

COURSE TITLE	PROCEDURES & DOCUMENTATION IN EXIM MGMT
COURSE CODE	04BC0430
COURSE CREDITS	2

Objective:

- 1 Na

Course Outcomes: After completion of this course, student will be able to:

- 1 Explain the fundamental concepts and regulatory framework of export-import management, including its role in economic development
- 2 Apply legal and procedural knowledge to establish an EXIM business, including registrations such as IEC, RCMC, and licensing
- 3 Prepare and manage key export and import documents in alignment with pre-shipment and post-shipment requirements and compliance standards
- 4 Execute the end-to-end export process, including customs clearance, negotiation of documents, and realization of export proceeds using digital systems.
- 5 Identify international buyers using online tools and manage associated EXIM risks through documentation, insurance, and regulatory compliance.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Fundamentals of Export-Import and Regulatory Framework Meaning and definition of export and import, Role of EXIM in economic development, Overview of export marketing organizations, Formation of EXIM firm: Registration, IEC, RCMC and Export licensing, ITC(HS) classification, categories of importers	7

Contents : Unit	Topics	Contact Hours
2	Export & Import Documentation: Types, Preparation, and Compliance Aligned documentation system and flow of export documents, Pre-shipment documents: sales contract, pro-forma invoice, commercial invoice, consular invoice, packing list, certificate of origin, fumigation, insurance documents, post-shipment documents: bill of lading, shipping bill, mate's receipt, SDF, GSP, FTAs certificate, Import-related documents: bill of entry, certificate of inspection, freight declaration, Preparation and practical aspects: step-by-step creation of key export documents, Regulatory compliance: customs requirements, EDI system, common errors and best practices	14
3	Export Procedures, Customs Clearance & Risk Mitigation Steps in export procedure: from inquiry to realization of proceeds, Customs clearance process for exports: role of clearing agents, documentation, EDI system, Negotiation of documents and realization of export proceeds, Basic risk management in export documentation: insurance, compliance risks, mitigation, Brief overview of export incentives and institutional support., Role of Rajkot Chambers of Commerce and Industries in Export Assistance.	9
Total Hours		30

Textbook :

- 1 Export Import Procedures, Documentation and Logistics, Rama Gopal, New Age International Publishers, New Delhi, 2019
- 2 Export Procedures and Documentation, M. D. Jitendra,, Rajat Publications, 2015

References:

- 1 Export Markets and Foreign Trade Management, Export Markets and Foreign Trade Management, Pervin Wadia, Kanishka Publications, 1998
- 2 Export: What, Where and How, Export: What, Where and How, Paras Ram, Anupam, Publications, 2017
- 3 Handbook of Import- Export Procedures, Handbook of Import- Export Procedures, Government of India, Ministry of Commerce and Industry, Government of India, 2018
- 4 Nabhi's How to Export 2020, Nabhi's How to Export 2020, Ajay Kumar Garg, NABHI Publications, 2020
- 5 NABHI's Exporters Manual and Documentation-, NABHI's Exporters Manual and Documentation-, Nabhi's, NABHI Publications, 2001

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation

Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
0.00	30.00	25.00	25.00	10.00	10.00

Supplementary Resources:

- 1 <https://www.nimsme.gov.in/programme/37ff8fa806a638d2e04c14d1f65c67ba>