



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Programme: Master of Business Administration**

**Semester: 2**

**Branch: International Business**

**Subject Name: Export Import Management**

**Subject Code: 2529301**

**Rationale:** The course aims to providing an overview of export & import procedures for an Indian firm. It focuses on helping students develop relevant skills necessary for policies framed by various government institutions to regulate export/ import business from India. It also enable the students to integrate the understanding of various other concepts such as insurance, documentation, institutions required for taking appropriate EXIM business decisions.

**Course Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical		
				ESE (E)	PA(M)	ESE (V)	PA (I)	
4	0	0	4	70	30	0	50	150

**Course Outcomes:**

Sr. No.	Course Outcomes
CO1	To understand export & import related compliances for Businesses
CO2	To able to identify problems / bottlenecks encountered for a given foreign trade opportunity
CO3	To analyze EXIM procedures related to Shipments and related documentation
CO4	To identify and evaluate export or import opportunities in a specific sector / country

**Course Content:**

Module no.	Module Content	No. of Sessions	70 Marks ( External Evaluation)
I	<p><b>Procedure for registration as an exporter/ importer</b></p> <ul style="list-style-type: none"> <li>Registration of Organisation</li> <li>Opening Bank Account</li> <li>Obtaining Importer-Exporter Code Number Obtaining Permanent Account Number</li> <li>Registration with GST:-</li> <li>Registration with Export Promotion Council</li> <li>Registration with Export Credit and Guarantee Corporation of India Registration with other Authorities- FIEO, ITPO, COC, RBI, DGFT, Income Tax authorities, Commodity Boards</li> </ul> <p><b>Inco Terms</b></p> <ul style="list-style-type: none"> <li>Definition , types &amp; validity</li> <li>Structure/ Coverage of incoterms</li> <li>Transportation mode &amp; appropriate term</li> <li>Transfer of risk &amp; incoterms (incoterms chart of responsibility)</li> </ul>	08	14
II	<b>Pre Shipment I</b>		



	<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• Approaching Foreign Buyers</li> <li>• Inquiry and Offer</li> <li>• Confirmation of Order</li> <li>• Opening Letter of Credit</li> <li>• Arrangement of Pre-shipment Finance</li> <li>• Production or Procurement of Goods</li> <li>• Packing and Marking</li> <li>• Central Excise Clearance</li> <li>• Obtaining Insurance Cover <ul style="list-style-type: none"> <li>▪ Procedure for Marine Insurance Policy</li> <li>▪ Types of Marine Insurance Policies</li> <li>▪ Procedure for Filing Marine Insurance Claim</li> </ul> </li> <li>• Appointment of C&amp;F Agent</li> </ul> <p><b>Pre Shipment Finance &amp; Credit in Foreign Currency</b></p> <p><b>Packing Credit</b></p> <p><b>Payment Terms</b></p> <p><b>Letter of Credit</b></p>	12	21
III	<p><b>Pre shipment II</b></p> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Types of documents needed- commercial, regulatory, export assistance, documents required by importing countries</li> <li>• Registration-cum-Membership Certificate (RCMC)</li> <li>• Excise Clearance for Exportable Goods / GST provisions</li> </ul> <p><b>Planning for transportation:</b></p> <ul style="list-style-type: none"> <li>• Intermediaries <ul style="list-style-type: none"> <li>○ Customs brokers, Freight forwarders, consolidators, Customs House Agents, shipping agents, shippers, airlines, air integrators, ports.</li> </ul> </li> <li>• Container Freight Stations and Inland Container Depot</li> <li>• Choosing the logistics operator</li> <li>• Containerization, types of containers, container classification, FCL and LTL</li> </ul> <p><b>Shipment Procedure and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Shipping procedure <ul style="list-style-type: none"> <li>○ Dispatch from factory</li> <li>○ Booking space on a carrier (ship / plane)</li> <li>○ Port formalities and documents</li> <li>○ Inspection at the port</li> <li>○ Carting order</li> </ul> </li> <li>• Shipping Bill <ul style="list-style-type: none"> <li>○ Types, procedure for filling up the shipping bill</li> <li>○ Necessary endorsements on the shipping bill</li> </ul> </li> <li>• Carrier <ul style="list-style-type: none"> <li>○ Loading</li> </ul> </li> </ul>	10	14



	<ul style="list-style-type: none"> <li>○ Mate receipt</li> <li>○ Bill of Lading- meaning, types, significance &amp; procedure</li> </ul> <p><b>Quality Control and Pre-shipment Inspection</b></p> <ul style="list-style-type: none"> <li>● Objectives of Quality Control and Pre-shipment Inspection</li> <li>● Methods of Quality Control and Pre-shipment Inspection</li> <li>● Procedure for Pre-shipment Inspection</li> <li>● Procedure for Shipping and Customs Clearance</li> </ul>		
IV	<p><b>Post Shipment Documentation:</b></p> <ul style="list-style-type: none"> <li>● Submitting documents to the bank</li> <li>● Guaranteed Remittance (GR) Form</li> <li>● Bill of Exchange</li> <li>● Airway Bill</li> <li>● Import Documents</li> <li>● Realization of Export Proceeds</li> </ul> <p><b>Import Procedure:</b></p> <ul style="list-style-type: none"> <li>● Categories of Importers</li> <li>● Import License</li> <li>● Import of Samples</li> <li>● Import Contract</li> <li>● Pre-import Procedure</li> <li>● Legal Dimensions of Import Procedure</li> <li>● Retirement of Import Documents</li> <li>● Customs Clearance for Imported Goods</li> <li>● Warehousing of Imported Goods</li> <li>● Exchange Control Provisions for Imports</li> <li>● Import Risks</li> <li>● Import Duties</li> <li>● Valuation for Customs Duty</li> <li>● Import Incentives under Special Schemes</li> <li>● Import of Personal Baggage</li> <li>● Import of Gifts</li> </ul>	10	21
V	<p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>● Students should visit exporters and importers and understanding the practical processes and formalities involved.</li> <li>● Students should also simulate an export order and create a detailed process involving all documentation and procedural aspects.</li> </ul>	-----	(CEC 50 marks)

**Pedagogy**

1. ICT enabled Classroom Teaching
2. Case Study
3. Practical Assignment
4. Interactive Classroom discussions



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**Evaluation: Student shall be evaluated on the following components**

<b>A</b>	<b>Internal Evaluation</b>	<b>(Internal Assessment – 50 Marks)</b>
	• Continuous Evaluation Component	30 Marks
	• Class presence & Participation	10 Marks
	• Quiz	10 Marks
<b>B</b>	Mid-Semester examination	(Internal Assessment-30 Marks)
<b>C</b>	End –Semester Examination	(External Assessment-70 Marks)

**Suggested Specification Table For Question Paper Design (End semester Examination):**

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks (Assessment as per Revised Bloom’s Taxonomy Level*)						Total Marks
			RM	UN	AP	AN	EL	CR	
I	Procedure for registration as an exporter/ importer & Incoterms	8			7	7			14
II	Pre shipment-1	12			7	7		7	21
III	Pre shipment-II	10			7	7			14
IV	Post Shipment Documentation & Import Procedure	10			7	7		7	21
	<b>Total</b>	<b>40</b>							<b>70</b>

**\*RM: Remember, UN: Understand, AP: Apply, AN: Analyze, EL: Evaluate, CR: Create**

**Note:** This specification table provides general guidelines to assist student for their learning and to teachers to teach and question paper designers/setters to formulate test items/questions to assess the attainment of the UOs. The actual distribution of marks at different taxonomy levels in the question paper may slightly vary from above table.

**Suggested Student Activities for PA: (50 Marks)**

- Preparing PowerPoint presentation
- Preparing class-room presentations
- Preparing a report on individual/ group topic(s) assigned
- Discussion on case-studies

**Suggested Learning Resources**

**1. Books**

No.	Author	Name of the Book	Publisher	Year of Publication / Edition
1	Mahajan M. I.	Export Procedures and Documentation	Snowwhite Publications	Latest Edition



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2	Paul Justin and Rajiv Aserkar	Export Import Management	Oxford	Latest Edition
3	D C Kapoor	Export Management	Vikas	Latest Edition
4	Parul Gupta	Export Import Management	McGraw Hill	Latest Edition
5	Dr. Khushpat S. Jain, Dr. Apexa V. Jain	Foreign Trade – Theory, Procedures, Practices and Documentation	Himalaya	Latest Edition
6	Kumar Aseem	Export and Import Management	Excel	Latest Edition
7	Nabhi's board of Editors	How to EXPORT/IMPORT	JBA	Latest Edition
8	P. Veera Reddy & P. Mamatha	Manual on EXPORT Documentation	JBA	Latest Edition
9	Ankita Pal	Master Key Law of Export Import Regulation	Amar Law	Latest Edition
10	Paras Ram, Nikhil garg	Export- What, Where, How	Anupam	Latest Edition
11	Mahajan M. I.	Export Policy, Procedure & documentation	Snow White Publications	Latest Edition

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

## 2. Journals/Periodicals/Magazines/Newspapers / Web resources, etc.

1. <https://dgft.gov.in/>
2. <http://www.indiantradeportal.in/>
3. [http://www.eximguru.com/exim/guides/how-to-export/ch\\_6\\_registration\\_of\\_exporters.aspx](http://www.eximguru.com/exim/guides/how-to-export/ch_6_registration_of_exporters.aspx)
4. [http://www.mainfreight.nl/en/info\\_point/info\\_point\\_transport/incoterms/incoterms.aspx](http://www.mainfreight.nl/en/info_point/info_point_transport/incoterms/incoterms.aspx)
5. <https://www.tradefinanceglobal.com/freight-forwarding/incoterms/>
6. <https://howtoexportimport.com/>
7. <http://www.eximguru.com>
8. <http://www.yourarticlelibrary.com/export-management/list-of-documentation-needed-in-export-business/41221>
9. <https://2016.export.gov/>
10. [https://2016.export.gov/webinars/eg\\_main\\_039889.asp](https://2016.export.gov/webinars/eg_main_039889.asp)
11. <https://sell.amazon.in/grow-your-business/amazon-global-selling/export-documentation>