

# GUJARAT TECHNOLOGICAL UNIVERSITY

## MAM (MASTERS IN APPLIED MANAGEMENT) DUAL DEGREE PROGRAMME

Year – III (Semester – V) (W.E.F. JULY 2014)

Subject Name: IMPORT EXPORT PROCEDURE

Subject Code: 4150505

1. **Course Objective:** The basic objective of this subject is to provide necessary foundations for acquiring knowledge and skill for Import & Export Management Procedure.

2. **Course Duration:** 45 Sessions

3. **Course Contents:**

Module No	Module Contents	Marks External Evaluation
Module I	<ul style="list-style-type: none"><li>• Role of Foreign Trade and Import – Export in Indian Economy India</li><li>• Overview of Import Trade in India and Export potential from India</li></ul> <b>Categories of Export</b> <ul style="list-style-type: none"><li>• Physical – Direct &amp; Indirect</li><li>• Deemed Exports</li><li>• Merchant &amp; Manufacturer Exports</li></ul>	18 Marks
	<b>Preliminaries for starting Import Business</b> <ul style="list-style-type: none"><li>• Selecting the Commodities</li><li>• Selecting the overseas Supplier</li><li>• Capabilities and creditworthiness of overseas supplier</li><li>• Role of Overseas suppliers' agents in India</li><li>• Finalising the Terms of Import</li><li>• Mode of Pricing and INCO Terms</li><li>• Mode of Settlement of Payment</li><li>• Currency of Invoicing</li></ul>	
	<b>Preliminaries for starting Export Business</b> <ul style="list-style-type: none"><li>• Choosing Appropriate Mode of Operations</li><li>• Naming the Business</li><li>• Selecting the Products</li><li>• Making Effective Business Correspondence</li><li>• Selecting the overseas Markets</li><li>• Selecting the prospective overseas Buyers</li><li>• Selecting Channel of Distribution</li><li>• Negotiating with Prospective Overseas Buyers</li><li>• Processing an Export Order</li><li>• Entering into Export Contract</li><li>• Export Pricing and Costing</li><li>• Understanding Risk in International Trade</li></ul>	
Module	<b><u>Registration of Importers</u></b>	18 Marks

II	<ul style="list-style-type: none"> <li>• Application for Grant of IEC Number</li> <li>• Process of Online and off-line Application</li> <li>• Getting IEC No.</li> </ul>	
	<p><b><u>Registration of Exporters</u></b></p> <ul style="list-style-type: none"> <li>• Registration with Director General of Foreign Trade (DGFT) for obtaining Importer-Exporter Code Number)</li> <li>• Registration with Export Promotion Councils / Commodity Board/Authorities</li> <li>• Central Excise ( BCMC changed to RCMC)</li> <li>• Registration with VAT Authorities</li> <li>• Registration with Central Excise Authorities</li> <li>• Obtaining Permanent Account Number (PAN)</li> </ul>	
	<p><b>Import Policy and Licencing Procedure</b></p> <ul style="list-style-type: none"> <li>• Categories of Importers</li> <li>• Special Schemes for Import</li> <li>• Obtaining an Export Licence</li> <li>• Application for Grant of Import Licence for certain categories</li> <li>• Territorial Jurisdiction of Import Licensing Authorities</li> <li>• Licencing Period, Conditions and Validity of Import Licence</li> </ul>	
	<p><b>Export Policy and Licencing Procedure</b></p> <ul style="list-style-type: none"> <li>• Export free unless regulated</li> <li>• Obtaining an Export Licence</li> <li>• Application for Export Licence/Permission/Certificate</li> <li>• Appointing of Overseas Agent</li> <li>• Export of Items under State Trading Regime</li> <li>• Government role in Export – Quality Control, Inspection, certification etc.</li> <li>• Labelling, Packaging, Packing and Marking Goods for Export</li> <li>• Shipping and Customs Clearance of Goods</li> </ul>	
Module III	<p><b>Excise Procedure</b></p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Assessment of Duty</li> <li>• Manner of payment of duty</li> <li>• Maintenance of records</li> <li>• Central Excise Invoice</li> <li>• Return of Duty Paid Goods</li> <li>• Self Sealing of Export Consignment</li> <li>• Rebate on duty of export of goods</li> <li>• Export without payment of duty</li> <li>• Cenvat Credit</li> <li>• Refund of Cenvat Credit in respect of Exports.</li> </ul>	17 Marks
	<p><b>Arranging Finance for Import</b></p> <ul style="list-style-type: none"> <li>• Bank Finance</li> <li>• Post Import Finance</li> <li>• Financing from Exim Bank</li> <li>• Finance through trade credit from Abroad</li> <li>• Bank Guarantee,</li> </ul>	

	<ul style="list-style-type: none"> <li>• Letter of Credit</li> </ul>	
	<b>Arranging Finance for Export</b> <ul style="list-style-type: none"> <li>• Preshipment Finance</li> <li>• Post Shipment Finance in Indian Rupees</li> <li>• Rate of Interest</li> <li>• External Commercial Borrowings</li> <li>• Exim Bank Finance</li> <li>• Bank Guarantee and Letter of Credit</li> </ul>	
Module IV	<b>Payment for Import of Goods</b> <ul style="list-style-type: none"> <li>• Scrutiny of Import Documents</li> <li>• Mode of Payment</li> <li>• Exchange Rates</li> <li>• Forward Contracts</li> </ul>	17 Marks
	<b>Receipt of Payment for Export of Goods</b> <ul style="list-style-type: none"> <li>• Scrutiny of Import Documents</li> <li>• Mode of Payment</li> <li>• Exchange Rates</li> <li>• Forward Contracts</li> </ul>	
	<b>Custom Clearance of Imported Goods and Payment of Custom Duties</b> <ul style="list-style-type: none"> <li>• Procedure in General</li> <li>• IE Code Number</li> <li>• Port Trusts</li> <li>• Custom Administration</li> <li>• Levy of custom duties</li> </ul> Rates of Custom duties	
	<ul style="list-style-type: none"> <li>• 100% Export Oriented Units</li> <li>• Export Processing Zones</li> <li>• Special Economic Zones (SEZ)</li> <li>• Agri Export Zone</li> <li>• Deemed Export</li> <li>• Service Exports</li> <li>• Export to SAARC Countries</li> </ul>	
Module V	Visit any Import or Export Company and prepare a Project Report stating the detailed plan and procedure adopted by the company for import or export of particular transaction of import or export.	20 Marks (CEC)

#### 4. Teaching Method: Lecture, Group Discussion, Field Visits, Role Play

#### 5. Evaluation:

A	External/University	70 Marks
B	Internal Examination	30%

## 6. Basic Text Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
	Nabhikumar Jain	How to Import	Nabhi Publication, New Delhi (latest)	2012
	Nabhikumar Jain	How to Export	Nabhi Publication, New Delhi (latest)	2012
	Nabhi Publications	New Import Export Policy	Nabhi Publications	2013

## 7. Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
	Mahajan	A Guide on Export Policy Procedure & Documentation	Jaico Publication	2012
	Aseem Kumar	Export and Import Management	Excel Publication, New Delhi	2010 (Latest Edition)

## 8 Session Plan

Sessions No	Topics to be covered
1-3	Role of Foreign Trade and Import – Export in Indian Economy India Overview of Import Trade in India and Export potential from India <b>Categories of Export</b> : Physical – Direct & Indirect ; Deemed Exports ; Merchant & Manufacturer Exports
4-6	<b>Preliminaries for starting Import Business</b> : Selecting the Commodities; Selecting the overseas Supplier; Capabilities and creditworthiness of overseas supplier; Role of Overseas suppliers' agents in India; Finalising the Terms of Import; Mode of Pricing and INCO Terms; Mode of Settlement of Payment; Currency of Invoicing
7-10	<b>Preliminaries for starting Export Business</b> : Choosing Appropriate Mode of Operations; Naming the Business; Selecting the Products; Making Effective Business Correspondence; Selecting the overseas

	Markets; Selecting the prospective overseas Buyers; Selecting Channel of Distribution; Negotiating with Prospective Overseas Buyers; Processing an Export Order; Entering into Export Contract; Export Pricing and Costing; Understanding Risk in International Trade
11-12	<b>Registration of Importers :</b> Application for Grant of IEC Number; Process of Online and off-line Application; Getting IEC No.
13-15	<b>Registration of Exporters:</b> Registration with Director General of Foreign Trade (DGFT) for obtaining Importer-Exporter Code Number); Registration with Export Promotion Councils / Commodity Board/Authorities ; Central Excise ( BCMC changed to RCMC); Registration with VAT Authorities; Registration with Central Excise Authorities; Obtaining Permanent Account Number (PAN)
16-19	<b>Import Policy and Licensing Procedure:</b> Categories of Importers; Special Schemes for Import; Obtaining an Export Licence; Application for Grant of Import Licence for certain categories; Territorial Jurisdiction of Import Licensing Authorities; Licensing Period, Conditions and Validity of Import Licence
20-24	<b>Export Policy and Licensing Procedure:</b> Export free unless regulated; Obtaining an Export Licence; Application for Export Licence/Permission/Certificate; Appointing of Overseas Agent; Export of Items under State Trading Regime; Government role in Export – Quality Control, Inspection, certification etc.; Labelling, Packaging, Packing and Marking Goods for Export; Shipping and Customs Clearance of Goods
25-27	<b>Excise Procedure</b> Registration; Assessment of Duty; Manner of payment of duty; Maintenance of records; Central Excise Invoice; Return of Duty Paid Goods; Self Sealing of Export Consignment; Rebate on duty of export of goods; Export without payment of duty; Cenvat Credit; Refund of Cenvat Credit in respect of Exports.
28-30	<b>Arranging Finance for Import</b> Bank Finance, Post Import Finance, Financing from Exim Bank, Finance through trade credit from Abroad, Bank Guarantee, Letter of Credit
31-33	<b>Arranging Finance for Export</b> Preshipment Finance; Post Shipment Finance in Indian Rupees; Rate of Interest; External Commercial Borrowings; Exim Bank Finance; Bank Guarantee and Letter of Credit
34-35	<b>Payment for Import of Goods:</b> Scrutiny of Import Documents; Mode of Payment; Exchange Rates; Forward Contracts
36-37	<b>Receipt of Payment for Export of Goods:</b> Scrutiny of Import ; ocuments; Mode of Payment; Exchange Rates ; Forward Contracts
38-40	<b>Custom Clearance of Imported Goods and Payment of Custom Duties:</b> Procedure in General; IE Code Number; Port Trusts; Custom Administration; Levy of custom duties; Rates of Custom duties
41-42	100% Export Oriented Units ; Export Processing Zones ; Special Economic Zones (SEZ); Agri Export Zone; Deemed Export; Export to SAARC Countries
	Visit any Import or Export Company and prepare a Project Report stating the detailed plan and procedure adopted by the company for import or export of particular transaction of import or export.

**ACTIVE LEARNING ASSIGNMENTS:** Preparation of power-point slides, which include videos, animations, pictures, graphics for better understanding theory and practical work – The faculty will allocate chapters/ parts of chapters to groups of students so that the entire syllabus to be covered. The power-point slides should be put up on the web-site of the College/ Institute, along with the names of the students of the group, the name of the faculty, Department and College on the first slide. The best three works should submit to GTU.