



IGDTUW-Anveshan Foundation

IGDTUW Campus

Kashmere Gate, Delhi-110006

<http://www.anveshanfoundation.org>

40 Hours Online Certificate Course on

‘Export Procedure and Documentation’

1. Introduction:

Indira Gandhi Delhi Technical University for Women (IGDTUW) has promoted and incorporated a separate Section 8 Company under the Company’s Act 2013 to propagate entrepreneurial culture and ecosystem specially among women. All kind of facilitation in four phases of complete incubation and venture development cycle i.e., i) Pre-incubation (Pre-revenue), ii) Incubation (revenue), iii) Acceleration and iv) Post-incubation are provided by IGDTUW-Anveshan Foundation. IGDTUW-Anveshan Foundation is funded by the Directorate of Training & Technical Education (DTTE), Government of NCT of Delhi and the Department of Science and Technology (DST), Government of India.

IGDTUW Anveshan Foundation launches a unique kind of online Course on ‘Export Procedure and Documentation’ to provide entrepreneurial knowledge in the domain of international trade. This course will be useful to the college/ university students and budding entrepreneurs. This Course examines all the necessary part under International Business Management.

2. Course Objectives:

- To educate and train budding entrepreneurs regarding international trade and management.
- To create/ pivot new export-oriented enterprises, capturing new markets, new technologies and processes.
- To foster export procedure and gain knowledge of international logistics
- To make participants understand the International Entrepreneurial Ecosystem and explaining them the keys for business success.

3. Who Should Attend | Eligibility:

- Anyone active in the entrepreneurial ecosystem/ student/ aspiring entrepreneur/ promoter of a start-up/ professionals

4. Course Fee:

- Rs. 1600/- (Rs. One Thousand Six Hundred Only)

5. Course Outcomes:

After completion of the Course, the participants would be able to:

- Understand critically the requirement of international market.
- Develop complete knowledge of export procedure and documentation.
- Feel confident in international trade and business.
- Government of India facilities in international business and export promotion.

6. Pedagogy

The teaching pedagogy, assignments and project guidance will be a blend of teaching, learning techniques and heuristic experience including the followings.

Course	Major Heads	Duration	Pedagogy
40 Hours Online Course on 'Export Procedure & Documentation'	Online Sessions (36 hours)	Two to Three Months	Online lectures, Case Studies, Group Work and Interactive discussions.
	Assignments (04 hours)	Along with online sessions	Assignments are to be given and submitted online

7. Evaluation Scheme

After successfully completing the Course individual's performance will be evaluated. Evaluation will be based upon three parameters as mentioned below.

Parameters	Mode	Maximum Marks
1. Written Examination	Online	60
2. Assignments (03) – Two quizzes of 10 marks each and one pitch-deck submission of 20 marks.	Online	40
Total		100
Minimum Passing Marks		45

8. Certification

Upon successful completion of the Course, participants will be awarded a Certificate of attending the Three Months Course on 'Export Procedure and Documentation' by 'IGDTUW Anveshan Foundation'.

Certificates will be distributed in a felicitation ceremony online/ offline at Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi.

9. Contents and Course Plan

Session Number	Contents
1-2	Overview of Foreign Trade Policy 2023-24
3-5	Procedure to get IEC Registration, RCMC - DGFT & Role of Export Promotion Councils.
6-8	Role of International Economic Institutions (such as, WTO, ICC, Trade Block-SAARC, EU, G-20)
9-10	Parameters to locate foreign countries
11-14	How to send free samples. Proforma Invoice, Inco -terms 2020 (FOB, CIF, DDP) Role of CHA
Assignment 1 (Quiz)	
15-17	Modes of payment in foreign trade. Advance, DA, DP
17-19	Payment under letter of credit under UCPDC 600.
20-21	Basic requirements of banks for export finance and FEMA Act
22	Payment Insurance by ECGC.
23-24	Role of packing and packaging in export.
Assignment 2 (Quiz)	
25-28	Lean costing, profit and sale price.
28-32	Export Documentation: Invoice, Packing List, S.B.
33-34	Preparing documents under L/C order (Exercise)
35-36	Role of Internet in Export Promotion. Website, SEO.
37-40	How to find Buyer, Trade fair participation, Role of Buying Houses/agents
End-Term Examination	

10. Key Resource Persons

Resource Persons for conducting the Course would be

- i) Staff Members of IGDTUW Anveshan Foundation, a business incubation centre of Indira Gandhi Delhi Technical University for Women and,
- ii) Mentors and Consultants associated and empanelled with IGDTUW Anveshan Foundation.

11. Important Dates

Last date to apply:	26 th August, 2023 (Saturday)
Course Starting Date:	28 th August, 2023 (Monday)
Assignment 1 - 3 Submission Date:	to be notified to registered participants
Written Examination Date:	Last Week of November / First Week of December
Result Declaration Date:	By end of December

Registered Participants will get notification/ information before and during the course via email/ WhatsApp group.

12. Link to Register

<https://forms.gle/xweX6PjDJVaJFKaL6>



(SCAN TO REGISTER)

13. Bank's Details for Fee Payment

S.N.	Particulars	Details
1	Name & Address of the Beneficiary	IGDTUW Anveshan Foundation
2	Account Number of the Beneficiary	09001000021199
3.	Name & Address of the Bank Branch	Punjab & Sind Bank GGSSIP University, Kashmere Gate Delhi - 110006
4	Fee (Amount to be transferred)	Rs. 1600/-
5	IFSC Code	PSIB0001098

Any queries could be emailed at anveshan@igdtuw.ac.in