



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 II

FOREIGN TRADE—PROCEDURE AND DOCUMENTATION

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Understand the Foreign trade Procedure in India.	U
CO 2	Learn the essential documents of foreign trade.	R and U
CO 3	Understand the difference between Domestic contract and international trade contract.	U
CO 4	Understand shipping and custom clearance procedure.	U
CO 5	Understand the role of clearing and forwarding agents.	U
CO 6	Understand procedure of cargo insurance and clearance.	U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	2	40	60	100
Practical	2	100		100

Evaluation Scheme

	Marks	
	Internal	External
Theory	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	Basic Documentation in International trade. Aligned Documentation System (ADS). Need and process of commercial documentation. Major Regulatory, documents, related to Goods, Shipment, and Payment. Inspection related legal document. Official machinery for consultation	10
II	Export Contract - Distinction between domestic sales. Contract and export sales contract, mayor laws for Export Contracts. Main elements of Export Contract. Various Disputes and its settlement.	10
III	Export orders Procedure, Shipping and custom Clearance of Export and import cargo. Central Excise Clearance. Role of clearing and agents in International Trade. Types of risk in international trade, Cargo Insurance and Claim Procedure.	10

Practical Evolution:-

(A)Internal Assessment- Presentation, Group discussion, Quiz, Class test

(B) External Assessment

1. Listing of Basic document relate to a particular Product in International made.
2. Commercial Documentation procedure - (Invoice, Contract, Payment details, international rules).
3. Identification of Regulator, documentation in International Trade.
4. Listing of various export houses and Consultancy firm.
5. Analysis sheet of legal formalities in international trade.
6. Selection & Cargo and shipment base.
7. Identification of central excise legal formats.
8. Identification of terms and condition of clearing and forwarding agents.
9. Identification and analysis of various disputes and risk.
10. Listing of Cargo insurance and claim process.



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Suggested Readings:

S.N.	Author	Book title	Publisher
1	Dr_.Khuspat S Jain	Foreign trade- Theory, Procedure practices and Documentation	Himalya publishing House Nagpur
2	R K Jain	Foreign trade policy and handbook of procedure.	CENTAX Books
3	Dr.Swapna Pillai	Export Import Procedures and Documentation	Sahitya Bhawan Publications Agra
4	C Rama Gopal	Export Import Procedure Documentation and Logistics	New age international publishers

Suggested equivalent online courses: e-reading:

1. [https://www.academia.edu/36255322/International Trade Procedure and Documentation DMGT545](https://www.academia.edu/36255322/International_Trade_Procedure_and_Documentation_DMGT545)
2. https://www.misu.ac.in/econtents/1198_ebook%20on%20export%20import%20procedure.pdf
3. [https://www.jkshahclasses.com/announcement/Foreign_Trade Policy and_Procedure.pdf](https://www.jkshahclasses.com/announcement/Foreign_Trade_Policy_and_Procedure.pdf)
4. https://www.tvu.edu.in/wp-content/uploads/2020/11/DIP_FOREIGNTRADE - PRACTICES.pdf
5. <https://www.himpub.com/documents/Chapter2105.pdf>
6. [https://www.mofpi.gov. in/sites/default/files/updated hbp 2015-2020.pdf](https://www.mofpi.gov.in/sites/default/files/updated_hbp_2015-2020.pdf)

