

Branch Name:	Management
Program Code:	MS301
Course Title:	Import Export Documentation
Course Code:	1MS3010882
Pre-requisite Course:	The students should be equipped with the basic terms used in International business

Course Objectives:

1. To gain the understanding of EXIM policy.
2. To explore various types of documentation required in international business.
3. To understand the importance of INCOTERMS in international business.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4			4	60	40			100

Syllabus:

Module No	Topic	Total Hours	Weightage (%)
1	EXIM Policy Framework and Foreign Exchange Regulations Legal framework, Objective of EXIM policy; Policy overview – Facilities and restrictions; Getting started in export business; Legal framework in India – FEMA- Origin and objectives, Main provision of FEMA; Other relevant acts.	12	25
2	International Trade Terms and Trade Finance Trade contract and trade terms; Trade terms and need for standardization; INCO terms, Sources and schemes of trade finance; Pre and post-shipment export credit schemes and methods of financing; Packing credit advance details; Post-shipment advance; Import financing. Credit risk management and payment terms; Main features of payment terms- Advance payment, open account, documentary collection, documentary credit – Documentary collection –DP and DA process and operation; Letter of credit and parties involved; Process of opening and advising LC, Types of LC; Process and operation; UCPDC-Major clauses; Consignment sale.	12	25
3	EXIM Operations, Documentation and Risk Management Trade operations and documentation; Documentation areas and dimensions; Nature and characteristic features of Exim documents; EDI and ADS documentation. Cargo Risk and Credit Risk: Nature of transit risk; Contract of cargo insurance; Parties involved – Insurer/assured, Indemnity and insurable value; Principles of Insurance; Perils and losses; Insurance policy and certificate; Cargo loss claims – Procedure and documentation; Export credit insurance – Concept and importance; Role of Export Credit Guarantee Corporation (ECGC); Covers issued by ECGC; Financial guarantees; Coverage of commercial and political risks – procedures and documentary requirements.	12	25

4	Export Clearance Central Excise Clearance and Custom Clearance: Excise duty – Definition, rationale, stages of levying and collection; Meaning of manufacturing; Type of duties; Legal framework – Central Excise Act and Rules, Central Excise Tariff Act; Valuation; Options of refund and movement in bond – Rules 12, 13 and 14; Procedures and documentary requirements. Export Custom Clearance Procedure.	12	25
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Text Books:

1. Ram, Paras, Exports: What, Where and How? Anupam Publications, New Delhi.
2. Export Documentation and Procedures, , Nabhi Publications, New Delhi
3. Justin Paul & Rajiv Aserkar, Export Import management, Oxford Publication.

Reference Books:

1. Customs and Excise Law, various issues.
2. Excise Law Times, various issues.
3. IIFT, various publications.
4. IMPEX Times, various issues.
5. Ministry of Commerce, Export import Policy, Government of India, New Delhi.
6. Ministry of Commerce, Handbook of Procedures, Volumes I and II, Government of India, New Delhi.

List of Open-Source Software/learning website:

Course Learning Outcomes (CLO):

1. To be able to prepare the documents as per standards of the authorities across national boundaries.
2. To Correlate and justify the policies and documents as per the nature of the business or industry.
3. To analyze the business as per the contemporary business environment in the international market.

Mapping of CLO with PO and PSO

Course Learning Outcomes	Program Outcomes (POs)								Program Specific Outcomes(PSOs)	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CLO1	M						H		M	H
CLO2		H	H		M	M		M	H	
CLO3		H	M	M	L		H	M	M	H

H: High, M: Medium, L: Low