



<b>PROGRAM</b>	<b>Master of Business Administration</b>
<b>SEMESTER</b>	<b>3</b>
<b>COURSE TITLE</b>	<b>EXIM Trade Documentation and Procedures</b>
<b>COURSE CODE</b>	<b>04MB0350</b>
<b>COURSE CREDITS</b>	<b>3</b>
<b>COURSE DURATION</b>	<b>42 Hrs (42 sessions of 60 minutes each)</b>

**COURSE OUTCOMES:**

- \* Examine how Government Policies works and how it is related to EXIM
- \* Identify how Export & Import works and how it can be applied in real world
- \* Gather in-depth knowledge of Documentation.
- \* Link of Incoterms & Practical Examples.
- \* Understand the Quality Control & Inspection related to the Import Export Process.

**COURSE CONTENTS:**

<b>Unit No</b>	<b>Unit / Sub Unit</b>	<b>Sessions</b>
<b>I</b>	Regulatory Framework Governing Exports and Imports:- Laws governing India's export-import (general provisions), 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) 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)	<b>8</b>
<b>II</b>	International Trade Documents: - Aligned Documentation System (ADS), Proforma Invoice, Commercial Invoice, Packing List 9 18, Shipping Bill Certificate of Origin, Consular Invoice, Certificate of Origin vs. Consular Invoice Commercial Invoice vs. Consular Invoice ,	<b>8</b>
<b>III</b>	Export Procedure:- · Registration Procedure · Pre-shipment Procedure · Shipment Procedure · Post-shipment Procedure (Realization of Export Proceeds) · Excise Clearance for Exportable Goods / GST provisions Quality Control and Pre-shipment Inspection · Objectives of Quality Control and Pre-shipment Inspection	<b>10</b>
<b>IV</b>	Import Procedure: · 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.	<b>10</b>

<b>V</b>	· Methods of Quality Control and Pre-shipment Inspection · Procedure for Pre-shipment Inspection · Procedure for Shipping and Customs Clearance · Registration-cum-Membership Certificate (RCMC) · Role of Customs House Agents (CHAs), Mate's Receipt ,Bill of Lading ,Mate's Receipt vs. Bill of Lading ,Guaranteed Remittance (GR) Form ,Bill of Exchange , Airway Bill , Import Documents	6
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**EVALUATION:**

The students will be evaluated on a continuous basis and broadly follow the scheme given below:

	<b>Component</b>	<b>Weightage</b>
A	Continuous Evaluation Component (Assignments / Presentations/ Quizzes / Class Participation/ etc.)	20% (C.E.C.)
B	Internal Assessment	30% (I.A.)
C	End-Semester Examination	50% (External Assessment)

**SUGGESTED READINGS:**
**Text Books:**

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year
T-01	Nabhi's Board of Editors	How to Export	Nabhi Publications-New Delhi,	2019,
T-02	Mahajan	A Guide on Export Policy Procedure & Documentation	Snow White Publication Private Limited	13th Edition

**Reference Books:**

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year
R-01	Sudhir Kochhar	Export Import Procedures and Documentation	Gullybaba Publishing House (P) Ltd	2012
R-02	Raj Kumar Sharma	Export Business – A beginner's Guide	Notion Press	1st Edition, 2020
R-03	Jignesh Vidani	Export and Import Procedures	Educreation Publishing	2019