

## **Class +2**

**Trade :- Import Export Management**

**Paper - 1**

**Management -2**

### **Syllabus - Term - 2**

**Staffing :-** Selection Procedure , Type of Tests , Advantages and Disadvantages of Test.

**Interview :-** Meaning , objective of Interview , Types of Interviews.

**Wage Payment :-** Incentive Wage System , Group Incentives and Prerequisites of Good Incentive Plan.

**Directing Motivation :-** Meaning , Types , Importance , Theories , of Motivation , Techniques to Increase Motivation , Leadership , Nature , Features , Qualities of a good Leader, Importance of Leadership Management , Techniques of Effective Leadership.

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### **Paper - 3      Import Management**

### **Syllabus - Term - 2**

Registration with Regional Authorities of Director General of Foreign Trade , Registration with Import Promotion Council , obtaining an Import Licence and Quota . Permanent Account Number (PAN) , Import of Samples , Gifts , Sports Goods and Repaired Goods etc obtaining an Import Licence .

Import Documentation , Indent , Types of Indent , Bill of lading , Bill of Entry , Letter of Credit , Bill of Sight , Dock Challan , Dock warrant .

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## **Trade - Import Export Management**

### **Paper - 2 - Technology and E-Commerce Syllabus - Term - 2**

#### **E- Commerce :-**

Meaning , Features , Functions , Advantages and Disadvantages , Future Problems and opportunities of E-Commerce in India .

#### **Banking :-**

Meaning , Advantages , Disadvantages of e-banking , Difference between Traditional Banking and E-Banking .

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