

Shri Lal Bahadur Shastri Degree
College, Gonda
(Affiliated to Dr. Ram Manohar
Lohiya Avadh University, Ayodhya,
U.P.)



Department of Management

Import Export Documentation

Certificate Course

2023-24

From

Dr. Shailja Singh,
Department of
Management,
Shri Lal Bahadur Shastri Degree College, Gonda.

To,

The Principal,
Shri Lal Bahadur Shastri Degree College, Gonda.

Sub: Proposal for Certificate Course in Import Export Documentation

Respected Sir,

With reference to above mentioned subject, I am submitting herewith the proposal to conduct certificate course in Import Export Documentation for the session 2023- 2024 by the Department of Management of our college. This course will be helpful to open new conceptual ideas and practical knowledge about the new global marketing strategies, among the Under/Post Graduate students of our college. Hope you will consider my application and I kindly request you to sanction the same. Thank you with regards.

Date: 11/01/2024
Place:
Gonda



Your's Truly
(Dr. Shailja Singh)
Head, Dept. Of
Management

Enclosure: 1. Proposal.
2. Curriculum & Design for the Course.

Shri Lal Bahadur Shastri Degree College, Gonda
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Proposal for conducting Short Term Certificate Courses

1. Basic information about the applicant department:

- **Name of the College:** Shri Lal Bahadur Shastri Degree College, Gonda
➤ **Complete Postal Address of College:** Civil Lines, Gonda, U.P.- 271001.
➤ **Name of the Department:** Management

2. Details of Course Proposal:

- **Name of the course:** Certificate Course in Personality development
➤ **Target Group:** Under/Post Graduate Students
➤ **Duration of the Course:** 3 Hrs.
➤ **Medium of Instructions:** Hindi/English
➤ **No. of candidates to be registered:**

3. Details of the faculty:

- **Whether college has any degree/diploma related to the proposed course:** YES (UG course)
Management as subject
➤ **Whether the course is prepared by experts From related field:** YES (By Departmental Faculty)

➤ **Information of Course Coordinator (To be appointed for the course)**

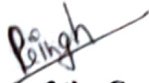
Name	Department	Qualification	Experience
Dr. Pratibha Singh	Management	M, Com, NET, PhD	2.4 years

➤ **Information of Faculty Members (To be appointed for the course)**

Sr. No	Name of Faculty Member	Qualification	Experience (In Years)
01	Dr. Shailja Singh	MBA Ph.D.	5.5
02	Dr. Smriti Shishir	M.Com, Ph.D.	6
03	Dr. Pratibha Singh	M.Com, NET, Ph.D.	2.4

4. Details of the Physical Infrastructure Needed / Available for The Course:

- **Classroom:** Available
- **Books / Reading Material:** Yes, available in the Central/ Departmental Library of the College.
- **Equipment's:** All the Necessary Equipment's Required for the Course are available
- **Any Other:** The College has its own Computer Laboratory with Internet Connection.



(Signature of the Course Coordinator)



(Signature of the Head of Department)

Shri Lal Bahadur Shastri Degree College, Gonda
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Department of Management

(Certificate Course in Import Export Documentation)

Certificate Course

Syllabus 2023-2024

PERSONALITY DEVELOPMENT

UNIT I

Theories of foreign trade:

Absolute and comparative advantage theories, modern theory of trade, terms of trade, theory of international trade in services, balance of payments and adjustment mechanism.

UNIT II

Commercial Policy Instruments:

Tariffs, quotes, anti-dumping/countervailing duties, technical standards, exchange controls and other non-tariff measures.

UNIT III

India's Foreign trade and Policy:

Direction and composition of India's Foreign Trade. Export – Import Policy, Export Promotion and Institutional set up. Deemed exports, Rupee convertibility; Selected market and Entry Choices Different entry modes; Factors effecting entry mode; Entry mode and marketing

UNIT IV

Export & Import Finance:

Type of pre and post – shipment finance – fund and non-fund based; Provisions relating to sanction, disbursal, quantum, interest rate, repayment; Factoring.; Forfaiting; Financing deemed exports; Export finance in foreign currency; Types of import finance including LC's, supplier's credit, buyer's credit, Trust Receipt; Term Loan & Cash credit; Provisions relating to sanction, disbursal, quantum, interest rate, repayment; Foreign Currency Loans.

UNIT V

Transportation:

Various mode of transportation for logistical operations; Importance of transportation decision, types of transport mode and modal characteristics; Issues shaping the choice of mode of transportation; The transportation principles, functionality, cost issues, participants in transportation decisions; Factors affecting the choice of mode of transportation; transport mode selection for international transportation operations; Conceptual framework of multimodal transport; Advantages of multimodal transport; Forms of multimodal transport operations; Distinction and salient features of multimodal transport document (MTD), its status & contents Context & regulation of multi-modalism in India; Challenges in development of multi-modalism in India; suggestions for improving multi-modalism in India; MTD compared with Combined Transport Document (CTD).

UNIT VI

Import & Export Procedure:

How to export; Preliminaries for starting export; Regulatory framework for exporters; Registration; Register with export promotion council; Despatching samples; Appointing agents – issues; Negotiation, sales agreement – terms of payment and other components; Export license Export credit insurance; Finance for exports; Exchange rates & risk management; Procuring/manufacturing goods for export, their statutory inspection; Labelling, packaging, packing & marking goods; Excise and customs procedure; Using freight forwarders, Exporting through export houses; How to import – introduction; Principal law & import-export policy (under 'regulatory framework'); Registration with regional licensing authority and obtaining IEC code ; Licence application fees ; Validity of licence ; Conditions of licence; Role of Freight Forwarder and clearing agents.

Part 2:- Practical

Class room activities:

- **OEC Tradle:** A game that teaches you about countries' exports (180 mins)
- **Imports and Exports Game:** A trading game where students are put into groups and dealt cards, and then trade out cards with other groups until they have all of their assigned cards (120 mins)

Total Duration: 5 Hrs.

References:-

1. H. Haward T. Lewis & James W. Cillinton (Ch. 1 to 5)
2. Annual Report (latest) of Ministry of Shipping
3. Report on Reducing Cargo Dwell Time; Ministry of Shipping; Government of India
4. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - McGraw Hill. 2001
5. Characteristics of Air Transport , A.W. Nawab (Ch. 2)
6. Economic Development of Indian Air Transport.
7. India's shifting Trade Policy: South Asia and Beyond, by Vinod K. Aggarwal and Rahul Mukherji.
8. Changing face of India's External Trade, by V S Sheshadri

Scheme of Examination: 100 Marks

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| 1. Discussion Session: - | Duration 1 Hours |
| 2. Presentation: - | Duration 1 Hours |



(Head Dept. of Management)

Theory

Topic –I	Absolute and comparative advantage theories, modern theory of trade, terms of trade, theory of international trade in services, balance of payments and adjustment mechanism.	(120 mins)
Topic –II	Tariffs, quotes, anti-dumping/countervailing duties, technical standards, exchange controls and other non-tariff measures.	(90 mins)
Topic –III	Direction and composition of India's Foreign Trade. Export – Import Policy, Export Promotion and Institutional set up. Deemed exports, Rupee convertibility; Selected market and Entry Choices Different entry modes; Factors effecting entry mode; Entry mode and marketing	(180 mins)
Topic –IV	Type of pre and post – shipment finance – fund and non-fund based; Provisions relating to sanction, disbursal, quantum, interest rate, repayment; Factoring.; Forfaiting; Financing deemed exports; Export finance in foreign currency; Types of import finance including LC's, supplier's credit, buyer's credit, Trust Receipt; Term Loan & Cash credit; Provisions relating to sanction, disbursal, quantum, interest rate, repayment; Foreign Currency Loans.	(3 mins)
Topic –V	Various mode of transportation for logistical operations; Importance of transportation decision, types of transport mode and modal characteristics; Issues shaping the choice of mode of transportation; The transportation principles, functionality, cost issues, participants in transportation decisions; Factors affecting the choice of mode of transportation; transport mode selection for international transportation operations; Conceptual framework of multimodal transport; Advantages of multimodal transport; Forms of multimodal transport operations; Distinction and salient features of multimodal transport document (MTD), its status & contents Context & regulation of multi-modalism in India; Challenges in development of multi-modalism in India; suggestions for improving multi-modalism in India; MTD compared with Combined Transport Document (CTD).	(420 mins)
	How to export; Preliminaries for starting export; Regulatory framework for exporters; Registration; Register with export promotion council; Despatching samples; Appointing agents – issues; Negotiation, sales agreement – terms of payment and other components; Export license Export credit insurance; Finance for exports; Exchange rates & risk management; Procuring/manufacturing goods for export, their statutory inspection; Labelling, packaging, packing & marking goods; Excise and customs procedure; Using freight forwarders, Exporting through export houses; How to import – introduction; Principal law & import-export policy (under 'regulatory framework'); Registration with regional licensing authority and obtaining IEC code ; Licence application fees ; Validity of	(360 mins)

	licence ; Conditions of licence; Role of Freight Forwarder and clearing agents.	
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Department of Management

(Certificate Course in Import Export Documentation)

Certificate Course

Syllabus 2023-2024

Course Name	Name of Paper	Lecturers/Week	Total No. of Lectures	Theory	Practical	Total Marks
Certificate Course	PERSONALITY DEVELOPMENT	06	30	25	5	100


(Signature)
Faculty of BBA


(Signature)
Principal