

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: V
Syllabus with effect from: JUNE 2022

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	
Foundation course	UB05FBVE21	Organization behavior-I	T	3	3	3	30/12	70/28	100/40	University
	UB05FBVE22	Self development skills	T	3	3	3	30/12	70/28	100/40	University
	UB05CBVE23	Contemporary Research-I	T	3	3	3	30/12	70/28	100/40	University
	UB05CBVE24	Export & Import Management-V	T	3	3	5	30/12	70/28	100/40	University
Core Courses	UB05CBVE21	EXIM Manager	T/P	18	2	270 Hours	-	-	100/40	SSC

Bachelor of Vocation (B.VOC)
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Course Outcome
Semester – V

Organization behavior-I

1. Fundamentals of organization behavior
2. Management of resources in optimum manner for efficiency
3. How to organize effectively for better performance
4. Social responsibility and business ethics for work

Self development skills

5. How to communicate professionally for organization development
6. Etiquettes of Communication and communication
7. Student learn how to correspondence and working

Contemporary Research-I

8. How to conduct research?
9. Understanding process in research?
10. Primary and secondary data collection?

Export & Import Management-V

11. To understand the basic knowledge of export & Import management
12. To understand custom procedure
13. To identify export procedure with documentation work
14. To learn export product process

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Paper Code: UB05FBVE21	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.

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Paper Code: UB05FBVE22	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.

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

Paper Code: UB05CBVE23	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	

Basic Text & Reference Books

1. Anthony, M., Graziano, A.M. and Raulin, M.L., 2009. Research Methods: A Process of Inquiry, Allyn and Bacon.
2. Carlos, C.M., 2000. Intellectual property rights, the WTO and developing countries: the TRIPS agreement and policy options. Zed Books, New York.
3. Coley, S.M. and Scheinberg, C. A., 1990, "Proposal Writing", Sage Publications.
4. Day, R.A., 1992. How to Write and Publish a Scientific Paper, Cambridge University Press.

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Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2022

Paper Code: UB05CBVE24	Total Credit: 3
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%

Basic Text & Reference Books:

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

Bachelor of Vocation (B.VOC)
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Semester: III

Syllabus with effect from: JUNE 2022

Paper Code : EXIM Manager	Total Credit : 18
Title of Paper : UB05CBVE21	

Unit	Description in Detail
1	<p>Conduct daily review and facilitate operations</p> <ul style="list-style-type: none"> ❖ Review status of previous day's work and pending activities ❖ Approve daily work plans and allocate tasks ❖ Facilitate smooth operations ❖ Forecast and budget resources for operations ❖ Check compliance with legal and regulatory requirements
2	<p>Business development and stakeholder relations</p> <ul style="list-style-type: none"> ❖ PC1 obtain list of existing clients and new prospects from the company's sales database. ❖ PC2 prepare sales targets and relationship strategies ❖ PC3 prioritize the clients for contacting, based on the previous relationship ❖ building calls made to each of them ❖ PC4. call clients and prospects to seek meeting ❖ PC5. meet client to offer new services and take feedback for current services ❖ PC6. identify client's business need and offer customized and bundled solutions ❖ PC7. negotiate on costs, close the deal and collect organizational and payment details of the client ❖ PC8. take client's feedback ❖ PC9. update information into ERP, inform the relevant departments on sale closure
3	<p>Review performance and develop performance improvement plan</p> <ul style="list-style-type: none"> ❖ PC1. analyse activity related performance metrics ❖ PC2. review output reports for escalated cases to identify reasons ❖ PC3. review asset utilization rates and revenue per manpower ❖ PC4. analyse trend of defaults, delays, etc. along with their reasoning ❖ PC5. analyse the trends of various output metrics like average time per case, average number delays per week, etc. to measure operational performance
4	<p>Profit and Loss Account management and cost accounting</p> <p>PC1. review department wise budgets and make amendments if required PC2. collate and prepare annual budgets along with sales and profit targets PC3. schedule both capital and operational expenses accordance to the budget</p>

	<p>PC4. analyse and review the P&L performance for the unit</p> <p>PC5. analyse profitability and business performance trends department wise</p> <p>PC6. periodically analyse variances in the expenditure with respect to the budget and accordingly take corrective actions</p> <p>PC7. periodically analyse the physical output and performance with respect to the budget and identify places for improvements</p> <p>PC8. undertake adequate risk management so as to meet Key Performance targets</p> <p>PC9. manage and control budgets of different departments on a periodic basis to optimise financial performance</p>
5	<p>Maintain and monitor integrity and ethics</p> <ul style="list-style-type: none"> ❖ PC4. sensitise the work force towards ethical behaviour in work place and performing job with integrity ❖ PC5. conduct regular reviews and check reports for unethical behaviour and corrupt practices ❖ PC6. consult senior management when in an ethical dilemma ❖ PC7. report promptly all violations of code of ethics ❖ PC8. dress up and conduct in a professional manner ❖ PC9. communicate with clients and stakeholders in a soft and polite manner ❖ PC10. follow etiquettes
6	<p>Follow and monitor health, safety and security procedures</p> <ul style="list-style-type: none"> ❖ PC1. make note of all safety processes with reference to area of operation ❖ PC2. wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable ❖ PC3. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety ❖ PC4. undertake periodical preventive health check ups ❖ PC5. follow necessary standard operating procedures (SOP) and precautions while ❖ handling dangerous and hazardous goods ❖ PC6. follow security procedures like green gate in port, customs area, factory security, etc. ❖ PC7. comply with data safety regulations of the organisation ❖ PC8. ensure loaders / unloaders follow standard safety procedures while handling hazardous / fragile cargo and move only on the designated pathway