

NATIONAL INSTITUTE OF FOREIGN TRADE



SYLLABUS



NATIONAL INSTITUTE OF FOREIGN TRADE

Recognised by IMC Chamber of Commerce and Industry

**209.2nd Floor, Pearl Centre, Above Vidyalankar Classes,
Senapati Bapat Marg, Dadar (West), Mumbai.**

CELL NO: 74 00 11 22 77 / 84 33 66 33 44

Website: www.niftindia.in Email: niftcourses@gmail.com

NATIONAL INSTITUTE OF FOREIGN TRADE

NEW BATCH COMMENCING FROM PART-TIME & CORRESPONDENCE COURSES

ADVANCED CERTIFICATE IN INTERNATIONAL TRADE (EXPORT-IMPORT, LOGISTICS AND SUPPLY CHAIN)

(Recognised by IMC Chamber of Commerce and Industry)

NEW BATCH STARTING FROM : / / (Sunday's Only)
DURATION : SIX MONTHS
TIME : 10.00 A.M. TO 1.00 P.M.
VENUE : CBSE High School, Near Dadar Railway Station, Dadar (West),
 Mumbai-400 028.
COURSE FEE Rs. : Reg. & Exam Fee Rs. (at the time of Examination)

NEW BATCH STARTING FROM : / / (Mon, Wed & Friday's Only)
DURATION : THREE MONTHS
TIME : 6.30 P.M. TO 8.30 P.M.
VENUE : Indian Merchant's Chamber, IMC, Marg, Churchgate,
 Mumbai-400 020.
COURSE FEE Rs. : Reg. & Exam Fee Rs. (at the time of Examination)

NEW BATCH STARTING FROM : / / (Mon, Wed & Friday's Only)
DURATION : THREE MONTHS
TIME : 7.00 P.M. TO 9.00 P.M.
VENUE : C.D. Barfiwala Lane, Juhu Gali, Near Andheri Station
 Andheri (W), Mumbai-400 058.
COURSE FEE Rs. : Reg. & Exam Fee Rs. (at the time of Examination)

SHORT-TERM CERTIFICATE COURSES

CUSTOMS CLEARANCE & FREIGHT FORWARDING	INTERNATIONAL MARKETING
GOODS AND SERVICE TAX (GST)	INTERNATIONAL TRADE TRANSPORT LOGISTICS
BUSINESS ANALYTICS	GLOBAL ANALYTICS

Please Note : Course Fee, Registration & Exam Fee subject to change without notice. GST may be changed, applicable as and when applied. (Fee Non Transferable / Non Refundable at any circumstances)

100% PLACEMENT ASSISTANCE

FOR MORE DETAILS AND ADMISSION PLEASE CONTACT :

NATIONAL INSTITUTE OF FOREIGN TRADE

CONTACT No.: 74 00 11 22 77 / 84 33 66 33 44 • **E-mail :** niftcourse@gmail.com • www.niftindia.in

N.B.: CHEQUE / D.D. / NEFT ONLINE SHOULD BE PAID IN FAVOUR OF

"NATIONAL INSTITUTE OF FOREIGN TRADE" ONLY

NATIONAL INSTITUTE OF FOREIGN TRADE

Knowledge leads to be hapiness *विद्याददातिविनयं*

*विद्याददातिविनयंविनयाद्यातिपात्रताम् ।
पात्रत्वाद्धनमाप्नोतिधनाद्धर्मततःसुखम् ॥*

Knowlege gives discipline, which in turn gives worthiness, which leads to wealth generation, consequently to good deeds and joy.

Finding and Educational Institute is not a big deal, but the million dollar question is to select best one amongst so many, that can provide complete and quality knowlege and train a person for future changes taking place in the field of foreign trade.

There is always shortage of well-trained people in the field of Foreign Trade. This carrer oriented course giv es more in depth knowledge in the area of selecting products and selecting the overseas market, marketing methods, documentation, finance, insurance, shipping, importing goods from other countries and foreigh exchange regulations for Exports and Imports.

Please think once about your future !

About Us

We take pleasure in introducing ourselves as well established Institute on foreign Trade, laying emphasis on Export import documentation, Logistics and Supply Chain management, Customs Clearance and International Marketing.

In the present scenario there are better business opportunities and good job offers for trained people in the field of International Trade. These opportunities otherwise are not available to untrained people due to lack of knowledge and awareness.

Foreign Trade is marketing on a global level. Post liberalization India is adjudged to be amongst the potential market in the global trade. This has initiated Govt. to make necessary changes in the policy opening new doors for international trends. Global trade has necessitated national markets to follow international trends. Also with amendments in the budget annually there are changes in the Foreign Trade policy making it essential for potential global markets to stay abreast with the latest changes taking place in the field of Foreign Trade.

National Institute of Foreign Trade (NIFT) is well equipped in imparting necessary inputs as stated above on International Trade to those who are interested to become successful Exporters and Importers. National Institute of Foreign Trade is guide to aspirants who want to be successful in their career in Foreign Trade.

National Institute of Foreign Trade (NIFT), is a reputed Institute (**Recognized by IMC Chamber of Commerce and Industry**), The IMC Chamber of Commerce and Industry, popularly known as The IMC, is a well-established premier organization which has relentlessly pursued the agenda of identifying opportunities, addressing critical issues and driving Indian businesses with the single minded focus of sustainable growth. IMC was set up 1907, in the wake of the 'Swadeshi Movement' to represent Indian business. IMC is a premier Chamber of trade, commerce and industry in India.

Do you know?

How to start Export Business? How to get Export Orders? What are the risks involved in Export Business? How to overcome negative thinking in Exports Business? How to send samples? How to prepare Export Documents? How to get certificate of origin? How does letter of credit work? What are the terms of Payment in Export Import Trade? Terms of Delivery in International Business? How to settle dispute in Exports and Imports? How to clear the Documents / Goods from Customs House? What are the Job opportunities in Export – Imports, Shipping – Logistics companies?

EXPORT - WHY? WHAT? WHERE? & HOW?

Why Export?

Exports as also the Imports are essential for the economic development of the country. Whereas exports help country to earn valuable foreign exchange. Earning foreign exchange in turn help us to meet our import requirement mainly Crude, Drawing designs Technology and also to take care of our foreign currency borrowings. All the countries do not have all the resources and skills required to produce certain goods and services. Therefore countries have to depend on one other for meeting their requirements for products and services.

What is the benefit of import and export?

Both **import and export** bring jobs to the local economy. The **benefits of import** include giving developing nations a chance to boost their economy, producing higher quality products, and increasing revenue by introducing a new product to a locale.

Governments encourage exports. Exports increase jobs, bring in higher wages, and raise the standard of living for residents. As such, people become happier and more likely to support their national leaders. **Exports also** increase the foreign exchange reserves held in the nation's central bank.

What is Export

Exports are the goods and services produced in one country and purchased by residents of another country. **Exports** are one component of international trade. The other being imports.

There is not a single unique product which can be suggested to export from India. In last few years, around many commodities were exported and fetched foreign currency for India. You can export any things i.e. Oil, Gems, precious metals, coins, Vehicles, Machines, engines, pumps, Organic chemicals, Pharmaceuticals, Cereals, Iron, steel, agricultural products, handicraft to name few and services etc.

Where to Export?

One can select the market based on products and can export anywhere in the world.

You can export to China, United States, UAE, Switzerland, Germany, Hong Kong, Indonesia, South Korea, Malaysia, Singapore, Nigeria, Belgium, Qatar, Japan, Iraq, Kuwait, U.K., Iran, Australia, Venezuela, South Africa and all over the world.

How to Export?

Please Contact, National Institute of Foreign Trade,
Cell: 74 00 11 22 77 / 84 33 66 33 44. OR www.niftindia.in OR
Email: niftcourses@gmail.com

Import – Why? & How?

Why do we need to import?

There would be several reasons that a country decides to import a product that is not being produced locally. All countries need to import some goods and services to satisfy domestic needs or wants which can be produced more inexpensively or efficiently by other countries, and therefore sold at lower prices.

Why is importing important?

Imports are **important** for the development and growth of national economies because not all countries have the resources and skills required to produce certain goods and services. Yet no country today, including the United States, can be totally self-sufficient without suffering a high cost. All countries therefore need to import at least some goods and services for the following reasons:

Goods or services that are either

(a.) Essential to economic well-being

(b.) Highly attractive to consumers but are not available in the domestic market

How to Import?

Please Contact, **National Institute of Foreign Trade,**

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Email: niftcourses@gmail.com

What are the preliminaries to start an export business?

To start export business, the following steps may be followed:

- ❖ Setting up of an appropriate business organization and naming the business
- ❖ Deciding on the LOGOS, Email ID, fax nos. etc.
- ❖ Opening a Current account with a bank
- ❖ Choosing appropriate mode of Operations
- ❖ Selecting/Identifying the product, check with FTP about its exportability
- ❖ Collecting the Samples and arranging them properly, Labeling and cataloguing
- ❖ Applying for PAN with IT authorities
- ❖ Registration with local authorities (e.g. Mumbai shops and Establishment Act)
- ❖ Obtaining IEC by applying to them local office of DGFT
- ❖ Getting registration with the concerned EPO as RCMC
- ❖ Making effective Business correspondence
- ❖ Selecting the overseas market
- ❖ Selecting prospective Overseas Buyer.
- ❖ Selecting channels of distribution
- ❖ Negotiations with the prospective Foreign Buyer
- ❖ Scrutiny and processing of an Export Order
- ❖ Entering into a formal Export contract

Courses in Exports & Imports conducted by NIFT

Recognizing the need for professionals by the Trade & Industry in Exports & Imports, NIFT conducts following courses :

- (1) Advance Certificate in International Trade
- (2) Certificate course in GST .
- (3) Certificate course in Customs Clearance & Freight Forwarding .
- (4) Certificate course in International Marketing .
- (5) Certificate course in International Trade Logistics.

Unique Features:

- ❖ Contemporary and latest Curriculum .
- ❖ Specially designed Comprehensive Study Materials (updated time to time by our Faculties)

- ❖ Emphasis on Case Studies Approach.
- ❖ Faculty for Students to receive clarification / Advice even after completion of Course.
- ❖ Continuous Learning Process, Student can repeat One Subject, if required after completion of Course for updations.
- ❖ Industrial Visits (During The Course)
- ❖ Jawaharlal Nehru Port Trust (JNPT), Export Credit Guarantee Corporation (ECGC), EXIM Bank, Indian Institute of Packaging etc. (Industrial visits are subject to getting permission from concern department)
- ❖ Comfortable Environment in Lecture Room.
- ❖ Convenient Centers for Lecture.
- ❖ Suitable timing for lectures.
- ❖ 100% Placement Assistance.
- ❖ The Classrooms are well equipped with LCD , Projector, Screen, Writing Board and excellent seating arrangement.

Examination and Centers:

For Advanced Certificate courses, Exams are conducted by IMC Chamber of Commerce & Industry, after passing Mark-Sheet Certificate issued by IMC Chamber of Commerce and Industry. Every candidate desirous of registering for the IMC course will have to register by paying a Registration fee of Rs. 2,000/- plus Examination Fees of Rs. 3,000/- to IMC. (Govt. taxes would be payable as applicable) at the time of Examination.

After completing of the Course, course completion certificate will be awarded by Institute (NIFT), based on your 75% attendance.

For Certificate courses Certificate issued by “National Institute of Foreign Trade” (NIFT) after completing the course, evaluation of Assignment.

Examination Centers at Mumbai.

Eligibility: Minimum HSC.

Faculties:

All are the visiting faculties are experts in their own field having rich experience of working in the corporate sector in the field of Export, Import, Shipping, Logistics, Banks, ECGC etc. they have over 25years experience in related fields.

Venues: Churchgate –West, (IMC), Dadar (West) & Andheri (West).

Placement:

In the present scenario there are better business opportunities and good job offers for trained people in the field of International Trade (Export – Import).

National Institute of Foreign Trade is committed to assist for getting the Job and starting to Export Import Business for long life.

Opportunities are after completing the Course:

Job Opportunities	Business Opportunities
After completing the course you can work with any of companies (National, Multinational, Partnerships, Proprietary firm, Export Houses, Export Promotion Councils etc), NIFT Provide 100% Placement Assistance. Opportunities to work in ie (Name of Companies)	The Institute (NIFT), beside conducting Various courses , also specializes in providing consultancy services on Export, Import matters such as availment of Export benefits including Customs, GST, MIES, Foreign Exchange Rules & Regulations, Foreign Trade Policy etc During / after completing the Course Institute (NIFT) is providing FREE assistance for our Student.

Following Courses are Available for those who are interested in perusing career in foreign Trade (Export-Import) , Shipping, Logistics, better employment opportunities etc or want to start Export-Import Business.

Advanced Certificate in International Trade (Recognized by IMC Chamber of Commerce & Industry)

Introduction :

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.

In the present scenario there are better business opportunities and good job offers for trained people in the field of International Trade (Export – Import). These opportunities otherwise are not available to untrained people due to lack of knowledge and awareness.

SYLLABUS :

Paper I. INTERNATIONAL MARKETING & ORGANIZATIONAL BEHAVIOR.

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 Exports: Factors affecting world trade World Trade Organization (WTO), UNCTAD and ICC Regional Economic Groupings- EU, LAFTA, NAFTA, SAFTA, SAARC. ASEAN, etc.

Basic Principles of International Marketing: Market segmentation, Targeting positioning, Brand Image. Identifying foreign markets.Sources of Information and importance of data.Overseas marketing research.Promotion of products in global markets.Product planning and Channels of distribution.

Organizational Behavior 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 2020).
- 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.
- Discrepant documents.
- 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:

- 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 of Export and Import.
Understanding an Export Transaction.
Preliminaries of starting Export Import Business.

EXCHANGE RATE MECHANISM:

Role of banks in Foreign Trade Transaction.
Basic Concepts.
Outward and Inward remittances in Foreign Exchange.

Buying and Selling of Foreign Exchange.
Different types of foreign currency rates.
NOSTRO, VOSTRO and LORO accounts.

**PROCEDURE FOR STARTING FOREIGN TRADE ACTIVITY:
(Export-Import Business)**

Setting of an Export – Import organisation.
Categories and types of Exports.
Online procedure for obtaining IEC and RCMC.
Identifying and sourcing of the Buyers in the international market.
Negotiation with the foreign prospective foreign Buyer .
Forex/FTP policy provision regarding samples and Gifts.
Export Order, its scrutiny, processing and execution.
Payment Terms.
Various methods of settlement of export/ Import transaction,.
Documents on collection and Letter of Credit, including understand of UCPDC.

DOCUMENTATION:

Complete export documents, including principal, auxiliary and regulatory documents.
Importance of various export documents.
Export Documents and GST.

CUSTOMS CLEARANCE OF CARGO MEANT FOR EXPORTS:

Online procedure for filing shipping bill and export declaration.
Role of customs house agents.

Paper IV. IMPORT MANAGEMENT

- ❖ **Definition:** Need for Imports. Definition and meaning of Imports. How to read Import Export Policy and Procedures.
- ❖ **Procedures 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, . Filing 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. Import of Samples/Gifts. Imports for personal use & Baggage rules. Imports through post and courier.
- ❖ **GST :** Main provisions for Imports/Exports.
- ❖ Duty Exemption/ Remission schemes .

Paper V. FOREIGN TRADE POLICY

Preamble 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 shipments. 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 logistic 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 custom procedure (logistics). Documentation (logistics). INCOTERM 2020, Selection of INCOTERM. Application of information technology in logistics.

B. **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.

FAQ:

Q. Hello, I am from other city, I am not staying in Mumbai, I am planning to start Export-Import Business, and can I come to Mumbai and complete the course within 15 to 20 days?

Ans. Yes, please contact National Institute of Foreign Trade (NIFT). Institute arranges specialized batches with product specializations (full time) for those who want to start Export-Import Business

Q. I am a college student. can I join your Diploma Courses and complete both simultaneously, ie Diploma Course form your Institute and Graduation from College?

Ans. Yes, you can do both courses simultaneously. After graduation you will get the job or you can start Export-Import Business.

Q. Whether Institute (National Institute of Foreign Trade) assists in setting up the Export – Import Business after completing the Course?

Ans. Yes,

Q. I am working in an export company, whether Institute is providing placement assistance during the course.

Ans. Yes, normally Institute assisting after passing, but you have experience , institute will assist during the course.

Q. What are job opportunities after completing the Course?

This one is a career oriented course especially in the field of Foreign Trade, Shipping and Logistics. After completing the course vast job and or business opportunities are available for an individual.

Q. National Institute of Foreign Trade Providing Study Materials?

Yes .Our study material is designed, developed and periodically updated by the learned faculty on regular basis. Whenever any amendments, notifications changes are brought in by the regulatory authorities, these are updated so that the trainees gets the latest update.

Q. if I missed any lectures / subjects or I did not understand particular topics, can I attend same topics in other batches?

Ans. Yes, any reasons (personal / official) you missed the lecture, you can attend the same lectures in other batches / venues, not only attend the missed lectures, after attending all the subjects / lectures, 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.

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BUSINESS ANALIYICS	GLOBAL ANAYLYTICS

Venue are:		
IMC Chamber of Commerce and Industry , (Indian Merchant `s Chamber), IMC Marg, Churchgate, Mumbai 400 020.	CBSE School, Chhabildas Road, Opposite Wanmali Hall, Dadar West, Mumbai-400028.	CD Barfiwala Road, Juhu Lane, Yadav Nagar, Near Railway Station., Andheri West, Mumbai – 400058.

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