



# ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+' Grade by NAAC(CGPA:3.68/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

## Faculty of Arts

**SUBJECT: vocational level I**

**Export Import management**

### Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Understand the Import & Export Procedures in India	U
CO 2	Learn the essential documents for importing and exporting	U
CO 3	Understand the different types of tariff and non-tariff barriers	U
CO 4	Understand marine insurance and its uses.	U
CO 5	Infer the Government's Export Assistance and promotion schemes in India and various policies framed under it.	U
CO 6	Gather the differences between Risk Management, Treatment, Avoidance and Reduction along with Business Continuity Practices.	U

### Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
<b>Theory</b>	2	40	60	<b>100</b>
<b>Practical</b>	2	100		<b>100</b>

### Evaluation Scheme

	Marks	
	Internal	External
<b>Theory</b>	3 Internal exam of 20 Marks each (during the semester) (best 2 will be taken)	1 External Exams (At the End of Semester)



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## Content of the Course

### Theory

No. of Lectures (in hours per week): 2 Hrs

Total No. of Lectures: 60 Hrs

Maximum Marks: 100

Units	Topics	No. of Lectures
I	<b>International Bodies, Export Import Cycle, IEC online Application, Types of Transportation, Containers and Packaging, Inco Terms and Payment Terms</b> 1. Continents, Opportunities and Myths 2. International and Local Bodies 3. Import Export Cycle 4. Online IEC Application Types of Transportation, Containers and Packaging 5. Different Type of Delivery Terms and Cost – Risk Involved 6. Different Type of Payment Terms and Risk Involved	10
II	<b>Product and Market Selection and Research, Verification of Buyers and Importance of Exhibition Visits and Identifying Buyers, Communication</b> 1. Selection of Product for Export 2. Importance of Product Selection and Source of Finding New Products 3. Selection of Market for Export 4. Importance of Market Selection and Identifying Potential Market 5. Importance of Trade Fair an Exhibition for Export Promotion 6. How to Find Genuine Buyers 7. Buyers Communication and Verification	10



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III	<b>Performa Invoice, LC, Pre and Post Shipment Documentation, GST and Custom Clearance and Documents Practical</b> 1. Importance Performa Invoice and Various aspects 2. Full LC Clauses 3. Pre and Post Shipment Documents and Understanding its Need 4. GST and Custom Procedures 5. How to Fill Pre and Post Shipment Document-Practical's <b>Import Procedure and Document Risk Management and Government Benefits</b> 1. Import documentation and Procedures 2. ECGC, Insurance, EEFC and Forward Contact 3. Export Incentives	10
	<b>Practical</b> 1. Preparing Quotation 2. Finding Buyers and Gathering Data 3. Discussion on Product Portfolio 4. B2B Listening 5. Online Marketing 6. Social Media Marketing 7. Buyers Verification 8. Buyers Calling 9. Practical Sessions by Industry Experts, Covering all aspects of Import and Export	

### Suggested Readings:

- Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
- Electronic, Commerce by N Janardhan, Publisher: Indian Institute of Foreign Affairs, New Delhi.
- Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.

