

**SARDAR PATEL UNIVERSITY**  
**PROGRAMME: BACHELOR OF VOCATION (Export & Import Management)**  
**SEMESTER – III**

**Syllabus with effect from: JUNE 2016**

<b>Paper Code: UB03FBVBE01</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Human Resource Management- I</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>1</b>	<p><b><u>Nature &amp; Scope of Human Resource Management</u></b></p> <ul style="list-style-type: none"> <li>Concept of Human Resource Management</li> <li>Characteristics of Human Resource Management</li> <li>Objectives of Human Resource Management</li> <li>Importance of Human Resource Management</li> <li>Scope of Human Resource Management</li> <li>Functions of Human Resource Management</li> <li>Evolution of the concept of Human Resource Management</li> </ul>	<b>25%</b>
<b>2</b>	<p><b><u>Human Resource Planning &amp; Job design</u></b></p> <ul style="list-style-type: none"> <li>Concept of Human Resource Planning</li> <li>Objectives of Human Resource Planning</li> <li>Need &amp; Importance of Human Resource Planning</li> <li>Process of Human Resource Planning</li> <li>Problems in Human Resource Planning</li> <li>❖ <b><u>Job Design:</u></b></li> <li>Concept of Job Description &amp; Job Specification</li> <li>Job Description v/s Job Specification</li> <li>Concept &amp; methods of Job Design</li> </ul>	<b>25%</b>
<b>3</b>	<p><b><u>Career Planning and Development</u></b></p> <ul style="list-style-type: none"> <li>Meaning of Career Planning</li> <li>Objectives of Career Planning</li> <li>Process of Career Planning</li> <li>Advantages and Limitation of Career Planning</li> </ul>	<b>25%</b>
<b>4</b>	<p><b><u>Human Resource Development</u></b></p> <ul style="list-style-type: none"> <li>Concept of Human Resource Development</li> <li>Difference between HRM &amp; HRD</li> <li>Need and Significance of HRD</li> <li>Principles of HRD</li> <li>Employee Counselling</li> <li>Six Sigma</li> </ul>	<b>25%</b>

**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, 4<sup>th</sup> 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 III)**

1.

<b>Paper Code:</b> UB03FBVBE02	<b>Total Credit: 3</b>
<b>Title Of Paper: Environment Studies–I</b>	

2.

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting</b>
<b>1</b>	<b>Overview of Environmental Studies:</b> Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	<b>25 %</b>
<b>2</b>	<b>Natural Resources and Associated Problems</b> Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	<b>25 %</b>
<b>3</b>	<b>Ecosystems</b> 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	<b>25 %</b>
<b>4</b>	<b>Biodiversity</b> Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	<b>25 %</b>

**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.**

**Programme: B.voc (Sem III)**

<b>Paper Code: UB03FBVBE03</b>	<b>Total Credit:5</b>
<b>Title Of Paper: Soft Skills for Business</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting</b>
I	<b>Elements of communication</b> Meaning, importance, objectives of communication Process of communication, Types, Nonverbal communication-Body language, gestures, postures, Facial expression, Dress code. The cross cultural Dimensions of business communication Listening & speaking. Eliciting Response, Business and social etiquette	25%
II	<b>Public speaking</b> Importance, principles of effective speaking & presentations Speech for introduction of a speaker Speech for vote of thanks Occasional speech Use of technology	25%
III	<b>Interview Techniques</b> Importance Art of conducting and giving interviews Placement interviews Discipline interview	25%
IV	<b>Meeting</b> Importance Participating and conducting group discussions Brain storming, e-meeting Preparing Agenda and minutes of the meeting	25%
	<b>Skill development</b> Draft your bio data Prepare your career plan	

**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**

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

**Programme: B.voc (Sem III)**

<b>Paper Code: UB03FBVBE04</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Banking laws and practices III</b>	

Unit	Description in detail	Weighting (%)
I	<b>Overview of banking Regulatory Framework</b> Provision of RBI act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act,2002 Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance	25%
II	<b>Legal Aspects of banking Operations</b> Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities  Valuation of securities, special features of Recovery of Debts Due to banks and financial institutions Act,2013	25%
III	<b>Banker- Customer Relations</b> The legal relationship between banker and customer Unincorporated bodies Financial advice, letters of introduction and other services Rendered by banks Special features of the relationship between banker and customer The mutual rights and duties, Power to combine Different accounts	25%
IV	<b>Electronic banking &amp; IT in Banks</b> Introduction, IT applications in banking , computer based information systems for banking Electronic fund management, Electronic commerce and banking Customer relationship management	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.**

**Programme: B.voc (Sem III)**

<b>Paper Code: UB03CBVBE01</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Export &amp; import management-III</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>Unit: 1</b>	<b>International Trade:</b> Reasons, Features, Benefits, Advantages. Registration Formalities, Types of Exporters – Manufacturer/Merchant Exporter. Methods of entry into foreign market.	25%
<b>Unit: 2</b>	<b>Documentation:</b> 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%
<b>Unit: 3</b>	<b>F.T.P.(Latest):</b> Highlights. Export Incentives, Schemes, Assistance viz EPCG, FMS, FPS, MDA, DBK, Institutional Frame Work – Export Promotion Organization viz EPC, CB, DGFT, FIEO, ICA.	25%
<b>Unit: 4</b>	<b>Processing of an Export Order:</b> 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.**

**Programme: B.VOC**  
**Semester: III**

<b>Paper Code:</b> UB03CBVBE02	<b>Total Credit: 5</b>
<b>Title Of Paper: Risk management in Import &amp; export</b>	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Risk Management</b> Meaning of Risk Management; its Principle; Process; Identification; Assessment; Potential Risk Treatment; Risk Avoidance; Risk Reduction; Risk Retention; Risk Transfer; Creating a Risk Management Plan.	<b>25 %</b>
<b>2</b>	<b>Business Continuity</b> Implementation; Review and Evaluation of the Plan; Area of Risk Management; Enterprise Risk Management; Risk Management and Business Continuity; Opportunity or Challenges.	<b>25 %</b>
<b>3</b>	<b>Export Promotion Organization</b> Export Promotion Organization; its Objectives; Importance of Institutional Infrastructure; Govt. Policy Making and Consultations; Indian Trade Promotion Organization (ITPO);	<b>25 %</b>
<b>4</b>	<b>Export Import Policy of India</b> Export Import Policy of India; its Meaning; General Objectives; Highlight and Implication of Export-Import Policy and Export-Import Policy. Current policy.	<b>25 %</b>

**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.

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**Programme: B.voc (Sem III)**

<b>Paper Code: UB03CBVBE03</b>	<b>Total Credit: 3</b>
<b>Title of Paper: Export import promotional schemes in India</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting (%)</b>
<b>1</b>	<b>Pre-Requisites for successful exporting:</b> Starting an export business, choosing an appropriate business organization and product lines, selecting prospective markets and locating prospective buyers, export order processing.	<b>25%</b>
<b>2</b>	<b>Registration of exporters</b> Registration of exporters, export of samples, obtaining an export import license, quality control and pre shipment inspection of export consignment,	<b>25%</b>
<b>3</b>	<b>Procedure of Rebate</b> Procedure of Rebate on excise duty on exported goods, various types of export documents and their preparations, procedure of custom clearance of export.	<b>25%</b>
<b>4</b>	<b>Availing concessions and facilities</b> Availing concessions and facilities under various export promotion schemes, facilities for export/trading houses and deemed exporters.	<b>25%</b>

**Basic Text & Reference Books**

- ❖ **Govt. of india: export and import policy and procedures**

**Note: Latest Edition of Text books may be used.**



**Programme: B.voc (Sem III)**

<b>Paper Code: UB03CBVBE04</b>	<b>Total Credit:</b>  <b>3</b>
<b>Title of Paper: Basic Tally 9.2</b>	

	<b>Description in detail</b>	<b>Weightage (%)</b>
<b>1</b>	<b>Basic of Accounting:</b> 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	<b>25 %</b>
<b>2</b>	<b>Steps for working in the Tally:</b> 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)	<b>25 %</b>
<b>3</b>	<b>Inventory Management:</b> 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)	<b>25 %</b>
<b>4</b>	<b>Practical Training and Assignments</b>	<b>25%</b>

**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**