

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: I

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB01FBVE21	Business organization & Management-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB01FBVE22	Business Communication-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB01FBVE23	P C Software -I	P	3	2	6	40/16	60/24	100/40	College/ University
	UB01FBVE24	Export & Import Management-I	T	3	2	3	40/16	60/24	100/40	College/ University
Skill Component	NSQF Level 4	EXIM-Executive	P	18	-	270 Hours	-	-	-	SSC

SARDAR PATEL UNIVERSITY**Bachelor of Vocation (B.VOC)****Export & Import Management****Semester: I****Syllabus with effect from: JUNE 2021**

Paper Code : UB01FBVE21	Total Credit : 3
Title of Paper : Business organization & Management-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Business <ul style="list-style-type: none">• Concept of business• Characteristics of business• Classification of business activities• Interrelation ship between industry ,commerce, trade,• Functions of business	25%
2	Forms of business organization <ul style="list-style-type: none">• Sole proprietorship: Concept, characteristics, merits and demerits• Partnership : Concept, characteristics, Types, advantages and disadvantages• Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages• Cooperative society: Concept, characteristics, distinction between cooperative and company,	25%
3	Management <ul style="list-style-type: none">• Meaning, nature, purpose, functions ,managerial process• Planning: Nature & purpose, objectives, strategies, polices and planning premises• Organizing: Nature & Purpose of organization,• Types of Organization :Line & Functional Organization	25%
4	Directing & Controlling <ul style="list-style-type: none">• Directing : Meaning, characteristics & purpose• Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory• Leadership: Meaning &Nature, Leadership styles• Controlling: Meaning characteristics, importance & process	25%

Reference books

- 1) Business Organisation & Management — by R.K. Sharma
- 2) Business Organisation & Management — by C.B. Gupta
- 3) Principles of Business Organisation — by Y.K. Bhushan
- 4) Essentials of Management — by Koontz & O'Donald
- 5) Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01FBVE22	Total Credit : 3
Title of Paper : Business Communication-I	

Unit	Description in Detail	Weighting (%)
1	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication • Importance of effective communication in business 	25%
2	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ul style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers &subordinates) • Etiquettes with stakeholders (external-Suppliers & customers) 	25%
3	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%
4	Business Correspondence <ul style="list-style-type: none"> • Forms & Layout of business Letter • Letters of Enquiry , Complaints Reply and adjustments • Sales Promotions letters 	25%

Reference books:

- 1) Essentials of business communication –Rajendra pal & JS Korlahalli
- 2) Developing Communication skills –Krishan mohan & Meera Benerji
- 3) Effective Business Communication – Asha Kaul
- 4) Communication Skills – Sanjay Kumar & Pushp Lata

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01FBVE23	Total Credit : 3
Title of Paper : P C Software -I	

Unit	Description in Detail	Weighting (%)
1	<p>Word Processing Tool</p> <p>Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating, Editing, Formatting of Documents, File, Edit View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities</p>	25%
2	<p>Spreadsheet Tool</p> <p>Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, In-Built Functions- Math & Trig Functions: SUMO, PRODUCT(), ABSO, FACT(), INTO(), SUMI(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), CHAR(), CODE(), SUBSTITUE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT(), IF()</p>	25%
3	<p>Advance Spreadsheet Facilities & Presentation Tool</p> <p>Macro Facility, Graph-Plotting facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart facility. Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides</p>	25%
4	Project work using unit I II and III	25%

Reference books:

1. PC S/W For Windows 98 Made Simple – R K Taxali
2. Master of Power Point 2000- Katherine Murray (BPP Publication)
3. Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01FBVE24	Total Credit : 5
Title of Paper : Export & Import Management-I	

Unit	Description in Detail	Weighting (%)
1	Introduction: Global trade and its growth, India's relative position in the world trade over a period time. Analysis of India's Foreign trade since 1950- Commodity, composition, direction Changes. Balance of Trade, Balance of Payment	25%
2	Foreign Trade Policy Indian Foreign Trade Policy :Objectives and essential features, changes in EXIM policies, Export promotion measures	25%
3	Exchange Control Exchange rate policy in India. Foreign Collaboration, Joint Venture & Exports. Globalization and emerging Foreign Trade Scenario.	25%
4	Foreign trade & Current Scenario: Developing Countries its get cover under globalization and its impact on India's Foreign trade.	25%

Reference books:

- 1) Foreign Exchange Hard Book By H. P. Bhandari
- 2) Annual Report (recent years)Ministry of Commerce, Government
- 3) India balance of Payment, RBI Bombay
- 4) Economics Survey Ministry of Finance Government of India

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: II

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB02FBVE21	Business organization & Management-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB02FBVE22	Business Communication-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB02FBVE23	Computer Application in Business-II	P	3	2	6	40/16	60/24	100/40	College/ University
	UB02FBVE24	Export & Import Management-II	T	3	2	3	40/16	60/24	100/40	College/ University
Skill Component	-	Practical Training	P	18	270 Hours	-	-	-	-	College/ University

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVE21	Total Credit : 3
Title of Paper : Business organization & Management-II	

Unit	Description in Detail	Weighting (%)
1	Decision making <ul style="list-style-type: none"> • Introduction , • Definition ,characteristics, • Elements ,process, principles of decision making, • characteristics of good & effective decision, • Administrative problems in decision making, • types of decisions 	25%
2	Staffing <ul style="list-style-type: none"> • Introduction, definitions • Recruitment: meaning, sources of recruitment. • Selection : meaning, need, importance, stages of selection procedure • Training: meaning, needs, importance & types • Development : Meaning, importance &Methods /Techniques of development 	25%
3	Coordination <ul style="list-style-type: none"> • concept • characteristics • Need and importance • Principles or essential of effective coordination • Techniques of coordination • Types of coordination • Problems in coordination 	25%
4	Social Responsibility & Business Ethics <ul style="list-style-type: none"> • Introduction, meaning & definitions • Factors responsible for realization of SR • SR of business towards different groups • Business ethics: concept, • Ethics and Business ethics • Needs of Business ethics • Principles of Business ethics • Factors affecting business ethics, • Benefits of business ethics 	25%

Reference books:

1. Business Organisation & Management — by R.K. Sharma
2. Principles of Business Organisation — by Y.K. Bhushan
3. Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Insurance & Financial Markets
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code: UB02FBVE22	Total Credit:
Title Of Paper: Business Communication II	

Unit	Description in detail	Weighting (%)
I	Fundamental of Communication <ul style="list-style-type: none"> ➤ Meaning, Importance & Objectives ➤ Principles of communication ➤ Techniques of effective communication ➤ Barriers of effective communication 	25%
II	Types of Communication & Communication skills <ul style="list-style-type: none"> ➤ Written - Oral - Face-to-face - Silence - Merits and limitations of each type ➤ Cross cultural dimensions of business communication technology and communication ➤ Ethical & legal issues in Business communication 	25%
III	Business Letters <ul style="list-style-type: none"> ➤ Need and functions of business letters ➤ Planning & layout of business letter ➤ Kinds of business letters - Essentials of effective correspondence 	25%
IV	Oral Communication <ul style="list-style-type: none"> ➤ Meaning, nature and scope ➤ Principles of effective oral communication ➤ Techniques of effective speech ➤ Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). 	25%

Basic Text & Reference Books:-

- Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
- Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep &
- Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVE23	Total Credit : 5
Title of Paper : Computer applications in Business -II	

Unit	Description in Detail	Weighting (%)
1	Introduction to HTML What is HTML? HTML Documents Basic structure of an HTML document Creating an HTML document Mark up Tags Heading-Paragraph Line Breaks HTML Tags.	25%
2	Elements of HTML Introduction to elements of HTML Working with Text Working with Lists, Tables and Frames Working with Hyperlinks, Images and Multimedia Working with Forms and controls	25%
3	Introduction to Web Publishing or Hosting Creating the Web Site Saving the site Working on the web site Creating web site structure Creating Titles for web pages Themes-Publishing web sites.	25%
4	Project work using unit I II and III	25%

Reference books:

1. Ivan Bayross, "Web enabled Commercial Application Development using HTML, DHTML, Java script, perl CGI" BPB 2004
2. Douglas E Comer: The Internet, PHI, Second Edition May 2000
3. Xavier C: World Wide Web Design with HTML, Tata Mcgraw hill publication 2000

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Export & Import Management
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVE24	Total Credit : 3
Title of Paper :Export & Import Management-II	

Unit	Description in Detail	Weighting (%)
1	Introduction to Indian Economy: Alternative Development Strategies Trends in National Income Growth and Structure since 1991 New Industrial Policy 1991 Recent changes in Trade Policy.	25%
2	Planning and Economic development: Redefining the role of the state- human capital formation in India- problem of foreign Aid- Economic reforms and reduction of poverty- measures to remove regional disparities	25%
3	Indian Industries : growth of Indian Industries from 1991 present Position of Industries (Selected industries to be decided at the starting of the semester)	25%
4	Foreign Trade : Trends of Exports and Imports of India Composition of India's Foreign Trade Direction of India's Foreign Trade Growth and Structure of India's Foreign Trade	25%

Reference books:

1. India's Economic Development since 1947 3rd Ed. Editor : Uma Kapila
2. Handbook of Import-Export Procedures – Ministry of Commerce, -, Government of India, New Delhi
3. Export: What, Where and How, Paras Ram, Anupam Publishers, Delhi
4. Exports – Do it Yourself, Mahajan M.I., Snow White Publications, New Delhi
5. Import – Do it Yourself, M. I. Mahajan, Snow White Publications, New Delhi

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: III

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB03FBVE21	Human Resource Management-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB03FBVE22	Environmental studies-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB03FBVE23	Tally 9.2	P	3	2	6	40/16	60/24	100/40	College/ University
	UB03FBVE24	Export & Import Management-III	T	3	2	3	40/16	60/24	100/40	College/ University
Skill Component	NSQF Level 5	EXIM-Supervisor	P	18	2	270 Hours	-	-	-	SSC

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE21		Total Credit:3
Title of Paper: Human Resource Management- I		
Unit	Description in detail	Weighting (%)
1	<u>Nature & Scope of Human Resource Management</u> Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management	25%
2	<u>Human Resource Planning & Job design</u> Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning ❖ <u>Job Design:</u> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design	25%
3	<u>Career Planning and Development</u> Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning	25%
4	<u>Human Resource Development</u> Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma	25%

Basic Text & Reference Books:

1. K. Aswathappa, "Human Resource Management – Text & Cases", Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, "Organisational Behaviour", Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, "Personnel and Human Resource Management – Text and Cases", Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, "Human Resource Management- Text and Cases", Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, "Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, " Human Resource Management", Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE22		Total Credit: 3
Title Of Paper: Environment Studies–I		
Unit	Description in detail	Weighting
1	Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	25 %
2	Natural Resources and Associated Problems Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	25 %
3	Ecosystems Concept, Structure, Function. Types, Characteristics, Threats of following ecosystems Forest, Grassland, Desert and Aquatic Ecosystems Role of Individuals in sustaining the above types of Ecosystems	25 %
4	Biodiversity Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	25 %

Basic Text & Reference Books:

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE23	Total Credit: 3
Title of Paper: Basic Tally 9.2	

	Description in detail	Weightage (%)
1	Basic of Accounting: What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	25 %
2	Steps for working in the Tally: Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	25 %
3	Inventory Management: Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	25 %
4	Practical Training and Assignments	25%

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani ‘Implementing Tally 9’BPB Publication, latest edition.

Practical’s Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management
SEMESTER – III

Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVE24	Total Credit:5
Title Of Paper: Export & import management-III	

Unit	Description in detail	Weighting (%)
Unit: 1	International Trade: Reasons, Features, Benefits, Advantages. Registration Formalities, Types of Exporters – Manufacturer/Merchant Exporter. Methods of entry into foreign market.	25%
Unit: 2	Documentation: A.D.S. – Commercial and Regulatory Documents viz L/C, B/L, Shipping Bill, Invoice, Pricing Factors, Objectives, Strategies. Payment Terms – L/C, D/A, D/P. Sale Terms – FOB, CIF, C&F. Financing – Pre-Shipment and Post-Shipment. Insurance-Marine, Credit, Exchange Rate. Calculation of FOB, CIF and C&F Prices.	25%
Unit: 3	F.T.P.(Latest): Highlights. Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK, Institutional Frame Work – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA.	25%
Unit: 4	Processing of an Export Order: Quality Control, Pre-Shipment Inspection, INCOTERMS. Realizing Payment of Export Proceeds, Negotiation of Documents – CHA, SEZ, EOU, Deemed Exports.	25%

Basic Text & Reference Books:

- ❖ Government of India: Export - Import Policy
- ❖ Dr. Khushpat S, Jain. Export Procedures and Documentation. Himalaya Publishing House
- ❖ T.A.S. Balagopal. Export Management. Himalaya Publishing House
- ❖ Dr. Francis Cherunilam. International Marketing (Text and Cases). Himalaya Publishing House
- ❖ Paras Ram. Export-What, Where and How. Anupam Publishers.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import
Management)

Semester: IV

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB04FBVE21	Human Resource Management-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE22	Environmental studies-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE23	Operations Management	T	3	2	3	40/16	60/24	100/40	College/ University
	UB04FBVE24	Export & Import Management-IV	T	3	2	3	40/16	60/24	100/40	College/ University
Skill Component	-	Practical Training	P	18	270 Hours	-	-	-	-	College/ University

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVE21	Total Credit: 3
Title of Paper: Human Resource Management- II	

Unit	Description in detail	Weighting (%)
1	<p><u>Managing Performance and Compensation</u> <u>Performance Appraisal:</u> Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal- a) MBO b) BARS a) Checklist b) Paired Comparison Limitations of Performance Appraisal</p> <p><u>Compensation:</u> Concept of Compensation Types of Compensation Factors affecting Compensation</p>	25%
2	<p><u>Maintaining and Retaining Human Resources</u> <u>Promotion:</u> Concept & Basis for Promotion Promotion Policy</p> <p><u>Transfer:</u> Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy</p>	25%
3	<p><u>Integrating Human Resources</u> <u>Industrial Relations:</u> Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations</p> <p><u>Industrial Disputes:</u> Meaning & Definition of Industrial Disputes Causes of Industrial Disputes Prevention of Industrial Disputes</p>	25%
4	<u>Occupational Health and Safety</u>	25%

	Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	
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Basic Text & Reference Books:

1. K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVE22	Total Credit:3
Title Of Paper: ENVIRONMENTAL STUDIES II	

Unit	Description in detail	Weighting (%)
I	Environmental Pollution Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought	25%
II	Social Issues and the Environment Urban problems related to energy Water conservation, rain water harvesting, watershed management Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion.	25%
III	Human Population and the Environment Population growth, variation among nations. Population explosion – Family Welfare Programme. Role of Information Technology in Environment and human health.	25%
IV	Sustainable Development Sustainable Urban future – Rural Development Business Responsibility One Case Study.	25%

Basic Text & Reference Books:-

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVE23	Total Credit: 5
Title Of Paper: Operation Management	

Unit	Description in detail	(%)
I	Fundamentals of Operations Management Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management - Role and responsibility of operations managers in modern business environment.	25%
II	Production Process and Plant Layout Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout - Types of plant layout (Process, Product and Fix layout)	25%
III	Work Design Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study	25%
IV	Operation/Production Planning and Control Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control	25%

Basic Text & Reference Books:-

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGraw Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – IV
Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVE24	Total Credit:3
Title Of Paper: Export & import management-IV	

Unit	Description in detail	Weighting (%)
Unit: 1	Import-Export Management Concept of Import Export Management Key Feature Reduction in Document to five for Custom Purpose	25%
Unit: 2	Exporting, Importing and Counter Trade The Promise and Pitfall of Exporting Improving Export Performance Counter Trade	25%
Unit: 3	Non Tariff Barrier Non Tariff Barriers; Government Participation in Trade; Quota; Advalorem Duty; Specific Duties and their Differences	25%
Unit: 4	Import Export Documentation Import and Export Documentation: Introduction, Freight Forwarder's Powers of Attorney, Bill of Lading, Certificates of Origin, Letter of Credit.	25%

Basic Text & Reference Books:

- ❖ Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
- ❖ Electronic Commerce by N. Janardhan, Publisher: Indian Institute of Foreign Trade, New Delhi.
- ❖ Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.
- ❖ Nabhi's New Import Export Policy, Publisher: Nabhi Publication, New Delhi. Export-What, Where, How by Ram Paras, Publisher: Anupam, Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY

Programme: Bachelor of Vocation (Export & Import Management)

Semester: V

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB05FBVE21	Organization behavior-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB05FBVE22	Self development skills	T	3	2	3	40/16	60/24	100/40	College/ University
	UB05FBVE23	Contemporary Research-I	T	3	2	3	40/16	60/24	100/40	College/ University
	UB05FBVE24	Export & Import Management-V	T	5	2	3	40/16	60/24	100/40	College/ University
Skill Component	NSQF Level 6	EXIM-Manager	P	18		270 Hours	-	-	-	SSC

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVE21	Total Credit: 3
Title of Paper: Organization behavior-I	

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. <p><u>Personality</u></p> <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB 	25%
2	<p><u>Attitudes</u></p> <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice. 	25%
3	<p><u>Emotions and Moods</u></p> <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions. 	25%
4	<p><u>Perception</u></p> <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVE22	TotalCredit:3
Title of Paper: Self-development skills	

Unit	Descriptionindetail	Weighting(%)
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback 	25%
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life 	25%
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management 	25%
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling. 	25%

Basic Text & Reference Books

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Eduation
- Meenakshi Raman &Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVE23	Total Credit: 3
Title of Paper: Contemporary Research-I	

Unit	Description in detail	Weighting (%)
1.	Introduction: Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	25%
2.	Problem Identification: Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal	25%
3.	Research Design Meaning of research design Need for research design Features of a good design Important concepts relating to re Different research design Basic principles of experimental designs	25%
4.	Interpretation Meaning Importance of interpretation Techniques of interpretation Precautions in interpretation	25%

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – V
Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVE24		Total Credit: 5
Title of Paper: Export Import Management-V		
Unit	Description in detail	Weighting (%)
1	Organizing for Export and Import Operations: <ul style="list-style-type: none"> • Export Department, Import Department, Combined Export and Import Department. • Manual of procedures and Documentation, Record-keeping compliance • Software, Federal, State, International and foreign Law 	25%
2	Exporting : Preliminary Considerations: <ul style="list-style-type: none"> • Products, Volume, Country Market and Product Competitiveness Research. • Identification of customers: End users, Distributors and Sales agent • Compliance with foreign law: Industry Standards, foreign customs Law, Government Contracting, Buy American equivalent Laws • Export Packing and Labeling (Hazardous Material) 	25%
3	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Isolated sales transactions: importance of written agreements, email or facsimile orders, the formations of sales agreements. • Common forms for the formation of sales agreements: price lists, bequests for quotations, quotations and costing sheets, purchase order, purchase order Acknowledgments and Acceptances and sales confirmations, pro forma invoices, commercial invoices, side agreements, Conflicting provisions in seller and buyer Sales Documentation. 	25%
4	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Ongoing sales transactions • Export distributor and Sales Agent Agreements • Foreign Corrupt Practices act Compliance • VOCCs and NVOCCs 	25%

Books for Reference:

- Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House.
- Export Import Procedures And Documentation-Dr. Khushpat S. Jain,
- Export Marketing-Khushpat S. Jain &PoonamKakkad

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Export & Import Management)
Semester: VI

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB06FBVE21	Organization behavior -II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB06FBVE22	Vibrant skills for Business	T	3	2	3	40/16	60/24	100/40	College/ University
	UB06FBVE23	Contemporary Research-II	T	3	2	3	40/16	60/24	100/40	College/ University
	UB06FBVE24	Export import management -VI	T	3	2	3	40/16	60/24	100/40	College/ University
Skill Component	-	Practical Training	P	18	270 Hours	-	-	-	-	College/ University

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVE21	Total Credit: 3
Title of Paper: Organization behavior-II	

Unit	Description in detail	Weighting (%)
1	<u>Group and Team Dynamics</u> <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams. 	25%
2	<u>Interpersonal Behaviour</u> <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees. 	25%
3	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants, 	25%
4	<u>Conflict & Transactional Analysis</u> <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2021

PaperCode: UB06FBVE22	TotalCredit:3
TitleOfPaper: Vibrant skills for Business	

1.

Unit	Descriptionindetail	Weighting(%)
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business 	25%
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business 	25%
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision 	25%
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University PressOn We Go, BBC’s audio-visual course

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVE23	Total Credit: 3
Title of Paper: Contemporary Research-II	

Unit	Description in detail	Weighting (%)
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire	
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations	
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report	
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers	

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVE24	Total Credit: 5
Title of Paper: Export Import Management-VI	

Unit	Description in detail	Weighthage
1	Foreign Trade: Meaning, Dumping Policy, Balance Of Trade, Balance Of Payment, Foreign Contracts, International Trade Agreements/Institutions, Methods Of Foreign Trade	25%
2	International Environment And Trade Barriers: Meaning And Components Of International Environment, Trade Barriers-Meaning, Definitions, Objectives And Types	25%
3	Foreign Trade Policy: Back Ground, Objectives, Highlights, Special Focus Initiatives, Briefing On Export And Trading Houses, Briefing On Negative List Of Exports.	25%
4	Regulation For International Trade: Laws Governing India's Export-Import Trade: Pre-Shipment Inspection And Quality Control Act(1963), Foreign Exchange Management Act(FEMA),International Commercial Practices.	25%

References

- Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House.
- Export Import Procedures And Documentation-Dr. Khushpat S. Jain,
- Export Marketing-Khushpat S. Jain &PoonamKakkad