



NARMADA COLLEGE OF MANAGEMENT

(APPROVED BY AICTE AND AFFILIATED TO GTU)



OFFERS

GTU APPROVED CERTIFICATE PROGRAMME

IN

EXIM PROCEDURES & DOCUMENTATION

(Three months – Virtual Mode)



Narmada College of Management

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OVERVIEW

Exports of goods and services in India account for 18.41 percent of GDP and imports of goods and services account for 21.14 percent of GDP. During the last two decades, India's foreign trade has expanded multifold, with significant shifts in product as well as geographic composition. Understanding the evolving nature of India's exports and imports can help Indian entrepreneurs identify opportunities in the domestic market and also expand their business at International level. Both startup companies and established firms are looking for managers who have an understanding of foreign trade procedures. To cater to this need we offer a three months certificate programme on EXPORT IMPORT PROCEDURES AND DOCUMENTATION.

SIGNIFICANCE

Given the thriving opportunities and increasing demand for export import this programme will provide practical training of EXIM business. It aims to provide an understanding of complexities in export import management to employees and entrepreneurs in manufacturing sector as well as to fresh graduates seeking employment in related areas. The participants will be able to learn the essentials of export import business and an in-depth understanding of EXIM procedures.

PROGRAMME OBJECTIVES

- **To equip with practical knowledge and understanding of International Business Environment**
- **To orient with Foreign Trade Policy, Schemes for Exports, Government interface required for export and import**
- **To provide familiarity with various terminologies under the Foreign trade Policy**
- **To apprise with EXIM rules and procedures, Documentation, Shipping/Logistics**
- **To give an overview about Trade financing**

PROGRAMME OUTCOMES

On completion of this programme, the participants will be able to:

- **Understand different agencies involved in EXIM procedure and their role in global trade**
- **Understand implications of Foreign Trade Policy**
- **Get practical knowledge about Export Documentation**
- **Integrate the concepts with functioning of International Trade**

PROGRAMME SCHEDULE

Week No.	Topic of the Session	Saturday (Evening Hours)	Sunday (Evening Hours)
1	Introduction to EXIM	Scope of International Trade, Growth in International trade	International Trade & Indian Economy
2	Laws governing Export Import in India	Regulatory Framework for International Trade in India	Overview of Foreign Trade Policy (2015-2020) Foreign Trade Agreements
3	Technical Terms in Export and Import	Export Import Cycle, Establishing EXIM business RCMC & IEC Code	HS code Incorporating INCOTERMS in international trade
4	Commercial & Regulatory Documents for Export Preparation and Handling	Export Documentation	Role of Customs House Agent, Freight forwarders and Shipping Agents
5	Understanding Logistics Value Chain in Export operations	Types of Ports	Types of Containers
6	Understanding Logistics Value Chain in Export operations	Mode of Transportation Importance of Packaging in Exports	Methods of Quality Control Product Inspection
7	Export Benefits (By Government of India)	Implication of GST in Export Chain	Export Incentives
8	Export Finance, Insurance & Risk Management	Pre-shipment and Post Shipment Finance	Insurance & Risk Management
9	Import Cycle	Import Opportunities, Import Procedure	Documents required, Role of CHA, Calculating Import Duty
10	Evaluation	Online Examination	

RESOURCE PERSONS

1. Mr. Umang Singh, Manager, Logistics and Dispatch – Shriram Alkali & Chemicals
(Unit of DSCL-DCM Shriram Consolidated Ltd)
2. Ms. Iram Khan, Asst. Professor, Narmada College of Management, Bharuch

Additional guest sessions by experts will be arranged for the students.

DETAILS

Who can participate	The programme is intended to be offered to <ul style="list-style-type: none">• Final Year Graduates in any discipline or• Post Graduates in any discipline or• Professionals with minimum qualification of Bachelors in any discipline
Duration:	10 weeks of teaching-learning with 40 contact hours, spread over a period of 3 months Virtual classes on Saturday & Sunday (4 hrs per week)
Programme Fee:	Rs. 2000/- for students, Rs. 5000/- for others (NON REFUNDABLE)
Certification:	Certificate from GTU and NCM will be provided upon successful completion of the programme (Minimum 80% attendance and a qualifying score of 60% required)

IMPORTANT DATES

Last Date Of Application	Last Date for Fee Payment	Commencement Date
30th September 2021	30th September 2021	9th October 2021

IMPORTANT GUIDELINES ABOUT THE PROGRAMME

- Classes will be conducted online via Google meet. The participants will have to ensure the availability of proper device and internet connectivity for attending the classes.
- The online session recordings will be made available to the registered students of the programme. Additional reading material in E-book format, power point presentations, developed for this programme will be shared with the participants.
- The Evaluation will be based on attendance in the sessions and a final Online Examination at the end of the programme.
- Interested candidates can apply by registering at the link given below:
<https://forms.gle/b1zHgKA8NXHE9g6a9>
- Fees payment can be made through NEFT using below mentioned details.
 - Name of Account: NARMADA COLLEGE OF MANAGEMENT
 - Bank Name: BANK OF BARODA
 - Bank Account No.: 13140200000037
 - IFSC Code: BARB0GNFCOM
- Fees will be accepted through online mode only. No cash payments will be accepted. Fees once paid will not be refundable.
- For any clarifications/details please feel free to contact:
program@ncmbharuch.ac.in

For more information visit:

[https://ncmbharuch.org/wp/certificate-programme-in-exim-procedures-
documentation/](https://ncmbharuch.org/wp/certificate-programme-in-exim-procedures-documentation/)