

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Mngt SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVE01	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.

Programme:B.voc Sem VI

1.

PaperCode:UB06FBVE02	TotalCredit:3
TitleOfPaper:vibrant skills for Business	

2.

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
- www.britishcouncil.com
- Chrissie Wright, Communication Skills, Jaico Publication
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06FBVE03	Total Credit: 3
Title of Paper: Advance Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	Computer Networks Modem and its purpose, Difference between analog data and digital data Need for conversion between analog and digital data Advantage and disadvantages of using common network environment such as internet, User id and password: Purpose and Use Methods of communication such as fax, e-mail, bulletin boards and tele/video Conferencing	25%
2	Advanced Computer Networks Difference between Local Area Network (LAN), Wireless Local Area Network and Wide Area Network (WAN) Network topologies like star, ring, bus and hybrid The internet and intranets: Characteristics and purpose Issues of confidentiality and data security surrounding common network Environments Encryption and authentication techniques	25%
3	Introduction Multimedia and Internet:- Multimedia:- Text, Audio, Graphics, Image, video and Animation Classification of Multimedia, usage of Multimedia, Stages in Multimedia Production Introduction to Internet:-www,browser,Protocols,	25%
4	Current Trends And Technologies:- Emerging Trends in Computing Mobile Computing Wifi GPRS,3G and 4G,Bluetooth,Smartphones and Tablets, Satellite phone Emerging trends in object/Human Recognition:- RFID, Biometrics, Fingerprints Recognition , Iris ,Recognition,Voice And Recognition, GPS(Global Positioning System)	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06FBVE04	Total Credit: 3
Title of Paper: Strategic Management	

Unit	Description In Detail	Weighatage
1	Introduction to Strategies: Introduction, Fundamentals of Strategy, Conceptual Evolution of Strategy, Scope and Importance of Strategies, Purpose of Business, Difference between Goals and Objectives of Business, Strategic Intent through Vision and Mission Statements, Core Competencies of Business	25%
2	Strategic Management: Introduction, Strategic Management, Need, scope, key features and importance of strategic management, Role of Strategists in Decision Making, strategists at various management levels, Types of Strategies, Limitations of Strategic Management	25%
3	Business Ethics and Corporate Social Responsibility : Introduction, Ethics and Values, Ethical Conduct and Unethical Conduct, Impact of Ethical Conduct, Corporate Social Responsibilities (CSR), Business obligations, Social Audit and Corporate Governance	25%
4	Recent Trends in Strategic Management: Introduction, Strategic Thinking, Organisational Culture and its Significance, Organisational Development and Change, Change Management, Models of Leadership Styles and its Roles, Strategic management in a new globalised economy	25%
	Reference:	

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06CBVE01	Total Credit: 5
Title of Paper: Export Import Management-VI	

Unit	Description in detail	Weightage
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: <ul style="list-style-type: none"> ➤ 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 & Poonam Kakkad 	

SEMESTER – VI

Paper Code: UB06CBVE02	Total Credit:
Title of Paper: Export Import Process & Documentaion-II	5

Unit	Description in detail	Weighatage
1	Preparation for Export: Export process steps, Export documents- Standardized and aligned pre-shipment documents, documents related to goods, Related to shipment, related to payment, related to Inspection, related to excisable goods, related to foreign exchange regulation	25%
2	Export Benefits: Export Promotion Measures in India, Duty Drawback, EPCG scheme, Market Development Assistance, Market Access Initiative, DEPB Scheme, Deemed Exports, ASIDE	25%
3	Import Procedure & Documentation: Import Process, Types of Importers, Factors to be considered that affects Indian Importers, Major concessions in Custom Duty.	25%
4	Export-Import Guarantees : Import Guarantees, Export Guarantees, ECGC counter Guarantee, Types of Guarantees.	25%
	References: <ul style="list-style-type: none"> ➤ Foreign Trade And Foreign Exchange-B.K.Chaudhuri & O.P.Agarwal, Himalaya Publishing House. ➤ Export Import Procedures And Documentation-Dr. Khushpat S. Jain,HPH ➤ Export Marketing-Khushpat S. Jain & Poonam Kakkad, HPH ➤ Export Marketing – B.S. Rathor & J.S. Rathor, HPH. 	

SEMESTER – VI

Paper Code: UB06CBVE03	Total Credit: 5
Title of Paper: International Trade-II	

Unit	Description in detail	Weighatage
1	Risk Management: <ul style="list-style-type: none">• Cargo insurance: physical risk, credit risk Principal of Insurance: insurable interest, exchange risk, claim payable abroad (CPA), Indemnity, utmost good faith, subrogation contingency insurance, proximate cause, claims documents.	25%
2	Credit insurance: <ul style="list-style-type: none">• Export credit guarantee department: private underwriters, insurance and the exporter• Exchange of risk Management: do nothing, currency accounts, forward exchange contract, currency option.	25%
3	Credit insurance: <ul style="list-style-type: none">• Export credit guarantee department: private underwriters, insurance and the exporter• Exchange of risk Management: do nothing, currency accounts, forward exchange contract, currency option.	25%

4	New horizons- looking ahead: <ul style="list-style-type: none"> • ICT and export documentation: electronic data interchange (EDI), benefits, trends and developments, Bolero.net, Bolero xml (strategy, methodology), export documentation software. Global trading trends: Global trends, Advanced economies, major advanced economies, (Euro area, Central & Eastern Europe, CIS and Mongolia, Middle east, Africa, Newly industrialized Asian Economies)	25%
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SEMESTER – V

Paper Code: UB06CBVE04	Total Credit: 3
Title of Paper: Project - II	

	Description in detail	
	The students are required to prepare a research project based on any topic related to industries and insurance sector. <ul style="list-style-type: none"> ➤ The internal faculty guide will be required to guide and evaluate (out of 25 marks) on the basis of the research project prepared by the student. The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university.	