

S. A. P. D. J. Pathashala's <b>Hirachand Nemchand College of Commerce, Solapur</b> (Autonomous College)						
Subject: Certificate Course in Import - Export Procedure & Documentation (w.e.f. 2022-2023)						
Semester : III	Non Credit Compulsory Course	Semester Exam			L/W*	Credits
Code: BBA 21-307	Certificate Course in Import - Export Procedure & Documentation	ESE*	ISE*	Total	4	NC
Subject Title		--	--	--		
Course Objectives	<ul style="list-style-type: none"><li>• To familiarize the Students with basic concepts of import/export procedures.</li><li>• To discuss important international trade terms in International logistics trade.</li><li>• To familiarize the students through the process of an import/export order.</li></ul>					
Course Outcomes	<ul style="list-style-type: none"><li>• Students will be able to understand various terms and documentation related to international trade.</li><li>• Students will be able to conceptualize processes related to Export - Import trade.</li><li>• Critically analyze the procedures in Exports and Imports</li></ul>					
Module 1	Export Management					10
Meaning of exports, Types of exports, Preliminaries in export. IEC Code, DGFT, CB, Regional Licensing authorities, export Promotion Councils, Various types of Exporters: Merchant /Manufacture, Government regulation on Export/Import - Banned, prohibited, canalized, restricted items; Status house holders-benefits.						
How to set up an Export Company, Categories of an Exporter. Procedure for obtaining IEC and RCMC. Various Export Promotion Organizations i.e. EPC, CB's. Export sales contract, Export order, processing and Scrutiny of an Export order. Execution of an Export Order.						
Module 2	Import Management					10
Procedures for Imports: Import finance. Opening of Import Letter of credit. External commercial Borrowings. Buyers Credit/Trade Credit. Direct Imports. Retirement of Import documents under an LC or otherwise on collection. FEMA provision regarding Imports.						
Module 3	Payment Terms					10
Payment terms for settlement of export import transaction. Letter of credit, its contents and types of LC. Uniform Customs Procedures for Documentary Credits (UCPDC).						
Module 4	Customs Clearance of Cargo meant for exports					10
Excise clearance procedure. Role of customs house agents. Shipping and customs formalities. Marine insurance.						
Recommended Books	<ol style="list-style-type: none"><li>1. International Business – Text and cases - P. Subba Rao (Himalaya Publishing House)</li><li>2. International Business Environment - Francis Cherunilam (Himalaya Publishing House)</li><li>3. Foreign Trade-Theory, Procedures, Practices &amp; Documentation- Dr. Khushpat Jain &amp; Dr. Apexa Jain (Himalaya Publishing House)</li><li>4. Apexa Jain (Himalaya Publishing House)</li><li>5. International Trade &amp; Finance-I.V. Trivedi, RenuJatana, Nidhi Bajaj (RBSA Publishers)</li></ol>					