

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**Department of Business Studies**

<b>Semester :5<sup>th</sup></b>			
<b>Course Title: EXPORT PROCEDURES &amp; DOCUMENTATION</b>			
<b>Course Code:BBA-305</b>			
<b>S. No.</b>	<b>Lecture No.</b>	<b>Topics to be covered</b>	<b>Target Outcome</b>
1	1	Role of Exports	CO1
2	2	Need & Significance of Exports	CO1
3	3	Types of Exports	CO1
4	4	Direct & Indirect Exports	CO1
5	5	Advantages & Disadvantages of export	CO1
6	6	Export Procedures	CO1
7	7	Key Documentation in export business	CO1
8	8	Aligned Documentation System	CO1
9	9	Processing of Export Order	CO2
10	10	Stage-wise Process of Export Order	CO2
11	11	Documents and parties involved in export process	CO2
12	12	Role of parties involved in Export Process	CO2
13	13	Formats/proformas of various documents	CO2
14	14	Methods of payment in international business	CO2
15	15	Payment procedure in export process	CO2
16	16	Ways of payment process	CO2
17	17	Incoterms	CO3
18	18	Types of Incoterms	CO3
19	19	Institutional Infrastructure for Export Promotion	CO3
20	20	Organizations & Bodies under Institutional Infrastructure	CO3
21	21	Institutional setup	CO3
22	22	Export Incentives & Schemes	CO3
23	23	Incentives related to export performance	CO3
24	24	Marketing Assistance & Fiscal incentives	CO3
25	25	Exim Policy	CO4
26	26	New Foreign Trade Policy	CO4
27	27	Objectives and legal provisions of New FTP	CO4
28	28	Management of Risk	CO4
29	29	Types of risk	CO4
30	30	Risk Management for Exports	CO4