

BHARATHIAR UNIVERSITY: COIMBATORE-641 046

POST GRADUATE DIPLOMA IN CUSTOMS CLEARANCE & FREIGHT FORWARDING

(For the CPOP students admitted during the academic year 2012-2013 & Onwards)

Scheme of Examinations – CBCS Pattern

| Title of the Paper | Ins. Hrs/week | Examinations | | | | |
|--|------------------|------------------|-----|-------|-------|---------|
| | | Duration. Hrs | CIA | Marks | Total | Credits |
| Semester - I | | | | | | |
| 1. PD CCF01 Recent Trends in India's Foreign Trade | 5 | 3 | 25 | 75 | 100 | 4 |
| 2. PD CCF02 Foreign Trade Policy and law | 5 | 3 | 25 | 75 | 100 | 4 |
| 3. PD CCF03 Transportation, Packing and Shipping | 5 | 3 | 25 | 75 | 100 | 4 |
| 4. PD CCF04 Business Application Software Lab | 5 | 3 | 25 | 75 | 100 | 4 |
| Semester - II | | | | | | |
| 5. PD CCF05 Application of Tariffs | 5 | 3 | 25 | 75 | 100 | 4 |
| 6. PD CCF06 Exim Procedures and Documentation | 5 | 3 | 25 | 75 | 100 | 4 |
| 7. PD CCF07 International Trade Operations | 5 | 3 | 25 | 75 | 100 | 4 |
| 8. PD CCF08 Customs Law and Procedure | 5 | 3 | 25 | 75 | 100 | 4 |
| Total | - | - | - | - | 800 | 32 |

PD CCF 01 RECENT TRENTS IN INDIA'S FOREIGN TRADE

Unit I

World Trade – International Scenario – Trade Performance – Growth in Value, volume, Unit values and terms of trade – India's Merchandise trade – Export growth and share in world export's.

Unit II

Trade Composition – Export Composition – Composition of Exports by Major Markets – India's Major manufacture Exports – India's Share in world expose by commodity- wise – Need for India's export basket diversification.

Unit III

Direction of trade – Commodity Composition of India's Imports – India's trade share and Export – Import ratio with Major trade Partners.

Unit IV

World trade in Services – World Export's of Commercial services by Major Category – India's Services Trade – India's Services Exports – India's Sector wise rank and share in World Exports/Imports of services – India's Exports - India's Services Imports – India's Balance of Trade in Services of Services.

Unit V

Recent Trade Policy Measures – Foreign trade Policy Measures – Exports of Top 15 states of India – Special Economic Zones – Trade Promotion and Other initiatives in the North East Region(NER) – Contingency Trade Policy and Non-Tariff Measures(NTMs)WTO Negotiations and India – Fifty trade Policy Review(TPR) of India – Bilateral and regional Cooperation- Challenges and outlook.

References:

1. TR Jain, M Trehan, R Trehan, "Indian Economy", FK Publications.
2. S.Ramesh Babu, "India's Foreign Trade", Chugh Publication.

PD CCF 02 FOREIGN TRADE POLICY AND LAW

Unit – I

Introduction to Foreign Trade Policy – Legal Framework – Special Focus Initiatives – Board of Trade.

Unit – II

General provisions regarding Imports and Exports – Promotional Measures – Duty Exemption/ Permission Schemes – Export Promotion – Capital Goods Schemes.

Unit – III

Export Oriented Units (EOUs) – Electronic Hardware Technology Parks (EHTPs) – Software Technology Parks (STPs) and Bio-technology Parks (BTPs).

Unit – IV

Special Economic Zones – Free Trade & Warehouse Zones – Deemed Exports – Categories of Supply – Benefits of Demand Export – Benefits to the supplier – Eligibility for refund of terminal excise duty/Drawback supplies to be made by main/sub-contractor.

Unit – V

Definition of Foreign Trade Rules – Grant of Special License – Condition of License – Refusal of Licence – Amendment, Suspension, Cancellation of a License – Utilization of Imported goods – Power to enter premises and inspect, search and seize goods, documents, things and conveyances – Settlements – Confiscation of Conveyances.

References:

1. Foreign Trade (Regulation) Rules, 1993, Ministry of Commerce.
2. Foreign Trade Policy Govt. of India, Ministry of Commerce and Industry.

PD CCF 03 TRANSPORTATION, PACKING AND SHIPPING

Unit - I

Introduction to Transportation – Means of transportation- Cargo airlines, Airport and Markets- Types of services-Types of aircraft-Air Freight Tariffs-International Regulations-Environmental Issues and Sustainability-International Air Cargo Security.

Unit-II

International Ocean transport - types of services - Sizes of vessels - Types of Vessels - Flag - liability Conventions - Non vessel Operating Common carrier -Security requirements - Cargo Inspections - Advanced Shipping Notification.

Unit-III

International Card and Multimodal Transportation - truck Transportation-rail Transportation –Intermodal Transportation - Freight Forwarders - Project Cargo-Alternative means of Transportation - Ground Transportation security.

Unit-IV

Packing for Export - Packing Function-packing Objective - Ocean Cargo - Air Transport - Road and Rail Transport - Security - Hazardous Cargo - Refrigerated Goods - Domestic retail Packaging issues - Packaging as a Marketing Tool.

Unit-V

The reason for Sea transport-Different Shipping Markets-Ship Registration and Classification - Types of Ships - Liners - Brief History of liners - Containerizations-Bill of Lading Terms and Conditions.

References:

1. P.A. David, Richard D. Stewart, International Logistics, Cengage Learning Publications.

PD CCF 04 BUSINESS APPLICATION SOFTWARE

Unit – I

MS office: Introduction to WORD – POWERPOINT and EXCEL.

Unit – II

Word : Creating a New Document with Templates & Wizard – Creating Own Document – Opening/Modifying a Saved Document - Converting Files to and from other Document Formats – Using Keyboard Short-Cuts & Mouse – Adding Symbols & Pictures to Documents – Headers and Footers – Finding and Replacing Text – Spell Check and Grammar Check – Formatting Text – Paragraph formats – Tables – Working within Tables.

Unit – III

Excel : Working with Worksheets – Cells - Working with Multiple Worksheets – Using Formulas for Quick Calculations – Working & Entering a Formula – Formatting a Worksheet – Creating and Editing Charts – Elements of an EXCEL Chart – Selecting Data to a Chart – Types of Chart – Chart Wizard – Formatting Chart Elements – Editing a Chart – Printing Charts.

Unit – IV

Powerpoint : Creating New Presentations – Auto Content Wizard – Using Template – Blank Presentation – Opening Existing Presentations –Presentations – Applying New Design – Adding Graphics – Using Headers and Footers – Animating Text – Special Effects to Create Transition Slides – Controlling the Transition Speed – Adding Sounds to Slides – Using Action Buttons.

Unit – V

Tally : Introduction and Installation – Required Hardware – Preparation for installation of Tally software – Installation – Working in Tally : Opening New Company – Safety of Accounts or Password –Making Ledger Accounts – Writing Voucher –Correcting Sundry Debtors and Sundry Creditors Accounts – Preparation of Trial Balance – Books of Accounts – Cash Book – Bank Books – Ledger Accounts – Group Summary – Sales Register and Purchase Register – Journal Register – Statement of Accounts & Balance Sheet.

Reference(s):

1. OFFICE 2000 complete - BPB
2. Windows 98 complete – BPB
3. Jane Calabria and Dorothy Burke, Windows 98 6in1- PHI

PD CCF 05 APPLICATION OF TARIFFS

Unit - I

Introduction to Application of Tariff – Applicability of Fares – Different Carriers in a Fare – Fare established as a percentage – Validities and Counting Minimum Stay – Maximum Stay.

Unit - II

Stopover and Transfers – Published Fares and add on Amounts – Mileage Systems and Routing – Excess Mileage Allowance (EMA) – Interrupted Travel – Fare Construction – Pricing Unit Concept.

Unit - III

Comparing Fares with Global Indicators – Construction Rules for Journey – Construction Rules for Individual Pricing Units – Unreasonable Connections – Normal Fare Open Jaw Pricing Units.

Unit - IV

Minimum Checks for Fare Open Jaws – Special Fare open Jaw Pricing Units – Construction Rules for Fare Components Flow in one Class of Service – Limitation on Indirect Travel – Fare Components with a Safer Sector – Higher Intermediate Point (HIP) Check – Fare Guarantee (IATA Reso 049x) – Refunds and Rerouting (IATA Reso 017F).

Unit - V

Application of Cancellations and Refunds – Definition of Higher Fare – Surface Sector – Combination – Mixed Class Construction – Normal Fare Flowchart.

References:

1. Black Hole Tariffs and Endogenous Policy Theory: Political Economy in By Stephen P. Magee, William A. Brock, Leslie Young.
2. Fancy Yarns: Their Manufacture and Application By R. Hugh Gong, Rachel M. Wright.

PD CCF06 EXPORT PROCEDURES AND DOCUMENTATION

Unit I

Meaning and Definition of Export – Classification – Strategy and Preparation for Export Marketing – Export Marketing Organisation – Export Licensing – Selection of Export Product – Identification of Markets – Methods of Exporting – Payment Terms – Letter of Credit – Negative List for Imports – Categories of Importers – Special schemes for Importers

Unit II

Aligned Documentation system – Commercial Invoice – Shipping Bill – Certificate of Origin – Consular Invoice – Mate's Receipt – Bill of Lading - Procedure for obtaining ISO 9000 – BIS 14000 Certification – Import Documents – Transport Documents – Bill of Entry – Certificate of Inspection – Certificate of Measurements – Freight Declaration.

Unit III

Steps in Export Procedure – Export Contract – Forward Cover – Export – Finance Institutional Framework for export Finance – Excise Clearance – Pre-shipment Inspection – Methods of Pre-shipment Inspection Marine – Insurance – Role of Clearing and Forwarding Agents – Shipping and Customs Formalities – Negotiation of Documents.

Unit IV

Realization of Exports Proceeds – Pre-Import Procedure – Steps in Import Procedure – Legal Dimensions of Import Procedure – Customs Formalities for Imports – Warehousing of Imported goods – Exchange Control Provisions for Imports – Retirement of Export Documents – Town of Export Excellence.

Unit V

Policy and Institutional Framework for Exports and Imports Foreign Trade Policy – Highlights – Special Focus Initiatives – Duty Drawback – Deemed Exports – ASIDE – MAI & MDA – Star Export Houses – EPCG Scheme – Incentives for Exporters – Export Promotion Councils – Commodity Boards – FIEO – IIFT – EOUs – SEZs – ITPO – ECGC – EXIM Bank.

References:

1. Usha Kiran Rai, Export-Import and Logistics Management, ASOKE publication.
2. T E. Johnson, D L. Bade, Export/Import Procedures and Documentation, AMACOM publication.

PD CCF07 INTERNATIONAL TRADE OPERATION

Unit - I

Introduction to International Trade Growth – International Trade Milestone – Largest Exporting and Importing Countries – International Trade Drivers – International Trade Theories – International Trade Business Environment.

Unit - II

International Logistics Infrastructure – Transportation Infrastructure – Communication Infrastructure – Utilities Infrastructure – Methods of Entry into Foreign Markets – Indirect Exporting – Active Exporting – Production abroad – Parallel Imports – Counterfeit Goods.

Unit - III

Terms of Trade or Incoterms – International Commerce Terms – Incoterm Strategy – Ex-works (EXW) – Free Carrier (FCA) – Free Alongside Ship (FAS) – Free on Board (FOB) Port of Departure – Cost and Freight – Cost, Insurance and Freight (CIF) – Carriage paid to (CPT) – Delivered Ex-Ship (DES) – Common Errors in Incoterm Usage – Incoterms as a Marketing Tool.

Unit - IV

Characteristics of International Payment – Issues – Alternative Terms of Payment – Risks in International Trade – Cash in Advance – Open Account – Letter of Credit – Documentary Collection – Forfeiting – Tradecard – Bank Guarantees – Terms of Payment as a marketing tool.

Unit - V

International Commercial Documents – Documentations Requirements – Invoices – Export document – Import Documents – Transportation Document – Electronic Data Interchange – International Insurance – Perils of the sea – Perils associated with air shipments.

Reference:

1. P.A. David, Richard D. Stewart, International Logistics, Cengage Learning Publications.

PD CCF 08 THE CUSTOMS LAW AND PROCEDURE

Unit I

Introduction to custom law and procedure - Preliminary - Customs Procedure – Import procedure - Assessment of import duty and clearance - Export procedure - Clearance of goods Baggage - Goods imported and exported by post – Store - Goods in transit - Duty Drawback Provisions

Unit II

Officers of Customs - Appointment of Customs ports, airports, warehousing stations - Prohibitions on importation and exportation of goods - Detection of illegally imported goods and prevention of the disposal thereof - Prevention or Detection of Illegal Export of Goods - Power to exempt from the provisions of Chapters IVA and IVB.

Unit III

Levy of, and Exemption from, Customs Duties - Indicating amount of duty in the price of goods, etc., for purpose of refund - Advance Rulings - Provisions relating to conveyances carrying imported or exported goods - Clearance of imported goods and export goods - Goods in Transit..

Unit IV

Warehousing – Drawback - Special Provisions relating to Special Economic Zone - Special provisions regarding baggage, goods imported or exported by post, and stores - Provisions relating to coastal goods and vessels carrying coastal goods - Searches, seizure and arrest - Confiscation of goods and conveyances and imposition of penalties - Settlement of cases.

Unit V

Appeals and Revision - Offences and Prosecutions – Miscellaneous – customs procedures and functioning at Airport, Air cargo complexes – issues considered by IMG members and discussion – Initiative taken by the department of revenue on facilitation of trade and simplification of procedure – Recommendations of the IMG with time frame for its implementation.

References:

1. The secretariat for the committee on infrastructure, planning commission, government of India, New Delhi.
2. Government of India, ministry of finance, Department of revenue, New Delhi.
3. V S Datey, customs law practice & procedures.