SYLLABUS

EXPORT TRADE AND TRAINING INSTITUTE™
(Recognised by IMC Chamber of Commerce & Industry)
1st Floor, Jeejeebhoy Estate, B Wing, Amar Business Centre,
Ashirwad Lane, Ram Mandir Road, Goregaon (W), Mumbai-400 104.
Tel. : 022-2676 3529 • 2676 4049
E-mail : etti1987@yahoo.com
Website : www.ettintl.com
## PART-TIME & CORRESPONDENCE COURSES

### (1) ADVANCED CERTIFICATE IN INTERNATIONAL TRADE
(Recognized by IMC chamber of commerce & Industry)

<table>
<thead>
<tr>
<th>Course Commencing From:</th>
<th>(Mon, Wed, Fri’s only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>FOUR MONTHS</td>
</tr>
<tr>
<td>Time:</td>
<td>6.30 P.M. TO 8.30 P.M.</td>
</tr>
<tr>
<td>Venue:</td>
<td>JAI HIND COLLEGE, CHURCHGATE, NR. RLY. STATION</td>
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<table>
<thead>
<tr>
<th>Course Commencing From:</th>
<th>(Mon, Wed, Fri’s only)</th>
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<tr>
<td>Duration:</td>
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<tr>
<td>Venue:</td>
<td>FEDAI ACADEMY, S.V. RD., NR. RLY. STATION, ANDHERI (W)</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Time:</td>
<td>10.00 A.M. TO 1.00 P.M.</td>
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<tr>
<td>Venue:</td>
<td>DR. ANTONIO D’SILVA SCHOOL, NEAR KABOOTARKHANA, NR. RLY. STATION, DADAR (W), MUMBAI</td>
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</tbody>
</table>

**COURSE FEES Rs.***: IMC-Exam Fee Rs.*  
**IMC-Reg. Fee Rs.***

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### (2) ADVANCED CERTIFICATE IN LOGISTICS & SUPPLY CHAIN
(Recognized by IMC Chamber of Commerce & Industry)

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<td>Duration:</td>
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<td>Venue:</td>
<td>DR. ANTONIO D’SILVA SCHOOL, NEAR KABOOTARKHANA, NR. RLY. STATION, DADAR (W), MUMBAI</td>
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</tbody>
</table>

**COURSE FEES Rs.***: IMC-Exam Fee Rs.*  
**IMC-Reg. Fee Rs.***

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**100% FREE PLACEMENT ASSISTANCE ASSURED**

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**FOR DETAILS & REGISTRATION PLEASE CONTACT:**  
**EXPORT TRADE AND TRAINING INSTITUTE™**  
**TEL.: 2676 3529 / 2676 4049**  
**N.B.: D.D./CHEQUE SHOULD BE IN FAVOUR OF “EXPORT TRADE & TRAINING INSTITUTE”**  
Watch newspaper announcements for new Batches OR  
Log on **Website: www.ettintl.com**
It’s all about your future...

It is true. You are at a major turning point in your life right now. And if you’re probably in the process of choosing a career, this is an important decision that will definitely affect your future. So, it’s natural that you are feeling excited, hopeful and well, maybe just a little uncertain / confused.

Whether you have a definite career goal or are still trying to figure out what you’d like to do – look at yourself and your needs, both career wise and personally - and choose the career best suited to you and your future.

So think about it. After all, at the end of the day – it’s about you and your future.

Wishing you a bright career.
Know Us

Export Trade and Training Institute™ (ETTI-Since 1987) is an organization, committed to providing quality training and expertise to those who seek a Career in Export-Import/Shipping/Logistics or wanted to start Own Export-Import Business.

Since the Indian Government is gearing its efforts towards a major jump in the Export Trade, Trained personnel in Export-Import Management will be in high demand.

With extensive track record in providing training, ETTI is equipped to meet the need for well trained and experienced international trade professionals.

The founder of ETTI is shri Arvind Patel, who was manufacturing auto parts. While Mr. Patel was doing export business with Australia, he had to face many difficulties in exporting goods due to lack of proper knowledge of the export business. He soon found that most members of the business community did not know the procedures and policies of the export business.

The difficulties Mr. Patel faced made him think of starting an organization that would help exporters, understand the nitty-gritty of their business. The independent venture later turned out to be a joint effort with the Small Industries Service Institute under the Union Ministry of Labour.

Since 1990, ETTI is being jointly organized with Indian Merchants' Chamber, Mumbai. Over Hundreds of batches have already passed out of the Institute and thousand of students have undergone Training. Those who have completed the course have found jobs in reputed companies in India and abroad, or started their own Export-Import Business.

EXPORT
WHY? WHAT? WHERE? & HOW?
Export for better career opportunity

1. What is Exports?
Trading in goods and services between two countries and earning forex (Foreign Exchange), in a legal way.

2. Who can Export?
Any organisation, small or medium manufacturers, distributors, after taking an Import-Export Code Number (IEC No.), who has spare capacity to manufacture more quantity.

3. What to Export?
Anything under the Sun, i.e. water, air agriculture product, oil, soaps, Plastic, paper, pen, music cassettes, garments, chemicals, dyes, gold, soil, hair, fruits, juices, handicrafts, handlooms to name few and services etc.

4. Why to Export?
To increase sales & profit.

With globalization and increase in foreign goods it has become difficult for Indian industries to survive in competitive market. Hence Export is the must for the industries to survive. To make seasonal advantage of market. India being a country blessed with natural resources and competent personnel, we should take advantage of the situation by going for Exports.

To earn Foreign Exchange.
Export is the medium by which our country can earn Forex which is the need of the day.

To earn Credibility & Reputation.
To take Govt, incentives offered to exports. Exporters are entitled to various incentives under various schemes in our country. To avail of these incentives an in-depth knowledge of the schemes available and formalities to be followed is necessary. This not only gives good profit it also improves quality of products and reputation as exporter. It also saves from recession in Domestic Markets.

5. Where to Export?
Australia, U.K, U.S.A, Singapore, Bangladesh, Dubai, Malaysia, Mauritius, Portugal, Panama, Indonesia, Saudi Arabia and all over the world. One can select the market based on the products.
6. How to Export/Import OR work with Export-Import, Shipping-Logistics Companies?

Please Contact:

EXPORT TRADE & TRAINING INSTITUTE™
Jeejeebhoy Estate, Ram Mandir Road, Near Amar Business centre, Goregaon (W), Mumbai- 400104.
Tel:26763529 / 26764049
E-mail: etti1987@yahoo.com
Website: www.ettintl.com

Salient Features
1. Eminent & Experienced Faculty.
2. Convenient Venue for Lectures.
5. Regular Assessments of Participants and Faculty.
7. Personal Guidance and Care, during and after course completion.
8. Suitable Timing.
9. 100% free Placement Assistance.
10. Successfully completed several Batches, since 1987.
11. Visits to Ports.
12. Part Time / Correspondence Courses available.

ELIGIBILITY
1. ADVANCED CERTIFICATE IN INTERNATIONAL TRADE
   (EXPORT-IMPORT MANAGEMENT)

2. ADVANCED CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN
   - Minimum HSC passed or appear for HSC exam
   - Age not less than 19 years
   - Reasonable control over English.

METHODOLOGY
The methodology for teaching comprises classroom sessions, visits to Ports.

CLASSROOMS
The classrooms are well equipped with OHP, Screen, writing Board, Good seating arrangements.

FINAL EXAMINATION & CENTRES
Final Examination are conducted by Commercial Examination Board IMC chambers of commerce & Industry twice in a year i.e. May-June & November-December.
IMC Registration-Examination form will be available either of office of the Institute or attendance venue.
The Commercial Examination Board will announce the date of receiving such application for the registration. Candidates should fill up the Examination application form at least two months before the date of the examination, indicating their registration number. The final program the dates, times and venue of the examination will be announced two weeks prior to the scheduled date of examination.

Centre
At present the Examination are held at Mumbai only.

LIBRARY
The Institute is equipped with well-stocked library having vast collection of subject related books. In addition Institute also subscribes to large number of journals and allied publications. You can make use of library during working hours on week days. This service is available free of charge.

The Timing are 10.30 a.m to 5.30 p.m on weekdays only.
Photocopy facility at cost is available. No books are allowed outside the library.
Please report office staff before leaving the library.
Any damage to books /property will be charged.

PLACEMENT ASSISTANCE
With sound knowledge of Export - Import, job prospects are relatively excellent, challenging and gives scope for being global and arrange participate in world affairs.

Export Trade & Training Institute has a placement division to serve the successful participants in securing proper jobs in particular and arrange interviews after passing.
SYLLABUS

1. ADVANCED CERTIFICATE IN INTERNATIONAL TRADE

(Recognized by: IMC chamber of commerce & Industry)

THE SYLLABUS COVERS GST RULES, PROCEDURES AND DOCUMENTATION

Introduction
This course is outlined for those in pursuit of better employment opportunities or independent Export-Import business. The objective of this course is to acquaint the participants with Practical knowledge, which would help them to become export-import executives or to start their own Export-import business.

SYLLABUS

Paper I: INTERNATIONAL MARKETING & ORGANIZATIONAL BEHAVIOUR

INTRODUCTION
• Basic of International Marketing.
• Difference between International and Domestic Market.
• Impact of Globalization, disintermediation and Liberalization on the International Market.

INDIA’S FOREIGN TRADE
• Balance of payment.
• Recent trends in India’s foreign trade.
• Measures to boost India’s foreign trade.

GLOBAL ENVIRONMENT FOR FOREIGN TRADE
• Factors affecting world trade.
• World Trade Organization (WTO), UNCTAD and ICC.
• Regional Economic Groupings-EU, LAFTA, NAFTA, SAFTA, SAARC, ASEAN etc.

PRINCIPALS OF INTERNATIONAL MARKETING
• Market segmentation, Targeting positioning, Brand Image.
• Identifying foreign markets.
• Sources of information and importance of data.
• Overseas marketing research.
• Promotional of products in global markets.
• Product planning and Channels of distribution.

ORGANIZATIONAL BEHAVIOUR MANAGEMENT
• Definition, its nature and scope.
• Functions of Management-Planning, staffing and organization.
• Leading and directing, Control and Evaluation.

THE HUMAN RESOURCE MANAGEMENT
• Its management and Development.
• New insights into human resource management.

MOTIVATION
• Morale and productivity.
• Relieving stress at work place.

Paper II: EXPORT FINANCE AND BANKING, EXCHANGE CONTROL REGULATIONS

EXPORT COSTING
• Costs Concepts: Fixed, Marginal and Variable Costs.
• Export Pricing, Break Even Analysis.
• Cost Sheet for Exports, including Freight and Insurance.
• International Commercial Terms (INCO 2010).
• Problems on export pricing.

EXPORT FINANCE
• Preshipment and Post shipment Finance.
• Export Finance in Foreign Currency.
• Scrutiny of Export Letter of Credit and Negotiation of documents under LC.
• Export credit and Guarantee Corporation (ECGC).
• Deferred payment Exports: Suppliers Credit/Buyers Credit.
• Project exports.
• EXIM Bank, Its role and functions.
• Factoring and Forfeiting.

FEMA - 1999
• Introduction to FEMA, Authorized Dealers.
• Current account and Capital account Transactions.
• Rupee convertibility on Current/Capital account.
• FEMA provisions regarding Exports, EEFC and Diamond Dollar Accounts.
• Foreign Currency accounts for Residents and Non Residents.

EXCHANGE RATE MANAGEMENT
• FEDAI and its Guidelines.
• Exchange Rate Mechanism.
• Derivatives, Hedging, Options etc.

Paper III:
EXPORT PROCEDURE AND DOCUMENTATION

DEFINITION:
DEFINITION & MEANING OF EXPORTS
• Understanding an Export Transaction.

EXCHANGE RATE MECHANISM
• Basic Concepts.
• Direct Quotation Method, Spot & Forward rates and booking of Forward contract for exports.
• NOSTRO, VOSTRO and LORO a/cs.
PROCEDURE
• How to set up and Export Company, Catagories of an Exporter.
• Procedure for obtaining IEC and RCMC.
• Various Export Promotin Organizations i.e.EPC, CB’s.
• Export sales contract, Export Order, processing and Scrutiny of an Export order.
• Execution of an Export Order.

PAYMENT TERMS
• Payment terms for settlement of export import transaction.
• Letter of credit, its contents and types of LC.
• Uniform Customs Procedures for Documentary Credits (UCPDC).

DOCUMENTATION
Entire export documents, i.e. Principal, Auxiliary & Regulatory set of documents used in export trade & their importance.

CUSTOMS CLEARANCE OF CARGO MEANT FOR EXPORTS
• Excise clearance procedure.
• Role of customs house agents.
• Shipping and customs formalities.
• Marine insurance.

PAPER IV : IMPORT MANAGEMENT
DEFINITION
• Need for Imports. Definition and meaning of Imports.
• How to read Import Export Policy and Procedures.

PROCEDEURES FOR IMPORTS
• Import finance.
• Opening of Import Letter of credit.
• External commercial Borrowings.
• Buyers Credit/Trade Credit.
• Direct Imports.
• Retirement of Import documents under an LC or otherwise on collection.
• FEMA provision regarding Imports.

ROLE OF CUSTOMS AND REGULATIONS REGARDING IMPORTS
• Indian customs Act 1962.
• Customs Tariff Act.
• Filling of Bill of entry.
• Clearance of cargo at the time of imports.
• Valuation and assessment of goods for payment of customs duty.
• Method for calculation of customs duty.
• Import of Technology, Drawings and Designs.
• Imports of Samples/Gifts.
• Imports for personal use & Baggage rules.
• Imports through post and courier.

GST ACT ( Export & Import)
• Main provisioin for Imports / Exports.
• Factory Stuffing/warehouse stuffing/sealing of containers.
• Clearance of goods under Bond.
• Imports under special schemes for exporters.
• EPCG, Duty Exemption/remission and various other promotional schemes.

PAPER V: FOREIGN TRADE POLICY
FOREIGN TRADE POLICY
• Legal frame work.
• Various definitions.
• Govt, objective under Foreign Trade Policy.
• Structure of Import Policy.
• ITC (HS) classification of Imports.
• General policy provisions regarding Imports and Exports.
• Promotional Measures.
• Duty exemption/Remission Scheme.
• EPCG scheme.
• SEZ, 100% EOU's, EHTP, STP, SEZ, FTZ etc.
• Deemed Exports.
• Current Foreign Trade Policy.

Paper VI: FOREIGN TRADE LOGISTICS
A) LOGISTICS
• Introduction to global logistics.
• Different modes of shipment.
• Different modes of operation of shipping.
• Different modes of transport.
• Multi modal transport system.
• Chartering practice.
• Conference system.
• Containerization FCL/LCL, CFS, ICD.
• Third party logistics service providers.
• CHA,FFA,C&FA, Ship operating agent, NVOCC.
• Introduction to port operation, harbor facility, terminal facility, VTMS.
• Customs bonded warehouses.
• Freight (types and application), freight consolidation.
• Introduction to customs procedure (logistics).
• Documentation (logistics).
• INCOTERM 2010, Selection of INCOTERM.
• Application of information technolony in logistics.

CARGO INSURANCE
• Introduction to need and importance of marine insurance.
• Basic principles of insurance applicable to cargo clause A, B &C.
• Ocean air and inland transit clause.
• Insurance premiums.
• Insurance claim procedures, documentation and time limit.
ABOUT THE COURSE:
This course is developed to meet the need. Designed to develop the skills of professionals, from all links of International Trade Supply Chain, like Traders, Third Party Logistics Service Providers (3PLSP), Transporters / Carriers, Multimodal Transport Operators, Warehouse Operator, Container Freight Station Operator, Inland Container Depot Operator etc. It is also an ideal introduction to the International Trade Supply Chain for fresh graduates from Universities desiring specialization in this subject. It is valuable training tool for those with experience who wish to refresh their knowledge and increase their understanding of new development on an international level. Advanced Certificate in Logistics & Supply Chain course offers a comprehensive overview to all links in International Trade Supply Chain, stretching participant's mind with new ideas and insight. Informative, challenging and focused, the course is suitable for all types of professionals in the field of International Trade, whatever their area of expertise. It is must for anyone who seeks to complement their career with a complete and detailed understanding of the International Trade Logistics world.

SYLLABUS

PAPER I : LOGISTICS & SUPPLY CHAIN MANAGEMENT
- Introduction to Logistics and Supply Chain Management.
- Integrated Logistics System.
- Managing Supply and Demand.
- Supply Chain Strategies and Implementation Supply Chain Planning.
- Economics of Scale in Supply Chain Management.
- Global Logistics.
- 3PL and 4PL definition and scope.
- Supply Chain definition.
- Procurement Management.
- Contract Management.
- Distribution Management.
- Supplier Relationship Management.
- Customer Relationship Management.
- Green Logistics.

PAPER II : Warehousing
- Warehouse Management System.
- Freight Consolidation & Forwarding.
- Storage-Put away, Picking and Cross Docking.
- Warehouse location planning.
- CFS, ICD, Dry Port Operations.
- C & F Operations.
- Yard Management.
- Insurance (Theft, Burglary, Fire etc.)

PAPER III : TRANSPORTATION INFRASTRUCTURE
- Transportation.
- Roads and National Highway Network Levies.
- Sea Port and Port Operations.
- Privatization of Ports.
- Shipping Documents.
- TL, LTL, FAL, LCL.
- Airport and cargo operations.
- Freight Calculation.
- Rail Operations-CONCOR CFS.
- Fleet Management.
- Transport Management Solutions-IT.
- Route Planning.
- Route Optimization.
- Transit Insurance.
- Packaging in Logistics.
- Primary and Secondary Packaging.
- Packaging and notations.
- Palletization.
- Containerization.
- Packaging Regulations.
- Materials Handling and their systems.
- Material Handling equipments.
- AG VS.

PAPER IV : BUSINESS FINANCE AND INVENTORY MANAGEMENT
Part-I: Business Finance
- Financial statement, their interpretations and Analysis.
- Accounting Ratios.
- Bank Finance, Term Loan and Working Capital Finance.
- Sources/uses of funds.
- Working Capital Management.
- Concept of Business Operating Cycle.
- Cost Concepts.

Part-II : INVENTORY MANAGEMENT
- Definition of Inventory Management & its Importance.
- Inventory Control and Types of Inventory.
- Inventory Valuation FIFO, LIFO.
- Various ratios in Inventory Management.
- Logistics and Combined Transport Document.
- Stock Verification.
- EOQ models.
- Selective Inventories-ABC, XYZ, VED.
- Manufacturing Systems.
- MRP, JIT, MRP II.
- Lean Manufacturing.

THE SYLLABUS COVERS GST RULES, PROCEDURES AND DOCUMENTATION
Hello Guys,

I had completed my graduation from Mithibai college situated in Mumbai. Simultaneously I had done import export course from Export Trade & Training Institute (ETTI). The course gives me great knowledge about the foreign trade and all the teachers are very helpful. I had started my venture in January 2019 named "M/s. Chousar Global Trade Pvt Ltd., incorporated in Bhilwara (Raj). In this business.

Yours faithfully
Soumya Ajmera
Bhilwara (Rajasthan)

To, Export Trade & Training Institute
Dear Sir,
I am selected in Cipla Ltd. Company and offered me a Salary of Rs. 2.10 Lacs P.A.
I passed Adv. Cer. in Foreign Trade Exam, by 1st Class (SEAT No. Ill)
Thanking you,
Regards,
Ganesh Bhatade

To, Export Trade & Training Institute
Dear Sir,
I have completed Import/Export Course from Export Trade & Training Institute (ETTI). The course gives me very good knowledge from your institute all faculties are very cooperative and their pedagogy was very good. After completion of course I got placement from your institute which is really a great thing for me because getting job in this sluggish economic conditions is really a challenging thing. I am very thankful to ETTI for providing me a very good placement in a reputed company M/s. Tufropes Pvt. Ltd. please convey my regards to all faculty members.
Thanks & Regards,
Ramesh Giri.
**ABOUT FACULTIES**

They are having well over 15 to 20 years of working experience, are dedicated and have love for teaching. They are always ready to explain to our participants anytime during and after courses are over. They are executives, consultants, manager working with different Multinational/Multinational Blue Chip Companies. They are practically involved in day-to-day working in the related field; they explain you with latest information and examples.

It is our inability to give more details about our faculties, on account of certain constrains. You may talk to us if you need more information.

**ACHIEVEMENTS OF OUR STUDENTS**

Exam are Conducted by IMC Chamber of Commerce & Industry

<table>
<thead>
<tr>
<th>Prize</th>
<th>for securing highest marks in</th>
<th>Rank</th>
<th>Amount (Rs)</th>
<th>Name of the Student</th>
<th>Name of the Institute</th>
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<td>Shri Vallabhdas V Mariwala</td>
<td>Total</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Rank (ALL OVER INDIA)</td>
<td>500</td>
<td>Tanisha S. Jajoo (Seat No- 143)</td>
<td>(EXPORT TRADE &amp; TRAINING INSTITUTE (ETTI)) Mumbai</td>
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<td>Shri Ramu Pandit</td>
<td>Total</td>
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<td>350</td>
<td>Tanisha S. Jajoo (Seat No- 143)</td>
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<td>Shri M C Ghia</td>
<td>Total</td>
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<td>300</td>
<td>Arpana R. Kamath (Seat No- 25)</td>
<td>E.T.T.I. Mumbai</td>
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<td>Shri Jayant S Dalal</td>
<td>Export Finance Banking and Exchange Control Regulation</td>
<td>I</td>
<td>250</td>
<td>Irani Meherzad Behruz (Seat No- 107)</td>
<td>E.T.T.I. Mumbai</td>
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<tr>
<td>Shri Vithaldas D Thackersey</td>
<td>Export Procedure and Documentation</td>
<td>I</td>
<td>250 (Shared equally between two students)</td>
<td>1. Tanisha S. Jajoo (Seat No- 143) 2. Divya Ravi Kadre (Seat No- 124)</td>
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<td>Shri G.P. Kapadia</td>
<td>Import Management</td>
<td>I</td>
<td>250</td>
<td>Giriraj Shyamsunder Periwal (Seat No- 09)</td>
<td>E.T.T.I. Mumbai</td>
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<td>Shri V.B. Haribhakti</td>
<td>Foreign Trade Policy</td>
<td>I</td>
<td>250</td>
<td>Sahil Gehi (Seat No- 118)</td>
<td>E.T.T.I. Mumbai</td>
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<tr>
<td>Shri Tanubhai D. Desai</td>
<td>Foreign Trade Logistics</td>
<td>I</td>
<td>250</td>
<td>Shambhavi Mandar Jadhav (Seat No. 173)</td>
<td>E.T.T.I. Mumbai</td>
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FOR BUSINESS
AFTER / DURING THE COURSE INSTITUTE ASSISTING FOR START YOUR OWN BUSINESS: - EXPORT, IMPORT, CHA, LOGISTICS, WAREHOUSE, CONSULTANCY FORUM ETC.

PLACEMENT
AFTER COMPLETING THE COURSE MULTIPLE OPPORTUNITIES FOR JOBS (AREAS ARE)


(For your information more than 26000 Companies Located in Mumbai, Navi Mumbai, Thane)

Placement

With sound knowledge of Export-Import, Job prospects are relatively excellent. challenging and gives scope for being global and arrange participate in world affairs.

Export Trade & Training Institute has a placement division to serve the successful participants in securing proper jobs in particular and arrange interviews towards the ends of Examinations.

More than thousands participants/ students got the job through our Institute (ETTI)

etc......
**Q.1** I am undergraduate, can I join this Advanced Certificate in Foreign Trade (export/import management) / Advanced Certificate in Shipping & Logistics course?

ANS. Yes, If you have passed 12th std. you can join this course, as per the eligibility requirements.

**Q.2** After taken admission, if I missed any lectures, can I attend same lectures in other batch / Branches?

Yes, any reasons (personal / official) you missed the lecture, you can attend the same lectures in other batches, not only attend missed lectures, after attending all the subjects, if you have doubts in one subject, you can repeat one subject (within one year after completing the course) without any cost, with prior approval from Institute.

**Q.3** What are the job opportunities in this field?

This is career oriented course, specifically for the export/import/Shipping/Logistics. There is always shortage of well trained people in this field. This course gives more in-depth knowledge in the area of Selecting products and selecting the overseas market, marketing methods, documentation, finance, insurance/Shipping as well as Logistics.

**Q.4** Do you provide any assistance/help in getting job in this field?

Yes we have Placement division, which offers you assistance/help in getting job in the field related to export/import/Shipping/Logistics or in export/import organizations, --Placement division.

Normally on clearing exam, you will be sent for practical training with proper stipend/salary to any export/import organization, possibly with reference to your educational/work experience background. Usually you are absorbed there in the same organization on regular basis as per the terms and conditions of the employer.

**Q.5** Is there any payment made during training period?

Normally, yes. But it is not mandatory. So far all the organizations have paid out of pocket expenses or reasonable salary to the participants. This varies from organization to organization.

**Q.6** What is salary offered after completion of training program?

It varies again from Rs.12,000/- to Rs. 18,000/-, depending upon your skill level and experience if any. We have participants who are paid over Rs. 22,000/- and Rs. 1,20,000/-

**Q.7** Do you assist us in preparing for interview?

You have to undergo a resume preparation and interview skills session. It is paid program.

**Q.8** I am working with an export company, do I get any benefit if I join this course?

There are always some amendments, changes in the policy, and lot of notifications. It is good for you to update your knowledge to perform better in your field. Our faculties are practicing consultants, or top notch executives in their fields and they are always prepared to help you to enhance your knowledge. Relative job prospects also improve.

**Q.9** What are the duration of courses?

It is 3 to 4 months on alternate day during week, and 7 to 8 months for Sundays only. Numbers of hours, syllabus remains same.

**Q.10** You have library facility?

Yes library is equipped with lots of books pertaining to export/import. Magazines, project reports are available for reference. You can make use of library during working hours on week days (10.30 a.m to 5.30 p.m) This service is available free of charge.

We also have photocopy facility. This service is on payment basis.

**Q.11** Who conducts Exams and who issues the Diploma certificate?

After completions the course. This exam is held twice in a year. Once in May/June and now December. Upon clearing this exam, IMC will award Advanced Certificate.

**Q.12** Do you provide study material?

Yes. It is our specialty. Our study material is designed, developed and updated by our faculty on regular basis. They are always updated as and when there is change in policy, amendments or, deletion takes place. This is to ensure you to get most updated knowledge. It is not for sale. It is for private circulation for our participants only. They are available before commencement of subject session.

**Q.13** For any reason if I am unable to attend particular lecture or I did not understand particular topic, is it possible for me to attend the same topic again at other venue?

Yes. You have to take the permission from the coordinator to attend particular lecture. You will be allowed subject to availability of seat in the class room.

**Q.14** Do we get clarifications/ information if we need during course?

Yes incase there is any difficulties or need clarifications you can directly talk to the faculty. Our faculties are dedicated and have interest in imparting knowledge to the students.

**Q.15** Which are the different venues where classes are held?

**Classes are conducted at:**

Dadar : Dr. Anthony D'silva High School, near Kabootar khana, Maruti temple, on west side of station. It is 3/5 minutes walk from Dadar station. Timing of classes are 10.00 am to 1.00p.m. Only on Sundays.

Churchgate : Jai Hind College, 2nd Floor, Opp. Churchgate Stations on the west side.

Timing : 6.30p.m to 8.30p. m (Mon, Wed & Friday’s)

Andheri (W) : Fidai Academy, Opp. BEST bus stand, S.V.Road.

Timing : 6.45 P.M to 8.45 P.M (Mon, Wed & Friday’s)

Thane (W) : M.H. High School, Opp. Kalyan Jewellers, Nr. Rly. Station, Thane (W)-400 602

Only Sunday - 10.00 am to 1.00 pm

**Q.16** Do you organize visits to export related organizations?

Yes. We do organize visits to J N P T, Nava Seva Port, Bombay port, ECGC. and some exporting organizations. Indian Institute of Packaging etc. Visits are paid. Cost depends upon prevailing expenses at the time of visits.

This visits are organized with the intention of making you aware of different varieties of containers, and how loading/unloading of goods take place.

**Q.17** Do you help us in preparing for final exam?

Yes, your preparation starts from the time you clear your internal tests. Over and above you are given question bank to complete as home assignment.

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**Frequently Asked Questions (FAQ)**

**Q.1 I am undergraduate, can I join this Advanced Certificate in Foreign Trade (export/import management) / Advanced Certificate in Shipping & Logistics course?**

ANS. Yes, If you have passed 12th std. you can join this course, as per the eligibility requirements.

**Q.2 After taken admission, if I missed any lectures, can I attend same lectures in other batch / Branches?**

Yes, any reasons (personal / official) you missed the lecture, you can attend the same lectures in other batches, not only attend missed lectures, after attending all the subjects, if you have doubts in one subject, you can repeat one subject (within one year after completing the course) without any cost, with prior approval from Institute.

**Q.3 What are the job opportunities in this field?**

This is career oriented course, specifically for the export/import/Shipping/Logistics. There is always shortage of well trained people in this field. This course gives more in-depth knowledge in the area of Selecting products and selecting the overseas market, marketing methods, documentation, finance, insurance/Shipping as well as Logistics.

**Q.4 Do you provide any assistance/help in getting job in this field?**

Yes we have Placement division, which offers you assistance/help in getting job in the field related to export/import/Shipping/Logistics or in export/import organizations, --Placement division.

Normally on clearing exam, you will be sent for practical training with proper stipend/salary to any export/import organization, possibly with reference to your educational/work experience background. Usually you are absorbed there in the same organization on regular basis as per the terms and conditions of the employer.

**Q.5 Is there any payment made during training period?**

Normally, yes. But it is not mandatory. So far all the organizations have paid out of pocket expenses or reasonable salary to the participants. This varies from organization to organization.

**Q.6 what is salary offered after completion of training program?**

It varies again from Rs.12,000/- to Rs. 18,000/-, depending upon your skill level and experience if any. We have participants who are paid over Rs. 22,000/- and Rs. 1,20,000/-

**Q.7 Do you assist us in preparing for interview?**

You have to undergo a resume preparation and interview skills session. It is paid program.

**Q.8 I am working with an export company, do I get any benefit if I join this course?**

There are always some amendments, changes in the policy, and lot of notifications. It is good for you to update your knowledge to perform better in your field. Our faculties are practicing consultants, or top notch executives in their fields and they are always prepared to help you to enhance your knowledge. Relative job prospects also improve.

**Q.9 What are the duration of courses?**

It is 3 to 4 months on alternate day during week, and 7 to 8 months for Sundays only. Numbers of hours, syllabus remains same.