

# **G. H. RAISONI INSTITUTE OF BUSINESS MANAGEMENT**

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## **CERTIFICATE COURSE IN IMPORT & EXPORT PROCEDURES AND DOCUMENTATIONS**

### **OVERVIEW**

India is the fastest growing economy in the world. So, domestic business houses have fair opportunities to expand their horizon. A thorough knowledge of the various facets of international business is important in the present global economic and trading environment. Intense competition in world markets, in particular, poses a challenge to executives engaged in export marketing pursuits. Unless they keep themselves abreast with the new developments, rapid changes in international business practices and innovative marketing strategies pursued by the competitors, export executives cannot effectively capitalize on the available or emerging market opportunities. Raison Group of education, which leads in imparting relevant and most up-dated education to the members of the society, and hence it has started the Certificate Course in Import & Export Procedures and Documentations.

### **Objectives of the program:-**

1. To enable students to understand the basic terminologies related to International Trade.
2. Providing an overall perspective on the international business environment and economic relations.
3. Developing an understating towards export procedures & documentation
4. Imparting knowledge in the area of logistics.

**Duration of the Program:** 6 Months (Registration is valid till one academic year)

### **Eligibility Criteria for students:**

Candidate must be 10+2 (HSC/Diploma/Equivalent) from any stream

### **Teaching Hours required & Medium of Instructions:**

48 Hours (4 Credit points) and the medium of instruction is English.

**Staff/Resource Trainer Required:** In-house Faculty Members and External Experts.

### **Scheme of Examinations:**

1. For this Certification course examination of 100 Marks will be conducted. The pattern of question paper will be online Objective Test, containing multiple choice questions (MCQ) in English.
2. A student has to score minimum 50% of marks to qualify the Certification course.

**Program Outcome:-**

Students enrolled for the Certificate Course in Import & Export Procedures & Documentations will get following opportunities.

1. Students pursuing this certification course would be able to understand the documentation required for Import & Export.
2. Opportunity to work with Firm dealing in International Trade.
3. Opportunity work as Export Manager.
4. It will provide ease to the domestic Traders or Entrepreneurs to go Global.



## **Course Structure:**

### **Certificate Course in Import & Export Procedures and Documentations**

- 1. Export Procedures & Documentations (10 Hours)**
  - 1.1. Concept of International Trade: Export & Import
  - 1.2. Classification of Exports and Imports
  - 1.3. Categories of Exporters
  - 1.4. Importer Exporter Code (IEC) Number
  - 1.5. Exchange Earner's Foreign Currency (EEFC) Account
  - 1.6. Registration Procedure
  - 1.7. Pre-shipment Procedure & Post-shipment Procedure (Realization of Export Proceeds)
  - 1.8. Excise Clearance for Exportable Goods
  - 1.9. Quality Control and Pre-shipment Inspection
  - 1.10 Marine Insurance Policy
  
- 2. Import Procedures and documentations (10 Hours)**
  - 2.1. Categories of Importers
  - 2.2. Import License
  - 2.3. Import of Samples
  - 2.4. Import Contract
  - 2.5. Pre-import Procedure
  - 2.6. Documentation in import trade
  - 2.7. Warehousing of imported goods and their clearance, Self-assessment schemes and green channel facility for imports
  
- 3. International Trade Documents (10 Hours)**
  - 3.1. Aligned Documentation System (ADS)
  - 3.2. Pro forma Invoice
  - 3.3. Commercial Invoice
  - 3.4. Packing List
  - 3.5. Shipping Bill
  - 3.6. Certificate of Origin
  - 3.7. Consular Invoice
  - 3.8. Certificate of Origin vs. Consular Invoice
  - 3.9. Commercial Invoice vs. Consular Invoice
  - 3.10 Bill of Lading
  - 3.11 Airway Bill
  
- 4. Methods of Payments and Export Finance (10 Hours)**
  - 4.1. Methods of Export Payment
  - 4.2. Letter of Credit
  - 4.3. Procedure for Opening Letter of Credit
  - 4.4. Types of Letter of Credit
  - 4.5. Advantages of Letter of Credit
  - 4.6. Types of Export Finance
  - 4.7. Pre-shipment Finance
  - 4.8. Features of Post-shipment Finance
  - 4.9. Procedure for Obtaining Export Finance
  - 4.10 Re-shipment Finance vs. Post-shipment Finance

## **5. Institutional Framework for Foreign Trade**

**(8 Hours)**

- 5.1. Foreign Trade Policy of Govt. of India
- 5.2. Role of Export Promotion Organizations
- 5.3 Indian Trade Promotion Organization (ITPO)
- 5.4 Director General of Foreign Trade (DGFT)
- 5.5 Directorate General of Commercial Intelligence and Statistics (DCI&S)
- 5.6 Marine Products Export Development Authority (MPEDA)
- 5.7 Export Promotion Councils (EPCs)
- 5.8. Indian Institute of Foreign Trade (IIFT)
- 5.9 State Trading Corporation of India (STC)
- 5.10 Indian Institute of Foreign Trade (IIFT)

### **Reference Books:**

1. Foreign Trade – Theory Procedures, Practices and Documentation – Jain & Jain – Himalaya
2. Government of India: Export-Import policy and procedures, Volume 1 and Volume 2
3. Export Import Management – Justine Paul - OUP
4. Export-Import procedures and documentations-Acharya and Jain-Himalaya publishing house
5. International Business-P. Subba Rao- Himalaya publishing house
6. International Business Environment-Francis Cherunilum- Himalaya Publishing House
7. International business - Joshi – Oxford University Press
8. International business-Justin Paul-Prentice Hall of India
9. International business-Sharan- Pearson
10. International Business-Text and Cases-P. Subba Rao-Himalaya Publishing House
11. International marketing management-Subhash C. Jain-CBS Publishers and distributors
12. International Business Environment-Francis Cherunilum- Himalaya Publishing House
13. Export-import procedures and Documentation-Acharya and Jain-Himalaya Publishing house