

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: VI
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 Courses	UB06FBVE21	Organization behavior -II	T	3	3	3	30/12	70/28	100/40	University
	UB06FBVE22	Vibrant skills for Business	T	3	3	3	30/12	70/28	100/40	University
	UB06CBVE23	Contemporary Research-II	T	3	3	3	30/12	70/28	100/40	University
	UB06CBVE24	Export import management - VI	T	3	3	5	30/12	70/28	100/40	University
Core Courses	UB06CBVE21	On the job Training Project Report-IV	P	18	270 Hours	-	-	-	100/40	University/ College

Bachelor of Vocation (B.VOC)
Export & Import Management
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Course Outcome
Semester – VI

Organization behavior-II

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

Vibrant skills for Business

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

Contemporary Research-II

8. How to conduct research design?
9. Understanding process in research and adoption in market?
10. Primary and secondary data collection and application?
11. Research proposal and their working.

Export & Import Management-VI

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

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Paper Code: UB06FBVE21	Total Credit: 3
Title of Paper: Organization behavior-II	

Unit	Description in detail	Weighting (%)
1	<u>Group and Team Dynamics</u> <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams. 	25%
2	<u>Interpersonal Behaviour</u> <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees. 	25%
3	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants, 	25%
4	<u>Conflict & Transactional Analysis</u> <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour. 	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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PaperCode: UB06FBVE22	TotalCredit:3
TitleOfPaper:vibrant skills for Business	

1.

Unit	Descriptionindetail	Weighting(%)
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business 	25%
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business 	25%
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision 	25%
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University PressOn We Go, BBC’s audio-visual course

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Paper Code: UB06CBVE23	Total Credit: 3
Title of Paper: Contemporary Research-II	

Unit	Description in detail	Weighting (%)
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire	
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations	
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report	
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers	

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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Paper Code: UB06CBVE24	Total Credit: 5
Title of Paper: Export Import Management-VI	

Unit	Description in detail	Weighthage
1	Foreign Trade: Meaning, Dumping Policy, Balance Of Trade, Balance Of Payment, Foreign Contracts, International Trade Agreements/Institutions, Methods Of Foreign Trade	25%
2	International Environment And Trade Barriers: Meaning And Components Of International Environment, Trade Barriers-Meaning, Definitions, Objectives And Types	25%
3	Foreign Trade Policy: Back Ground, Objectives, Highlights, Special Focus Initiatives, Briefing On Export And Trading Houses, Briefing On Negative List Of Exports.	25%
4	Regulation For International Trade: Laws Governing India's Export-Import Trade: Pre-Shipment Inspection And Quality Control Act(1963), Foreign Exchange Management Act(FEMA),International Commercial Practices.	25%

References

- Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House.
- Export Import Procedures And Documentation-Dr. Khushpat S. Jain,
- Export Marketing-Khushpat S. Jain &PoonamKakkad

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Paper Code : UB06CBVE21	Total Credit : 18
Title of Paper : On the Job Training Project Report	

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%