

MBA327: EXIM PROCEDURES AND DOCUMENTATION

Teaching Scheme	Examination Scheme
Lectures: 4 hrs./Week Tutorials: 1 hrs./Week Credits: 4	Class Test -12Marks Teachers Assessment - 6Marks Attendance – 12 Marks End Semester Exam – 70 marks

Course Objectives:

- To understand importance and procedural & documentation aspects of export-import of goods and services
- To impart knowledge of governments, departments, international institutions involved in EXIM.
- To teach an Export Manager to develop a systematic methodology to handle exports
- To understand the relevance and importance of various government policy measures for export as well as import.

Hours: 40

Unit I (10 Hours): Need of documentation in export, Exim Policy, Infrastructural Support for India's Foreign Trade, Export Promotion Councils, Commodity Boards, Import/ Export Inspection Agencies.

Unit II (10 Hours): Export Procedure: Setting up Export Company, Export Sales Contracts, Processing of Export Order, Central Excise, Custom clearance, Role of clearing and forwarding Agents, Shipment of Export Cargo, Duty draw-backs, Special Issues: Export by post parcel and by Air.

Unit III (10 Hours): Import Procedure: Replenishment licensing, Import/Export passbook, Procurement for Exports, Custom Clearance of Imports, Duty Exemption Schemes. Commercial and regulatory Documents: Performa Invoice, Commercial Invoices, Packing List, Inspection Certificate, Certificate of Origin, Shipping Bills, AR4 Form, Mate's Receipt, GR Form, Marine Insurance Policy, Bill of Exchange, Bank Realization Certificate, Bill of lading, Airway Bill, BSP Certificate /Special Consular Invoice.

Dean Academics
Faculty of Management
Invertis University, Bareilly (UP)

Registrar
Invertis University
Bareilly

Head
Department of Management (MBA)
Faculty of Management
Invertis University, Bareilly (UP)

Unit IV (10 Hours): EXIM Bank and Commercial Banks, Export Credit and Foreign Exchange Covers, ECGC, Trading House: Export/Trading/ Star trading/Superstar trading houses, EOU/FTZ /EPZ/SEZ units: Policy

Suggested Readings:

1. Export Policy Procedures and Documentation -M. I. Mahajan, Snow White Publications,
2. Export What Where How, Paras Ram, Anupam Publishers
3. EXIM policy 2009-14, Ministry of Commerce, Government of India
4. International Business: text and cases, Francis Cherunilam, PHI
5. International Payments, Edward G. Hinkelman, World trade Press
6. Handbook of Import-Export Procedures, Ministry of Commerce, Government of India

COURSE OUTCOMES : After completion of this course, the student will be able to

COURSE OUTCOMES DESCRIPTION	
CO1	<i>Able to understand and create the documents required for completing export and import transactions.</i>
CO2	<i>Able to understand the procedure for export and import clearance</i>
CO3	<i>Able to understand the role of key government organizations like Customs and Excise, RBI, etc. in facilitating export transactions</i>
CO4	<i>Able to examine the foreign trade policy framework to best utilize the opportunities available to organizations</i>
CO5	<i>Able to impart knowledge of governments, departments, international institutions involved in EXIM.</i>
CO6	<i>Ability to identify and apply the knowledge of subject practically in real life situations</i>

Employable Skills	Measuring Tools
Ability to identify and apply the knowledge of subject practically in real life situations	Exercise Workshop Quiz Classroom Discussions

Dean Academics
Faculty of Management
Invertis University, Bareilly (UP)

Registrar
Invertis University
Bareilly

Head
Department of Management (MBA)
Faculty of Management
Invertis University, Bareilly (UP)