

H K Centre for Professional Training

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Introduction

The H. K. Centre for Professional Training is an ambitious organ of Gujarat University established in the year 1974. It has been providing various intensive courses to the student community especially the unemployed graduates with a view to furthering their chances of employability.

Objective

The Centre's, cardinal objectives are :

- (a) To generate moral, academic and career-oriented confidence among the students,
- (b) To enable students to develop precise, effective & efficient written as well as oral Communication,
- (c) To provide to them intensive training in accumulating, organising, presenting and communicating information, programme, research work etc.,
- (d) To familiarize students with procedures, practices and policies of the business & professional world,
- (e) To provide on-the-job training as regards the functioning of industrial, commercial and professional organisations,
- (f) To introduce general principles & recent developments in the field of management and,
- (g) To inculcate among the students, the sense of pragmatic attitude and professionalism suitable for a responsible and dynamic career in the competitive world

Courses offered

In order to realize these objectives, the Centre offers the following Certificate

- Courses to the student community : (i) Office Management
(ii) Banking Management
(iii) English Improvement
(iv) Stenography and Secretarial Practice

Information at a Glance

Sr. No.	Item	Office Management	Banking Management	English Improvement	Stenography and Secretarial Practice
1	Duration of Course	6 Months	6 Months	6 Months	1 Year
2	Medium of Instruction	English	English	English	English
3	Course Fees	Rs. 5000	Rs. 5000	Rs. 5000	Rs. 6000
4	Eligibility for Admission	Graduate	Graduate	H.S.C.	H.S.C.
5	Teaching Time	3-00to6-00	3-00 to 6-00	3-00to6-00	1-30 to 6-00
6	Duration of each lecture	1Hr.	1Hr.	1Hr.	1Hr.
7	Total Seats	60	60	60	60
8	Total Marks	800	800	700	800

Grade : A-60% and above, B-48% to 59%, C-Between 36% to 47% D-Below 36%

COURSE DETAILS

No.	Course	Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI .
1	Office Management	Business Communication	Office Organization and Practices	Interview Techniques	Recruitment Tests (General)	Master Essay	On -the-Job Training Report
2	Banking Management	Business Communication	Banking Law and Practices	Interview Techniques	Recruitment Tests (General)	Master Essay	On-the-Job Training Report
3	English Improvement	English Grammar	Comprehension and Vocabulary	Composition and Translation	Spoken English	—	—
4	Stenography and Secretarial Practice	Business Communication	English Language	Stenography (Theory)	Stenography (Practical)	Secretarial Practice	Typewriting

Admission Procedure :

As per Merit.

Course Fee :

The selected candidates are required to pay the stipulated Course Fee *in one single installment in cash*. Fees once paid will, in no case, be refunded.

Attendance :

The students are required to be regular and punctual in attendance as these courses have been designed to impart intensive training. Students unable to attend atleast 80 per cent of the total number of lectures will make themselves non-eligible for taking the Final Test. The attendance of the students carry marks.

Evaluation Pattern :

- (a) Students will have to take Two Tests—Mid-Term / Year Test and Final Test — compulsorily.
- (b) The Final Test will be followed by Viva-Voce and appearance thereat will be obligatory. *Note* : There will be no provision for Re-Test at any stage. However students can appear for Mid/Final test with next year course paying required fees.
- (c) Students opting for Office Management and Banking Management Courses will have to undergo on-the-job training as stipulated by the centre and also to submit two copies of their report in connection with the training undertaken by them. They will also be required to write a Master Essay concerning the topic opted for by them in accordance with the instructions given to them by the faculty concerned and to submit two copies there of to the centre for assessment and evaluation.

Faculty :

For the efficient conduct of these courses, academicians from Colleges, University Schools and Departments are

invited, along with Professionals and Specialists from Government, Semi-Government and such other Organizations & Institutions. Efforts are also made to organize Seminars, Work-shops etc. to provide enough opportunities to the trainees to develop their personality and also to equip themselves with adequate and up-to date knowledge so as to upgrade their chances of employability.

Library Facility :

Students of the Centre can avail of the services and facilities offered by the Centre's own Library & also the Gujarat University Library in strict accordance with the rules and regulations laid down by the centre and the Gujarat University Libraries from time to time.

Timings :

The usual timings for the courses will be 3-00 p.m. to 6-00 p.m. from Monday to Friday, generally speaking. Students may, however, be required to attend extra classes outside the abovementioned hours and even on a Saturday if such a need arises for completing the courses, satisfactorily.

When the students of the Office Management and Banking Management Courses are required to undergo on-the-job training, they will have to be ready and willing to undergo such training outside the abovementioned timings.

DIPLOMA COURSE IN EXPORT-IMPORT MANAGEMENT & INTERNATIONAL FINANCE

Objectives :

The subject of International Trade involves high potentialities for jobs as well as self-employment as Professionals.

This course' aims at familiarizing students with the diverse phases of Export-Import Trade.

The Course designed, is very much job-oriented and can help youngsters in undertaking jobs as Export officials, or even in preparation of Export-related documents etc., with Export houses.

Paper I — Introduction to Foreign Trade & Export Marketing

Coverage :

- (a) How Foreign Trade differs from Domestic Trade.
- (b) Basic Principles :
 - India's Foreign Trade and World Market.
 - Recent Trends in Foreign Trade.
 - Basic Principles of International Marketing.
- (c) Market Entry Strategies.

Paper II — International Finance & Financing of Foreign Trade

Coverage :

- (a) Basic Concepts of International Finance
- (b) Export Costing
- (c) Export Finance
- (d) Exchange Control

Paper III — Exim Policy and Export Promotion Measures

Coverage :

- (a) Exim policy - 1992-97-Handbook of procedure negative list-Export oriented units. (b) Merchant Exporter Manufacture Exporter etc.
- (c) Duty exemption Pass Book Scheme.
- (d) Foreign Trade (Development & Regulation) Act, 1992 (Departmental Organization) Export promotion agencies.

Paper IV —Export and Import Procedure and Documentation

Coverage :

- (a } Procedure (b) Shipping (c) Cargo Insurance
- Post Graduate Diploma course in Export-import management & International Finance (Self finance)

Information at a Glance

Sr. No.	Item	Export-import Management & International Finance
01	Duration of course	6 Months
02	Medium of Instruction	English
03	Course Fee	Rs. 7,500
04	Eligibility for Admission	Minimum Graduate (II Class)
05	Teaching Days Per Week	05
06	Lectures Per Day	02
07	Duration of Lecture	01 Hr.
08	Total Number of Lectures / Practical	250 (approx.)
09	Total Number of Papers	04
10	Total Marks	600
11	Evaluation Pattern	(a) Periodic Tests (b) Final Test
12	Timing	6-00 to 8-00 p.m.

Grade : Dist.-70% and above, First class - 60% to 69% Second class - 48% to 59%, Pass Class – 40% to 47%

Certificate course in French/German (Self finance)

Duration :

Timing : 6.00 to 8.00 p.m.

Fees : Rs. 3500/-

Examination : Internal & External

SyllabiforCertificateCourseinFrench

French language (100 marks)

Articledefinietindefini,GenreetnoOmbredesnomsetdesadjectives

- Interrogation et Negation
- Conjugaison du Present

Artcles partitifs

- Adjectifs demonstratifs et possessifs
- Prepositions et adverbs de quantite et de lieu
- Pronoms toniques
- Conjugaison de l'impératif
- Verbes pronominaux

Pronoms complement
Future proche,
Passe compose et L'imparfait
Raconter et5 rapporter,
Dormer son avis, se plaindre et repr mander

Pronoms en ety

- Pronoms relatifs
- Comparatives et superlatives Conjugaison du tutur
- Present continu et passe recent

Demander 1'autorisation

- interdire-formuler des projets
 - discuter et debattre,
- Expliquer et justifier, Exprimer l'ordre et l'obligation
Demander et commander, evaluer et apprecier- feliciter et remercier

PAPER II will be as shown in the German language syllabi.

Reference Books : Panorama I, Bone Route I, Nouvelie Espace I, Campus I, Vocabulaire progressif du francais avec 250 exercices corriges : Niveau interme'diair : de Anne Lete, Claire Miquel.. *Conjugaison progressive dufrancais: Cahier de 400 exercices de* -Michele Boulares, Odile Grand Clement. Exercices de grammaire en contexte, niveau mtermediaire(Corriges). Exercices de grammalire en contexte, neveau avance (Corriges) De Anne Akez, et al.

Examination :

Internal assessment and final examination will be conducted by the center. However, the names of Examiners will be decided by the Ad hoc committee of the University.

Standard of Passing Examination; To pass the Certificate Examination the candidate must obtain minimum of 50% in each paper.

Only candidates who have passed in the examination will be awarded Grades on the basis of percentages of the aggregate total marks obtained by them as under :

A+ ..90% or more, A ...80 to 90%, B+ ...70 to 79%, B ..60 to69%, C ...50 to 59%.

Syllabus for Certificate Course in German 2003-04

Paper 1 : Modern German Language (100) marks

Unit 1 : Articles & Plural formation, conjugation of separable & inseparable verbs

Unit 2 : eins-keins u.a. ja, nein, doch; question formations

Unit 3 : Personal-, possessiv- und Reflexiv pronomen (alle Facile), Praepositionen

Unit 4 : Modalverben; Adjectivendungen; Was flier ein-und Welch-

Unit 5 : Presens, Praeteritum und Perfekt der Verben

Unit 6 : Gliedsaetze (wenn, weil, ob, dass, bevor, waehrend etc)

Unit 7 : Numbers and time, buying, selling and renting

Unit 8 : Adverbs; K-II; Passiv

Unit 9 : Comprehension; Landeskunde

Unit 10: Translation (Deutsch-English / Gujarati-Deutsch)

Paper 2 : Viva-voce (50 marks) + Internal Assessment (50 marks) = 100 marks

Viva-voce

Unit 1 : Dictation

Unit 2 : Listening and comprehension

Unit 3 Reading and expression :

Unit 4 Audiovisual Texts and questions-answers

Unit 5 : Use of language skills

Internal assessment

Unit 1 : Attendance (minimum 80%)

Unit 2 : Participation in quiz and objective testing

Unit 3 : Participation in class room activities
Unit 4 : Participation in extra curricular activities
Unit 5 : Assignments

Recommended Books: Sprachkurs Deutsch 1 & 2, Deutsch aktiv 1 & 2, Deutsch als Fremdsprache 1A & IB, Alles Gute & Language Films, Kontakt Deutsch I, Moment Mal I and materials recommended by the faculty.