

**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			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
<b>General Component</b>	UB04FBVE21	Human Resource Management-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE22	Insurance Laws & Practice	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE23	Operations Management	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE24	Export & Import Management-II	T	3	2	3	40/16	60/24	100/40	College/ University
<b>Skill Component</b>	UB04CBVE01	Practical Training	P	18	270 Hours	-	-	-	-	College/ University
	UB04CBVE02	On the job Training Project Report-IV		00						College/ University

**Bachelor of Vocation (Export & Import Management)**  
**Semester: II**

**Course Outcome**  
**Semester: II**

**Human Resource Management-II**

- ❖ To understand about performance appraisal and compensation
- ❖ How to maintaining and retaining of Human Resources?
- ❖ To know about industrial relations and industrial disputes
- ❖ Learn about occupational Health and Safety related to employees

**Insurance Laws & Practice**

- ❖ To learn the basic general Principles and Concepts of Insurance
- ❖ To know in depth about Life Insurance
- ❖ To understand in brief about Fire Insurance
- ❖ Learn about documentation and claim procedure related to General Insurance

**Operations Management**

- ❖ To understand the fundamentals of Operations Management
- ❖ To learn about production Process and Plant Layout
- ❖ To understand practical aspects of Work Design
- ❖ To learn the operation/Production Planning and Control

**Export & Import Management-II**

- ❖ To identify import and export process
- ❖ To understand countertrade process
- ❖ To learn about non tariff barriers in global business.
- ❖ To identify documentation for clearance process.

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**BACHELOR OF VOCATION**  
**Export & Import Management SEMESTER – IV**  
**Syllabus with effect from: JUNE 2022**

<b>Paper Code: UB04FBVE21</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Human Resource Management- II</b>	

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

	Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	
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**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, 4<sup>th</sup> 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.**

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<b>Paper Code:</b> UB04FBVE22	<b>Total Credit:3</b>
<b>Title Of Paper: Insurance Laws and Practices</b>	

Unit	Description in detail	Weighting (%)
I	<b>General Principles and Concepts of Insurance</b> 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	<b>Life Insurance</b> 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	<b>Fire Insurance</b> The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
IV	<b>General Insurance</b> 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

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<b>Paper Code:</b> UB04FBVE23	<b>Total Credit: 3</b>
<b>Title Of Paper: Operation Management</b>	

Unit	Description in detail	(%)
I	<b>Fundamentals of Operations Management</b> 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	<b>Production Process and Plant Layout</b> 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	<b>Work Design</b> 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	<b>Operation/Production Planning and Control</b> 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 McGrew Hill
- Modern Production Management by E.S.Buffa.

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

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<b>Paper Code: UB04FBVE24</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Export &amp; import management-II</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>Unit: 1</b>	<b>Import-Export Management</b> Concept of Import Export Management Key Feature Reduction in Document to five for Custom Purpose	25%
<b>Unit: 2</b>	<b>Exporting, Importing and Counter Trade</b> The Promise and Pitfall of Exporting Improving Export Performance Counter Trade	25%
<b>Unit: 3</b>	<b>Non Tariff Barrier</b> Non Tariff Barriers; Government Participation in Trade; Quota; Advalorem Duty; Specific Duties and their Differences	25%
<b>Unit: 4</b>	<b>Import Export Documentation</b> 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.

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**Bachelor of Vocation (B.VOC)**  
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**Semester: II**

**Syllabus with effect from: JUNE 2022**

<b>Paper Code : UB04CBVE01</b>	<b>Total Credit : 18</b>
<b>Title of Paper : Practical Training</b>	

Unit	Description in Detail
<b>1</b>	<p><b>Business development and stakeholder relations</b></p> <ul style="list-style-type: none"> <li>❖ Process flow of service operation, value chain and basic supply chain value map within the sub sector</li> <li>❖ State/country taxes and routing</li> <li>❖ Local and global geographical knowledge</li> <li>❖ Use of enterprise resource planning software (erp)</li> <li>❖ Use of tools for documentation: ms excel and ms word, etc.</li> <li>❖ Basic understanding of statistical and quantitative analysis tools</li> <li>❖ Use of spreadsheets to tabulate and analyze the data</li> <li>❖ Structure and implications of fees and charges involved in transportation, warehousing, etc.</li> <li>❖ Transit rules and regulations</li> <li>❖ Significance of team coordination to achieve revenue and productivity targets of the organization</li> <li>❖ Customer relationship management about contract management and service level agreement (sla)</li> <li>❖ Factors for evaluation of performance of vendors</li> <li>❖ Communicate effectively with different types of people</li> </ul>

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<b>Paper Code : UB04CBVE02</b>	<b>Total Credit : 00</b>
<b>Title of Paper : On the Job Training Project Report-IV</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%