes and Effects of Air Pollution, Water Pollution, Soil Pollution, Marine Pollution and Noise Pollution ➤ Role of an individual in prevention of pollution ➤ Disaster Management: Floods, Earthquakes, Cyclones and Landslides 	25%
2	Social Issues: <ul style="list-style-type: none"> ➤ From unsustainable to sustainable development ➤ Urban problems related to Energy ➤ Water conservation, Rain water harvesting and Watershed management 	25%
3	Climate Change: <ul style="list-style-type: none"> ➤ Climate change, Global warming, Acid rain, Ozone layer depletion, nuclear accidents and nuclear holocaust. ➤ Issues involved in enforcement of environment legislation. ➤ Public awareness 	25%
4	Human Population: <ul style="list-style-type: none"> ➤ Population growth, Population Explosion. ➤ Environment and human Health ➤ Role of information technology in environment and human health ➤ Visits to a local area to document environment assets as per guidelines. 	25%

Basic Text & Reference Books:-

- ❖ Environment studies-Dr. B.K. Bhatt
- ❖ Business Economics-R.C.Joshi
- ❖ New popular prakashan, surat.

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Syllabus with effect from: JUNE 2022

Paper Code : UB02FBVE24	Total Credit : 3
Title of Paper : Computer application-II	

Unit	Description in Detail	Weighting (%)
1	<p>Word Processor Basics Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Facilities Available in Word Processor, Different Word Versions. Starting of Word. Introduction of File Templates and its use, Opening of Blank File, Introduction of Word Screen Ribbon, Customize the Ribbon, Back Stage View, Opening, Closing, Save and Save As, File Info, Permissions, Save & Send, Save to SharePoint, Printing, Previewing, Changing File Type, Create PDF, File Sharing, Exit Customize Quick Access Toolbar</p> <p>Typing and Editing: Action with Mouse and through Keyboard, Selecting Text, Typing, Editing, Copying, Moving Text (Cut, Copy, Paste, Paste Options, Move, Drag and Drop). Typing Special Characters (Symbols), Use of format Painter.</p> <p>Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Colour and Text effects. Clear all formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing, Spacing before and after paragraph, formatting paragraph, Indents, indenting a paragraph, finding and replacing text, Bullets and Numbering (Formatting List) styles.</p>	25%
2	<p>Insert: Page, Page Break, Table, Picture, Clipart, Shapes, Smart Act, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap.</p> <p>Page Layout: Margin, Orientation, Size, Column, Watermark, Page colour, Page Border, Printing and Document.</p> <p>Mailings and Other: Mail Merge, Macro, Spelling and Grammar (Correct the spelling error, Correct a Contextual Spelling Error, and Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options).</p> <p>Creating Business documents using above facilities.</p>	25%
3	<p>Introduction to Presentation and MS PowerPoint: Introduction to Basic concepts of Presentation, Introduction to MS powerpoint, Uses of PowerPoint, Starting of PowerPoint, Introduction to PowerPoint, Interface, Screen, Quick Access</p>	25%

	<p>Toolbar, and PowerPoint views, Creating PowerPoint Template.</p> <p>Slide Basics: About Slides – Design, Themes, Transition, Animation, Layouts, Use a Blank Slide, Add Slide, Delete a Slide, Copy a Slide, Arranging Slides, Entering Text in Placeholder, About Slide Views, Adding Notes to Slides.</p>	
4	<p>Working with Text and Graphics in Slides: Insert Text Boxes, Resize a Text Box, Text Alignment, formatting a Text, correcting a Text with Spelling Check, Use of find and Replace, Formatting Paragraphs, Inserting in Slide – Table, Chart, SmartArt, Chart, Hyperlink, Picture, ClipArt, Screenshot, Video, Audio, Object, Photo Album, Shapes.</p> <p>Printing and Delivering Presentation: Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions.</p> <p>Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide, Setting up presentations for Delivery, Presenting Slide show as a Video, Package Presentation on CD, Creating Business presentation using above facilities.</p>	25%

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”,3rdEd.,BPB Publications

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Syllabus with effect from: JUNE 2022

Paper Code : UB02CBVE01	Total Credit : 18
Title of Paper : Practical Training	

Unit	Description in Detail
1	<p>Supervise customs clearance activities</p> <ul style="list-style-type: none">➤ check that new regulations on customs are understood by the team and implemented➤ clarify team's queries in regards to customs clearance process➤ check if the classification of product is under correct Harmonized System of Nomenclature (HSN) codes and see the associated benefits (under schemes,etc.)➤ compute duties and tariffs levied to and from foreign destinations and export schemes and drawbacks➤ check for Rules of Origin (ROO) certificate availability and authenticity➤ check and file bill of entity (BoE) of the importer – shipping bills; and Bill of Lading (BoL) for the exporter➤ collect debit note from shipping companies➤ verify the documents consigned to assistants for customs processing and clearance➤ respond to any queries related to customs documentation➤ coordinate and collect duty orders (D.O) and payments➤ check if clearance of shipment is done on time without delay➤ inspect all EXIM documentation as required for customs clearance➤ monitor packaging and labelling of cargo➤ inspect goods/ cargo while unloading and ensure there is no damage during the transit➤ communicate with the transport supervisor to arrange for the cargo transportation➤ coordinate and update the status of cargo in the portal➤ cross check and verify if all approved documents are received and submitted to the documentation executive for filing➤ prepare import and export declarations➤ liaise with customs and other governing authorities regarding different regulatory requirements➤ communicate with customs officials to obtain release of incoming or outgoing freight and resolve delays➤ respond to any queries raised by the customs official➤ accompany the customs inspector for a random package check, as required➤ respond to any objection raised by customs authorities on the cargo and the details➤ check if the receiving is taken for 'Out of Customs charge/ Let Export' approval on clearance by customs official➤ prepare import and export declarations and process it through various

	<p>departments at customs</p> <ul style="list-style-type: none"> ➤ liaise with customs and other governing authorities for any issues that will arise during clearance of cargo ➤ communicate with customs officials as appropriate to obtain release of incoming or outgoing freight and resolve delays ➤ represent the client and company on all matters related to customs ➤ coordinate and follow-up with clients on payments
2	<p>Feed data into ERP and analyse in courier hub</p> <ul style="list-style-type: none"> ➤ collect information regarding shipments, loading, un-loading, packing and binning activities, etc. ➤ collect information regarding completions, priorities, delay, escalations, etc. ➤ obtain information regarding changes in inventory ➤ key in and update information regarding floor operations in ERP ➤ key in and update information regarding priorities, completion status, delays, escalations, etc. ➤ key in and update information on inventory count based on regular feedback ➤ review entries made into the ERP with respect to daily floor operations ➤ generate reports in ERP and conduct trend analysis and report to management ➤ provide a daily report to management regarding end of the day status ➤ coordinate with customers to understand their requirements on dispatch, tracking of orders, shipment in transit, etc. ➤ coordinate with departments to resolve customer queries, update information in Enterprise Resource Planning (ERP), etc. ➤ liaise with suppliers and transport companies

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Syllabus with effect from: JUNE 2022

Paper Code : UB02CBVE02	Total Credit : 00
Title of Paper : On the Job Training Project Report-II	

Unit	Description in Detail	Weighting (%)
1	<ul style="list-style-type: none"> ➤ The students have to undergone for internship/ on the job training under any Concerned Organization in the areas of QP/NOS ➤ A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty. 	100%
	<p>The Purpose of this Course is to Enable the Students for In-Depth analysis of a topic relating to his/her area of Specialization, and develop and develop a comprehensive understanding on the same. For This the Students will Choose his/her faculty guide in his/her area of specialization and work on the topic jointly with the faculty. The Students will Work on their projects individually and not in pairs or teams. The Institute may help the student in selecting a faculty guide in case a student is not able to do so, or if a faculty member is chosen by too many students.</p>	
	<p>The Learning Can be Carried out Through:</p> <p>1 Study of Secondary data from Books, Journal and magazine Articles, Newspaper Articles, Websites, Electronic & Physical Databases,Etc.</p> <p>OR</p> <p>2 Primary Data Collection Through Interviews, Discussions & Other Research Instruments. Students are encouraged to Pursue the research in the organization where they had undergone their summer Internship.</p>	
	<p>The Project Report can be on Any of the Following</p> <p>1 Comprehensive Case Study of Industry, Segment of Industry or a company (Small / Medium / Large) (Profit or Nonprofit Making)</p> <p>2 Organizational Study aimed at Inter-Organizational Comparison / Validation of Theory / Survey of Management Practices with Reference to Particular Industry.</p> <p>3 Field Study (Empirical Study) With Respect to any Research Issue.</p> <p>4 Feasibility Study as Comprehensive Project.</p>	

The Format of the Report Would Comprise Following Points:	
1	Title Page
2	Preface
3	Acknowledgement
4	Certificate
5	Table Of Content
6	Retail Banking Products
7	Recommendations & Conclusion
8	Bibliography

The Report must be prepared taking in to following Guideline:		
Sr.No	Particular	Details
1	Paper Size	A4
2	Margins	Left Side - 1.5 CM Right Side - 1 CM Top & Bottom - 1 CM
3	Line Spacing	1.5 CM
4	Font Type	Times New Roman
5	Font Size	12
6	Alignment	Page Justify
7	No of Copies	3 Copies 1 each for University, College & Student