

BACHELOR OF VOCATION

(Export & Import Management) Semester – III

Course Code	BVE03MAC01	Title of the Course	EXIM Supervisor
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To allocate work and resources 2. To know Supervising customs clearance activities. 3. To Know Supervise freight forwarding activities 4. Maintain and monitor integrity and ethics in operations
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Course Content	
Unit	Description
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
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.

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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.	<p>Maintain and monitor integrity and ethics in operations</p> <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 • Sensitize 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 	

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
3.	External Examination Written / MCQ & Viva-voce	100%

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Course Outcomes: Having completed this course, the learner will be able to	
1.	Demonstrate proficiency in obtaining and analyzing order details for efficient customs clearance and freight forwarding operations.
2.	Effectively budget and allocate resources to ensure smooth workflow and timely completion of tasks in EXIM processes.
3.	Develop and implement daily work plans, considering priorities and exceptions, to optimize operational efficiency.
4.	Obtain approval for work plans from managers and delegate tasks to workers and executives according to their skills and workload.
5.	Conduct regular inspections and gather feedback to identify and address operational priorities and bottlenecks.
6.	Supervise customs clearance activities, ensuring team compliance with new regulations and accurate application of Harmonized System of Nomenclature (HSN) codes.
7.	Uphold integrity and ethics in operations, refraining from corrupt practices and safeguarding customer and business information.
8.	Foster a culture of ethical behavior in the workplace through regular sensitization, reviews, and reporting of violations to senior management.

Learning Outcome: Having completed this course, the learner will be able to	
1.	Develop a strong understanding of ethical principles and demonstrate ethical behavior in the workplace, including protecting customer information and reporting violations promptly.
2.	Gain skills in supervising freight forwarding activities, including coordination with stakeholders and ensuring proper handling of goods.
3.	Acquire the ability to compute duties, tariffs, and benefits accurately for imports and exports, including verifying Rules of Origin certificates.
4.	Develop expertise in clarifying queries related to customs clearance processes and ensuring accurate product classification under HSN codes.

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Specific outcomes : Having completed this course, the learner will be able to	
1.	Ability to conduct oneself in a professional manner, including dressing appropriately and maintaining professionalism in interactions.
2.	Ability to sensitize the workforce towards ethical behavior and promptly report violations to senior management.
3.	Ability to coordinate effectively with stakeholders to meet on-ground freight requirements.

Suggested References:	
Sr. No.	References
1.	Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House
2.	T.A.S. Balagopal. Export Management. Himalaya Publishing House
3.	Government of India: Export - Import Policy

On-line resources to be used as and when required

On-line resources to be used if available as reference material
<ul style="list-style-type: none">• https://research.hktdc.com/en/article/MzM0NDA2NjQ5• https://www.indiafilings.com/learn/documents-required-import-export/• https://www.shippingsolutions.com/export-documentation-procedure

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Semester – III

Course Code	BVE03MAC02	Title of the Course	Human Resource Management-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To understand Nature of Human Resource Management 2. How to do a planning for Human Resource Planning 3. To understand career planning Development 4. Learn Six sigma of Human Resource Management
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Course Content		
Unit	Description	Weightage* (%)
1.	<p><u>Nature & Scope of Human Resource Management</u></p> <ul style="list-style-type: none"> • 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.	<p><u>Human Resource Planning</u></p> <ul style="list-style-type: none"> • 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 <p><u>Job Design:</u></p> <ul style="list-style-type: none"> • Concept of Job Description & Job Specification • Job Description v/s Job Specification • Concept & methods of Job Design 	25%

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3.	<p><u>Career Planning and Development</u></p> <ul style="list-style-type: none"> • Meaning of Career Planning • Objectives of Career Planning • Process of Career Planning • Advantages and Limitation of Career Planning 	25%
4.	<p><u>Human Resource Development</u></p> <ul style="list-style-type: none"> • Concept of Human Resource Development • Difference between HRM & HRD • Need and Significance of HRD • Principles of HRD • Employee Counselling • Six Sigma 	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	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Learn Recruitment and Selection
2.	Understand Performance Management
3.	Develop Employee Relations
4.	Learn Employee Engagement

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Suggested References:	
Sr. No.	References
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

On-line resources to be used as and when required

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

- <https://ncert.nic.in/ncerts/l/lebs102.pdf>
- https://www.tutorialspoint.com/management_principles/management_principles_tutorial.pdf
- <https://d3bxy9euw4e147.cloudfront.net/oscms-prodems/media/documents/PrinciplesofManagement-OP.pdf>

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Semester – III

Course Code	BVE03MIC03	Title of the Course	Banking Laws & Practice
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To Understanding Regulatory Framework 2. To Compliance with Anti-Money Laundering Laws: 3. To Assess of Government and RBI Powers: 4. To Establishing Strong Banker-Customer Relations. 5. To Embracing Electronic Banking and IT
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Course Content		
Unit	Description	Weightage* (%)
1.	Overview of banking Regulatory Framework <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Indemnities of Guarantees • Obligation of banker, • law relating to Securities • special features of Recovery of Debts Due to banks and financial institutions Act,2013 	25%

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3.	<p>Banker- Customer Relations</p> <ul style="list-style-type: none"> • 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.	<p>Electronic banking & IT in Banks</p> <ul style="list-style-type: none"> • Introduction, • IT applications in banking , computer based information systems for banking • Basel Norms for Banking System • Customer relationship management 	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	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand Important points of Banking Regulation
2.	Learn how banking operations can be done
3.	Learn Banker & Customer relations
4.	Implement IT Uses in Banking system

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Suggested References:

Sr. No.	References
1.	Kuchhal, M C and vivek K kuchhal, Business Law, Vikas Publishing house, New Delhi
2.	Maheshwari & Maheshwari, Business Law, National publishing House, New Delhi
3.	Avtar Singh, Introduction to Company Law, Eastern Book company

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

On-line Resources

- <https://unacademy.com/content/upsc/study-material/general-awareness/banking-law-and-practice/>
- <https://www.drishtiiias.com/to-the-points/paper3/basel-norms>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
 (Reaccredited with 'A+' Grade by NAAC (CGPA3.30)
 Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Export & Import Management
Semester–III

Course Code	BVE03MDC04	Title of the Course	Export & Import Management-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To learn about International Trade 2. To Know Documentation of Export Import 3. To know about Foreign trade Policy 4. To understand detail Processing of an Export Order
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Course Content		
Unit	Description	Weightage* (%)
1.	International Trade <ul style="list-style-type: none"> • Reasons, Features, Benefits, Advantages • Registration Formalities • Types of Exporters – Manufacturer/Merchant Exporter. • Methods of entry into foreign market 	25%
2.	Documentation <ul style="list-style-type: none"> • 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%
3.	Foreign Trade Policy (F.T.P) <ul style="list-style-type: none"> • Highlights • Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK • Institutional Frame Work – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA 	25%
4.	Processing of an Export Order <ul style="list-style-type: none"> • Quality Control • Pre-Shipment Inspection • INCOTERMS. Realizing Payment of Export Proceeds, Negotiation of Documents – CHA, SEZ, EOU, Deemed Exports 	25%

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PROGRAMME STRUCTURE (NEP-2020)

Export & Import Management

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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	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	
3.	External Examination	50%

Course Out comes: Having completed this course, the learner will be able to	
1.	Understand International Trade
2.	Learn Documentations of Export & Import Management
3.	Understand latest foreign trade policy
4.	Process of an Export Order

Suggested References:	
Sr. No.	References
1.	Government of India: Export - Import Policy
2.	T.A.S. Balagopal. Export Management. Himalaya Publishing House
3.	Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House

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PROGRAMME STRUCTURE (NEP-2020)
Export & Import Management
Semester–III

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

On-line Resources

1. <https://research.hktdc.com/en/article/MzM0NDA2NjQ5>
2. <https://www.indiafilings.com/learn/documents-required-import-export/>
3. <https://www.shippingsolutions.com/export-documentation-procedure>

BACHELOR OF VOCATION

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Course Code	BVE03AEC05	Title of the Course	Soft skills for Business
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none"> The paper is designed to enhance the communicative skills of the students. It focuses on some theories and detailed tips to improve usage of language effectively Language.
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Course Content		
Unit	Description	Weightage* (%)
1.	Interview Techniques <ul style="list-style-type: none"> Importance Types of Interview Art of conducting and giving interviews Interview Skills Corporate readiness 	50%
2.	Communication skills <ul style="list-style-type: none"> Significance, process & Forms of communication communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume & CV GD & Interview 	50%

Teaching-Learning Methodology	Learner-centered Instructional methods Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e- resources, including films.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	50%
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	How to communicate professionally
2.	Understand Interview Techniques
3.	Student learn how to correspondence

Suggested References:	
Sr. No.	References
1.	Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
2.	Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
3.	Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep
4.	Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra

On-line resources to be used as and when required

On-line Resources
<ul style="list-style-type: none"> • https://hbr.org/topic/subject/business-communication • https://ddceutkal.ac.in/Syllabus/MA_English/Paper_21.pdf • https://www.indeed.com/career-advice/career-development/importance-of-business-communication

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA 3.30)****Syllabus with effect from the Academic Year 2024-2025****PROGRAMME STRUCTURE (NEP-2020)****BACHELOR OF VOCATION****(Export & Import Management)****Semester – III**

Course Code	BVE03SEC06	Title of the Course	On the Job Training Project Report-III
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none">1. The Purpose of this Course is to Enable the Students for In-Depth analysis of a topic relating to his/her area of Specialization2. 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.3. The Students will Work on their projects individually and not in pairs or teams.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.
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Course Content		
Unit	Description	Weightage* (%)
1.	<ul style="list-style-type: none">• The students have to undergo for internship/ on the job training under any Concerned Organization in the areas of QP/NOS• A presentation as well as report has to be prepared and presented for the viva-voce and submit it to the concerned faculty.	100%

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study	
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

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| 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

On-line Resources

<https://www.simplilearn.com/how-to-create-a-project-report-article>

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(Export & Import Management) Semester – III

Course Code	BVE03VAC07	Title of the Course	Climate Change & Sustainable Development
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none"> • To aware students about Environment Pollution • To aware students about Environmental problem and ways to create sustainability
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Course Content		
Unit	Description	Weightage* (%)
1.	Environmental Pollution <ul style="list-style-type: none"> • Solid waste Management: Causes, effects and control measures of urban and industrial wastes. • Role of an individual in prevention of pollution • Disaster management: floods, earthquake, cyclone and landslides, Tsunami, Drought 	50%
2.	Challenges to Sustainable Development <ul style="list-style-type: none"> • Sustainable Urban future – Rural Development • Agriculture, Population & Food Security • Public Health and Nutrition • Effect of Climate Change • Business Responsibility • Case Studies 	50%

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Teaching-Learning Methodology	<p>Learner-centered Instructional methods</p> <p>Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	50%
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Learn solid waste management
2.	Understand Development with Sustainability

Suggested References:	
Sr. No.	References
1.	"This Changes Everything: Capitalism vs. The Climate" by Naomi Klein
2.	"Climate Justice: Hope, Resilience, and the Fight for a Sustainable Future" by Mary Robinson
3.	"The Uninhabitable Earth: Life After Warming" by David Wallace-Wells

On-line resources to be used as and when required

<p>On-line Resources</p> <ul style="list-style-type: none"> https://www.sciencedirect.com/science/article/abs/pii/S1469306203001013
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