

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			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB03FBVE21	Human Resource Management-I	T	3	2	3	30/12	70/28	100/40	College/ University
	UB03FBVE22	Banking Laws & Practice	T	3	2	3	30/12	70/28	100/40	College/ University
	UB03FBVE23	Export import promotional schemes in India	P	3	2	6	30/12	70/28	100/40	College/ University
	UB03FBVE24	Export & Import Management-I	T	3	2	3	30/12	70/28	100/40	College/ University
Skill Component	UB01CBVE01	EXIM-Supervisor	P	18	2	270 Hours	-	-	-	SSC
	UB01CBVE02	On the job Training Project Report-III		00	-	-	-	-	-	College/ University

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

Course Outcome
Semester – III

Human Resource Management-I

- ❖ To understand about basic concepts of Human Resource Management
- ❖ To know about Human Resource planning
- ❖ Learn about Career Planning and Development
- ❖ Role of Six Sigma in Human Resource Management

Banking Laws & Practice

- ❖ To understand about banking Regulatory Framework
- ❖ To Know Legal Aspects of banking Operations
- ❖ To learn about Importance of Banker- Customer Relations in banking system

Export import promotional schemes in India

- ❖ To learn about how to get export license.
- ❖ To understand process of registration for exporters
- ❖ To learn rebate and concession procedure

Export & Import Management-I

- ❖ To understand the basic knowledge of export & Import management
- ❖ To understand custom procedure
- ❖ To identify export procedure with documentation work
- ❖ To learn export product process.

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

Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE21		Total Credit:3
Title of Paper: Human Resource Management- I		
Unit	Description in detail	Weighting (%)
1	<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	25%
2	<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	25%
3	<u>Career Planning and Development</u> Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning	25%
4	<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	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 2021

Paper Code: UB03FBVE22		Total Credit: 3
Title Of Paper: Banking Laws & Practice		
Unit	Description in detail	Weighting
1	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 %
2	Legal Aspects of banking Operations Case laws on responsibility of paying and collecting banker indemnities o 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 %
3	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 %
4	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
- 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 2021

Paper Code: UB03FBVE23	Total Credit:
Title of Paper: Export import promotional schemes in India	3

	Description in detail	Weightage (%)
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%

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

Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE24	Total Credit:3
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.

Course Outcome
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester – III
EXIM-Supervisor

1. Allocate resource and supervise work in EXIM
2. Supervise customs clearance activities
3. Supervise freight forwarding activities
4. Maintain and monitor integrity and ethics in operations.
5. Follow health, safety and security procedures
6. Verify and review GST application

Learning Outcomes

1. This OS unit is about supervising resources, their work allocation and monitoring daily performance.
2. This OS unit is about supervising day to day customs clearance operations and to deal with all stakeholders for smooth clearance.
3. This OS unit is about supervising on-ground freight forwarding activities.
4. This OS unit is about maintaining integrity, ensuring data security, and practicing ethical behavior
5. This OS unit is about ensuring compliance with health, safety and security procedures at the workplace.
6. This OS unit is about verifying and reviewing GST application

Specific outcomes

1. The student is responsible for EXIM supervisor 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, and 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: III

Syllabus with effect from: JUNE 2021

Paper Code : EXIM-Supervisor	Total Credit : 18
Title of Paper : UB01CBVE01	

Unit	Description in Detail
1	<p>Allocate resource and supervise work in EXIM</p> <ul style="list-style-type: none"> ❖ Obtain order details such as origin/destination country, shipment date, nature of cargo that needs to be cleared ❖ Budget and allocate the requisite resources for different tasks ❖ Develop daily work plan factoring in priorities and exceptions ❖ Get the work plan approved from the manager and allocate tasks to workers ❖ And executives ❖ Conduct regular inspections and collect feedback to identify priorities and bottlenecks ❖ Monitor the daily work to facilitate smooth documentation and operation ❖ Escalate the matter to manager in case of anomalies in customs papers or ❖ When additional support is required
2	<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
3	<p>Supervise freight forwarding activities</p> <ul style="list-style-type: none"> ❖ Plan for daily activities and allocate resources based on priorities and pending activities ❖ Coordinate with stakeholders regarding the on-ground freight requirement ❖ Inspect the goods/ cargo while unloading and segregate damaged goods ❖ 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
4	Maintain and monitor integrity and ethics in operations.

	<ul style="list-style-type: none"> ❖ Refrain from indulging in corrupt practices ❖ Protect customer's information and ensure acquired information is not used for personal advantage ❖ Protect data and information related to business or commercial decisions ❖ Sensitise the work force towards ethical behaviour in work place and Performing job with integrity ❖ Conduct regular reviews and check reports for unethical behaviour and corrupt practices ❖ Consult senior management when in an ethical dilemma ❖ Report promptly all violations of code of ethics ❖ Dress up and conduct in a professional manner
5	<p>Follow health, safety and security procedures</p> <ul style="list-style-type: none"> ❖ Make note of all safety processes with reference to area of operation ❖ Wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. As applicable ❖ Follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety ❖ Undertake periodical preventive health check ups ❖ Follow necessary standard operating procedures (SOP) and precautions while handling dangerous and hazardous goods ❖ Follow security procedures like green gate in port, customs area, factory security, etc. ❖ Comply with data safety regulations of the organization ❖ Ensure loaders / unloaders follow standard safety procedures while handling hazardous / fragile cargo and move only on the designated pathway
6	<p>Verify and review GST application</p> <ul style="list-style-type: none"> ❖ Verify and approve daily invoicing ❖ Check for errors in calculating taxable value and tax value after applying applicable rate of Goods and Service Tax (GST) ❖ Check if that Integrated Goods and Service Tax (IGST) is chargeable on the invoices raised for export of goods/services ❖ Check if GST is payable under reverse charge in case of unregistered party ❖ Verify and approve separate notification in case of exemption ❖ Review and approve vendor invoices and ensure that all the mandatory particulars are mentioned on the invoice ❖ Verify if the goods/services are procured from registered vendor ❖ Check for pending litigation cases under earlier regime

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

Syllabus with effect from: JUNE 2021

Paper Code : UB01CBVE02	Total Credit : 00
Title of Paper : On the job Training Project Report-III	

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%