



GUJARAT TECHNOLOGICAL UNIVERSITY
Syllabus for Master of Business Administration (Part – Time), 4th Semester
Subject Name: Export Import Procedures
Subject Code: 5549983

1. Learning Outcomes:

Learning Outcome Component	Learning Outcome (Student will be able to)
Business Environment and Domain Knowledge (BEDK)	<ul style="list-style-type: none"> Identify and evaluate export or import opportunities in a specific sector / country.
Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)	<ul style="list-style-type: none"> Estimate problems / bottlenecks encountered for a given foreign trade opportunity and recommend relevant solutions to adapt for trade with a specific country or region.
Global Exposure and Cross-Cultural Understanding (GECCU)	<ul style="list-style-type: none"> Prepare a list of documents for export / import to a specific country for a specific sector.
Social Responsiveness and Ethics (SRE)	<ul style="list-style-type: none"> Critically analyze malpractices and unethical practices adopted in invoicing, packaging, shipping and export orders.
Effective Communication (EC)	<ul style="list-style-type: none"> Prepare Standard Operating Procedures for Quality Control and detailed export / import procedures.
Leadership and Teamwork (LT)	<ul style="list-style-type: none"> Simulate an export / import order and create a detailed process involving all documentation and procedural aspects.

LO – PO Mapping: Correlation Levels:

1 = Slight (Low); 2 = Moderate (Medium); 3 = Substantial (High), “-“= no correlation

Sub. Code : 5549983	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
LO1: Identify and evaluate export or import opportunities in a specific sector / country.	3	2	2	-	3	2	-	2	2
LO2: Estimate problems / bottlenecks encountered for a given foreign trade opportunity and recommend relevant solutions to adapt for trade with a specific country or region.	2	1	2	-	2	2	-	2	2
LO3: Prepare a list of documents for export / import to a specific country for a specific sector.	2	2	-	1	2	1	-	1	1
LO4: Critically analyze malpractices and unethical practices adopted in invoicing, packaging, shipping and export orders.	1	2	2	-	1	1	3	1	1
LO5: Prepare Standard Operating Procedures for Quality Control and detailed export / import procedures.	1	1	1	3	1	-	1	-	1
LO6: Simulate an export /	3	1	1	3	1	3	1	1	1



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import order and <i>create</i> a detailed process involving all documentation and procedural aspects.									
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2. Course Duration: The course duration is of **40 sessions of 60 minutes each.**

3. Course Contents:

Sr. No:	Contents	No. of Sessions	70 Marks (External Evaluation)
I	<p>Regulatory Framework Governing Exports and Imports:</p> <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) 	10	18
II	<p>INCO Terms Methods of Payment:</p> <ul style="list-style-type: none"> • Open account, consignment, D/A, D/P • Letter of Credit (L/C) <p>International Trade Documents:</p> <ul style="list-style-type: none"> • Aligned Documentation System (ADS) • Proforma Invoice • Commercial Invoice • Packing List • 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 	10	18



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	<ul style="list-style-type: none"> • Bill of Exchange • Airway Bill • Import Documents <p>Role of Customs House Agent, Freight forwarders and Shipping Agents (in brief).</p>		
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) 	10	17
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 	10	17
V	<p><u>Practical:</u></p> <ul style="list-style-type: none"> • Students can visit exporters and importers and understanding the practical processes and formalities involved. 	---	(30 marks CEC)



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	<ul style="list-style-type: none"> Students can also simulate an export order and create a detailed process involving all documentation and procedural aspects. 		
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4. Pedagogy:

- ICT enabled Classroom teaching
- Case study
- Practical / live assignment
- Interactive class room discussions

5. Evaluation:

Students shall be evaluated on the following components:

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

6. Reference Books:

No.	Author	Name of the Book	Publisher	Year of Publication / Edition
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
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
6	Kumar Aseem	Export and Import Management	Excel	Latest
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

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 / Web resources, etc.

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