

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND
AFFILIATED TO SARDAR PATEL UNIVERSITY, VV NAGAR

AAA Reaccredited CGPA 3.56 - GRADE A⁺ KCG-Dept of Edu. Govt of Gujarat

NAAC Reaccredited - CGPA 3.30 - GRADE 'A⁺' UGC - MHRD, Govt of India

Bachelor of Vocation (Export & Import Management)

Semester-4

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM DECEMBER – 2024

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Int.	Ext	Total
Discipline Specific Course Core(Major)	Core Course-1	BVE04MAC01	Courier Supervisor Operations	T	4	2	50/18	50/18	100/36
	Core Course-2	BVE04MAC02	Human Resource Management-II	T	4	2	50/18	50/18	100/36
	Core Course-3	BVE04MIC03	Insurance Laws & Practices	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVE04MDC04	Export & Import Management-II	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVE04AEC05	Public Relations & Corporate Communication	T	2	1	25/09	25/09	100/36
Skill Enhancement Course/Internship/ Dissertation		BVE04SEC06	On The Job Training Project Report-IV	P	2	1	-	50/18	50/18
VAC (Any One)		BVE04VAC07	Critical & Logical Thinking	T	2	1	25/09	25/09	50/18
		BVE04VAC08	NCC-II	T/P	2	1	25/09	25/09	50/18
		BVE04VAC09	NSS-II	T/P	2	1	25/09	25/09	50/18
		BVE04VAC10	Yoga, Meditation & Fitness -II	T/P	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

Course Code	BVE04MAC01	Title of the Course	Courier Supervisor Operations
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To effectively track and monitor loading, unloading, sorting, and binning activities. 2. To propose innovative ideas and suggestions aimed at streamlining operations to enhance overall efficiency and effectiveness within the workplace. 3. To understand the coding system utilized to label mail and packages for efficient tracking and handling. 4. To assess resource requirements for specific tasks and the ability to develop work plans.
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	<p>Monitor and track courier operations</p> <ul style="list-style-type: none"> • Track and monitor loading, unloading, sorting and binning activities • Review and inspect shop floor for cleanliness, errors, damages, etc. • Inspect material handling equipment for fitness, highlight and escalate cases requiring repairs. • Monitor loading, unloading and other operational activities for adherence to timeliness and accuracy. • Provide solution for on-ground staff regarding escalations related to missing shipment, parcel handling damages, missing documents, quarantine requirements etc. • Identify bottlenecks, delays and issues and allocate alternate or additional resources as required 	25%
2.	<p>Perform closing and reporting</p> <ul style="list-style-type: none"> • Obtain daily status from associates regarding the operations completed, accidents, delays and damages. • Report on daily damages, MHE repair requirements, accidents, transport delays in pickups and deliveries to manager. • Suggest ideas to streamline operations to increase efficiency. 	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

3.	<p>Knowledge and Understanding (KU)</p> <ul style="list-style-type: none"> • Organizational procedures • Different hubs and service stations of the organization • Documentation and reporting as per organization's mandate • Security procedures to be followed • Escalation matrix for reporting identified problems • Risk and impact of not following defined procedures/work instructions • Coding system followed to label mail. • Use of computer and associated equipment • Scheduling, planning, etc. • Geographical locations and route maps • Reading information from the ERP/ Management Information System (MIS) system 	25%
4.	<p>Generic Skills (GS)</p> <ul style="list-style-type: none"> • Read and understand written instructions • Read product instructions as per the invoicing label and shipment labels • Read information from MIS reports and computer generated reports • Read management directions in English • Write work-orders and instructions for resources • Prepare list of activities, delays, undelivered items, contacts, etc • Communicate and collect information from different departments • Escalate the query and to which department • Resolved a problem quickly internally • Prioritise a shipment • Maintain punctuality and avoid absenteeism • Should respond to the client in a timely manner • Make work plans and resource allocation plans • Be a team player and achieve joint goals • Co-ordinate and handle major issues with different departments • Assess the resource requirement for a particular task at hand • Develop work plans factoring in external factors while designing unloading and loading allocations, resource budgets, etc. 	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))****Syllabus with effect from the Academic Year 2024-2025****PROGRAMME STRUCTURE (NEP-2020)****Bachelor of Vocation (Export & Import Management)****Semester-IV**

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Monitor loading, unloading, and other operational activities to ensure adherence to timeliness and accuracy standards.
2.	Report on daily damages, MHE repair requirements, accidents, transport delays in pickups and deliveries to manager
3.	Use of computer and associated equipment
4.	Co-ordinate and handle major issues with different departments

Suggested References:	
Sr. No.	References
1.	Lean Supply Chain and Logistics Management (1st Edition): Paul Myerson
2.	Supply Chain and Logistics Management Made Easy: Methods and Applications for Planning, Operation, Integration, Control and Improvement, and Network Design (1st Edition): Paul A. Myerson
3.	International Logistics: The Management of International Trade Operations (4th Edition): Pierre A. David
4.	Operations and Supply Chain Management Essentials You Always Wanted to Know (Self-Learning Management Series)

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

On-line resources to be used if available as reference material

On-line Resources

1. https://lsc-india.com/qp_files/Courier%20Supervisor%20-%20Operations_LSC_Q1903_v2.0.pdf
2. <https://lsc-india.com/qp-nos>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE

(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))

Syllabus with effect from the Academic Year 2024-2025

PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export & Import Management)

Semester-IV

Course Code	BVE04MAC02	Title of the Course	Human Resource Management-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To understand about performance appraisal and compensation 2. How to maintaining and retaining of Human Resources? 3. To know about industrial relations and industrial disputes. 4. Learn about occupational Health and Safety related to employees
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	<p>Managing Performance and Compensation</p> <p>Performance Appraisal:</p> <ul style="list-style-type: none"> • Concept of Performance Appraisal • Objectives of Performance Appraisal • Importance of Performance Appraisal • Techniques of Performance Appraisal) <p>A) MBO B BARS</p> <p>a) Checklist b) Paired Comparison</p> <ul style="list-style-type: none"> • Limitations of Performance Appraisal <p>Compensation:</p> <ul style="list-style-type: none"> • Concept of Compensation • Types of Compensation • Factors affecting Compensation 	25%
2.	<p>Maintaining and Retaining Human Resources Promotion:</p> <ul style="list-style-type: none"> • Concept & Basis for Promotion • Promotion Policy • <p>Transfer:</p> <ul style="list-style-type: none"> • Concept of Transfer • Need & Objectives of Transfer • Types of Transfer • Transfer Policy 	25%
3.	<p>Integrating Human Resources Industrial Relations:</p> <ul style="list-style-type: none"> • Concept of Industrial Relations • Objectives of Industrial Relations • Approaches to Industrial Relations 	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE

(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))

Syllabus with effect from the Academic Year 2024-2025

PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export & Import Management)

Semester-IV

	<ul style="list-style-type: none">• Causes of poor Industrial Relations• Measures for improving Industrial Relations Industrial Disputes: <ul style="list-style-type: none">• Meaning & Definition of Industrial Disputes• Causes of Industrial Disputes• Prevention of Industrial Disputes	
4.	Occupational Health and Safety <ul style="list-style-type: none">• Concept of Occupational Health• Significance of Occupational hazards and diseases• Issues in Employee Health & Safety• Employee safety• Significance of Industrial Safety	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	--

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Evaluate the performance of employees systematically.
2.	Analyse, interpret and satisfy the needs of the employees.
3.	Understand & Analyse, interpret and satisfy the needs of the employees.
4.	Understand the significance Occupational hazards and diseases.

Suggested References:	
Sr. No.	References
1.	Interna K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2.	L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3.	P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4.	S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5.	S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6.	Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.compensationresources.com/performance-management/>
2. <https://www.udemy.com/course/performance-management-and-compensation-management-in-hrm/?couponCode=ST2MT43024>
3. https://www.maritimeknowledge.in/course-details.php?course_id=168&course_name=HumanResourceManagement#
4. https://hrylabour.gov.in/staticdocs/labourActpdfdocs/THE_INDUSTRIAL_DISPUTE_RULES.pdf
5. https://labour.gov.in/sites/default/files/the_industrial_disputes_central_rules1957.pdf
6. https://pria-academy.org/pluginfile.php/557/mod_resource/content/1/Unit_1_-_Introduction_to_Occupational_Health_and_Safety.pdf
7. <https://cpri.res.in/sites/default/files/PCB/OSHA%20MANUAL%20of%20Occupational%20health%20and%20safety%20Summary%20.pdf>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))****Syllabus with effect from the Academic Year 2024-2025****PROGRAMME STRUCTURE (NEP-2020)****Bachelor of Vocation (Export & Import Management)****Semester-IV**

Course Code	BVE04MIC03	Title of the Course	Insurance Laws & Practices
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To learn the basic general Principles and Concepts of Insurance2. To know in depth about Life Insurance3. To understand in brief about Fire Insurance4. Learn about documentation and claim procedure related to General Insurance
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	General Principles and Concepts of Insurance <ul style="list-style-type: none">• Insurable interest Indemnity Unberrimae fide.• Nature of Insurance Contract, Features of insurance contract, types of insurance• Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
2.	Life Insurance <ul style="list-style-type: none">• Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications• Stamp duties, role and Function of life insurance companies.	25%
3.	Fire Insurance <ul style="list-style-type: none">• The Standard Fire & Special Perils Policy.• Terrorism Cover.• Tariff System.• Special Policies.	25%
4.	General Insurance <ul style="list-style-type: none">• Application of principles in General Insurance contracts, structure of the policy• Insurance documentation, Underwriting and Rating• Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Knowledge Features of insurance contract, types of insurance.
2.	Understand Function of life insurance companies.
3.	Learn Fire Insurance.
4.	How to Claims.

Suggested References:	
Sr. No.	References
1.	Kuchhal, M C and Vivek K kuchhal, <i>Business Law</i> , Vikas Publishing house, New Delhi
2.	Maheshwari & Maheshwari, <i>Business Law</i> , National publishing House, New Delhi
3.	Gowar, LCB, <i>Principles of Modern Company Law</i> , Stevens and sons, London
4.	Avtar Singh, <i>Introduction to Company Law</i> , Eastern Book company

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.icsi.edu/media/webmodules/ILP.pdf>
2. https://ebooks.lpude.in/commerce/bcom/term_6/DCOM309_INSURANCE_LAWS_AND_PRACTICES.pdf
3. <https://www.adityabooks.in/details/insurance-commercial-risks-law-practice-the/7580>
4. https://www.ebcwebstore.com/product/law-and-practice-of-insurance-in-india?products_id=99098709
5. <https://allahabadlawagency.com/product/law-of-insurance-r-k-nagarjun/>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))****Syllabus with effect from the Academic Year 2024-2025****PROGRAMME STRUCTURE (NEP-2020)****Bachelor of Vocation (Export & Import Management)****Semester-IV**

Course Code	BVE04MDC04	Title of the Course	Export & Import Management-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To identify import and export process2. To understand countertrade process3. To learn about non tariff barriers in global business.4. To identify documentation for clearance process.
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	Import-Export Management <ul style="list-style-type: none">• Concept of Import Export Management• Key Feature• Reduction in Document to five for Custom Purpose	25%
2.	Exporting, Importing and Counter Trade <ul style="list-style-type: none">• The Promise and Pitfall of Exporting• Improving Export Performance• Counter Trade	25%
3.	Non Tariff Barrier <ul style="list-style-type: none">• Non Tariff Barriers; Government Participation in Trade; Quota;• Advalorem Duty; Specific Duties and their• Differences	25%
4.	Import Export Documentation <ul style="list-style-type: none">• Import and Export Documentation: Introduction, Freight Forwarder's• Powers of Attorney, Bill of Lading,• Certificates of Origin, Letter of Credit.	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester-IV

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand Concept of Import Export Management
2.	Learn Improving Export Performance
3.	Understand Non Tariff Barriers; Government Participation in Trade
4.	Learn Import and Export Documentation

Suggested References:	
Sr. No.	References
1.	Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
2.	Electronic Commerce by N. Janardhan, Publisher: Indian Institute of Foreign Trade, New Delhi.
3.	Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.
4.	Nabhi's New Import Export Policy, Publisher: Nabhi Publication, New Delhi. Export-What, Where, How by Ram Paras, Publisher: Anupam, Delhi.

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

On-line resources to be used if available as reference material

On-line Resources

1. https://www.iift.ac.in/iift/docs/LatestUpdates/ocpem_aug21_05062021.pdf
2. <https://catalogimages.wiley.com/images/db/pdf/9780470260944.excerpt.pdf>
3. https://www.mlsu.ac.in/econtents/1198_e-book%20on%20export%20import%20procedure.pdf
4. https://instruction2.mtsac.edu/rjagodka/BUSM51_Course/Chap016_Exporting_Negotiating.pdf
5. https://unctad.org/system/files/official-document/ditctab20121_en.pdf
6. <https://www.adb.org/sites/default/files/publication/559296/india-exports-nontariff-barriers-trade-study.pdf>
7. <https://www.astreallegal.com/wp-content/uploads/2013/07/EXPORT-DOCUMENTATION-Astrea-India.pdf>
8. <https://egyankosh.ac.in/bitstream/123456789/10292/1/Unit-8.pdf>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))****Syllabus with effect from the Academic Year 2024-2025****PROGRAMME STRUCTURE (NEP-2020)****Bachelor of Vocation (Export & Import Management)****Semester-IV**

Course Code	BVE04AEC05	Title of the Course	Public Relations & Corporate Communication
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	1. To Understand the Importance of Attitude. 2. To Understand Corporate Communication
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	Public Relationship <ul style="list-style-type: none">• Introduction• Objective of PR• The Need for PR• Internal & External PR• The Public Relations Society of India (PRSI) Image Building , Use of Mass & Social Media for CR	50%
2.	Corporate Communication: An Overview <ul style="list-style-type: none">• Introduction• Importance of Corporate Communication• Objectives & Functions of Corporate Communication Forms of Corporate Communication• Myths and realities of Communication• 7Cs of Communication (Completeness, Conciseness, Consideration, Concreteness, Clarity, Courtesy & Correctness)	50%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	To deal with many types of audience and find that one can perform better and With finer skill in dealing with corporate stakeholder.
2.	Knows Myths and realities of Communication

Suggested References:	
Sr. No.	References
1.	Anne laws “Presentations”, The Business Skills Series by Orient Black Swan
2.	Rao Nageshwar and Das Rajendra “ Communication Skills”, Himalaya Publishing House, Mumbai
3.	Rai Urmila and Rai S. M. “ Managerial Communication”, Himalaya Publishing House, Mumbai.
4.	Pradhan Homai & Pradhan N. S. “ Business Communication”, Himalaya Publishing House, Mumbai.

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

On-line resources to be used if available as reference material

On-line Resources

1. <https://egyankosh.ac.in/bitstream/123456789/7690/1/Unit-4.pdf>
2. <https://prsi.org.in/prsi/>
3. <https://prsi.org.in/globalalliance/>
4. <https://www.coursehero.com/file/p6n7lcs/103-Role-of-PRSI-Public-Relations-Society-of-India-PRSI-the-national-association/>
5. <https://blog.joomag.com/corporate-communications-the-importance-of-corporate-communications>
6. <https://www.shiksha.com/online-courses/articles/corporate-communication-importance-and-types/>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
BACHELOR OF VOCATION
(Export & Import Management)
Semester-IV

Course Code	BVE04SEC06	Title of the Course	On the Job Training Project Report-IV
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none"> 1. The Purpose of this Course is to Enable the Students for In-Depth analysis of at topic relating to his/ her area of Specialization 2. Develop and develop a comprehensive understanding on the same. For This the Students will Choose his/her faculty guide in his/her area of specialization and work on the topic jointly with the faculty. 3. The Students will Work on their projects individually and not in pairs or teams. 4. The Institute may help the student in selecting a faculty guide in case a student is not able to do so, or if a faculty member is chosen by too many students.
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	<ul style="list-style-type: none"> • The students have to undergone for internship/on the job training under any Concerned Organization in the areas of QP/NOS. • A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty. 	100%

Teaching-Learning Methodology	ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	External Examination in the form of Practical ,Viva-voce and Reports	100%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
BACHELOR OF VOCATION
(Export & Import Management)
Semester-IV

Course Outcomes: Having completed this course, the learner will be able to

- | | |
|----|---|
| 1. | Create project Report |
| 2. | Enhance the confidence for future aspects |

Suggested References:

Sr. No.	References
1.	"Designing Effective Instruction" by Gary R. Morrison, Steven M. Ross, Jerrold E. Kemp, Howard K. Kalman
2.	"Training and Development for Dummies" by Elaine Biech
3.	"Effective On-the-job Training: Developing an OJT Program" by Joseph A. Benkowski

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.simplilearn.com/how-to-create-a-project-report-article>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE**(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))****Syllabus with effect from the Academic Year 2024-5****PROGRAMME STRUCTURE (NEP-2020)****Bachelor of Vocation (Export & Import Management)****Semester-IV**

Course Code	BVE04VAC07	Title of the Course	Critical & Logical Thinking
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none">1. To understand the principles underlying coding-decoding techniques used to encrypt and decrypt information.2. To Analyze Data Using Column Charts and Bar Charts & Pie Charts.
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	LOGICAL REASONING <ul style="list-style-type: none">• Simple Analogy; Pattern and Series of Numbers• Letters, Figures• Coding-Decoding of Numbers• Letters, Symbols (Figures)	50%
2.	Data Analysis & interpretation <ul style="list-style-type: none">• Tables• Column Charts• Bar Charts• Line Charts• Pie Chart	50%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-5
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–IV

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
-------------------------------	--

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva -voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Analyze Coding-Decoding of Letters, Symbols.
2.	Develop the ability to identify correlations, fluctuations, and outliers in time-series data through graphical representation.

Suggested References:	
Sr. No.	References
1.	A Modern Approach To Verbal & Non Verbal Reasoning By R S Agarwal
2.	Analytical and Logical reasoning By Sijwali B S
3.	Quantitative aptitude for Competitive examination By R S Agarwal
4.	Analytical and Logical reasoning for CAT and other management entrance test By Sijwali B S
5.	Quantitative Aptitude by Competitive Examinations by Abhijit Guha 4th edition

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-5
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester-IV

On-line resources to be used if available as reference material

On-line Resources

1. <https://prepinsta.com/>
2. <https://www.indiabix.com/>
3. <https://www.javatpoint.com/>

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE

(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))

Syllabus with effect from the Academic Year 2024-2025

PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export & Import Management)

Semester-IV

Course Code	BVE04VAC08	Title of the Course	NCC-II
Total Credits of the Course	02	Hours per Week	02

Course Objectives	<ul style="list-style-type: none"> ❖ Course Content Part (I) Theory ❖ Course Content Part (II) Practical ❖ Course Objectives: <ul style="list-style-type: none"> ➤ Cadets will be able to: - Know about the history of NCC and Awareness of Nation. ➤ Its organization and incentives of NCC for their career prospects.
	<ul style="list-style-type: none"> ➤ Acquire knowledge of duties and conduct of NCC cadets ➤ Understand about different NCC camps and their conducts.
	<ul style="list-style-type: none"> ➤ Understand the concept of national integration and its importance. ➤ Understand the concept of self-awareness and emotional intelligence.
	<ul style="list-style-type: none"> ➤ Understand the concept of critical & creative thinking. ➤ Understand the process of decision making & problem solving.
	<ul style="list-style-type: none"> ➤ Understand the concept of team and its functioning. ➤ Understand the concept and importance of Social service.

Course Content Course Content Part (I) Theory		
Unit	Description	Weightage* (%)
1.	<p>Unit 1- Anatomy and Physiology of human body</p> <ul style="list-style-type: none"> ❖ Skeleton system, Muscular system, Digestive System, Respiratory system, Circulatory system, Nervous system, reproductive system, Function of body, Excretory system, Glandular system, Necessity of food, Balance diet. ❖ Hygiene and sanitation, Personal body, Classification of diseases Brief introduction of important disease ,Water reservoir and ITS cleanness ,Arrangement of sanitation in camp. 	25%

2.	<p>Unit 2- First aid</p> <ul style="list-style-type: none"> ❖ First aid equipment, Artificial respiration, Pressure points, Wound, Haemorrhage of bleeding, First aid for internal haemorrhage, First aid for External haemorrhage. ❖ Unconsciousness, Poisons, Burns and Scalds, Heat stroke, Frost bite, drowning. ❖ Snake bite, Dog bite, Insect bite, foreign bodies in eye, Ear and nose, Methods of caring Carriages of sick/Wounded person. 	25%
----	--	-----

Course Objectives	<ul style="list-style-type: none"> ❖ Course Content Part (I) Theory ❖ Course Content Part (II) Practical ❖ Course Objectives:
	<ul style="list-style-type: none"> ➤ Understand that drill as the foundation for discipline and to command a group for common goal.
	<ul style="list-style-type: none"> ➤ Understand the importance of a weapon its detailed safety precautions necessary for prevention of accidents.
	<ul style="list-style-type: none"> ➤ Develop awareness about different types of terrain and how it is used in battle craft.
	<ul style="list-style-type: none"> ➤ Develop the concept of various markings on the map and how they are co-related to the ground features.

Course Content Course Content Part (II) Practical		
Unit	Description	Weightage* (%)
1.	<p>Unit 1- Home Nursing</p> <ul style="list-style-type: none"> ❖ Introduction, Quality of a nurse, Duties of nurse, Common Nursing Instrument ❖ Sick Room, observation of the sick , Signs and symptoms to be noted, Taking pulses, Respiration & Temperature ❖ Relationship between temp Pulse and respiration , Setting of blood pressure apparatus 	25%
2.	<p>Unit 2- YOGASANS</p> <ul style="list-style-type: none"> ❖ Advantage from asanas-1, Hints for successful yogasanas, Types of yogasanas, Meditative asanas , Physical asanas. 	25%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester-IV

Teaching-Learning Methodology	Classroom teaching and learning Ground –Based learning (Practical) Project-Based Learning Problem-Based Learning Inquiry-Based Learning Group Discussion. Collaborative Learning Ground work practical. Army Wing Camps Taring.
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCSR.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical & Viva	15%
3.	External Examination Written	35%
4.	External Examination Practical & Viva	35%

Course Outcomes:	
1.	After completing this course, the cadets will be able to: - Imbibe the conduct of NCC cadets.
2.	Respect the diversity of different Indian culture.
3.	Practice togetherness and empathy in all walks of their life.
4.	Do their own self-analysis and will work out to overcome their weakness for better performance in all aspects of life.
5.	Understand creative thinking & its components.
6.	Think divergently and will try to break functional fixedness.
7.	Make a team and will work together for achieving the common goals.
8.	Do the social services on different occasions.

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA3.30))
Syllabus with effect from the Academic Year 2024-2025
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester-IV

Suggested References:

Sr. No.	References
1.	NCC Hand Book
2.	DG NCC App
3.	NCC DG Pressy
4.	NATIONAL CADET CORPS (S.GAUR)

On-line resources to be used if available as reference material

On-line Resources

<https://indiancc.nic.in/ncc-general-elective-subject-course-design/>
