

PROSPECTUS



DIPLOMA IN CENTRAL EXCISE AND CUSTOMS

iiemTM
e-mail: info@iiem.com

www.iiem.com

ABOUT THE COURSE

Indian Institute of Export Management (IIEM) offers a Diploma program in Central Excise and Customs, which helps develop skills in trade management. The students are exposed to a thorough study of the various departments of Central Excise & Customs. Equal importance is given to both the subjects. Further subjects of Interest like Baggage rules, Import of cars etc are covered. Useful enclosures like Prescribed forms, Maintenance of Books of Accounts & Records etc. are also included.

The Institute follows an open book examination model whereby the Student can refer his curriculum books as well as other resources to provide suitable answers. However, the questions shall be framed in such a way that answering them will need proper understanding of the subject and relevant laws and procedures.

COURSE DELIVERY

Course Duration : 4 Months

Course Mode : 1. Offline Mode: • You will be sent Printed material of books to your address.

- After 3 months you will be sent an Examination paper which should be answered and sent back within 2 weeks.

or

2. Online Mode : • You will be sent Printed material of books to your address

(Coming Soon)

- You will also be assigned an Online Account with Login id and password
- You can also download the course material from your online account
- After 3 months you will be sent an Examination paper which should be answered and sent back within 2 weeks.

COURSE SUBJECTS

There are **TWO COMPULSORY** papers in the course, one for Customs and one for Central Excise

Subject Name	Subject Type	Credits
A. Customs Book 1 : Laws and Procedures Book 2 : Baggage Rules Book 3 : Book of Forms Book 4 : FERA and FEMA	Compulsory	100 Marks
B. Central Excise Book 1 : Laws and Procedures - I Book 2 : Laws and Procedures - II Book 3 : Book of Forms	Compulsory	100 Marks

QUALIFICATION REQUIRED

Qualification Required: Minimum 10+2 / Equivalent

STUDY MATERIAL

The detailed syllabus for the course is subsequently listed in the prospectus. This syllabus has been designed with the help of highly qualified and competent faculty members and consultants with vast experience in this field. All subjects required to provide comprehensive knowledge about all aspects of exports are covered in this course.

Moreover, the course material is written in very simple language, is easy to understand and explains the subject both conceptually and in terms of actual practice.

DESPATCH OF STUDY MATERIAL

Printed study material prepared by the Institute will be made available to the students. The study material will be despatched to the students in 2 sets. The first set will be despatched on receipt of filled application form and fee. The second set will be despatched after an interval of 1 month. All material including Certificates and Mark sheets will be despatched by Courier / Registered Post / Express Parcel Service depending on student's location. Rarely, due to postal mishaps, it may so happen that a parcel may not reach the student in time. Any such delay in receipt of the study materials is to be informed to the Institute, whereon a duplicate set will be despatched.

FACULTY SUPPORT

The study material is presented in simple language with utmost clarity and is self-explanatory. In case a student requires clarifications on any aspect, they should write / e-mail to the Institute at the earliest. For any other clarifications, doubts or administrative problems regarding the conduct of the course, students can write to

**The Director,
Indian Institute of Export Management,
P.B. No. 7531, # 1953, First Floor, 9th Cross, 4th Main,
New Thippasandra, Bangalore - 560 075**

Students may also ask queries via email through : ask@iiem.com

CERTIFICATION

Students who successfully complete the prescribed course shall be issued a Certificate of ' **DIPLOMA IN CENTRAL EXCISE AND CUSTOMS** ' .

HOW TO APPLY

1. Online Application (Payment gateway)

- Apply for course via www.iiem.com
- Fill up Online Application and pay fees via debit card/credit card or netbanking

2. Online Application (NEFT Transfer)

- Fill up and submit Online Application form with relevant Transaction details
- Transfer fees for the course via NEFT or Direct Bank Transfer

Contact our email id: info@iiem.com for Online Application form & Transaction Details

3. Offline Application

Candidates must send in the following documents via post/courier

- Application Form for the course (Provided in this Prospectus)
- Demand Draft drawn for Fees amount , payable in Bangalore

FEE STRUCTURE

Students may choose to pay the fees as a **LUMP SUM** amount or in **THREE INSTALLMENTS**

Payment Type	Students in India (Distance Education Mode)	Foreign Students (Distance Education Mode)
Lumpsum	Rs 4100	US\$ 110
Installments		
1 st Installment :	Rs 2150	US\$ 60
2 nd Installment: :	Rs 1200	US\$ 30
3 rd Installment :	Rs 1200	US\$ 30
	(Total Rs 4550)	(Total US\$ 120)

EXAMINATIONS

Examination question papers will be sent to students on completion of the course. The answer sheets have to be returned to the institute for valuation within fourteen days of receipt of the question papers. Any student who fails in an examination can rewrite the exams on payment of Rs.100/- or US\$ 5 per paper. However, students who pass the exam will not be permitted to retake the exam for grade improvement. Students are advised to dispatch the answer sheets to the Institute by registered post / courier to ensure timely receipt of the papers. Answer papers for all five subjects should be sent together only.

Limitation Statute

All enrolments are deemed cancelled and complete on issue of Diploma Certificate or within two years, from date of enrolment, which ever is earlier. Students having pending papers beyond limitation statute will have to seek re-admission if they desire to complete the course.

DETAILED SYLLABUS

Students have to learn **TWO COMPULSORY** papers, ONE for **CENTRAL EXCISE** and ONE for **CUSTOMS**.

CUSTOMS

Book 1 : Laws And Procedures

LP-1 Introduction to Customs & Central Excise Setup, Laws & Procedures - LP-2 Valuation & Classification in Customs - LP-3 Exports-Formalities for Commencing- LP-4 Licencing Authorities & Their Jurisdiction - LP-5 Rates of Duty, Levy of Duty & Port of Clearance - LP-6 Valuation of Goods - LP-7 Bill of Entry & Import Licence - LP-8 Warehousing of Imported Goods - LP-9 Demurrage Charges - LP-10 Customs Clearance of Exports by Sea - LP-11 Customs Clearance of Exports by Air - LP-12 Note on Customs House Agent & their Responsibilities - LP-13 Note on Customs House Agent & their Responsibilities - LP-14 List of Inco Terms - LP-15 Short Notes on Certain Important connected matters - LP-16 Contact Points for further Clarifications -

Book 2 : Baggage Rules

BR-1 Baggage Rules - BR-2 Tourist Baggage Re-Export - BR-3 Unaccompanied Excess Baggage - BR-4 Import under Exim Policy - BR-5 Import of Cars, Station Wagons etc - BR-6 Applications for grant of (C.C.P.) - BR-7 Import of Gold & Silver as Baggage - BR-8 Import of Gifts

Book 3 : Book of Forms

List of Formats and forms for most customs formalities

Book 4 : FERA and FEMA

Details of both the Foreign Exchange Regulations Act (FERA) and the new Foreign Exchange Maintenance Act (FEMA)

CENTRAL EXCISE

Book 1 : Laws And Procedures - I

LP-1 Introduction - LP-2 Registration - LP-3 Administrative setup of Central Board of Excise and Customs
LP-4 Declaration of goods produced/manufactured - LP-5 Classification of goods and Central Excise Tariff Act, 1985
LP-6 Computation of Excise Duty - LP-7 Payment of Excise Duty - LP-8 Payment of Duty on Exempted goods
LP-9 Self Removal Procedure - LP-10 Types of Control - LP-11 Central Excise Procedure for Exports

Book 2 : Laws And Procedures - II

LP-1 Service Tax - LP-2 Bonds - LP-3 Search - LP-4 Seizure - LP-5 Confiscation - LP-6 Settlement of Cases
LP-7 Modvat and Credit of Textile items and Capital Goods - LP-8 Concession to Small Scale Units - LP-9 Mandatory Penalty and Returns - LP-10 Penalty Adjudication and Appeal

Book 3 : Book of Forms

List of Formats and forms for most customs formalities

ABOUT IEM

Indian Institute of Export Management (IEM) was set up in 1994, with its corporate office at Bangalore. The institute has been established with a mission to impart training to entrepreneurs wishing to start export ventures and executives intending to make a career in export management.

Head quartered at Bangalore, IEM acts primarily as a promotional and operational institution to help students, new entrants in exports, existing businessmen and managers in export organisations. In the 22 years since inception, more than 40,000 students have enrolled for various Export Management courses at IEM.

The course material is designed to widen the knowledge base of young managers and to equip them with necessary skills to meet the challenges of globally competitive environment. It is meant for professionals and students working in the field of management who have no formal education in the field of business.

RULES AND REGULATIONS

1. The Director of the Institute reserves the right to accept or reject an application without assigning any reason whatsoever.
2. Requisite fees shall have to be paid along with the filled application form for consideration of application.
3. No refund or adjustment of fees paid shall be made under any circumstances. However, in the eventuality of an application being rejected the fees paid shall be refunded.
4. All study materials will be sent to the students within 3 months after enrolment and question papers for final examination will be sent within 15 days after completion of the course, The answer sheets shall be sent to the Institute within 14 days after receipt of the question papers. Any student who does not receive the above in time should immediately inform the Institute.
5. The Institute shall not be held responsible in any way for any consequences whatsoever which may arise if a student does not receive any correspondence, study material, question papers, examination intimation, result etc., which are mailed to him. The Institute, however, accepts the responsibility of mailing a duplicate set of material to the student once he / she informs the Institute regarding non-receipt of the books

HEAD OFFICE

Indian Institute of Export Management
P.B. No.7531, #1953, 1st Floor
9th Cross, 4th Main
New Tippasandra
Bangalore - 560 075
Phone : 91-080-25297318 Phone: 91-080-25292553 Mobile : 9916959316 E-mail: info@iiem.com



APPLICATION FOR ADMISSION TO DIPLOMA IN CENTRAL EXCISE AND CUSTOMS

(OFFLINE APPLICATION ONLY)

Send a Print-out / Photocopy of this Application Form to our Office Address

1.	Title	Mr. / Mrs. / Ms	
2.	Name	:	
3.	Address for Communication (with PIN CODE)	:	
4.	Phone (Office)	:	5. Phone (Mobile):
6.	E-mail id	:	
7.	Date of Birth	:	
8.	Educational Qualification	:	Percentage of Marks :
9.	University/Institute/College	:	
10.	Course Type (Tick ONE)	Distance Education Mode / Online Mode	
11.	Type of payment (Tick ONE)	Lumpsum / Installment	
12.	Payment Details	Rs	
	a) Cash		
	b) Demand Draft	DD No.:	Amount : Rs.
		Issuing Bank :	DD Date :
<p>Demand Draft Should be in favour of “Indian Institute of Export Management ” payable at Bangalore and must be accompanied by the application form.</p>			

FOR ONLINE APPLICATION, Contact our email : info@iiem.com

email: info@iiem.com

www.iiem.com