



## Lesson Plan

**Program:** MBA      **Semester:** III      **Course Code:** KMBN IB02      **Course Name:** Export Import Documentation

### Course Objectives

**(CO1):** 1.The basic objective of this course is to provide to the country a steady stream of competent young men and women with the necessary knowledge, skills and foundations for acquiring a wide range of rewarding careers into the rapidly expanding world of Import and Export Management.

**(CO1):** 2.To promote basic understanding on the concepts of export and import documentations to enable them to realize.

**Session Duration:** 60 minutes

### Participants:

### Entry level knowledge and skills of students

1. Promotes Good knowledge toward export/import documentation.
2. Compliance regarding Export costing and pricing.
3. Co- ordinate with the logistics for the Shipment Purpose.
4. It helps in planning Import procedures & various export promotion Schemes.

### Equipment required in Classroom/ Laboratory/ Workshop

- i. White Board, Marker and Duster
- ii. Smart Board, System & Projector

### Assessment Schemes

S. No.	Criteria	Marks (150)
1	AKTU End Term Examination	100
2	Internal Evaluation Scheme	50
2(a)	Class Tests	30
2(a)(i)	Class Test-I	15
2(a)(ii)	Class Test-II	15
2(b)	Teacher Assessment (Continuous Evaluation)	20
2(b)(i)	Presentation	7
2(b)(ii)	GD	5
2(b)(iii)	Assignment based on Question Bank	3
2(b)(iv)	Attendance	5



**Course Outcomes** (starting with action-oriented observable and measurable verb)

**(CO1):** Identify the process of Registration process, Payment terms, Export costing and pricing.

**(Co2):** Interpret the process of Shipment procedures, & summarize the various documents used in Shipping,

**(Co3):** Classify the concept of various incentives, benefits & risk involved in shipping process

**(Co4):** Discuss the various business planning Import procedures & various export promotion Schemes.

**(Co5):** Demonstrate the various export promotion schemes & Types of Export Houses.

L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
<b>Unit - 1</b>							
1.	Introduction	Introduction to exports		Lecture	CO1		
2.	Introduction	Registration process		Lecture with Discussion	CO1		
3.	Introduction	Selection of products and market Payment terms		GD	CO1		
4.	Introduction	Export costing and pricing, Preliminaries for exports.		Lecture+case Discussion	CO1		
5.	Introduction	Registration – IEC, RCMC, EPC, Central Excise. (BCMC changed to RCMC)		lecture	CO1		
6.	Introduction	Categories of Export, Physical – Direct &		Group Discussion	CO1		



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		Indirect,					
7.	Introduction	Deemed Exports Merchant		lecture	CO1		
8.	Case Study			Lecture+GD	CO1		
<b>Unit - 2</b>							
9.	Shipment procedures	Role of clearing and forwarding agent		Lecture+GD	CO2		
10.	Shipment procedures	Cargo management Containerization.		Buzz session.	CO2		
11.	Shipment procedures	Shipping documents and terms used in shipping		Lecture+GD	CO2		
12.	Shipment procedures	Export Procedures Excise clearance for exports		Improved Lecture	CO2		
13.	Shipment procedures	Marine insurance of Export cargo Shipment goods		Lecture	CO2		
14.	Shipment procedures	Estate planning, Quality and Pre Shipment inspection		Lecture+GD	CO2		
15.	Shipment procedures	Definition and need of estate planning.		Lecture+GD	CO2		
16.	Case Study			Brainstorming			
<b>Unit - 3</b>							
17.	Meaning and	Documentation		Lecture+GD	CO3		



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	importance of letter of credit	papers of L/CEXPORT incentives					
18.	Meaning and importance of letter of credit	Risk and insurance		Discussion	CO3		
19.	Meaning and importance of letter of credit	Benefits of Exports		Lecture+GD	CO3		
20.	Meaning and importance of letter of credit	excise clearance Benefit / Rebate		Lecture+GD	CO3		
21.	Meaning and importance of letter of credit	Income Tax Benefit		Lecture+GD	CO3		
22.	Meaning and importance of letter of credit	Shipment & Transport – Sea, Air		Lecture	CO3		
23.	Meaning and importance of letter of credit	Transport –Rail, Road, Pipeline		Lecture+GD	CO3		
24.	Meaning and importance of letter of credit	Role of overseas agent & remittance of commission.		Improved Lecture			
<b>Unit - 4</b>							
25.	Organizati	imports		Improved Lecture	CO4		



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	on of exports – imports firms	firms and business planning					
26.	Organization of exports – imports firms	planning of export/import operations		Lecture+GD	CO4		
27.	Organization of exports – imports firms	Import procedures		lecture	CO4		
28.	Organization of exports – imports firms	Overview of various export promotion schemes		Discussion	CO4		
29.	Organization of exports – imports firms	Duty Drawback- Advance License		Lecture+GD	CO4		
30.	Organization of exports – imports firms	Replenishment Licenses, Special Interest License is discontinued		lecture.	CO4		
31.	Organization of exports – imports firms	Remission Scheme		Lecture+GD	CO4		
32.	Organization of exports – imports firms	DEPB Scheme		lecture			
<b>Unit - 5</b>							
33.	Export Promotion	Diamond & Jewelry,		Improved Lecture	CO5		



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	Capital Goods Scheme	Agricultural					
34.	Export Promotion Capital Goods Scheme	Export of Principal Commodities in India, SEZ, EHTP, STP & EOU's		Lecture+GD	CO5		
35.	Export Promotion Capital Goods Scheme	Types of Export Houses. (Free trade zones have been changed to SEZ)		Lecture+GD	CO5		
36.	Export Promotion Capital Goods Scheme	Case Study		Improved Lecture	CO5		
<b>Revision</b>							
37.	Question Bank Unit-1	Unit-1		Improved Lecture	CO1		
38.	Question Bank Unit-2	Unit-2		Buzz session.	CO2		
39.	Question Bank Unit-3	Unit-3		Lecture+GD	CO3		
40.	Question Bank Unit-4	Unit-4		Lecture+GD	CO4		
41.	Question Bank Unit-4	Unit-5		Buzz session.	CO5		

## Text Books:

1. Ram Singh, Export and Import Management, 2021, SAGE Publishing



2. C Ramagopal, Export import Policy Procedure & Documentation ,Newage publisher
3. Kiran rai Usha,Export import & logistics management--,Eastern economy edition
4. Singh, ram,Internationa trade Logistics , Oxford publishing house.
5. New Import Export Policy - Nabhi Publications
6. EXIM Policy & Handbook of EXIM Procedure – VOL I & II
7. A Guide on Export Policy Procedure & Documentation– Mahajan
8. How to Export – Nabhi Publications
9. Export Management – D.C. Kapoor

**Reference Books:**

1. Kiran rai Usha,Export import & logistics management--,Eastern economy edition
2. Singh, ram,Internationa trade Logistics , Oxford publishing house.

**Journals:**

1. Olaoye, K. F., & Sornarajah, M. (2023). Domestic Investment Laws, International Economic Law, and Economic Development. *World Trade Review*, 22(1), 109-132.
2. Sinha, A. K. A Perspective of GST Framework in India and its Effect on Various Industries.
3. Olyanga, A. M., Shinyekwa, I. M., Ngoma, M., Nkote, I. N., Esemu, T., & Kanya, M. (2022). Export logistics infrastructure and export competitiveness in the East African Community. *Modern Supply Chain Research and Applications*.

**Electronic Database:**

1. [https://www.mlsu.ac.in/econtents/1198\\_e-book%20on%20export%20import%20procedure.pdf](https://www.mlsu.ac.in/econtents/1198_e-book%20on%20export%20import%20procedure.pdf)