

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND**

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

AAA Reaccredited CGPA 3.56 - GRADE A+ KCG-Dept of Edu. Govt of Gujarat

NAAC Reaccredited - CGPA 3.30 - GRADE 'A+'UGC - MHRD, Govt of India

Bachelor of Vocation (Export & Import Management)

Semester-5

**COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020**

WITH EFFECT FROM JUNE– 2025

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Int.	Ext	Total
Discipline Specific Course Core(Major)	Core Course-1	BVE05MAC01	EXIM Manager	P	4	2	50/18	50/18	100/36
	Core Course-2	BVE05MAC02	Organization behavior-I	T	4	2	50/18	50/18	100/36
	Core Course-3	BVE05MAC03	Contemporary Research-I	T	4	2	50/18	50/18	100/36
Minor	Core Course-1	BVE05MIC04	Export & Import Management-V	T	4	2	50/18	50/18	100/36
	Core Course-2	BVE05MIC05	Entrepreneurship Development	T	4	2	50/18	50/18	100/36
Skill Enhancement Course/Internship/ Dissertation		BVE05SEC06	On The Job Training Project Report-V	P	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

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Bachelor of Vocation (Export & Import Management)  
 Semester–V

Course Code	BVE05MAC01	Title of the Course	EXIM Manager
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. To equip participants with the skills to manage operations, allocate resources, and ensure compliance with regulations.</li> <li>2. To empower participants to analyse performance, identify challenges, and create improvement plans.</li> <li>3. To enhance skills in managing finances through budgeting, cost analysis, and strategic planning.</li> <li>4. To ensure compliance with health, safety, and security protocols through PPE, emergency readiness, and safe practices.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	Conduct daily review and facilitate operations <ul style="list-style-type: none"> <li>☒ Review status of previous day's work and pending activities</li> <li>☒ Approve daily work plans and allocate tasks</li> <li>☒ Facilitate smooth operations</li> <li>☒ Forecast and budget resources for operations</li> <li>☒ Check compliance with legal and regulatory requirements</li> </ul>	25%
2.	Business development and stakeholder relations <ul style="list-style-type: none"> <li>☒ PC1 obtain list of existing clients and new prospects from the company's sales database.</li> <li>☒ PC2 prepare sales targets and relationship strategies</li> <li>☒ PC3 prioritize the clients for contacting, based on the previous relationship</li> <li>☒ Building calls made to each of them</li> <li>☒ PC4. call clients and prospects to seek meeting</li> <li>☒ PC5. meet client to offer new services and take feedback for current services</li> <li>☒ PC6. identify client's business need and offer customized and bundled solutions</li> <li>☒ PC7. negotiate on costs, close the deal and collect organizational and payment Details of the client</li> <li>☒ PC8. take client's feedback</li> </ul>	25%

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	<ul style="list-style-type: none"> <li>☒ PC9. update information into ERP, inform the relevant departments on sale closure</li> </ul>	
3.	<p>Review performance and develop performance improvement plan</p> <ul style="list-style-type: none"> <li>☒ PC1. analyse activity related performance metrics</li> <li>☒ PC2. review output reports for escalated cases to identify reasons</li> <li>☒ PC3. review asset utilization rates and revenue per manpower</li> <li>☒ PC4. analyse trend of defaults, delays, etc. along with their reasoning</li> <li>☒ PC5. analyse the trends of various output metrics like average time per case, average number delays per week, etc. to measure operational performance</li> </ul>	25%
4.	<p>Profit and Loss Account management and cost accounting</p> <ul style="list-style-type: none"> <li>☒ PC1. review department wise budgets and make amendments if required</li> <li>☒ PC2. collate and prepare annual budgets along with sales and profit targets</li> <li>☒ PC3. schedule both capital and operational expenses accordance to the budget</li> <li>☒ PC4. analyse and review the P&amp;L performance for the unit</li> <li>☒ PC5. analyse profitability and business performance trends department wise</li> <li>☒ PC6. periodically analyse variances in the expenditure with respect to the budget and accordingly take corrective actions</li> <li>☒ PC7. periodically analyse the physical output and performance with respect to the budget and identify places for improvements</li> <li>☒ PC8. undertake adequate risk management so as to meet Key Performance targets</li> <li>☒ PC9. manage and control budgets of different departments on a periodic basis to optimise financial performance</li> </ul>	25%

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars ,Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

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Course Outcomes: Having completed this course ,the learner will be able to	
1.	Enhanced Operational Efficiency.
2.	Stronger Client Relationships and Business Growth.
3.	Improved Performance and Productivity.
4.	Optimized Financial Management.
5.	Strengthened client relationships, increased sales, tailored solutions, and streamlined communication across departments.

Suggested References:	
Sr. No.	References
1.	Operations Management (Barron's Business Review Series) by William J. Stevenson.
2.	The Stakeholder Strategy: Profiting from Collaborative Business Relationships by Ann Svendsen.
3.	"Managerial Accounting" by Ray H. Garrison, Eric Noreen, and Peter C. Brewer. Published by McGraw-Hill Education
4.	"Management Control Systems" by Robert N. Anthony and Vijay Govindarajan Published by McGraw-Hill Education

On-line resources to be used if available as reference material

On-line Resources	
1.	<a href="https://blog.nashtechglobal.com/measuring-and-analyzing-performance-metrics-a-guide-for-engineers/">https://blog.nashtechglobal.com/measuring-and-analyzing-performance-metrics-a-guide-for-engineers/</a>
2.	<a href="https://www.venasolutions.com/blog/guide-budgeting-forecasting">https://www.venasolutions.com/blog/guide-budgeting-forecasting</a>
3.	<a href="https://www.gfoa.org/materials/financial-forecasting-in-the-budget-preparation-process">https://www.gfoa.org/materials/financial-forecasting-in-the-budget-preparation-process</a>

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 Semester–V

Course Code	BVE05MAC02	Title of the Course	Organization behavior-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. To understand and apply behavioural principles for effectively managing individuals and teams in organizational settings.</li> <li>2. To examine the formation and impact of workplace attitudes and their role in shaping employee behaviour, satisfaction, and organizational effectiveness.</li> <li>3. To Learn about Components of Learning process.</li> <li>4. To explore how perception shapes understanding, judgment, and behaviour in organizations, and how to minimize perceptual biases</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction <ul style="list-style-type: none"> <li>☒ Conceptual foundations, Significance,</li> <li>☒ Challenges</li> <li>☒ Opportunities for OB.</li> </ul> Personality <ul style="list-style-type: none"> <li>☒ Concept and determinants, The Big five model</li> <li>☒ Type A and Type B personality</li> <li>☒ Key personality attributes influencing OB</li> </ul>	25%
2.	Learning <ul style="list-style-type: none"> <li>☒ Concept of learning</li> <li>☒ Nature of Learning</li> <li>☒ Factor affecting learning and learning theories</li> <li>☒ Components of Learning process</li> <li>☒ Indian Scenario</li> </ul>	25%
3.	Attitudes <ul style="list-style-type: none"> <li>☒ Sources and types; Theories of attitude; Cognitive dissonance theory,</li> <li>☒ Overview of Major job attitudes</li> <li>☒ Job satisfaction,</li> <li>☒ Organizational commitment and prejudice.</li> </ul>	25%

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4.	Perception <input type="checkbox"/> Nature and significance of perception, <input type="checkbox"/> Factors influencing perception <input type="checkbox"/> Perceptual process <input type="checkbox"/> Perceptual distortions and improving perception.	25%
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Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ(As perCBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As perCBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course ,the learner will be able to	
1.	Understand the significance Organizational Behavior
2.	Understand &Analyze emotions and managing emotions at work
3.	Understand Factor affecting learning
4	Understand the significance of perception.

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Semester–V

Suggested References:	
Sr. No.	References
1.	Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “Organisational
2.	Behaviour”, Pearson Education, New Delhi.
3.	Mc Shane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R,
4.	“Organisational Behaviour”, Tata McGraw Hill, New Delhi.
5.	Aswathappa, K., “Organisational Behaviour, Text, Cases and Games”, Himalaya Publishing, Delhi.
6.	Pareek, Udai, “Understanding Organizational Behaviour”, Oxford University Press, New Delhi.
7.	L M Prasad “ Organizational Behavior” Sultan C H and & Sons, Educational Publishers, New Delhi.

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.theknowledgeacademy.com/blog/challenges-and-opportunities-of-organisational-behaviour/>
2. <https://benchpartner.com/personality-attributes-influencing-behavior>
3. <https://www.geeksforgeeks.org/theories-of-attitude-formation-theory-and-examples/>
4. <https://www.verywellmind.com/components-of-emotional-intelligence-2795438>
5. <https://ebooks.inflibnet.ac.in/mgmtpl3/chapter/perception/>

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 Semester–V

Course Code	BVE05MAC03	Title of the Course	Contemporary Research-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. Gain a comprehensive understanding of the fundamental concepts and objectives of research.</li> <li>2. Acknowledge the importance and rationale for undertaking research.</li> <li>3. Create a comprehensive research proposal.</li> <li>4. Selection of Random sample</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction <ul style="list-style-type: none"> <li>☒ Meaning of research</li> <li>☒ Objectives of research</li> <li>☒ Motivation in research</li> <li>☒ Types of research</li> <li>☒ Significance of research</li> <li>☒ Research methods v/s Research methodology</li> <li>☒ Stages of the research process</li> </ul>	25%
2.	Problem Identification: <ul style="list-style-type: none"> <li>☒ Defining the research problem</li> <li>☒ Selecting the problem</li> <li>☒ Techniques involved in defining a problem</li> <li>☒ Necessity of defining the problem</li> <li>☒ Research proposal</li> </ul>	25%
3.	Research Design <ul style="list-style-type: none"> <li>☒ Meaning of research design</li> <li>☒ Need for research design</li> <li>☒ Features of a good design</li> <li>☒ Important concepts relating to research</li> <li>☒ Different research design</li> <li>☒ Basic principles of experimental designs</li> </ul>	25%

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4.	<p>Sampling</p> <ul style="list-style-type: none"> <li>☒ Steps in Sample Design</li> <li>☒ Criteria of Selecting sampling procedure</li> <li>☒ Different types of sample techniques</li> <li>☒ Selection of Random sample</li> <li>☒ Complex random sampling designs</li> </ul>	25%
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Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As perCBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As perCBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the key concepts, objectives, and significance of research.
2.	Gain insights into the motivation behind research.
3.	Learn to define and select a research problem.
4.	<del>Develop the skills to create a research proposal.</del> Understand Different types of sample design
5.	

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Suggested References:

Sr. No.	References
1.	"Research Methodology: Methods and Techniques" by C.R. Kothari. Published by New Age International Publishers
2.	Research Methodology: A Step-by-Step Guide for Beginners" by Ranjit Kumar. Published by Sage Publications India
3.	"Business Research Methods" by Donald R. Cooper and Pamela S. Schindler. Published by McGraw-Hill Education
4.	"Research Methodology: A Practical and Scientific Approach" by B.N. Ghosh. Published by S. Chand & Company Ltd

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.questionpro.com/blog/what-is-research/>
2. <https://www.legalbites.in/research-methodology/necessity-of-defining-the-research-problem-1103465>
3. [https://www.researchgate.net/publication/368257495THE\\_RESEARCH\\_DESIGN](https://www.researchgate.net/publication/368257495THE_RESEARCH_DESIGN)
4. <https://www.slideshare.net/slideshow/research-methodology-interpretation/232411137>

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Bachelor of Vocation (Export Import Management)  
Semester–V

Course Code	BVE05MIC04	Title of the Course	Export Import Management-V
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. Understand the organizational structures and functions of Export, Import, and Combined departments in global trade.</li> <li>2. Prepare accurate sales and export documentation for isolated and ongoing international transactions.</li> <li>3. Analyse and apply legal and ethical practices in export operations.</li> <li>4. Ensure compliance with international trade laws, foreign regulations, and industry-specific standards.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Organizing for Export and Import Operations:</b> <ul style="list-style-type: none"> <li>☒ Export Department, Import Department, Combined Export and Import Department.</li> <li>☒ Manual of procedures and Documentation, Record-keeping compliance</li> <li>☒ Software, Federal, State, International and foreign Law</li> </ul>	25%
2.	<b>Exporting : Preliminary Considerations:</b> <ul style="list-style-type: none"> <li>☒ Products, Volume, Country Market and Product Competitiveness Research.</li> <li>☒ Identification of customers: End users, Distributors and Sales agent</li> <li>☒ Compliance with foreign law: Industry Standards, foreign customs Law, Government Contracting, Buy American equivalent Laws</li> <li>☒ Export Packing and Labeling (Hazardous Material)</li> </ul>	25%
3.	<b>Exporting : Sales Documentation:</b> <ul style="list-style-type: none"> <li>☒ Isolated sale transactions: importance of written agreements, email or facsimile orders, the formations of sales agreements.</li> <li>☒ 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</li> </ul>	25%

agreements. Conflicting provisions in seller and buyer Sales

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Semester–V

4.	Managing International Sales, Legal Compliance, and Global Logistics Operations <input checked="" type="checkbox"/> Ongoing sales transactions <input checked="" type="checkbox"/> Export distributor and Sales Agent Agreements <input checked="" type="checkbox"/> Foreign Corrupt Practices act Compliance <input checked="" type="checkbox"/> VOCCs and NVOCCs	25%
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Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ (As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1	Demonstrate knowledge of foreign trade compliance requirements.
2	Prepare and manage sales documentation for isolated international transactions.
3	Ensure ethical and legal export practices.
4	Identify and evaluate potential international customers.
5	Develop and apply procedural manuals and maintain accurate documentation and record-keeping systems.
6	Draft and interpret contracts and agreements for ongoing export relationships.
7	Utilize software and digital tools to manage trade operations and ensure compliance.

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Bachelor of Vocation (Export Import Management)  
Semester–V

Suggested References:	
Sr. No.	References
1.	"International Trade and Export Management" Publisher: Himalaya Publishing House
2.	"Export Import Procedures and Documentation" by M.I. Mahajan Publisher: Snow White Publications
3.	Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House
4.	T.A.S. Balagopal. Export Management. Himalaya Publishing House

On-line resources to be used if available as reference material

On-line Resources

- 1 <https://edurev.in/t/237938/Banker%E2%80%99s-Right-of-Appropriation>
- 2 <https://solomonhollettlawyers.com.au/news/importance-of-written-agreements-in-business-transactions/>
- 3 [https://mlsu.ac.in/econtents/1198\\_ebook%20on%20export%20import%20procedure.pdf](https://mlsu.ac.in/econtents/1198_ebook%20on%20export%20import%20procedure.pdf)
- 4 <https://certpro.com/compliance-documentation/>
- 5 <https://www.msuniv.ac.in/images/distance%20education/learning%20materials/ug%20pg%202023/pg%202021/Mcom%202023%20english%20medium/SCOE12%20-%20I%20Sem%20-%20Export%20&%20Import%20Procedures%20and%20Documentation.pdf>

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Bachelor of Vocation (Export Import Management)  
Semester–V

Course Code	BVE05MIC05	Title of the Course	Entrepreneurship Development
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. To evaluate the socio-economic environment and its influence on entrepreneurial endeavours.</li> <li>2. To explore different types of entrepreneurship and the key traits of successful entrepreneurs.</li> <li>3. To assess the significance, accomplishments, and contributions of government initiatives in Entrepreneurial Development Programs (EDPs):</li> <li>4. To gain insights into the fundamental aspects and developmental processes of small business enterprises.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	Concept of Entrepreneurship <input type="checkbox"/> Definition and nature of entrepreneur <input type="checkbox"/> Characteristics of entrepreneur <input type="checkbox"/> Types entrepreneur <input type="checkbox"/> Emergence of entrepreneurial <input type="checkbox"/> Women entrepreneurs <input type="checkbox"/> Socio-economic environment and the entrepreneur	25%
2.	Forms of Entrepreneurship <input type="checkbox"/> The concept of Joint Stock Company, Public company, Private Company, Government Company, Partnership firm, Hindu undivided family. <input type="checkbox"/> Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning. <input type="checkbox"/> Innovation and entrepreneurship, Entrepreneurial behavior and motivation.	25%
3.	Entrepreneurial Development Programs <input type="checkbox"/> Their relevance and achievements <input type="checkbox"/> Role of government in organizing such programs. <input type="checkbox"/> Critical Evaluation.	25%

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4.	<p>Small Business as a Seed Bed of Entrepreneurship</p> <ul style="list-style-type: none"> <li>☒ Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope</li> <li>☒ Risk analysis and financial considerations.</li> <li>☒ Profit planning in small enterprise, Growth strategies and diversification.</li> </ul>	25%
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Teaching-Learning Methodology	ICT through (e.g .Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ (As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	To understand the definition, nature, and characteristics of entrepreneurship.
2.	To analyze the impact of socio-economic factors and the role of women in entrepreneurship.
3.	To analyze key entrepreneurial traits, including leadership, risk-taking, innovation, and motivation.
4.	Learner can understand the government's role in organizing EDPs and critically assess their impact.
5.	To evaluate the relevance and achievements of Entrepreneurial Development Programmes (EDPs).
6.	To understand the start-up process, including planning, implementation, and strategic considerations for small business ventures.
7.	To analyze risk, financial planning, profit strategies, and growth opportunities in small enterprises.

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Semester–V

Suggested References:	
Sr. No.	References
1.	Hal, B. Pricke; and Royce L. Brahamson, “Small Busines Management”.
2.	Keneth R., Van Vorthis, “Entrepreneurship and Small Busines Management”.
3.	Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”.
4.	Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Busines”.
5.	Dhar, P.N. and Lydal H.F., “The Role of Small Enterprises in Indian Economic Development”.

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.taxmann.com/post/blog/entrepreneurship-concept-functions-need-and-its-relevance-in-indian-society>
2. [https://biznext.in/blog/women-entrepreneurs-in-india/?srsrtid=AfmBOopdxafR\\_8xq0Ic7wq4RCKK\\_Elv-B13y\\_NWx-Mtg1pX\\_KbvBSQTA](https://biznext.in/blog/women-entrepreneurs-in-india/?srsrtid=AfmBOopdxafR_8xq0Ic7wq4RCKK_Elv-B13y_NWx-Mtg1pX_KbvBSQTA)
3. <https://www.vistage.com/research-center/business-leadership/20161027-5-characteristics-of-an-entrepreneur/>
4. <https://www.indiafilings.com/learn/business-plan-for-a-startup-business/>
5. <https://corporatefinanceinstitute.com/resources/career-map/sell-side/risk-management/financial-risk-management-process/>

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 (Reaccredited with 'A+' Grade by NAAC (CGPA3.30)  
 Syllabus with effect from the Academic Year 2025-2026  
 PROGRAMME STRUCTURE (NEP-2020)

**BACHELOR OF VOCATION**

(Export & Import Management)

Semester-V

Course Code	BVE05SEC06	Title of the Course	On the Job Training Project Report-V
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none"> <li>1. The Purpose of this Course is to Enable the Students for In-Depth analysis of a topic relating to his/ her area of Specialization</li> <li>2. 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.</li> <li>3. The Students will Work on their projects individually and not in pairs or teams.</li> <li>4. 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.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The students have to undergo for internship/on the job training under any Concerned Organization in the areas of QP/NOS.</li> <li><input checked="" type="checkbox"/> A presentation as well as report has to be prepared and presented for the viva-voce and submit it to the concerned faculty.</li> </ul>	100%

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	External Examination in the form of Practical, Viva-voce and Reports	100%

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Course Outcomes: Having completed this course, the learner will be able to	
1.	Create project Report
2.	Enhance the confidence for future aspects

Suggested References:	
Sr. No.	References
1.	"Designing Effective Instruction" by Gary R. Morrison, Steven M. Ross, Jerrold E. Kemp, Howard K. Kalman
2.	"Training and Development for Dummies" by Elaine Biech
3.	"Effective On-the-job Training: Developing an OJT Program" by Joseph A. Benkowski

On-line resources to be used if available as reference material
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On-line Resources
1. <a href="https://www.simplilearn.com/how-to-create-a-project-report-article">https://www.simplilearn.com/how-to-create-a-project-report-article</a>

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