

# **THIRUVALLUVAR UNIVERSITY**

**SERKKADU, VELLORE – 632 115**

## **DEPARTMENT OF ECONOMICS**



## **DIPLOMA AND CERTIFICATE COURSE IN FOREIGN TRADE PRACTICES, PROCEDURES AND DOCUMENTATION**

**w.e.f the academic year 2020-2021**

**SYLLABUS AND REGULATIONS  
FOR UNIVERSITY DEPARTMENT**

## Certificate and Diploma Programme Structure:

Semester	Paper Type	Credits	Hrs of Teaching	Practical Hrs	Seminar, Workshop, etc.,	Exam Hrs	Total Marks Maximum		
							Internal	External	Total
I	Core-I: Theories of Trade and Foreign Exchange	4	4	0	1	3	25	75	100
	Core-II: International Marketing	4	4	0	1	3	25	75	100
	Core-III: Foreign Trade and Balance Payments	4	4	0	1	3	25	75	100
	Elective-I: International Trade Environment and WTO-I	4	3	0	0	3	25	75	100
	Elective-II: International Trade Environment and WTO-II	4	3	0	0	3	25	75	100
	Mini Project	5	1	0	2	3	25	75	100
		25	19	0	5	-	150	450	600
II	Core-IV: India's Foreign Trade Policy and Practices - II	4	4	0	1	3	25	75	100
	Core-V: Export Procedure and Export Documentation - I	4	4	0	1	3	25	75	100
	Core-VI: Export Procedure and Export Documentation - II	4	4	0	1	3	25	75	100
	Elective-III: India's Foreign Trade Policy and Practices - I	3	3	0	0	3	25	75	100
	Project	5	2	0	4	3	25	75	100
		20	17	0	7	-	125	375	500
							275	825	1100
	Grand Total	45				30	1100		1100



**DEPARTMENT OF ECONOMICS,  
THIRUVALLUVAR UNIVERSITY,**

(NAAC Accreditation 'B' Grade) (State University),

Serkkadu, Vellore- 632115.

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**Certificate and Diploma Program: *Foreign Trade Practices, Procedures and Documentation***

Diploma Program in Foreign Trade Practices, Procedures and Documentation is Two years course affiliated to the Department of Economics, Thiruvalluvar University (A State University) in Tamil Nadu. The course aims to provide international business personalities with knowledge, Skills, Procedures, Practices, Documentation and acumen to understand the complexities of foreign trade activities and cope up with cross cultural, and cross market challenges. The present program is an economic disciplinary in nature. The relevance and usefulness of this program is brought out by its pragmatic and innovative combination of theory and practices of foreign trade and business with those of information technology. A number of activities are organized throughout the year for the development of students. Activities like seminars and lectures series encourage industry- academia interaction. Debates help foster in-depth knowledge and self confidence in the students. Case study presentations and discussions help them develop analytical abilities. A mini project in first semester and project in second semester has to be taken up as part of the course work.

**Semester - I:**

Paper - I: International Trade Environment and WTO - I (Course Code – ECO1)-Elective-I  
Paper – II: International Trade Environment and WTO - II (Course Code – ECO2) -Elective-II  
Paper – III: Theories of Trade and Foreign Exchange (Course Code – ECO3)-Core paper - I  
Paper – IV: International Marketing (Course Code – ECO4) -Core paper - II  
Paper – V: Foreign Trade and Balance of Payments (Course Code – ECO5) -Core paper - III  
Paper – VI: *Mini Project on – “Export - Import Trade Practices and Procedures”*.(Course code-ECO6)

**Semester - II:**

Paper - VII: India's Trade Policy and Practices – I (Course Code – ECO7) -Elective-I  
Paper – VIII: India's Trade Policy and Practices – II (Course Code – ECO8) -Core paper - I  
Paper – IX: Export Procedure and Export Documentation - I(Course Code – ECO9) -Core paper - II  
Paper – X: Export Procedure and Export Documentation – II (Course Code – ECO10) -Core paper - III  
Paper – XI: *Project Work on – “India's Foreign Trade – An Assessment”*.(Course Code – ECO11)

**The Detailed syllabus of each paper is given below:**

## SEMESTER - I

### PAPER-I

#### International Trade Environment and WTO - I (Course Code – ECO1)

##### ***Syllabus ( Subject to Revision ,if any)***

**Objective:** The Course in International Trade Environment and WTO – I is intent to enable critical thinking in students with respect to analysis and applications of innovative solutions to varied Foreign Trade issues and problems.

**Course Outcomes:** After studying this course the student will be able to:

- CO1: Understand the premise of Foreign Trade issues and challenges and identify the Foreign Trade goals.*
- CO2: Critically evaluate the Global Economics Scenario suitable for different Trade goals in different time span.*
- CO3: Apply appropriate Trade mechanism to manage foreign trade in India.*
- CO4: Analyze regional Economic co-operation and its impact.*
- CO5: Understand various dimensions of Economic Regionalism and Foreign Trade.*

**Unit – I:** Foreign Trade – meaning – Significance – Implications –Progress .

**Unit- II:** Global Economic Scenario - Historical Development of Foreign Trade in context of GATT , UNCTAD, WTO and India.

**Unit –III:** Globalization and its Impact on Developing countries with special reference to market industry, quality of products and services ,competition and Trade.

**Unit –IV:** Regional Economic Cooperation - I

- i) European Union
- ii) ASEAN
- iii) NAFTA

**Unit – V:** Regional Economic Cooperation – II

- i) SAFTA
- ii) Various Dimensions and Future prospects of Economic Regionalism.

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#### **Reference:**

1. Apte P.G., “International Financial Management”, Tata Mc. Grow-Hill Publishing Company Limited, New Delhi, 2011.
2. Bhatia, H.C., “International Economics”, Vikas Publishing House Pvt. Ltd., New Delhi, 2012.
3. Chand, Ramesh and Tiwari, S.C., “Growth and Instability of Indian Export and Import of Agricultural Commodities”, Indian Journal of Agricultural Economics, Vol. 46, No.2, 2014.
4. Cherunilam, Francis, “International Business Text and Cases”, Prentice-Hall of India Pvt., Ltd., New Delhi, 2015.

5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## **PAPER-II**

### **International Trade Environment and WTO - II (Course Code – ECO2)**

#### ***Syllabus ( Subject to Revision ,if any)***

**Objective:** The Course in International Trade Environment and WTO – II is purpose to facilitate significant philosophy in students with respect to examination and applications of pioneering solutions to varied Foreign Trade concern and dilemma.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: comprehend the principle of Foreign Trade problem and disputes and identify the Foreign Trade aspirations.*

*CO2: significantly evaluate the Global Economics Scenario appropriate for diverse Trade goals in different time duration.*

*CO3: Apply suitable Trade method to manage foreign trade in India.*

*CO4: investigate regional Economic co-operation and its impact.*

*CO5: Recognize various magnitudes of Economic Regionalism and Foreign Trade.*

**Unit – I:** Foreign Trade Strategies – Foreign Trade Policies – Concessions to Exporters - India's Major Trade Partners.

**Unit – II:** Evolution of WTO and Its Different Agreements – Subsidies – Types of Subsidies and its Role in Foreign Trade.

**Unit – III:** Intellectual Property Rights – Patents – Trademarks – Copyrights – Designs and Layouts – Integrated Circuits – Geographical Indications.

**Unit – IV:** Trade Related Laws and International Negotiations – Trade Reforms in India.

**Unit – V:** New International Economic Order and WTO Regimes and its Impact on Specific Export Items and Industry.

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#### **Reference:**

1. Dev Raj, " Import and Export Procedures and Documentation", Rajat Publications, New Delhi, 2015.
2. DGCI & S, "Foreign Trade Statistics of India(Principal Commodities and Countries) for different Years, DGCI&S, Kolkata, 2016.
3. Garga, P.K., "Exports of India's Major Products, Problems and Prospects", New Century Publication, New Delhi, 2012.
4. Government of India, Economic Survey of different Years, 2000-2018, New Delhi, Ministry of Finance.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## PAPER - III

### Theories of Trade and Foreign Exchange (Course Code – ECO3)

#### **Syllabus ( Subject to Revision ,if any)**

**Objective:** The Course in theories of trade and foreign exchange is objective to permit decisive thinking in students with respect to theories of trade and foreign exchange and to make the students to know the basic concept and methods in foreign trade.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: Understand the importance of Foreign Trade in India.*

*CO2: Critically study the new theories of Trade with respect to international scenario.*

*CO3: Apply appropriate terms of trade mechanism to supervise foreign trade in India.*

*CO4: Analyze theories of foreign exchanges and its impact.*

*CO5: Understand various dimensions of balance of payments mechanism.*

**Unit – I:** Importance of Foreign Trade - Internal and International Trade - Comparative Advantages and Competitive Advantage - Theoretical development from David Ricardo to Michel Porter.

**Unit – II:** New Theories of Trade - Inter Industry - Intra Industry Trade under Imperfect Market - Strategic Trade Theory.

**Unit – III:** Terms of Trade - Determination –Types - Terms of Trade for Developing Nations - Prebisch-Singer Thesis.

**Unit - IV:** Theories of Foreign Exchanges - Bullion Based - Purchasing Power - Balance of Payment - Basket of currency - Spot Rate - Forward Rate - Real and Nominal Effective Exchanges Rate - Cross Currency Rates - Hedging – Speculation - Tobin Tax.

**Unit - V:** Balance of Payments - Balance of Trade and Balance of Payment Adjustment Mechanism - Review of India's Balance of Payment.

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#### **Reference:**

1. Government of India, “ Ministry of Commerce and Industry “, Hand Book of Export – Import Procedures, Vol. 1, from 2002-2018.
2. Guha, Ashok, “Economics Liberalization, Indian Structure and Growth in India”, Oxford University Press, New Delhi,2016.
3. Jain, Nabhi Kumar, “How to Export “, Nabhi Publication,New Delhi, 2017.
4. Government of India, Economic Survey of different Years, 2000-2018,New Delhi, Ministry of Finance.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## PAPER - IV

### International Marketing (Course Code – ECO4)

#### ***Syllabus ( Subject to Revision ,if any)***

**Objective:** The Course in International marketing founds in functional relationship between the foreign trade markets and multinationals with respect to foreign trade activities. It is more scientific and blends itself with same empirical economic knowledge.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It identify the foreign trade markets and its important for economic development.*

*CO2: It understand the distribution of logistics for exports and overseas trade market .*

*CO3: It provides the knowledge on marketing plan for exports and its related activities.*

*CO4: It is useful to study the concepts of E-commerce and E-trade in the modern context.*

*CO5: Understand various dimensions of international marketing and Foreign Trade.*

**Unit – I:** Identifying Foreign Markets - Domestic Vs. International Marketing - Planning for Export.

**Unit – II:** Marketing Entry and Overseas Distribution System - Distribution Logistics for Exports - Promoting Products Internationally - Overseas Market Research.

**Unit – III:** Marketing Plan for Exports - Decision – Making Frame Work for Export Operation - the Techniques in International Marketing for Export Cost and Prices.

**Unit – IV:** E-Commerce and E-Trade - Derivatives and Foreign Currency Market - Financial Market Developments -Terms of Payments and Export Finance - Management of Risks in International Marketing - Types of Risk and their Management.

**Unit – V:** Multinationals - Their Role in International Marketing - Theories of Direct Foreign Investment and Portfolio Investments - Indian Experience - Mergers and Acquisitions in International Scenario.

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#### **Reference:**

1. Joshi Rakesh Mohan, “International Business”, Oxford University Press, New Delhi, 2010.
2. Kothari, Monika, “Export Promotion Measures in India”, Deep & Deep Publications Pvt.,Ltd., New Delhi, 2015.
3. Mathur, Vibha, “Foreign Trade Policy and Trends in India”, New Century Publications, New Delhi,2014.
4. Murthy, Gautam, “International Trade and Economic co-operation”, New Century Publications, New Delhi,2016.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## **PAPER - V**

### **Foreign Trade and Balance of Payments (Course Code – ECO5)**

#### ***Syllabus ( Subject to Revision ,if any)***

**Objective:** The Objectives of this paper is to understand the relevance of foreign trade and balance of payments in growth and development perspectives. This will enable to students to study the core aspects of the foreign trade and its related concepts.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It study the concepts and issues relating to foreign trade and its components.*

*CO2: It make the students to gain knowledge on export and import and its related concepts.*

*CO3: It impart knowledge on foreign trade policy and trade reforms.*

*CO4: It gives clear picture about the balance of payments and its associated concepts .*

*CO5: It Understand various measures taken by the government to improve balance of payment positions in India.*

**Unit - I:** Foreign Trade in India – Volume of India’s Foreign Trade – Indian Share in World Trade – Trade deficit – Composition of India’s Foreign Trade – Direction of Foreign Trade in India.

**Unit – II:** Exports and Imports – Composition of Exports and Imports – Imports of Principal of Commodities – Agri Export Zones (AEZ) – India’s Service Trade – India’s Service Exports and Imports.

**Unit – III:** Foreign Trade Policy – Objectives – Interest Subsidy Support to Exporters – Incentive Packages – New Trade Policy – Trade Reforms.

**Unit – IV:** Balance of Payments – Concepts – Components – Balance of Payment Model – Deficit and Surplus Balance of Payments – Equilibrium and dis-Equilibrium in balance of Payments.

**Unit – V:** Balance of Payment Position in India – Measures Taken by the Government for Improving Balance of Payments – Convertibility of Money – Full Rupee Convertibility.

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#### **Reference:**

1. Nanda, Paramjit, “Performance of the Indian Export Policies and Prospects”, Deep & Deep Publications, New Delhi, 2014.
2. Prabhu, P.P., “India’s Trade Policy” Indian Institute of Foreign Trade, 2014.
3. Rao, M.B., “WTO and International Trade”, Vikas Publishing House Pvt., Ltd., Mumbai, 2012.
4. Singh, Manmohan, “India’s Export Trends”, Oxford University Press, London, 2010.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.
6. Srinivasan, T.N., “India’s Export Performance – A Comparative Analysis”, Oxford University Press, New Delhi, 2014.

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**PAPER - VI: Mini Project on – “Export - Import Trade Practices and Procedures”(Course code-ECO6).**

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**SEMESTER - II**

**PAPER - VII**

**India's Trade Policy and Practices – I (Course Code – ECO7)**

***Syllabus ( Subject to Revision ,if any)***

**Objective:** The Objectives of this paper is to understand the relevance of India's foreign trade policy and practices in growth and development perspectives. This will enable to students to study the core aspects of the India's foreign trade policy and its related concepts.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It study the Merchandise India's trade with rest of the countries and the concepts related to exports and imports.*

*CO2: It make the students to gain knowledge on India's foreign trade and its progress.*

*CO3: It impart knowledge on foreign trade policy of India from 1991 to till date in historical perspectives.*

*CO4: It gives clear picture about the India's services export and its associated concepts .*

*CO5: It Understand various measures of import liberalization in India.*

**Unit – I:** Merchandise Trade in India – Meaning and Concept Explanation – Export Growth and Share in World Exports of Selected Countries – Export Finance – Imports.

**Unit – II:** India's Trade: Composition and Direction – Recent Developments and Achievements.

**Unit – III:** Historical Review of Trade Policy - India's Trade Policy Since 1991 – Recent Trends in India's Foreign Trade.

**Unit – IV:** India's Services Exports – Special Economic Zones(SEZs) – Recent Developments in Bilateral and Regional Cooperation.

**Unit – V:** Import Liberalisation – Export promotion – Capital Goods Scheme – Export Processing Zones – Export Oriented Units.

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**Reference:**

1. Sultan, Jafar Ahmad, “Economic Reforms and India's Foreign Trade”, Regal Publications, New Delhi, 2015.
2. Viramani, S.D., “Demand and Supply Factors in India's Trade”, Economic and Political Weekly, Feb. 09, Vol. 26, 1991.
3. Mathur, Vibha, “Foreign Trade Policy and Trends in India”, New Century Publications, New Delhi, 2014.
4. Murthy, Gautam, “International Trade and Economic co-operation”, New Century Publications, New Delhi, 2016.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## PAPER - VIII

### India's Trade Policy and Practices – II (Course Code – ECO8)

#### **Syllabus ( Subject to Revision ,if any)**

**Objective:** The Objective of this paper is to understand the relevance of India's foreign trade policy and practices in growth and development perspectives. This will enable to students to study the core aspects of the India's foreign trade policy and its related concepts.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It study the Instruments of import policy and the concepts related to imports substitution and restrictions.*

*CO2: It is useful to the students to pursue further research in this field.*

*CO3: It gives knowledge on various types of Tariffs in international trade.*

*CO4: It provides clear picture about export promotion policies and its related concepts.*

*CO5: It Understand the trade promotion institution and export concerns in India.*

#### **Unit – I:** Instruments of Import Policy

(a). Import Substitution.

(b). Import Restrictions.

**Unit – II:** Licensing - Types of Licensing – Canalized – Replenishment – Automatic – Advance and Additional License – Holding of License – Third Party – Exim Scripts – Conditions of License – Negative List.

**Unit – III:** Tariff – Types of Tariffs – Tariffs Rates – Bind Rates – Quantitative Restrictions – Anti Dumping – Countervailing Duties – FERA – FEMA.

**Unit – IV:** Export Promotion Policies – Export Led Growth And Export Support Growth – Review of Export Promotion Policies Since 1991 – EPCG Scheme - Duty Drawback - DE Passbook Scheme - Gem and Jewellery Promotion Scheme - Other Export Promotion Schemes - Export Promotion - Institutional Set Up – Export Houses, EPZ,FTZ,EHTP,STP,SEZ,AEZ, 100% E.O.U., Focus Market And Focus Product Scheme.

**Unit – V:** Trade Promotion Institutions – S T C and other Trading Corporations – Export Councils– Commodity Boards – Development Authority (APEDA, MPEDA).

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#### **Reference:**

1. Government of India, “ Ministry of Commerce and Industry “, Hand Book of Export – Import Procedures, Vol. 1, from 2002-2018.
2. Guha, Ashok, “Economics Liberalization, Indian Structure and Growth in India”, Oxford University Press, New Delhi,2016.
3. Jain, Nabhi Kumar, “How to Export “, Nabhi Publication,New Delhi, 2017.
4. Government of India, Economic Survey of different Years, 2000-2018,New Delhi, Ministry of Finance.

5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## **PAPER – IX**

### **Export Procedure and Export Documentation - I (Course Code – ECO9)**

#### ***Syllabus ( Subject to Revision ,if any)***

**Objective:** The objective of the paper intends to provide knowledge to the students on the basic issues relating to export procedure, practices and documentation.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It impart knowledge on export procedure and documentation.*

*CO2: It gives the details of the importance of exports determinants and schemes in India.*

*CO3: It provides the guidelines for international business negotiations.*

*CO4: It define the nature and pattern of registration of exporters and importers and related concepts.*

*CO5: It Understand various Risks in export trade.*

**Unit – I:** Export procedure and export documentation.

**Unit – II:** Significance of Exports - Export Prospect of a Country - Search of product – Types-Schemes – Factors - Search of Market - Determinants and Schemes.

**Unit – III:** Guidelines for International Business Negotiations - Appointing Sales Agents Abroad - Processing of an Export Order.

**Unit – IV:** Registration of Exporters – Importers - Import Export Code Number - Registration cum membership certificates - Quality Control and Pre shipment Inspection – Labelling – Marking - Packing and Packaging.

**Unit – V:** Risks in Export Trade - Marine Risks - Marine Insurance -Market Risks – ECGC.

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#### **Reference:**

1. Dev Raj, “ Import and Export Procedures and Documentation”, Rajat Publications, New Delhi, 2015.
2. DGCI & S, “Foreign Trade Statistics of India(Principal Commodities and Countries) for different Years, DGCI&S, Kolkata, 2016.
3. Garga, P.K., “Exports of India’s Major Products, Problems and Prospects”, New Century Publication, New Delhi, 2012.
4. Government of India, Economic Survey of different Years, 2000-2018, New Delhi, Ministry of Finance.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## PAPER – X

### Export Procedure and Export Documentation – II (Course Code – ECO10)

#### *Syllabus ( Subject to Revision ,if any)*

**Objective:** The objective of this paper is to provide some knowledge on export practices, procedures and documentation in India.

**Course Outcomes:** After studying this course the student will be able to:

*CO1: It is useful to Understand the premise of export finance and the role of EXIM Bank.*

*CO2: It explains the export logistic procedures and its associated concepts.*

*CO3: It analyze the documents relating to excise clearance and customs clearances.*

*CO4: It elucidate the documents required for preparation of bill of lading and its related concepts.*

*CO5: It gives the clear picture about the aligned documents system of foreign trade in India.*

**Unit – I:** Exports Finance – Meaning and Concept Explanation - Pre-Shipment Finance - Post-Shipment Finance - Role of Exim Bank.

**Unit – II:** Export Logistics - Meaning and Definition - Freight Forwarder - Export Document - Care in preparing export documents.

**Unit – III:** Document related to Excise clearance - A.R.(4) - Form - Softex – Form - P.P. – Form - Documents related customs clearance - Lorry Ticket - Documents related foreign exchange clearance - Bill of shipment -Documents related to transportation and procedures - L/C Types of L/C UCP 600 –Invoice - Types of Invoices / Performa – Consular - Legalized.

**Unit – IV:** Documents required for Preparation of main documents -Bill of Lading - Auxiliary documents - Mate's Receipt - Inspections Certificate - Insurance Certificate - Place of Origin - Packing/Shipping note – Antiquity - Black List Certificate and others.

**Unit – V:** Aligned documents System - Master documents – I - Master documents – II .

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#### **Reference:**

1. Sultan, Jafar Ahmad, "Economic Reforms and India's Foreign Trade", Regal Publications, New Delhi, 2015.
2. Viramani, S.D., "Demand and Supply Factors in India's Trade", Economic and Political Weekly, Feb. 09, Vol. 26, 1991.
3. Mathur, Vibha, "Foreign Trade Policy and Trends in India", New Century Publications, New Delhi, 2014.
4. Murthy, Gautam, "International Trade and Economic co-operation", New Century Publications, New Delhi, 2016.
5. Government of India, Various Reports of the Ministry of Foreign Trade and Commerce, New Delhi.

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## **PAPER - XI**

### ***Project Work on – “India’s Foreign Trade – An Assessment”(Course Code – ECO11)***

- 1) Various Concepts and Types of Projects
- 2) Methods of Data Collection and their graphical and diagrammatical representation.
- 3) Research process and formulation of research / project designs.
- 4) Statistical tools and their uses in Research Process.
- 5) Hypothesis Formulation, Hypothesis testing and test result reporting.
- 6) Project Report Writing.
- 7) Case study Methods and its important features.
- 8) Various steps for case studies methods in India’s leading export items such as Garments, Gems and Jewellery, software, handcrafts, leather goods, Agro products, Electronics, Transport Equipments, Consultancy, Software exports and Managing Quality Control, Environment concerns and labour standards in India’s Exports under WTO regime.

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