

GUJARAT TECHNOLOGICAL UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION

Year – 2 (Semester – IV) (W.E.F. Academic Year 2018-19)

Specialization: International Business Management

Subject Name: Export Import Policy Procedure and Documentation (EIPPD)

Subject Code: 3549241

1. Learning Outcome:

- Clarity of the regulatory framework governing exports and imports in India
- Systematic understanding of the documents and procedures of exports and imports in India.

2. **Course Duration:** The course duration is of **36 sessions of 75 minutes** each.

3. Course Contents:

Module No.	Modules / Sub-Modules	No. of Sessions	70 Marks (External Evaluation)
I	Regulatory Framework Governing Exports and Imports: <ul style="list-style-type: none">• Laws governing India's export-import (general provisions)<ul style="list-style-type: none">○ Foreign trade (Development and Regulation) Act, 1992○ Foreign trade (Development and Regulation) Amendment Bill, 2010.○ DGFT○ The Customs Act○ GST Act• Export Inspection Council• Overview of Foreign Trade Policy (2015-2020)<ul style="list-style-type: none">○ Legal basis and duration of FTP○ Handbook of Procedures○ E-IEC○ General Provisions○ EDI○ Bonded Warehouses○ Free exports○ Objective of MEIS & SEIS○ Towns of Export Excellence○ Specific Input-Output Norms (SION)	9	9
II	International Trade Documents: <ul style="list-style-type: none">• Aligned Documentation System (ADS)• Proforma Invoice• Commercial Invoice• Packing List	9	18

	<ul style="list-style-type: none"> • Shipping Bill • Certificate of Origin • Consular Invoice • Certificate of Origin vs. Consular Invoice • Commercial Invoice vs. Consular Invoice • Mate's Receipt • Bill of Lading • Mate's Receipt vs. Bill of Lading • Guaranteed Remittance (GR) Form • Bill of Exchange • Airway Bill • Import Documents 		
III	<p><u>Export Procedure:</u></p> <ul style="list-style-type: none"> • Registration Procedure • Pre-shipment Procedure • Shipment Procedure • Post-shipment Procedure (Realization of Export Proceeds) • Excise Clearance for Exportable Goods / GST provisions <p>Quality Control and Pre-shipment Inspection</p> <ul style="list-style-type: none"> • Objectives of Quality Control and Pre-shipment Inspection • Methods of Quality Control and Pre-shipment Inspection • Procedure for Pre-shipment Inspection • Procedure for Shipping and Customs Clearance <p>Marine Insurance Policy:</p> <ul style="list-style-type: none"> • Procedure for Marine Insurance Policy • Types of Marine Insurance Policies • Procedure for Filing Marine Insurance Claim • Registration-cum-Membership Certificate (RCMC) • Role of Customs House Agents (CHAs) 	9	18
IV	<p><u>Import Procedure:</u></p> <ul style="list-style-type: none"> • Categories of Importers • Import License • Import of Samples • Import Contract • Pre-import Procedure • Legal Dimensions of Import Procedure • Retirement of Import Documents • Customs Clearance for Imported Goods • Warehousing of Imported Goods • Exchange Control Provisions for Imports • Import Risks • Import Duties • Valuation for Customs Duty • Import Incentives under Special Schemes • Import of Personal Baggage • Import of Gifts 	9	17

V	<p>Practical:</p> <ul style="list-style-type: none"> • Students can visit exporters and importers and understanding the practical processes and formalities involved. • Students can also simulate an export order and create a detailed process involving all documentation and procedural aspects. 	---	(30 Marks CEC)
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4. Teaching Methods:

The course will use the following pedagogical tools:

- Lectures
- Case Discussions and Role Playing
- Audio-visual Material (Using CDs/Clippings/ online videos)
- Assignments and Presentations

5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following elements:

A	Continuous Evaluation Component comprising of Projects / Assignments / Quiz / Class Participation / Class test / Presentation on specific topic etc.	(Internal Assessment- 50 Marks)
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	Mahajan M. I.	Export Policy, Procedures and Documentation	Snowwhite Publications	2015
2	Paul Justin and Rajiv Aserkar	Export Import Management	Oxford	2013
3	D C Kapoor	Export Management	Vikas	Latest Edition
4	Parul Gupta	Export Import Management	McGraw Hill	2017
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	JBA	2018
8	P.Veera Reddy & P.Mamatha	Manual on EXPORT Documentation	JBA	2018
9	Ankita Pal	Master Key Law of Export Import Regulation	Amar Law	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.

7. List of Journals / Periodicals / Magazines / Newspapers, etc.

1. EXIM India
2. International Journal of Export Marketing
3. Economic Times
4. Exim News
5. Global Trade Review
6. Business Standard