

To,

The Principal

Sushila Shankarrao Gadhave Mahavidyalaya Khandala

Tal- Khandala Dist – Satara

Subject – Regarding starting a short term course.

Respected Madam,

As per recommendations of IQAC and short term course committee department of Economics has designed course on Import & Export management for the student. The course will develop business skills., help to improve their efficiency as it is carrier oriented course. Kindly accept the proposal of said course and grant permission to conduct the course from the academic year 2021-22.

Thanking You

Yours Truly



Khandala Vibhag Shikshan Samiti's, Khandala

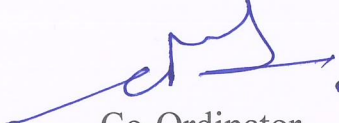
Sushila Shankarrao Gadhave Mahavidyalaya Khandala

Department of Economics

Certificate Course In Import and Export Management Report

2021-2022

'Certificate Course in Import and Export Management' course was started in the academic year 2021-22 through the department of economics under Sushila Shankarrao Gadhave Mahavidyalaya Khandala. The said course is of 3 months duration and 11 students were enrolled in the said course, in the current academic year. In this course 11 students appeared for the exam, and the result of this course was 100 %. For this course. After completion of the course all students were given a certificate.



Co-Ordinator

'Certificate Course in Import and Export Management'

Khandala Vibhag Shikshan Samiti's

**Sushila Shankarrao Gadhave Mahavidyalaya,
Khandala**

**Department of Economics
Short term Course -2021-22
Certificate Course in Import & Export Management**

Date :2/01/2022

The Board of The Studies Meeting

The Minutes of the Board of the studies meeting held on 04/01/2022

To make Planning of self-funded **Certificate Course in Import & Export Management** in the Department of Economics.

Present Members:

Mr. Mendhapure Pradip	Chairman
Ms.Sawant Sharmila	Member
Mr. Jabare Nitin	Member

Agenda:-

- It was decided that syllabus will include applied topics
- It has been unanimously decided that the said course should be of 30 clock hours duration. (Including 10 clock Hours theory & 20 clock hours hands on training)
- It was decided to conduct the concern practical of **Certificate Course in Import & Export Management** department of Economics.
- 500 rupees course fee was decided for each enrolled student. It has been decided that the last year B.A, B.Com II / III students should for the said course.
- Since there was no matter for discussion, the meeting ended with a vote thanks to they chair.

**Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya, Khandala**

Department of Economics


Short term Course

Certificate Course in Import & Export Management

Board of Study

Mr. Mendhapure Pradip	Chairman
Ms. Sawant Sharmila	Members
Mr. Jabare Nitin	Member


Co-ordinator


Principal

Certificate Course in Import & Export Management



Khandala vibhag shikshan samiti's

SUSHILA SHANKARRAO GADHAVE MAHAVIDYALAYA, KHANDALA
(Arts, Commerce, Science & B.C.A.) (Permanent Non Granted)

Tal.- Khandala, Dist.- Satara 412802 (M.S)

(AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR)

महाराष्ट्र शासन उच्च व तंत्र शिक्षण विभाग यांचे आदेश क्र.एनजीसी २००७/(१८९/०७)/माशि-३

मंत्रालय विस्तार भवन, मुंबई-३२ दिनांक २ जुलै २००७ नुसार मान्यता

Ph.(02169) 252112, 252101 Fax-(02169) 252101 email : rmkhandala@yahoo.in

समश-२०२१-२२

०२/०८/२०२१

To,

Mr. Jabare Nitin

Department of Economics

Sanghavi Keshari College , Chinchwad

Tal. Haveli , Dist- Pune.

Subject :- Meeting of board of studies in **Import & Export Management**.

Dear Sir,

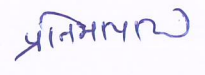
The meeting of board of studies in **Import & Export Management** will be arranged on **04/01/2022** at 11 am in the department of Economics. The agenda of the meeting is the follows.

- Discuss about the syllabus.
- Discuss about the Question paper.
- Discuss about the theory exam and practical exam.
- Discuss about the result and certificate

Kindly attend the meeting and cooperate.

Thanking You.


Co-ordinator


Principal

Certificate Course in Import & Export Management



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६/११/२०२१-२२

२५/११/२०२१

To,

Mr. Mendhapure Pradip

Head Department of Economics

Sushila Shankarrao Gadhave Mahavidyalaya Khandala,

Tal. Khandala, Dist. Satara.

Subject :- Meeting of board of studies in **Import & Export Management**.

Dear Sir,

The meeting of board of studies in **Import & Export Management** will be arranged on
2/10 /2021 at 11am in the department of Economics.The agenda of the meeting is the
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- Discuss about the syllabus.
- Discuss about the Question paper.
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सुमन २०२१-२२

२१/१२/२०२१

To,

Ms. Sawant Sharmila

Department of Economics

Sushila Shankarrao Gadhave Mahavidyalaya Khandala,

Tal. Khandala, Dist. Satara.

Subject :- Meeting of board of studies in **Import & Export Management**.

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Certificate Course in Import & Export Management



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समजा २०२१-२२

१६/१२/२०२१

To,

Mr. Jabare Nitin

Department of Economics

Sanghavi Keshari College , Chinchwsad

Tal. Haveli , Dist- Pune.

Subject: Member of Board of Studies in Import & Export Management.

Dear Sir,

Department of Economics our college is organize a short term course entitled, Certificate course in Import & Export Management from the year 2021-22. In order to construct the curriculum for this course, we have formed a Board of Studies (BOS).

We are pleased to inform you that you are appointed as a member of Board of Studies (BOS) of the said course. The BOS meets 3 years. We are sure that your contribution and experience will enhance the quality of higher education.

Awaiting your acceptance.

With warm regards.



Khandala vibhag shikshan samiti's

SUSHILA SHANKARRAO GADHAVE MAHAVIDYALAYA, KHANDALA
(Arts, Commerce, Science & B.C.A.) (Permanent Non Granted)

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१५/११/२०२१-२२

16/12/2021

To,

Ms. Sawant Sharmila

Department of Economics

Sushila Shankarrao Gadhave Mahavidyalaya Khandala,

Tal. Khandala, Dist. Satara.

Subject: Member of Board of Studies in Import & Export Management.

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Khandala vibhag shikshan samiti's



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समजा- २०२१-२२

16/12/2021

Mr. Mendhapure Pradip

Head Department of Economics

Sushila Shankarrao Gadhave Mahavidyalaya Khandala,

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Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya, Khandala
Department of Economics
Short term Course
Certificate Course in Import & Export Management
SYLLABUS

Course includes theory and practical. More weightage is given to practical.

Note: Figures at the right side shows no. of periods per unit

• **Theory**

Unit I: Introduction to Import & Export Management(10)

- Basic information on export and import
- Types of exporter and importer
- Export and import cycle
- Basic documentation and company setup
- International commercial terms

Unit II: Product and market selection(5)

- Harmonized system code (H S code)
- Selection of target country
- Identifying potentiality of target market.
- Government benefit and calculation of custom duties
- Exim finance(post & pre-shipment)
- Role of Exim bank
- Packaging and labeling

Unit III: International Buyer Finding(5)

- Offline and online buyer finding
- Communication format with buyer
- How to approach embassy and how they help us

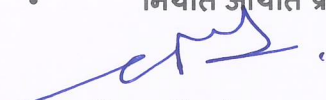
Unit IV: Payment Term and Documentation

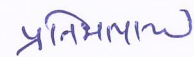
- Which is the safest mode of payment
- Port registration documentation
- CHA & freight forwarder role and responsibility
- Government bodies involved

Reference Books:

Export - Import procedure and documentation

- **निर्यात आयात प्रक्रिया और प्रलेखिकरण**


Co-ordinator




Principal

Certificate Course in Import & Export Management

Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya, Khandala
Department of Economics
Short term Course
Certificate Course in Import & Export Management
Assessment and Evaluation

- Theory
- Write the Broad Answer (50)
- visit (50)


Co-ordinator


Principal

Certificate Course in Import & Export Management

Khandala Vibhag Shikshan Samiti's
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Department of Economics
Short term Course – 2021-22
Certificate Course in Import & Export Management
Question Paper

Write the Broad Question (50)

Que – 1 Basic information on export and import (10)

Que – 2 Role of Exim bank (10)

Que – 3 Export and import cycle (10)

Que – 4 Explain the Government benefit (10)

Que – 5 Which is the safest mode of payment (10)

Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya, Khandala
Department of Economics
Short term Course
Certificate Course in Import & Export Management

Aim:

- To prepare students knowledge of Import & Export business.
- To give the opportunity for trainees to learn about export import procedurs.

Objectives:

- Developing analytical skills for identifying export import opportunities.
- Developing and understanding towards export import procedures and importing knowledge in the area of logistics.

Outcomes:

After successfully completing this course, students will,

- Understand the power of import export business.
- Evaluate the quality of import export management.


Duration: 2 months (Daily 1 hr.), (40 Hours)

No. of Students per batch: 18

No. of batches: 01

Eligibility: - 10 +2 or its equivalent exam. Course is open for students of all faculties.


Co-ordinator


Principal

Certificate Course in Import & Export Managemen

Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhve Mahavidyalaya, Khandala
Department of Economics
Short term Course – 2021-22
Certificate Course in Import & Export Management
Time Table

Dates	Teacher name	Lecture	Practical
05/01/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
06/01/2022	Ms.Sawant Sharmila	03.00-04.00pm	
07/01/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
12/01/2022	Mr. Jabare Nitin	03.00-04.00pm	
13/01/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
19/01/2022	Ms. Sawant Sharmila	03.00-04.00pm	
20/01/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
21/01/2022	Ms.Sawant Sharmila	03.00-04.00pm	
27/01/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
28/01/2022	Mr. Jabare Nitin		03.00-04.00pm
03/02/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
04/02/2022	Ms. Sawant Sharmila	03.00-04.00pm	
05/02/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
10/02/2022	Ms.Sawant Sharmila	03.00-04.00pm	
11/02/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
12/02/2022	Ms. Sawant Sharmila	03.00-04.00pm	
17/02/2022	Mr. Jabare Nitin	03.00-04.00pm	
18/02/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
24/02/2022	Ms. Sawant Sharmila	03.00-04.00pm	
25/02/2022	Mr. Jabare Nitin	03.00-04.00pm	03.00-04.00pm
03/03/2022	Mr. Mendhapure Pradip	03.00-04.00pm	
04/03/2022	Mr. Jabare Nitin	03.00-	

		04.00pm	
05/03/2022	Ms. Sawant Sharmila	03.00- 04.00pm	
10/03/2022	Mr. Mendhapure Pradip	03.00- 04.00pm	
11/03/2022	Ms. Sawant Sharmila	03.00- 04.00pm	
12/03/2022	Mr. Mendhapure Pradip	03.00- 04.00pm	
19/03/2022	Ms. Sawant Sharmila	03.00- 04.00pm	
24/03/2022	Ms. Sawant Sharmila	03.00- 04.00pm	
25/03/2022	Mr. Mendhapure Pradip	03.00- 04.00pm	
26/03/2022	Mr. Jabare Nitin		03.00- 04.00pm



Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya, Khandala
Department of Economics
Short term Course – 2021-22
Certificate Course in Import & Export Management
Result

Sr. No.	Student name	Theory 50	visit Project 50	Total 100	Grade
1	Sanawane Nisha P.	35	40	75	A+
2	Pathan Heena R.	40	40	80	O
3	Shinde Vaasha V.	35	40	75	A+
4	Dhamal Saurabh V.	36	40	76	A+
5	Kachare Chandrabhaga.	30	40	70	A+
6	Dhamal Bhakti.	30	40	70	A+
7	Alim Nafika A	40	40	80	O
8	Jadhav Vinay .	40	40	80	O
9	Pawar Sayali R.	35	40	75	A+
10	Bhosale Bhakti S	34	40	74	A+
11	Bhosale Vinith N.	35	40	75	A+



Khandala vibhag shikshan samiti's

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समस्त २०२१-२२

२७/३/२०२२

Attendance certificate

This is to certify that Mr. Jabare Nitin department of economics **Sanghavi Keshari College**, Chinchwad Pune.

attended the meeting of board of studies in Certificate course in Import & Export management held on

27/03/2022 at Sushila Shankarrao Gadhave Mahavidyalaya khandala, Dist. Satara.

Co-ordinator

Principal

Certificate Course in Import & Export Managemen