COURSE NAME:	EXIM DOCUMENTATION
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

TABLE 1	
OVERALL COURSE OBJECTIVE:	● Create export-import documentation requirements, including preparation, verification, and submission procedures. ● Explore international trade regulations, including export controls, customs requirements, and trade sanctions, to ensure compliance with legal and regulatory frameworks. ● Organize, manage, and controlling export-import documents to facilitate smooth and efficient trade transactions. ● Develop strong communication and collaboration skills to interact effectively with internal teams, external stakeholders, and regulatory authorities involved in EXIM documentation processes. ● identify potential documentation-related risks and issues, and develop strategies to mitigate risks and resolve problems efficiently to prevent disruptions to trade operations.
LEARNING OUTCOME:	At the end of the course, the students are able to ● Evaluate the accuracy and completeness of EXIM documents to facilitate smooth customs clearance and shipment processing. ● Develop and implement export compliance procedures and training

programs to mitigate the risk of export violations.
- ● Implement document control processes to ensure the security, confidentiality, and integrity of import-export documents.
- ● Analyze trade data and trends to monitor compliance with trade regulations and identify potential compliance risks.
- ● Prepare and verify customs documentation, such as import declarations, duty calculations, and clearance forms, in accordance with customs regulations and procedures.

SL.NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
1	**Introduction to Export and Import**	Overview of International Trade - Importance and Benefits of Exporting and Importing - Key Players in Global Trade - Basic Concepts in Exporting and Importing - Risks and Challenges in Export-Import Business.	An introductory overview of export and import operations, covering key principles, regulations, and practices essential for conducting international trade efficiently and compliantly.	8
2	**Prepare documents for Export and Import processing including EDI filing.**	Essential Documents for Export and Import Transactions - Export – Import Declarations -	Upon completion, students will proficiently create and manage export and import documentation, including Electronic Data	10

		Customs Clearance - Role of Electronic Data Interchange (EDI) in Trade Processing - Advantages and Challenges of EDI in Export-Import Processes - EDI Filing Procedures and Standards - EDI Integration with Supply Chain Management Systems	Interchange (EDI) filing, ensuring compliance and efficient processing within international trade contexts	
3	**Plan and arrange for cargo movement**	Freight and Transportation Modes - Factors Influencing Cargo Transportation Selection - Cargo Planning and Scheduling - Packaging and Labelling Requirements for Different Modes of Transport - Documentation and Compliance in Cargo Movement - Customs Clearance and Border Control Procedures -	Students will acquire the skills to effectively plan and arrange for the movement of cargo, including coordinating logistics, transportation, and documentation, ensuring smooth and efficient delivery across various supply chain networks	10

		Role of Technology in Cargo Tracking and Management - Efficient Route Planning and Optimization Techniques		
4	**Perform customs clearance field activities**	Roles and Responsibilities of Customs Clearance Agents - Documentation Requirements for Customs Clearance - Preparing Customs Declarations and Forms - Inspections and Examination Processes at Customs - Tariffs, Duties, and Taxation in Customs Clearance - Handling Restricted and Prohibited Goods Technology - Resolving Customs Issues and Discrepancies	Participants will demonstrate expertise in performing customs clearance field activities, including documentation handling, compliance checks, and liaison with customs authorities to facilitate efficient and lawful import/export processes	7
5	**Digitalization and Technology in EXIM**	The Role of Digitalization in EXIM Documentation	The course explores the integration of digitalization and	10

	Documentation	- Evolution of Technology in International Trade - Advantages of Digitalization in EXIM Documentation - Digital Tools for Document Preparation and Verification - Cloud-Based Solutions - Blockchain - Cybersecurity Measures - Integration of AI and Machine Learning in Document Management	technology in EXIM documentation, emphasizing the use of digital tools and platforms to streamline documentation processes, enhance accuracy, and expedite international trade transactions	
	Total			45

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES			
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**PERFORMANCE CRITERIA**	**USE CASES**
Prepare Comprehensive Export and Import Documents	Accuracy and completeness in creating standard export and import documentation.	Able to draft accurate and complete documents such as invoices, packing lists, and bills of lading that adhere to industry standards.	Use Case 1: Prepare a complete set of export documents for a shipment of electronic gadgets to Singapore. Use Case 2: Draft an import invoice and checklist for purchasing laboratory equipment.
Execute Efficient Cargo Movement Planning for EXIM Operations	Timeliness and effectiveness in planning and managing shipment logistics.	Plans a shipment with minimal delays and ensures cost-effective routing while mitigating potential risks.	Use Case 1: Create a plan for shipping agricultural products via air cargo to meet urgent delivery timelines. Use Case 2: Propose a multimodal transport plan for bulk industrial goods.
Manage Customs Clearance Procedures Effectively	Proficiency in completing customs documentation and resolving clearance issues.	Completes customs forms accurately and resolves any queries or issues promptly.	Use Case 1: File customs declarations for an export order of textile goods. Use Case 2: Address customs issues arising from incorrect

			HS codes on import documents.
Uphold Ethical Standards in EXIM Documentation Practices	Consistent adherence to ethical principles in the preparation and submission of documentation.	Ensures ethical practices by avoiding errors or falsification of data and reporting discrepancies transparently.	Use Case 1: Identify and report a mismatch in export documentation before submission. Use Case 2: Decline requests to alter invoice values to evade customs duties.
Demonstrate Compliance with Legal Requirements in EXIM Processes	Understanding and applying international trade laws and local customs regulations accurately.	Ensures all documentation meets legal requirements and industry standards without errors or omissions.	Use Case 1: Validate that an export contract complies with international trade regulations. Use Case 2: Adjust import procedures to align with recent changes in customs duties.
Implement Electronic Data Interchange (EDI) Filing for EXIM Operations	Accuracy and efficiency in filing documents electronically using digital systems.	Demonstrates proficiency in using EDI systems to file accurate and timely submissions for EXIM processes.	Use Case 1: Use EDI to submit customs clearance documents for an outbound shipment. Use Case 2: Share shipment tracking information digitally with logistics partners

TABLE 4: LIST OF FINAL PROJECTS (PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)	
SL.NO	**FINAL PROJECT**
1	**Bill of Lading:** This project serves as a foundational structure for a Bill of Lading. The students should fill the Bill of Lading (Model) related to regulatory requirements governing the goods tracking.
2	**Checklist for Cargo preparations and tracking:** Students Should create detailed checklists to ensure the completeness and accuracy of Cargo preparations. These checklists should cover all essential elements required before initiating tracking.
3	**Post Tracking Report:** The students should create standardized Cargo post-tracking performance evaluation reports.
4	**Tracking log template:** The students should develop a tracking log template that captures essential data points throughout the tracking process of cargo.
5	**Glossary of EXIM terms:** The students should write the meaning / glossary of terms (given below) used in export and import documentation.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)					
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**FAIR (50%-64%)**	**GOOD (65%-79%)**	**EXCELLENT (80%-100%)**	**Total Marks**
Prepare Comprehensive Export and Import Documents	Analyze and draft export and import documents effectively.	Identifies basic requirements but produces incomplete or partially accurate documents.	Develops complete documents with minimal errors, demonstrating a good understanding of required elements.	Constructs detailed, accurate, and professional-quality documents, showing advanced insight and industry-level precision.	15
Execute Efficient Cargo Movement	Evaluate logistics options to optimize	Selects basic transportation	Formulates cost-effective and timely	Designs comprehensive, innovative	15

Planning for EXIM Operations	cargo movement planning.	methods with limited cost-effectiveness and risk assessment.	logistics plans, addressing most potential risks adequately.	cargo movement plans that maximize efficiency and minimize risks, demonstrating expert-level logistical strategies.	
Manage Customs Clearance Procedures Effectively	Interpret and implement customs regulations for successful clearance.	Identifies basic customs requirements but struggles with resolving complex clearance issues.	Resolves most customs issues accurately, showing good understanding of regulatory requirements.	Implements advanced customs procedures seamlessly, resolving complex clearance issues with exceptional efficiency and regulatory compliance.	10
Uphold Ethical Standards in EXIM Documentation Practices	Evaluate ethical considerations in EXIM documentation and decision-making.	Recognizes ethical issues but may fail to implement solutions consistently.	Adheres to ethical standards in most cases, demonstrating a strong commitment to transparent and honest practices.	Exemplifies integrity by consistently applying ethical principles, identifying and addressing potential ethical conflicts innovatively and proactively.	10
Demonstrat	Critique	Shows	Applies	Demonstrat	10

e Compliance with Legal Requirements in EXIM Processes	legal frameworks and apply them in EXIM processes.	limited understanding of legal requirements and applies them inconsistently.	legal principles effectively in most scenarios, ensuring compliance and minimizing errors.	es advanced understanding of legal frameworks, ensuring flawless compliance and addressing complex legal scenarios with precision.	
Implement Electronic Data Interchange (EDI) Filing for EXIM Operations	Design and execute EDI processes for EXIM operations.	Submits EDI filings with frequent errors or delays, reflecting limited proficiency.	Files EDI submissions accurately and efficiently in most cases, demonstrating competence in using digital systems.	Executes EDI processes flawlessly, leveraging advanced features for optimal efficiency and accuracy in submissions.	15