

Name of College: S. R. Luthra Institute of Management								
<b>Faculty</b>	Management			<b>Program</b>	Master of Business Administration (M.B.A.)			
<b>Year</b>	II			<b>Version</b>	1.0			
<b>Semester</b>	3			<b>Effective From</b>	June 2024			
<b>Course Code</b>	MGMB17304	<b>Course Name</b>		Export-Import Procedure (EIP)				
<b>Teaching Scheme</b>					<b>Examination Scheme</b>			
<b>Credits</b>	<b>Lecture (L)</b>	<b>Tutorial (T)</b>	<b>Practical (P)</b>	<b>ME</b>	<b>CE</b>	<b>SE</b>	<b>V</b>	<b>Total</b>
4	4	0	0	30	40	50	---	120

**Course Outcomes:**

CO 1	Explain the institutional and regulatory infrastructure for promotion of exports.
CO 2	Choose relevant export promotion schemes for defined export situations.
CO 3	Choose relevant INCO terms as per the export order requirements
CO 4	Explain the international transportation system.
CO 5	Recommend appropriate procedure and documents for exports.

**Mapping Learning Outcomes to Program Outcomes:**

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	3	2	3	3	1	2
CO2	3	2	1	3	2	2
CO3	3	2	1	3	1	2
CO4	2	2	1	3	2	1
CO5	2	3	3	3	1	3



Sr. No	Module	Description	CO	Marks	Hours
1	I	<p><b>Opportunities for exports and imports</b></p> <p><b>Institutional and Regulatory Infrastructure for foreign trade:</b></p> <ul style="list-style-type: none"> <li>• FTDR Act, DGFT</li> <li>• Role of FIEO, EPC / CB</li> </ul> <p><b>Intermediaries:</b></p> <ul style="list-style-type: none"> <li>• Carrying and forwarding agents, Customs House Agents, Shipping agents, Shippers, Airlines, air integrators, ports</li> </ul> <p><b>INCO terms</b> – transfer or risk (INCO terms chart of responsibility), transportation mode</p> <p><b>ITC (HS) classification:</b></p> <ul style="list-style-type: none"> <li>• ITC (HS) Code format, significance for exports and imports</li> </ul> <p><b>Foreign Trade Policy:</b></p> <ul style="list-style-type: none"> <li>• General Provisions regarding imports and exports</li> <li>• Exports from India Schemes (MEIS, SEIS)</li> <li>• EOU, EPZ and SEZ</li> <li>• Duty exemption and duty remission schemes</li> <li>• EPCG</li> <li>• Deemed Exports</li> </ul>	1, 2, 3	12	10
2	II	<p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>• Containerization, types of containers, LCL and FCL</li> <li>• Container Freight Stations and Inland Container Depot</li> <li>• Ocean transportation <ul style="list-style-type: none"> <li>○ Types of ports</li> <li>○ Types of service, size of vessels 'ships, concept of 'flag'</li> <li>○ Shipping conference carrier, types of charters</li> </ul> </li> <li>• Air transportation <ul style="list-style-type: none"> <li>○ Cargo airlines</li> <li>○ Types of service</li> <li>○ Types of aircraft</li> <li>○ Air freight traffic</li> <li>○ TIACA – role, tariff structures</li> <li>○ International air cargo security</li> </ul> </li> </ul>	4, 5	13	10

Sr. No	Module	Description	CO	Marks	Hours
		<p><b>Setting up an organization for exports / imports:</b></p> <ul style="list-style-type: none"> <li>• Types of exporters, importers</li> <li>• Obtaining IEC and RCMC</li> <li>• Registering with EPC / CB</li> <li>• Forex / FTP provisions regarding samples and gifts</li> </ul> <p><b>Export Procedures and Documentation (Pre-shipment):</b></p> <ul style="list-style-type: none"> <li>• Sales contract process</li> <li>• Promotion, Inquiry, offer sheet and order sheet, sales contract, confirmation of order</li> <li>• Payment terms – Open account, D/A, D/P</li> <li>• Letter of Credit – types, procedure.</li> <li>• Export finance <ul style="list-style-type: none"> <li>○ Pre-shipment and post shipment</li> <li>○ Role of EXIM Bank</li> </ul> </li> <li>• Packing and marking of exportable goods</li> <li>• Pre-shipment Inspection</li> <li>• Insurance <ul style="list-style-type: none"> <li>○ Credit Insurance - ECGC</li> <li>○ Marine Insurance</li> </ul> </li> </ul>			
3	III	<p><b>Export Procedures and Documentation (Shipment):</b></p> <ul style="list-style-type: none"> <li>• Freight forwarding, inspection</li> <li>• Shipping procedure <ul style="list-style-type: none"> <li>○ Dispatch, booking space, port formalities and documentation, inspection, carting</li> </ul> </li> <li>• Indian Customs - ICEGATE</li> <li>• Shipping bill – types, procedure</li> <li>• Bill of Export, Bill of transshipment</li> <li>• Carrier <ul style="list-style-type: none"> <li>○ Loading, mate receipt, Bill of lading (B/L) – meaning, types, significance, procedure</li> </ul> </li> </ul> <p><b>Export Procedures and Documentation (Post shipment):</b></p> <ul style="list-style-type: none"> <li>• Shipping Document Negotiation Process</li> <li>• Submitting documents to the bank</li> <li>• Realization of export proceeds</li> </ul>	5	13	10
4	IV	<p><b>Import Procedures and Documentation</b></p> <ul style="list-style-type: none"> <li>• Import License</li> <li>• Import of samples and gifts</li> </ul>	6	12	10



Sr. No	Module	Description	CO	Marks	Hours
		<ul style="list-style-type: none"> <li>• Import incentives</li> <li>• Finalizing order</li> <li>• Obtaining foreign exchange, Exchange control provisions</li> <li>• Dispatching L/C</li> <li>• Appointing clearing and forwarding agents</li> <li>• Receipt of Shipping Advice and documents</li> <li>• Filing Bill of Entry</li> <li>• Determine import duty for clearance of goods, Classification of customs tariff and levy of customs duty</li> <li>• Customs clearance for imported goods</li> <li>• Warehousing of imported goods</li> <li>• Import through courier</li> <li>• Import risks</li> </ul>			

**References:****Books:**

1. C. Rama Gopal. (2022). *Export Import Procedures Documentation and Logistics*. New Age International Private Limited
2. Jignesh Vidani. (2019). *Export and Import Procedures*. Educreation Publishing.
3. Paras Ram , Nikhil Garg (2017) *Export -What-Where-How*. Anupam Publisher
4. Mahajan, M. (2015) *Export Do It Yourself*. Snow White Publications, New Delhi

