

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Commerce-International Business and Finance (BCIBF)

Distance Mode Programme

1. Jamia Millia Islamia.

Jamia Millia Islamia, a Public Central University; has been established in 1920, originally at Aligarh in United Provinces which in 1925 initially moved to Karol Bagh, Delhi and later built up in Jamia Nagar. In 1988, it became the Central University by an Act of Parliament since then it is expanding in different directions achieving the new dimensions.

The University is the result of the tireless efforts of its founders, such as Shaikhul Hind Maulana Mahmud Hasan, Maulana Muhammad Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Jenab Abdul Majeed Khwaja and Dr. Zakir Husain. It symbolizes the unflinching and resolute commitment of these great visionaries in bringing about socio-economic transformation of common masses in general and Muslims in particular through the vehicle of education. The distinct identity of Jamia Millia Islamia has been eloquently explicated by Dr. Zakir Husain Sahib.

Jamia Millia Islamia is basically originated as the movement of a struggle for education and cultural renaissance against the colonial regime and evolves a national culture for common Indian. It's foundation is to promote patriotism and national integration among Indians, who will be proud to take part in the future progress of India, which will play its part in the comity of nations for peace and development and to prepare the children of masses in general and Muslims in particular to be the masters of the future in different subjects/disciplines of their choice.

The mission of the founding fathers of this great institution should not only serve as a beacon light for all the stakeholders, but should also inspire all in making this university as one of the premier institutions of higher learning in the world. It should attain distinction in providing cutting edge learning experience, internationally benchmarked education, intellectual freedom and critical research opportunities in frontier areas of contemporary concern.

Today, Jamia Millia Islamia is an "A" grade Central University accredited by NAAC and is an ensemble of a multi layered educational system which covers all aspects of schooling, under-graduate and postgraduate education.

The University recognizes that teaching and research are complementary activities that can advance its long-term interest. It has Natural Sciences, Social Sciences, Engineering & Technology, Education, Humanities & Languages, Architecture & Ekistics, Fine Arts, Law and Dentistry Faculties. Also, it has a well-known AJK Mass Communication Research Centre. Jamia has over thirty research centres that have given it an edge in terms of critical research in various areas. Some of these are Centre for Peace and Conflict Resolution; Academy of International Studies; Centre for Culture, Media and Governance; Centre for Dalit and Minorities Studies; Centre for Nano sciences and Nanotechnology; FTK Centre for Information Technology; Centre for Management Studies; Dr. K.R. Narayanan Centre for Dalit & Minority Studies; Centre for West Asian Studies; Centre for Physiotherapy & Rehabilitation Sciences; Centre for Theoretical Physics and Centre for Interdisciplinary Research in Basic Sciences. Jamia Millia Islamia conducts entrance tests for admission to Undergraduate, Postgraduate, M.Phil. and Ph.D. as well as Diploma and Certificate

Programmes.

Jamia Millia Islamia continues to cater to the interests of students from all communities, but also aims to meet the particular needs of the disadvantaged sections of the Muslim society. True to the legacy of its founders, it continues to support measures for affirmative action and foster the goals of building a secular and modern system of integrated education. Thus, Jamia is constantly learning from its history to negotiate the new and emerging challenges facing a nation of the 21st Century.

2. Centre For Distance and Open Learning.

The Centre for Distance and Open Learning started in Jamia Millia Islamia with the assistance of Distance Education Council in September 2002. The Centre started functioning in the session 2003; it got recognized by UGC-DEC and approved by Ministry of Human Resource Development, Govt. of India in 2009.

Our mission is to develop professionals of excellent competence in the field of Education, Management, Humanities and Social Sciences with a humanitarian approach capable of bearing the responsibility of building a better society and the nation at large. We promote and impart educational facilities to everyone irrespective of their age. We also enable adults to enrich their knowledge and improve their professional qualifications.

3. Introduction of Programme.

Bachelor of Commerce-International Business and Finance (BCIBF) Programme fulfils the mission of CDOL, Jamia Millia Islamia i.e. to serve the marginalized section of the society across India by providing educational opportunity at the learners' doorstep to get a profession degree in Business and Commerce. This programme is a judicious mix of both theoretical and practical courses throughout the academic years to prepare and strengthen the professional in the field of Commerce. Its main thrust is to prepare competent manager, entrepreneur. The three years BCIBF distance mode programme is designed and developed in accordance with the DEB/UGC/JMI guidelines for both working and fresh 10+2 certificate holders. Who wish to enhance their professional qualification to broaden their job opportunities?

4. Objectives of the Programme

The programme aims to achieve the following objectives:

- To provide an opportunity to get a BCIBF degree to those who find it difficult or even impossible to pursue regular BCIBF course at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matters related to international business and finance.
- To create an additional avenue of self-employment and also to benefit various international / national business and financial organizations.

- To prepare students to exploit opportunities, being newly created, in the field of business and finance due to Globalization, Privatisation & Liberalisation.
- To give an adequate exposure to operational environment in the field of business management & other related services.
- To inculcate training & practical approach among the students by using modern technologies in the field of business and management etc.

5. Procedures of Admission, Evaluation and other details.

Admission to this programme is provided to the eligible candidates on first come first serve basis.

The BCIBF programme delivery system includes the multi-media approach, i.e., Self-Learning Print Material, audio/video components, assignments, counseling sessions.

Duration of Programme:

The duration of the programme for successful completion is minimum three years and maximum six years.

Lerner Support Centres:

The programme is transacted through the CDOL, JMI approved Learner Support Centres across the country strictly as per the DEB/UGC norms and standard. All the Learner Support Centres where the programme is offered have qualified and trained counsellors and required staffs to facilitate learner centric qualitative teaching learning's as per prescribed curriculum of the aforesaid programme.

Counselling Sessions:

Generally the counselling sessions will be held at the Lerner Support Centres during weekends. Within the general schedule of the programme, the coordinators at the study centres will decide on the coverage of these sessions. The Learner Support Centre coordinator will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and other related difficulties through active interaction with Learners. Attending counselling sessions is optional. Seven counselling sessions are organized in all theory courses separately. The counselling duration will be of 2 hours in each of the seven sessions.

Evaluation System

Assignments:

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weightage.

Annual Examinations:

Annual examinations are the major component of the evaluation system and it carries 70% weightage in a final result.

Generally the Learner Support Centres happens to be the examination centre but in some cases where examination centres are allotted at some other places/institutions by giving the prior information to the appearing students.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Learner Support Centres approximately 1 month in advance.

All the CDOL, JMI Learner Support Centres offering BCIBF (Distance Mode) programme have sufficient library resources for the distance learners.

The total cost of the programme is Rs. 26,400 (Twenty Six Thousands Four Hundred) payable in three equal annual instalments in all the academic years of the programme.

Quality assurance mechanism and expected programme outcomes is analysed strictly on the DEB/UGC/JMI Parameters/guidelines by the CDOL, Jamia Millia Islamia annually. CDOL, JMI follows a two-step process for quality assurance:

A. University's Internal Quality Assurance Cell (IQAC)

B. Centre for internal quality assurance (CIQA)

The total enrolment in the academic year 2019-20 is 40.

Brief Course Structure 1st YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions (2 Hrs. each)	EVALUATION SCHEME		Total
					Assignments	Term End Theory	
					Theory	Theory	
1.	BCIBF 101	Business Communication	6	7	30	70	100
2.	BCIBF 102	Principles of Management	6	7	30	70	100
3.	BCIBF 103	Financial Accounting	6	7	30	70	100
4.	BCIBF 104	Business Regulatory Frame Work	6	7	30	70	100
5.	BCIBF 105	Business Economics	6	7	30	70	100
6.	BCIBF 106	Business Environment	6	7	30	70	100
		Total	36	42	180	420	600

2nd YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions (2 Hrs. each)	EVALUATION SCHEME		Total
					Assignments	Term End	
				Theory	Theory		
1.	BCIBF 201	Introduction to Business Finance	6	7	30	70	100
2.	BCIBF 202	Business Mathematics and Statistics	6	7	30	70	100
3.	BCIBF 203	Company Law	6	7	30	70	100
4.	BCIBF 204	Information Technology in Business	6	7	30	70	100
5.	BCIBF 205	Cost and Management Accounting	6	7	30	70	100
6.	BCIBF 206	Fundamental of Entrepreneurship	6	7	30	70	100
Total			36	42	180	420	600

3rd YEAR

S. No	Course Code	Course Name	Credits	Counselling Sessions (2 Hrs. each)	EVALUATION SCHEME		Total
					Assignments	Term End	
1.	BCIBF 301	Principles of Marketing	6	7	30	70	100
2.	BCIBF 302	International Marketing	6	7	30	70	100
3.	BCIBF 303	International Business Environment	6	7	30	70	100
4.	BCIBF 304	India's Foreign Trade Policy	6	7	30	70	100
5.	BCIBF 305	Export-Import Procedures and Documentation	6	7	30	70	100
6.	BCIBF 306	International Finance	6	7	30	70	100
7.	BCIBF 307	Human Resource Management	6	7	30	70	100
Total			42	49	210	490	700

Details Syllabus

BCIBF 101: BUSINESS COMMUNICATION

Block – 1 : Communication Concept & Functions

- Unit 1 Communication Concept
- Unit 2 Communication Process
- Unit 3 Good Communication

Block – 2 : Methods of Communication

- Unit 4 Verbal and non-verbal communication
- Unit 5 Dimensions of Communication
- Unit 6 Communication Channels
- Unit 7 Basics & Breakdown in Communication

Block – 3 : Effective Speaking And Oral Reporting

- Unit 8 Effective Speaking
- Unit 9 Presentation & Interview
- Unit 10 Listening
- Unit 11 Communication for Customers / Public

Block – 4 : Business Correspondence & Report Writing

- Unit 12 Business Correspondence
- Unit 13 Intra-organizational Communication
- Unit 14 Report Writing & External Communication

BCIBF 102: PRINCIPLES OF MANAGEMENT

Block 1: Management: Introduction and Overview

- Unit 1 Nature and Scope of Management
- Unit 2 Approaches to the Study of Management
- Unit 3 Functions and Principles of Management

Block 2: Planning and Organizing

- Unit 4 Fundamentals of Planning
- Unit 5 Plans, Policies, Schedules and Procedures
- Unit 6 Organizing: Basic Concepts
- Unit 7 Departmentation and Forms of Authority Relationships
- Unit 8 Delegation and Decentralization

Block 3: Staffing and Directing

- Unit 9 Staffing
- Unit 10 Directing
- Unit 11 Motivation
- Unit 12 Leadership
- Unit 13 Communication

Block 4: Coordination and Control

- Unit 14 Coordination
- Unit 15 Process of Control
- Unit 16 Techniques of Control

BCIBF 103: FINANCIAL ACCOUNTING

Block 1: Accounting Fundamentals and Final Accounts

- Unit 1 Basic Concepts of Accounting
- Unit 2 The Accounting Process
- Unit 3 Cash Book and other Subsidiary Books
- Unit 4 Concept relating to Final Accounts, Final Account-I and Final Account-II

Block 2: Accounts from Incomplete Records

- Unit 5 Self-Balancing System
- Unit 6 Accounting from Incomplete Records-I
- Unit 7 Accounting from Incomplete Records-II and III

Block 3: Accounts of Non-trading Concerns, Depreciation, Provisions and Reserves

- Unit 8 Accounts of Non-trading Concerns - I
- Unit 9 Accounts of Non-trading Concerns -II
- Unit 10 Depreciation-I and II

Block 4: Branch and Departmental Accounts

- Unit 11 Branch Accounts - I
- Unit 12 Branch Accounts -II
- Unit 13 Departmental Accounts

Block 5: Hire Purchase Accounts

- Unit 14 Hire Purchase Accounts - I
- Unit 15 Hire Purchase Accounts - II and III

Block 6: Partnership Accounts

- Unit 16 General Introduction and Distribution of Profits
- Unit 17 Admission of a Partner
- Unit 18 Retirement of a Partner
- Unit 19 Dissolution of a Partnership Firm

BCIBF 104: BUSINESS REGULATORY FRAME WORK

Block 1: General Law of Contracts I

- Unit 1 : Essentials of a Contract
- Unit 2 : Offer and Acceptance
- Unit 3 : Capacity of Parties
- Unit 4 : Free Consent

Block 2: General Law of Contract II

- Unit 5 : Consideration and Legality of Object
- Unit 6 : Void Agreements and Contingent Agreements
- Unit 7 : Performance and Discharge
- Unit 8 : Remedies for Breach and Quasi Contracts

Block 3: Specific Contracts

Unit 9	:	Indemnity and Guarantee
Unit 10	:	Bailment and Pledge
Unit 11	:	Contract of Agency
Unit 12	:	Carriage of Goods

Block 4: Partnership

Unit 13	:	Definition and Registration of Partnership
Unit 14	:	Rights, Duties and Liabilities of Partners
Unit 15	:	Dissolution of Partnership Firms

Block 5: Sale of Goods

Unit 16	:	Nature of Contract of Sale
Unit 17	:	Conditions of Warranties.
Unit 18	:	Transfer of Ownership and Delivery
Unit 19	:	Rights of an Unpaid Seller

BCIBF 105: BUSINESS ECONOMICS**Block 1: Fundamental Problems of Economic Systems and Basic Concepts**

Unit 1	:	Fundamental Problems of Economic Systems
Unit 2	:	Basic Concepts
Unit 3	:	Economic Systems

Block 2: Consumer Behaviour and the Demand Theory

Unit 4	:	Law of Diminishing Marginal Utility and Equal-Marginal Utility
Unit 5	:	Indifference Curve Analysis
Unit 6	:	Consumer Demand
Unit 7	:	Elasticity of Demand

Block 3: Theory of Production

Unit 8	:	Production Function I
Unit 9	:	Production Function II
Unit 10	:	Law of Supply and Elasticity of Supply
Unit 11	:	Theory of Costs and Cost Curves

Block 4: Theory of Price

Unit 12	:	Equilibrium Concept and Conditions
Unit 13	:	Perfect Competition
Unit 14	:	Monopoly
Unit 15	:	Monopolistic Competition
Unit 16	:	Oligopoly

Block 5: Distribution of Income

Unit 17	:	Theory of Distribution
Unit 18	:	Distribution of Income I: Wages and Interest
Unit 19	:	Distribution of Income II: Rent and Profit
Unit 20	:	Inequality of Income

BCIBF 106: BUSINESS ENVIRONMENT

Block 1 : Introduction of Business Environment

- Unit – 1 : Nature and Dimension of Business Environment
- Unit – 2 : Economic Environment : An Overview
- Unit – 3 : Structure of Indian Economy
- Unit – 4 : Social and Cultural Environment

Block 2 : Business and Government

- Unit – 1 : Role of Government in Business
- Unit – 2 : Macro Economic Policies
- Unit – 3 : Consumer Protection

Block 3 : Economic Policy and Framework

- Unit – 1 : Industrial Policy
- Unit – 2 : Industrial Sickness
- Unit – 3 : Industrial Relations
- Unit – 4 : Small Scale Sector

Block 4 : External Sector and Economic Reforms

- Unit – 1 : Foreign Investment and MNCs
- Unit – 2 : India's Foreign Trade
- Unit – 3 : Balance of Payment and EXIM Policy
- Unit – 4 : International Trade Relations

BCIBF 201: INTRODUCTION TO BUSINESS FINANCE

Block 1: Introduction

- Unit 1 : Scope of Financial management
Nature and Functions of Finance Objectives of Financial Management
- Unit 2 : Emerging role of Financial Manager in India Organizational,
Regulatory and Tax Framework
- Unit 3 : Forms of Business Organization Regulatory framework of Financial
Management
- Unit 4 : Industrial Policies
Indian Companies Act 1956 Securities and Exchange Board of India
(SEBI) Guidelines

Block 2: Financial Securities, Capitalization and Capital Structure

- Unit 1 : Nature and Characteristics of different Securities Valuation of Fixed-
Income Securities and Equity Shares
Meaning and nature of Capital Structure
- Unit 2 : Leverages operating and Financial EBI-EPS Analysis for Capital
Structure Planning Assessment of Debt Capacity
- Unit 3 : Guidelines for Capital Structure Planning Guidelines for New Shares
and Debentures
- Unit 4 : Meaning and definition of Capitalization Over and Under
Capitalization – their causes and remedies

Block 3: Short Term Financial Requirement

- Unit 1 : Meaning and nature of working Capital its need and importance.
Factors effecting working capital requirement
- Unit 2 : Estimating W. C. requirement, W.C financing phooey Dividend Payout ratio
- Unit 3 : Managerial Consideration in determining Dividend payout Factors effecting Dividend Policy, Dividend Stability
- Unit 4 : Dividend Policy and Share Valuation Traditional Position, Walter Model, M.M. Position

Block 4: Capital Budgeting

- Unit 5 : Meaning, need and importance of Capital Budgeting, Factors effecting C.B.
- Unit 6 : Meaning and methods of evaluating projects, Caparison of present value and internal rate of retire methods, Capital Rationing
- Unit 7 : Cost of Capital - required returns on Capital Investment; Meaning and Importance of Cost of Capital
- Unit 8 : Measurement of Cost of Debt and Preference Share Capital, and retained earnings, Overall cost of Capital of the firm

BCIBF 202: BUSINESS MATHEMATICS AND STATISTIC**Block 1: Function and Progression**

- Unit 1: Function and Progression
- Unit 2: Arithmetic Progression and Series
- Unit 3: Geometric Progression and Series

Block 2: Permutation and Combination

- Unit 4: Fundamental Principles of Counting
- Unit 5: Permutation & Combination
- Unit 6: Matrices and Determinants
- Unit 7: Differentiation
- Unit 8: Integration and Its Application

Block 3: Basic Statistical Concepts

- Unit 9: Meaning and scope of statistic
- Unit 10: Organizing a Statistical Survey
- Unit 11: Accuracy, Approximation and Errors
- Unit 12: Ratios, Percentages and Rates

Block 4: Collection, Classification and Presentation of Data

- Unit 13: Collection and classification of Data
- Unit 14: Tabular Presentation
- Unit 15: Diagrammatic and Graphic Presentation

Block 5: Measures of Central Tendency, Dispersion and Skewness

- Unit 16: Concept of Central Tendency, Mean, Median, Mode, and Geometric, Harmonic and Moving Averages
- Unit 17: Measures of Dispersion – I & II
- Unit 18: Measures of Skewness

BCIBF 203: COMPANY LAW

Block 1: Company and Its Formation

- Unit 1 : Nature and Types of Companies
- Unit 2 : Public and Private Company
- Unit 3 : Promoters
- Unit 4 : Formation of a Company

Block 2: Principal Documents

- Unit 5 : Memorandum of Association
- Unit 6 : Articles of Association
- Unit 7 : Prospectus

Block 3: Capital and Management

- Unit 8 : Share and Loan Capital
- Unit 9 : Allotment of Shares
- Unit 10 : Membership of a Company
- Unit 11 : Directors

Block 4: Meetings and Winding Up

- Unit 12 : Company Secretary
- Unit 13 : Meetings and Resolutions
- Unit 14 : Winding Up

BCIBF 204: INFORMATION TECHNOLOGY IN BUSINESS

Block 1: Computer Basics, Information Technology and Number Systems

- Unit 1: Computer Basics
- Unit 2: Introduction to Information Technology
- Unit 3: Advanced Information Technology
- Unit 4: Number Systems

Block 2: Computer Organization, Architecture and Memory Storage

- Unit 5: Computer Organisation
- Unit 6: Memory Unit
- Unit 7: Operating System
- Unit 8: Database Fundamentals

Block 3: Computer Software Communications, Internet and Security

- Unit 9: Computer Software
- Unit: 10 Computer Communications
- Unit 11: Internet and Its Tools
- Unit 12: Computer Security

Block 4: Microsoft Office

- Unit 13: Word Processor- MS-Word
Unit 14: MS- Excel
Unit 15: MS Power Point
Unit 16: MS Access & Internet Application

BCIBF 205: COST & MANAGEMENT ACCOUNTING**Block 1: Basic Concepts**

- Unit 1 Introduction: Nature and scope of cost accounting; Cost concepts.
Unit 2 Cost classification; Methods and techniques; Installation of costing System; Concept of cost audit

Block 2 : Material And Labour

- Unit 3 Accounting for material: Material control; Concept and techniques.
Unit 4 Pricing of materials issues; Treatment of material losses.
Unit 5 Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment-time and piece rates; Incentive schemes.

Block 3: Overheads

- Unit 6 Accounting for Overheads; Classification and departmentalization;
Unit 7 Absorption of overheads; Determination of overheads rates
Unit 8 Under and over absorption and its treatment.

Block 4: Methods Of Costing

- Unit 9 Cost Ascertainment: Unit costing; Job, batch and contract costing;
Unit 10 Operating costing; Process costing-excluding inter-process profits and joint and by product.
Unit 11 Reconciliation of cost and financial accounts.

Block 5: Management Accounting

- Unit 12 Introduction to Management Accounting, Management Accounting and Managerial decisions.
Unit 13 Financial statement analysis-meaning & objectives.
Unit 14 Accounting ratios, techniques in judging profitability, liquidity and solvency of an undertaking.
Unit 15 Budgeting: Uses and types of budgets, preparation of budgets
Unit 16 Sales, cash and production budgets. Concepts of zero based Budgeting

BCIBF 206: FUNDAMENTALS OF ENTREPRENEURSHIP**Block 1: Entrepreneurship Theories & Environment**

- Unit 1: The Entrepreneur
Unit 2: Theories of Entrepreneurship
Unit 3: Entrepreneurial Environment

Block – 2: Planning and Promotion of Venture

- Unit 4: Identification of Business Opportunities
- Unit 5: Promotion of a Venture
- Unit 6: Requirements for a Business

Block – 3: Entrepreneurial Behaviour & Programmes

- Unit 7: Economic System & Entrepreneurial Behaviour
- Unit 8: Entrepreneurial Behaviour & Social Responsibilities

Block – 4: Entrepreneurship Development Programmes

- Unit 9: EDPs and Small Business
- Unit 10: Women Entrepreneurship
- Unit 11: Small Business

Block – 5: Incentives and Support

- Unit 12: Institutional Financial/ Promotional Support
- Unit 13: Incentives and subsidies
- Unit 14: Export and Import Procedure

BCIBF 301 PRINCIPLES OF MARKETING

Block 1: Marketing Concepts and Environment

- Unit 1 Basic Concepts of Marketing
- Unit 2 Marketing Environment
- Unit 3 Markets and Marketing Segmentation
- Unit 4 Consumer Behavior

Block 2: Product Differentiation and Packaging

- Unit 5 Product concept and Classification
- Unit 6 Product Development and Product Life Cycle
- Unit 7 Branding
- Unit 8 Packaging

Block 3: Pricing

- Unit 9 Pricing
- Unit 10 Discounts and Allowances
- Unit 11 Regulation of Prices

Block 4 : Distribution

- Unit 12 Distribution Channels
- Unit 13 Whole Seller and Retailer
- Unit 14 Physical Distribution

Block 5 : Promotion

- Unit 15 Promotion
- Unit 16 Personal Selling & Sales Promotion
- Unit 17 Advertising and Publicity

BCIBF 302: INTERNATIONAL MARKETING**Block1: Introduction**

- Unit 1 International Marketing: Basic Concepts, nature, definition and scope
- Unit 2 International Marketing V/s Domestic Marketing
- Unit 3 International Marketing Environment; external and internal

Block 2: Foreign Market Selection

- Unit 4 International Market Identification
- Unit 5 International Market Selection
- Unit 6 International Marketing Entry mode decisions

Block3: International Product and Pricing Decisions

- Unit 7 Product planning for international market, product designing, standardization V/s adoption
- Unit 8 Branding, Packaging labeling and quality issues and after sales service
- Unit 9 International Pricing: Pricing process, Pricing Methods, Factor influencing International Price Quotation, Payment Terms.

Block 4: International Promotion and Distribution

- Unit 10 Promotion of Products/Services abroad, methods of international promotion, direct mail and sales literature.
- Unit 11 International Advertising, Personal selling, Trade fairs and exhibitions
- Unit 12 Sales promotions; International distribution channels, logistics decisions, selection and appointment of foreign sales agents.

Block 5: Export Policy and Practice in India

- Unit 13 Exim Policy – an overview, trends in India's foreign trade
- Unit 14 Steps in starting an export business, product Selection, Market Selection, export pricing
- Unit 15 Export finance, export documentation, export procedure, expert assistance and incentives, Emerging Trends and Issues in International Marketing.

BCIBF 303: INTERNATIONAL BUSINESS ENVIRONMENT**Block 1: Concepts and Dimensions**

- Unit 1 International Business Environment – an overview, nature, importance and scope
- Unit 2 Geographic, socio-cultural, commercial, legal and political environment
- Unit 3 Theories of international trade, gains from international trade, Balance of payment analysis

Block 2: Instruments of Commercial Policy

- Unit 4 Commercial Policy: An overview, Tariff and nontariff measures, arguments for and against protectionism
- Unit 5 Current trends and issues in international trade, Pattern and structure of world trade, trade in services
- Unit 6 Foreign investment: types, motives, effects. Present structure of foreign direct investments

Block 3: World Trading System

- Unit 7 Multinational Corporations (MNCs), nature, role, types and operations,
- Unit 8 Policy towards MNCs, Transfer of Technology
- Unit 9 Regional Economic integration, forms of integration

Block 4: Regional Economic Groupings

- Unit 10 Regional economic groupings in practice. NAFTA
- Unit 11 SAARC, ASEAN, SAPTA
- Unit 12 International Economic Co-operation

Block 5: Institutions and Agreements

- Unit 13 Multilateral Financial Institutions, World bank, IMF
- Unit 14 International Commodity agreements
- Unit 15 W.T.O., VNCTAD, GSP

BCIBF 304: INDIA'S FOREIGN TRADE POLICY

Block 1: Foreign Trade: An Overview

- Unit 1 India's Foreign Trade, Trends and developments
- Unit 2 Commodity Composition and direction
- Unit 3 India and World Trade

Block 2: Institutional Frame Work and Policies

- Unit 4 Foreign trade policy in India
- Unit 5 Making body and institutions
- Unit 6 Exchange control in India – Objectives and definition

Block 3: Export Promotion I

- Unit 7 Import substitution and export promotion policies
- Unit 8 Export incentives, duty exemption, schemes, duty drawbacks
- Unit 9 Commercial banks in foreign trade, EXIM bank, EGC, deferred payment system

Block 4: Export Promotion II

- Unit 10 Export Promotion councils
- Unit 11 Commodity boards, product export development authorities, state trading organizations, export and trading houses
- Unit 12 Export Processing zones, special economic zones export oriented units

Block 5: Foreign Investment

- Unit 13 Foreign Investment Policy
- Unit 14 Indian joint ventures abroad
- Unit 15 Multilateralism and Bilateralism in India's foreign trade

BCIBF 305: EXPORT IMPORT PROCEDURES AND DOCUMENTATION

Block 1: Documentary Framework for Exports and Imports

- Unit 1 Export Import documentary Framework, registration of an expert firm, licensing regulations
- Unit 2 Processing of an expert order, expert documents need and types.
- Unit 3 Export Import Documents: An overview

Block 2: Terms of Payment and Financing Practices

- Unit 4 International Business contracts – types and formation
- Unit 5 Payment terms, instruments and methods of financing, documentary credits and collection, uniform customs of Practices (UCP) 500
- Unit 6 Facilities, incentives and procedures for pre and post shipment finance

Block 3: Export Import Trade Operations

- Unit 7 Preparing for Shipment, Business risk cordage, cargo, credit and foreign exchange risk coverage
- Unit 8 Cargo Insurance, role and schemes of ECGC and Commercial banks
- Unit 9 Foreign exchange regulations and formalities

Block 4: Inspection and Clearance

- Unit 10 Quality control and preshipment inspection – concept, scheme and procedures
- Unit 11 Excise clearance of export cargo, customs clearance of export import cargo
- Unit 12 Claiming duty drawbacks and other incentives

BCIBF 306: INTERNATIONAL FINANCE

Block 1: International Financial System

- Unit 1 International Monetary System and Institutions
- Unit 2 World Bank
- Unit 3 International Monetary Fund

Block 2: Foreign Exchange Risk Management

- Unit 4 Foreign Exchange Markets
- Unit 5 Exchange rate determination and its mechanism
- Unit 6 Exchange rate fluctuations – import on foreign trade and investment, currency exposure management

Block 3: Investing in Foreign Operations

- Unit 7 International Banking
- Unit 8 World financial markets
- Unit 9 Eurocurrency markets

Block 4: Financing International Operations

- Unit 10 Foreign investments – types and motives
- Unit 11 Foreign investment in India, India's investment in foreign countries
- Unit 12 Regulation of foreign investments in India

BBA 307: Human Resource Management**Block 1: Introduction of HRM**

- Unit 1 : HRM: concepts, scope and functions
- Unit 2 : Organised the personnel function
- Unit 3 : Personnel Policies: Meaning, types and process
- Unit 4 : The Changing Social Context and Emerging Issues

Block 2: Procurement of Development of HR

- Unit 5 : Human Resource Planning: concept, objectives, process, Job Analysis and Job Design
- Unit 6 : Recruitment & Selection: Concepts , sources and Methods
- Unit 7 : Human Resource Development: Training, Model and Methods
- Unit 8 : Career Planning, Succession Planning & Talent Management

Block 3: Employees Compensation and Reward Management

- Unit 9 : Performance Appraisal: Techniques and Competency Mapping
- Unit 10 : Wage and Salary administration: Concept and Objectives
- Unit 11 : Compensation Strategy, structure and Composition
- Unit 12 : Benefits: and Reward Management concept, coverage, objectives and types

Block 4: Employer-Employees Relationship

- Unit 13 : Regulatory Mechanisms in Industrial Relation
- Unit 14 : Dealing with Unions and Association
- Unit 15 : Industrial Democracy
- Unit 16 : Grievance Handling and Discipline.

