

SARDAR PATEL UNIVERSITY
PROGRAMME: BACHELOR OF VOCATION (Export & Import Management)
SEMESTER – IV
Syllabus with effect from: JUNE 2016

Paper Code: UB04FBVE01	Total Credit: 3
Title of Paper: Human Resource Management- II	

Unit	Description in detail	Weighting (%)
1	<p><u>Managing Performance and Compensation</u></p> <p><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></p> <p><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></p> <p><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.

Programme: B.voc (SEM IV)

Paper Code: UB04FBVE02	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.

Programme: B.voc (Sem IV)

Paper Code: UB04FBVE03	Total Credit:3
Title Of Paper: Public Relations & Corporate Communication	

Unit	Description in detail	Weighting (%)
I	Attitude and emotional intelligence 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%
II	Vision, Goal setting & Time management 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%
III	Communication skills Significance, process of communication, forms, communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume, Gd & interview	25%
IV	Career planning Career of planning Awareness of different Sources of information Choosing a career and career counseling.	25%
	Skill development Extempore speeches just a minute Role play	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

Note: Latest Edition of Text books may be used

Programme: B.voc (Sem IV)

Paper Code: UB04FBVE04	Total Credit:3
Title Of Paper: Insurance Laws and Practices IV	

Unit	Description in detail	Weighting (%)
I	General Principles and Concepts of Insurance Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
II	Life Insurance Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25%
III	Fire Insurance The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
IV	General Insurance Application of principles in General Insurance contracts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

Basic Text & Reference Books

- Kuchhal,M C and Vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

Note: Latest Edition of Text books may be used.

B.Voc Semester IV

Paper Code: UB04CBVE01	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.

Programme: B.voc (Sem IV)

Paper Code: UB04CBVE02	Total Credit:5
Title Of Paper: Organizing Export-Import	

Unit	Description in detail	Weighting (%)
I	Export Promotion Organisations Objectives Introduction Importance of Institutional Infrastructure Govt. Policy Making and Consultations	25%
II	Indian Trade Promotion Organisation (ITPO). Indian Institute of Foreign Trade (IIFT). Indian Institute of Packaging (IIP). Indian Counsel of Arbitration (ICA).	25%
III	Federation of Indian Export Organisation (FIEO). Marine Products Exports Development Authority (MPEDA). Export Processing Zones (EPZ). 100% Export Oriented Units (EOUs).	25%
IV	Facilities for Units in EOUs, EPZs, EHTPs & STPs. M. Visvesvaraya Industrial Research & Development Center (MVIRDC). Chamber of Commerce (COC). - ,	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.

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

B.Voc Semester IV

Paper Code: UB04CBVE03	Total Credit: 3
Title of Paper: Packing & shipping documentation	

Unit	Description in Detail	Weighting (%)
1	Shipping containerization, packing and marketing for export. Mode of transport – Types of ship and shipping, booking of shipping space	25%
2	Shipment of goods and port procedure Shipment of goods and port procedure, Post-shipment formalities and procedures. Claiming Duty drawback and other benefits.	25%
3	Insurance Cargo insurance: Meaning need, principal policy, contents feature, types of cover, type of losses. Procedure for filling claim.	25%
4	Excise and customs clearance of export cargo Excise and customs clearance of export cargo, Custom clearance of import cargo. Pre-shipment inspection and quality control.	25%

Basic Text & Reference Books

- ❖ Shipment of goods & Port procedure “How to export”, P-100-103.
- ❖ Port shipment formalities and procedures “Export-Import Procedure & Document”, P-141-153.
- ❖ Claiming Duty drawbacks and other benefits, “Export-Import Procedure & Document”, P-229.

Note: Latest Edition of Text books may be used.

Programme: B.voc (Sem IV)

Paper Code: UB04CBVE04	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 McGrew Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

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