

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND**  
**AFFILIATED TO SARDAR PATEL UNIVERSITY, VVNAGAR**

AAA Reaccredited CGPA 3.56 - GRADE A<sup>+</sup> KCG-Dept of Edu. Govt of Gujarat  
 NAAC Reaccredited - CGPA 3.30 - GRADE 'A<sup>+</sup>' UGC - MHRD, Govt of India

**Bachelor of Vocation (Export & Import Management)**

**Semester-1**

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

**WITH EFFECT FROM JUNE – 2023**

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Internal	External	Total
Discipline Specific Course Core(Major)	Core Course-1	BVE01MAC01	Exim-Executive	P	4	2	50/18	50/18	100/36
	Core Course-2	BVE01MAC02	Business Organization & Management-I	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVE01MIC03	Marketing Management	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi-Disciplinary	BVE01MDC04	Computer Application-I	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVE01AEC05	Business Communication-I	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVE01SEC06	On The Job Training ProjectReport-I	P	2	1	25/09	25/09	50/18
IKS		BVE01IKC07	Ancient Indian Knowledge System	T	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**  
**(Export & Import Management)**  
**Semester – I**

Course Code	BVE01MAC01	Title of the Course	EXIM-Executive
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"><li>1. Prepare documents for Export and Import processing including EDI filing</li><li>2. Plan and arrange for cargo movement</li><li>3. Perform customs clearance field activities</li><li>4. Perform customs clearance office activities</li><li>5. Maintain integrity and ethics in operation</li><li>6. Follow health, safety and security procedures</li><li>7. Employability skills</li></ol>
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Course Content		
Unit	Description	

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**Semester – I**

1.	<p><b>Prepare documentation for Export and Import process and EDI filling</b></p> <ul style="list-style-type: none"><li>• obtain work requirement in discussion with the supervisor</li><li>• obtain details about the quantity, value, packing, labelling, weight, size of the cargo</li><li>• prepare a checklist of documents required for customs clearance</li><li>• receive basic Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer including copies of invoice, packing list, shipping bill/Airway bill, Bill of lading, etc.</li><li>• obtain required documents such as delivery order, certificate of origin, industrial license, insurance document, etc.</li><li>• prepare checklist of documents required for clearance</li><li>• obtain details about the quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables, etc.)</li><li>• Receive basic KYC and GST details of the exporter/ shipper including destination country, shipment date, type of cargo, insurance details, etc.</li><li>• Obtain additional documents required as per customs regulation for dangerous goods, valuable items, etc.</li><li>• Receive documents required for clearance such as invoice, packing list, shipping declaration, purchase order, Statutory Declaration Form (SDF) as per the checklist</li><li>• Obtain the bonds to be executed with the customs official for duty exempted items.</li><li>• prepare mandatory documents in Indian Customs EDI System</li></ul>	
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	(ICES) such as Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, etc	
2.	<p><b>Plan and arrange for cargo movement</b></p> <ul style="list-style-type: none"> <li>• Track schedule of cargo arrival based on input from ports and client</li> <li>• Coordinate with stakeholders for import customs clearance</li> <li>• Make note of transport copy, type of cargo, packaging type, etc. in coordination with the surveyor</li> <li>• Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter</li> <li>• Take necessary precautions and care, when handling dangerous goods and special goods</li> <li>• Arrange for material handling equipment for loading and unloading of cargo in coordination with the surveyor</li> <li>• Inform clients on updates regarding duration of shipment, transfers or regulations affecting shipments and receive their confirmation</li> <li>• Prepare schedule for cargo movement from the supplier destination</li> <li>• Collect and verify details of any specific packaging requirements as per nature of goods</li> <li>• Plan appropriate route for shipping considering transit requirements and estimate the transit time</li> <li>• Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter</li> <li>• Arrange for the entry pass for the transporter</li> <li>• Take necessary precautions and care when handling dangerous and special goods</li> <li>• Arrange for material handling equipment as required</li> <li>• Inform clients on transit duration, transfers or regulations affecting shipments, etc. and receive their confirmation</li> <li>• Consolidate cargo destined to common destination to minimize cost</li> <li>• arrange necessary documents for the admission of cargo in the freight station, post customs clearance procedures, etc.</li> </ul>	

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3.	<p><b>Perform field customs clearance activities</b></p> <ul style="list-style-type: none"> <li>• Submit documents required for customs clearance to customs officials as per requirements</li> <li>• Respond to any queries and make note of any objections raised by customs officials on the cargo</li> <li>• Escalate objections and remarks of customs officials to the EXIM supervisor and the customer as required</li> <li>• check packaging and material used is as per client's requirement and regulatory compliance</li> <li>• assist customs officer in conducting inspection, and post inspection witness sealing of the container</li> <li>• coordinate with the custodian officials on receipt of goods for loading in the vessel</li> <li>• arrange for manpower and material handling equipment for movement of goods</li> <li>• PC8. keep record of shipment in form of daily status report &amp; update the same to customer &amp; EXIM supervisor</li> <li>• collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices</li> <li>• submit all signed hard copies and soft data for record filling</li> <li>• share a copy of the customs clearance documents with the shipper/ customs agents for further actions</li> <li>• collect feedback from customs officer and report it to supervisor</li> </ul>	
4.	<p><b>Perform customs clearance - office activities</b></p> <ul style="list-style-type: none"> <li>• PC1. follow up in the Indian Customs EDI Gateway (ICEGATE) and check if the bill of entry is approved</li> <li>• check websites of various Participative Government Agencies (PGAs) to check for receipt of various clearances</li> <li>• check if the cargo is approved and released from customs and report the same</li> <li>• arrange for required information and related documents on the pending issues to get the cargo customs cleared</li> <li>• receive final clearance in the form of a Let Export Order (LEO)/ Out of Customs Charge (OCC)</li> <li>• provide the required information and documents to the field executives</li> <li>• maintain records for clearance activities and shipment for the mandated duration as specified by EXIM regulations</li> <li>• assist in clarifying queries raised by customs official or arrange for additional documents from client/ shipper, if required</li> <li>• update cargo status in portal with the assistance of documentation executive</li> <li>• prepare invoice and process payment for accounting purposes in line with organization requirements</li> </ul>	

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5.	<p><b>Maintain integrity and ethics in operation</b></p> <ul style="list-style-type: none"> <li>• refrain from indulging in corrupt practices</li> <li>• avoid using company's funds, property or resources for undertaking personal activities</li> <li>• protect customer's information and ensure it is not misused</li> <li>• protect data and information related to business or commercial decisions</li> <li>• avoid acceptance of cash or kind from vendors for support or contract negotiations</li> <li>• demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues</li> <li>• avoid nepotism</li> <li>• consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</li> <li>• report promptly all violations of code of ethics</li> <li>• dress up and conduct in a professional manner</li> <li>• communicate with clients and stakeholders in a soft and polite manner</li> <li>• follow etiquettes in accordance to the place</li> <li>• check for regulatory documentation and compliances for the shop floor as per information from the supervisor</li> <li>• perform activities considering the regulatory requirements</li> <li>• use PPEs in accordance to regulatory requirements</li> <li>• identify the different types of dangerous goods and handling methodologies</li> <li>• follow the SOP for handling of different types of dangerous goods</li> <li>• consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</li> <li>• promptly report all regulatory violations</li> </ul>	
6.	<p><b>Follow health, safety and security procedures</b></p> <ul style="list-style-type: none"> <li>• make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation</li> <li>• wear all personal protective equipment (PPE) such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area</li> <li>• follow standard driving practice to ensure safety of life and material</li> <li>• follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety</li> <li>• undertake periodical preventive health check ups</li> <li>• follow necessary SOP and precautions while handling dangerous and hazardous goods</li> <li>• follow security procedures like green gate in port, customs area, factory security, etc.</li> <li>• comply with data safety regulations of the organization</li> <li>• follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway</li> </ul>	

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7.	<p><b>Verify GST invoice</b></p> <ul style="list-style-type: none"> <li>• identify location of service recipient and place of supply of services</li> <li>• identify proper classification of the transaction (i.e. Intra-State or Inter- state) and determine the applicable Goods and Services Tax (GST): Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST)</li> <li>• identify if GST is payable under reverse charge in case the Service provider is unregistered party</li> <li>• PC4. obtain name, address, Goods and Services Tax Identification Number (GSTIN),</li> <li>• Permanent Account Number (PAN), email id of service/ shipment provider and recipient</li> <li>• obtain description of service, Service accounting code (SAC) / Harmonised System of Nomenclature (HSN) code</li> <li>• receive unique identification number (UIN) for multilateral entity</li> <li>• check for relevant notification in case of exempt clients</li> <li>• calculate taxable value considering applicable rate of GST based on SAC/HSN</li> <li>• check for vendor invoices for all mandatory particulars and applicable GST</li> </ul>	
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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 CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Prepare documentation for Export and Import process and EDI filling
2.	Plan and arrange for cargo movement
3.	Perform customs clearance field activities

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4.	Perform customs clearance office activities
5.	Maintain integrity and ethics in operations
6.	Follow health, safety and security procedures
7.	Verify GST invoices

Learning Outcomes	
1.	Obtaining and preparing documents required for customs clearance and shipment of cargo as per regulatory and standard operating procedure.
2.	Obtaining the requirement of the client on the movement of cargo and accordingly plan the best possible transportation.
3.	Meeting post customs inspection requirements such as packing, scanning, loading and transport arrangement, etc.
4.	liaising with the officials, clients and maintaining documentation and internal coordination to facilitate cargo movement
5.	Maintaining integrity, ensuring data security, and professional and ethical practices.
6.	Ensuring compliance with health, safety and security procedures at the workplace
7.	Recognizing applicability of GST and verifying invoice.

Specific outcomes	
1.	The student is responsible for EXIM operations in office, customs clearance at field and freight forwarding. The individual also performs freight and customs documentation and liaises with stakeholders to ensure timely clearance and shipment of cargo.
2.	The student must be able to prioritize and execute tasks within scheduled time limits, good eyesight, work for long hours in sitting and standing position, communication skills, logical thinking and attention to detail. The individual should have good interpersonal skills and ability to work with various stakeholders.



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Suggested References:	
Sr. No.	References
1.	Export Controls in India Law and Procedures
2.	Bigs Easy Reference Foreign Trade Policy with Handbook of Procedures Import Export Policy Part I and II
3.	Foreign Trade and Export Import Policy of India
4.	Bigs Easy Reference New Import and Export Policy of Individual Items

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

On-line Resources

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**Semester – I**

Course Code	BVE01MAC02	Title of the Course	Business organization & Management-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. Principles of management have mainly objective of <b>Coordination and proper administration of businesses.</b></li> <li>2. Management is an essential function of Businesses.</li> <li>3. It allows for ensuring that the work done by the individual elements of the firm are combined for the furtherance of the collective objective of the firm.</li> <li>4. Most management principles aim at ensuring smooth functioning in Business Organisation.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Nature &amp; Scope of Business</b> <ul style="list-style-type: none"> <li>• Concept of business</li> <li>• Characteristics of business</li> <li>• Classification of business activities</li> <li>• Interrelation ship between industry ,commerce, trade</li> <li>• Functions of business</li> </ul>	25%
2.	<b>Forms of business organization</b> <ul style="list-style-type: none"> <li>• Sole proprietorship: Concept, characteristics, merits and demerits</li> <li>• Partnership : Concept, characteristics, Types, advantages and disadvantages</li> <li>• Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages</li> <li>• Cooperative society: Concept, characteristics, distinction between cooperative and company</li> </ul>	25%

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3.	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Meaning, nature, purpose, functions ,managerial process</li> <li>• Planning: Nature &amp; purpose, objectives, strategies, polices and planning premises</li> <li>• Organizing: Nature &amp; Purpose of organization</li> <li>• Types of Organization :Line &amp; Functional Organization</li> </ul>	25%
4.	<p><b>Directing &amp; Controlling</b></p> <ul style="list-style-type: none"> <li>• Directing : Meaning, characteristics &amp; purpose</li> <li>• Motivation: Meaning &amp; significance, theories of motivation- Maslow&amp; Herzberg theory</li> <li>• Leadership: Meaning &amp; Nature, Leadership styles</li> <li>• Controlling: Meaning characteristics, importance &amp; process</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 CBCS R.6.8.3)	50%
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3.	External Examination	50%

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**Semester – I**

Course Outcomes: Having completed this course, the learner will be able to	
1.	Fundamentals of management
2.	Management of resources in optimum manner
3.	How to organize effectively
4.	Social responsibility and business ethics

Suggested References:	
Sr. No.	References
1.	Business Organization & Management by C B Gupta
2.	Principles & Practices of Management by L M Prasad
3.	Modern Business Organization & Management by S A Sherlekar & V S Sherlekar
4.	Essentials of Management — by Koontz & O'Donald
5.	Principles of Management by Ajayraj Vyas and Ankur Amin
6.	Principles of Management by T.Ramasamy, Himalaya Publishing House

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**  
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**Semester – I**

Course Code	BVE01AEC05	Title of the Course	Business Communication-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. To make the learner proficient in the use of the English language.</li> <li>2. To develop the skills of independent reading and writing with comprehension.</li> <li>3. To introduce learner is to the basic concepts of business communication.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Introducing Business Communication</b> <ul style="list-style-type: none"> <li>• Concepts, Definition &amp; Attributes of Communication</li> <li>• Objectives Of business communication</li> <li>• Process of communication</li> <li>• Importance of effective communication in business</li> </ul>	25%
2.	<b>Business Etiquettes</b> <ul style="list-style-type: none"> <li>• Concept &amp; Importance</li> <li>• Etiquettes for :               <ol style="list-style-type: none"> <li>A) Meeting</li> <li>B) Telephone/ Cell phone Conversation</li> </ol> </li> <li>• Etiquettes at work place(internal-superiors, peers &amp; subordinates ) Etiquettes with stakeholders (external-Suppliers &amp; customers )</li> </ul>	25%

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3.	<b>Verbal &amp; Non Verbal Communication</b> <ul style="list-style-type: none"> <li>• Verbal: <ul style="list-style-type: none"> <li>A) Characteristics &amp; importance of verbal communication</li> <li>B) Advantages &amp; limitations of verbal communication</li> </ul> </li> <li>• Non Verbal: <ul style="list-style-type: none"> <li>A) Kinesics , Proxemics , Chronemics , Paralanguage</li> <li>B) Advantages &amp; Disadvantages of non verbal communication</li> </ul> </li> </ul>	25%
4.	<b>Business Correspondence</b> <ul style="list-style-type: none"> <li>• Forms &amp; Layout of business Letter</li> <li>• Letters of Enquiry , Complaints Reply and adjustments</li> <li>• Sales Promotions letters</li> </ul>	25%
	<b>Practical</b> The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	

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		
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3.	External Examination	50%

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**Semester – I**

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

Suggested References:	
Sr. No.	References
1.	Essentials of business communication –Rajendra pal & JS Korlahalli
2.	Developing Communication skills –Krishan mohan & Meera Benerji
3.	Effective Business Communication – Asha Kaul
4.	Communication Skills – Sanjay Kumar & Pushp Lata

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**

**(Export & Import Management)**

**Semester – I**

Course Code	BVE01MDC04	Title of the Course	Computer Application-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> <li>1. To develop computer skill in commerce students.</li> <li>2. Computer skill helps commerce students to meet the needs of modern business.</li> <li>3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it.</li> <li>4. Computer skill increase the chances of getting hired</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<p><b>Components of a computer system:</b></p> <ul style="list-style-type: none"> <li>• computer, computer Hardware and software, Difference Between Hardware and Software, History of Computer, Computer Generation, Types of computer, Block Diagram of Digital computer and function of its Each part, post-power on self-test. Application of computer, characteristics of computer, limitations of computer</li> <li>• Memory: Types of Memory, primary Memory (RAM, DRAM, SRAM, SDRAM, DDR, SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary, memory, cache Memory.</li> </ul>	25%
2.	<p><b>Input, output and storage Devices:</b></p> <ul style="list-style-type: none"> <li>• Input Devices: Keyboard, scanners, Joy Stick, Barcode reader, DigitalCamera, Microphone, webcam, pointing Devices (Mouse, Touchpad).Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball</li> <li>• Output Devices: Monitors (CRT, TFT, LCD, LED), printers (Laser,inkjet, Dot Matrix, line, MFP, Bar Code, plotter), speakers projector.</li> <li>• Storage Devices: CD,DVD, Blue Ray Disc, Floppy Disc, Hard Disk, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance.</li> </ul>	25%



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3.	<p><b>Introduction to Software, Operating System and Windows:</b></p> <ul style="list-style-type: none"> <li>• Introduction of Software, Types of Software and its Examples. Introduction of Operating System, Overview of Various Types of Operating Systems. Introduction of various version of Windows Operating System, Overview of Windows 7, Concept of booting and How to start Desktop Computer.</li> <li>• Desktop: Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and Corners), Switching between Windows.</li> <li>• Windows Explorer: Viewing of files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.</li> </ul>	25%
4.	<p><b>Windows Accessories:</b></p> <ul style="list-style-type: none"> <li>• Notepad, Wordpad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note.</li> <li>• Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task bar and Start Menu. Windows Trouble Shootings.</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 CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

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

**Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA 3.30)**

**Syllabus with effect from the Academic Year 2023-2024**

**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**

**(Export & Import Management)**

**Semester – I**

Course Outcomes: Having completed this course, the learner will be able to

1.	Basic Knowledge of Computer
2.	Fundamental of software and Hardware
3.	Use of computer in daily life

Suggested References:

Sr. No.	References
1.	Computer course windows 7 and office 2010 by R.K.Taxali Publisher Tata McGrawHill.
2.	Computer fundamentals by Anita Goel Pearson Publication New Delhi.
3.	Sinha, P.K.(2003), “Computer Fundamentals”, 3th Ed.,BPB Publications
4.	Rajarama, V, “Fundamentals of Computers”, PHI

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

On-line Resources

On-line resources to be used as and when required

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**

**(Export & Import Management)**

**Semester – I**

Course Code	BVE01AEC05	Title of the Course	Business Communication-I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none"> <li>1. To make the learner proficient in the use of the English language.</li> <li>2. To develop the skills of independent reading and writing with comprehension.</li> <li>3. To introduce learner is to the basic concepts of business communication.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<p><b>Introducing Business Communication</b></p> <ul style="list-style-type: none"> <li>• Concepts, Definition &amp; Attributes of Communication</li> <li>• Objectives Of business communication</li> <li>• Process of communication</li> <li>• Importance of effective communication in business</li> </ul>	25%
2.	<p><b>Business Etiquettes</b></p> <ul style="list-style-type: none"> <li>• Concept &amp; Importance</li> <li>• Etiquettes for :                             <ol style="list-style-type: none"> <li>A) Meeting</li> <li>B) Telephone/ Cell phone Conversation</li> </ol> </li> <li>• Etiquettes at work place(internal-superiors, peers &amp; subordinates ) Etiquettes with stakeholders (external-Suppliers &amp; customers )</li> </ul>	25%

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**

**(Export & Import Management)**

**Semester – I**

	<b>Practical</b> The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	
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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 CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

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**PROGRAMME STRUCTURE (NEP-2020)**

**Bachelor of Vocation**  
**(Export & Import Management)**  
**Semester – I**

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

Suggested References:	
Sr. No.	References
1.	Essentials of business communication –Rajendra pal & JS Korlahalli
2.	Developing Communication skills –Krishan mohan & Meera Benerji
3.	Effective Business Communication – Asha Kaul
4.	Communication Skills – Sanjay Kumar & Pushp Lata

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

On-line Resources

- On-line resources to be used as and when required

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Syllabus with effect from the Academic Year 2023-2024

PROGRAMME STRUCTURE (NEP-2020)

**Bachelor of Vocation****(Export & Import Management)****Semester – I**

Course Code	BVE01SEC06	Title of the Course	On the Job Training Project Report-I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none"><li>1. Prepare documentation for Export and Import processing including EDI filing</li><li>2. Plan and arrange cargo movement with appropriate documentation</li><li>3. Perform customs clearance field activities including documentation, cargo inspection, cargo movement and stakeholder coordination</li><li>4. Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing</li><li>5. Comply to work place integrity, ethical and regulatory practices.</li><li>6. Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.</li><li>7. Inspect invoices for correct application of GST.</li></ol>
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Course Content		
Unit	Description	Weightage* (%)
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%

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**Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA 3.30) Syllabus with effect from the**  
**Academic Year 2023-2024 PROGRAMME STRUCTURE (NEP-2020)**

**Syllabus as per NEP 2020 With Effect From June – 2023**  
**Bachelor of Vocation (Export & Import Management)**  
**SEM-I**

Course Code	<b>BVE01IKC07</b>	Title of the Course	<b>Ancient Indian Knowledge System</b>
Total Credits Of the Course	<b>2</b>	Hours per Week	<b>2</b>

Course Objectives:	<p>The course will enable the student teachers to</p> <ol style="list-style-type: none"> <li>1. Examine the concept of Bhartiya concept to spirituality and its various paths.</li> <li>2. Examine the Bhartiya philosophy of life derived from Shashtras (ancientscriptures) and its implications for the Bhartiya life style.</li> <li>3. Analyse the concept of Indian Knowledge Systems (IKS) and emphasize its importance in preserving and disseminating in digenous knowledge.</li> <li>4. Highlight the contributions of IKS to the world, particularly in the field so mathematics and astronomy.</li> <li>5. Explore the Bhartiya wisdom related to life sciences.</li> <li>6. StudythescienceofarchitectureinancientIndiawithreferencetosignifican tsites.</li> <li>7. Provide an overview of Ayurveda, including its concepts, branches, important books, and pioneers in the field.</li> <li>8. Explore Bhartiya literature and the Bhartiya theory of aesthetics and rasain various art forms.</li> </ol>
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage* (%)</b>
1	<p><b>Spiritual Bharat and Introduction to IKS</b></p> <ul style="list-style-type: none"> <li>- Bhartiya Concept of Spirituality : Gyaan Marg, Bhakti Marg, Karmmarg, Yog Marg</li> <li>- Bhartiya Spiritual Thinking Leading to Unity</li> <li>- Bhartiya Philosophy of Life Derived from Shashtras and its Implications for Bhartiy Life Style</li> <li>- Introduction to IKS and Its Importance</li> <li>- Introduction of Various Indian Knowledge Systems</li> </ul>	50 %

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**Academic Year 2023-2024 PROGRAMME STRUCTURE (NEP-2020)**

2	<b>Contribution of IKS to the World</b> <ul style="list-style-type: none"> <li>- Bhartiya Contribution in Mathematics and Astronomy</li> <li>- Bhartiya Wisdom related to Life Science: Physics, Chemistry, Botany</li> <li>- Bhartiya Science of Architecture with reference to Lothal, Mohan Jo Daro, Dholavira, Temple Architecture</li> <li>- Ayurveda : Concept, Branches, Books and Pioneers</li> <li>- Bhartiya Literature and Bhartiya Theory of Aesthetics and Rasa</li> </ul>	50 %
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Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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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.	Understand the diverse paths of spirituality in Bhartiya culture, including Gyaan Marg, Bhakti Marg, Karm Marg, and Yog Marg, and recognize their significance in individual and collective spiritual growth.
2.	Evaluate the Bhartiya philosophy of life derived from Shashtras and analyze its implications for contemporary Bhartiya lifestyles, fostering a deeper understanding of the connection between spirituality and everyday life.
3.	Explain the concept of Indian Knowledge Systems (IKS) and recognize its importance in preserving and promoting indigenous knowledge, fostering a sense of cultural identity and pride.
4.	Demonstrate knowledge of various Indian knowledge systems, such as Ayurveda, Vedic sciences, Yoga, Vedanta, and Jyotish, and appreciate their contributions to human knowledge and well-being.
5.	Recognize and appreciate the significant contributions of IKS to the world, particularly in the fields of mathematics and astronomy, and understand their impact on modern scientific advancements.



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6.	Analyze the Bhartiya wisdom related to life sciences, including physics, chemistry, and bot any, as described in ancient texts, and understand the irrelevance and potential applications in contemporary scientific research.
7.	Identify and analyze the unique architectural features and principles of ancient Indian sites like Lothal, Mohenjo-daro, Dholavira, and temple architecture, understanding their cultural, historical, and spiritual significance.

Suggested References:	
Sr. No.	References
1.	Radha Krishnan, S.(1992).The Hindu View of Life. Harper Collins Publishers.
2.	Singh, A. P., &Yagnik, S.(Eds.).(2019). Indian Knowledge Systems: Understanding the Human Uniqueness. Springer.
3.	Frawley, D., & Ranade, S. (2001). Ayurveda, Nature's Medicine. Lotus Press.
4.	Lad, V., & Frawley, D. (1986). The Yoga of Herbs: An Ayurvedic Guide to Herbal Medicine. Lotus Press.
5.	Das gupta, S. (1947). A History of Indian Philosophy. Cambridge University Press.
6.	Pollock, S. (2006). The Language of the Gods in the World of Men: Sanskrit, Culture, and Power in Pre modern India. University of California Press.
7.	Sarma, K. V. (2008). Indian Astronomy: A Source-Based Approach. National Council of Education Research and Training.
8.	Narlikar, J.V., & Padmanabhan, T.(Eds.).(2016). Development of Physics in India. Springer.
9.	Mahdi Hassan, S. (1982). Ancient Indian Botany: Its Bearing on Art and Literature. Deccan College Post- Graduate and Research Institute.