

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**TIRUNELVELI-627 012**

**Advance Diploma Course in Import and Export Management (UGC-COP)**  
**Regulations, Scheme and Syllabus**  
**(with effect from the academic year 2017-2018 onwards)**

**A.REGULATIONS:**

Based on the UGC-Career Oriented Programme (COP), The Advance Diploma Course in Import and Export Management at undergraduate level, is designed by Manonmaniam Sundaranar, University to ensure that graduates who pass out after completing this course acquire knowledge, skills and aptitude for gainful employment in the global sector in general and self employment in particular.

**A1: Duration of the Course:**

The Advance Diploma Course in Import and Export Management shall run as an add-on course parallel to a semester of the conventional Under Graduation degree level education like B.A., B.Com. and B.Sc. degree.

**A2: Eligibility for Admission:**

Students shall choose the Advance Diploma Course in Import and Export Management as a parallel sub-discipline while pursuing their degree level education. They shall also have the freedom to diversify into various fields not necessarily related with their core discipline. At the end of three years, the students will be equipped with Advanced Diploma in an add-on orientation course along with a conventional degree in Science/Arts/Commerce.

**A3: Credit Requirement for the Degree:**

The general credit requirement of the uniform pattern for Diploma Courses offered by the university is applicable for The Advance Diploma Course in Import and Export Management. The university requirement for the Advance Diploma Course is completion of 20 credits of which 6 credits should be through the two theory papers each and 8 credit through the practical paper.

**A4: Assessment:**

The assessment will be through the end-semester Examination carrying a maximum of 100 marks in each theory subject and Mini project. There are no Internal Examinations. End-Semester Examination will be conducted for all subjects of study, at the end of each semester.

**A5: Passing Requirements:**

A candidate who secures not less than 40 marks in end-semester examination will be declared to have passed the subject.

A candidate who successfully completes every subject with minimum 40 marks will be declared to have qualified for the award of the certificate.

**A6: Classification of Successful Candidates:**

The classification is as follows,

<b>Classification</b>	<b>Marks Overall%</b>
1. I Class	60% and above
2. II Class	50% to 59%
3. III Class	Less than 50%

**These regulations will come into effect from the academic year 2017-2018 onwards.**

**B. SCHEME****ADVANCE DIPLOMA COURSE IN IMPORT AND EXPORT MANAGEMENT**

Pre-requisite: Diploma Course in Import and Export Management

<b>Sub Code</b>	<b>Name of the Paper</b>	<b>Number of Credits</b>	<b>Contact hours</b>	<b>Minimum Marks</b>	<b>Maximum Marks</b>
IET 5	Import and Export Procedure	6	90	40	100
IET 6	EXIM Financing and Documentation	6	90	40	100
IEP2	Mini Project related to either Import or Export Trade	08	120	40	100

**C: Question Paper Pattern**

The end semester external examinations will be conducted for theory papers. The question paper will carry 2 sections. Section A will have 8 questions out of which 5 will have to be answered and each will carry 8 marks maximum. Section B will have 8 questions out of which 5 will have to be answered each will carry 12 marks maximum.

## **PAPER I**

### **IMPORT AND EXPORT PROCEDURES**

#### **UNIT I**

Import-Export Procedures-Basics-Process-Procedure-Import, Export Procedure-Intermediaries- importance-Limitation.

#### **UNIT II**

Standardized documents-Principal Documents-Export Invoice, packing list, certificate of origin-Bill of Lading, Shipping order and Mat's Receipt, Shipping Bill-Port trust document-Marin Insurance certificate policy. Bill of Exchange. GR Forms. Letter of credit, Types of LC. Checking export letters of credit and Documents-Inspection Certificate-Business Travel Application for Foreign Exchange.

#### **UNIT III**

Advance license for restrictive import-Issue of purchase order-Opening of Letter of Credit-Cargo Arrival Notice-Import invoice and packing list-Matching of negotiable invoice and cargo arrival notice-Retirement of document-Freight certificate-Advance license copy-local transit insurance-dealing with clearing and forwarding agents-Customs assessment-Payment of customs duty-taking delivery on time-Demurrage-Documents for postal import-documents for import by Air.

#### **UNIT IV**

Application form for Registration-Import License of raw Materials-Intermediates including components and spares. Allotment of indigenous Raw Materials on priority Basis Advance, Allotment of indigenous Raw Materials Drawback Import and Excises Duties-General Securities/General Security for executing Bond (Form B-1) Manufacture of goods under Bond, Application for Fixation of Drawback Rates. Drawback shipping Bills-Draw back Bill.

#### **UNIT V**

Master Documents-Export Invoices-Packing list/ Shipping bill for export of duty free Goods-Certificate of Origin-Bill of Lading-Marine Insurance declaration-Marine Insurance Certificate-Exchange control Declaration (CR) No.AA018793-Shipment Advice-Shipment Order-Mat's Receipts-Duty/Cass/Drawback particulars Performa Invoice-Specimen of Letter of Credit-Bill of Exchange.

#### **Text Book:**

1. Export Marketing-B.S Rathor & J.S. Rathor
2. Exporting and Importing-AMY ZUCKEMAN
3. International Marketing-FEYERWEATHER-Export & Import Journal.

## **PAPER II**

### **EXIM FINANCING AND DOCUMENTATION**

#### **UNIT I**

Export finance- importance- export credit- methods and sources of export credit- pre-shipment finance- post-shipment finance-suppliers credit-buyers credit-methods of payment in international business.

#### **UNIT II**

International finance theories trade finance model-application-institutional support for export finance in India-RBI-commercial bank credit-schemes for small scale exporters-EXIM Bank.

#### **UNIT III**

Export assistance-market development assistance-cash compensatory support-duty draw-back-replenishment licensing scheme-other incentives.

#### **UNIT IV**

Preparing export documents-shipping and customs clearance of the goods-submitting documents to bank for purchase/collection-special care for negotiating documents under letter of credit.

#### **UNIT V**

Arranging finance for import-arranging letter of credits for imports-import documents-customs clearance of imported goods and payment of customs duty.

#### **Text Book:**

1. How to export-Nabhi Publication
2. How to import- Nabhi Publication

**PAPER- III**

**MINI PROJECT**

**Project for Students related to Export**