



GLS Centre for Management Excellence

Career Focused One Year Post Graduate Diploma

GLS CME is Gujarat Law Society's consistent effort to impart quality training in various specialized arenas of management. Currently the centre offers four Post Graduate Diplomas of one year duration as follows:

- Shri Trikamlal Girdharlal Memorial - **Banking, Insurance & Finance Management**
- Shri Harridans Acharatlal Memorial - **Commercial Accounting & Taxation**
- Shri Balabhai Girdharlal Memorial - **Export Management & International Business**
- Shri Navanilal Ranchhodlal Memorial - **Human Resource Management**

Key Differentiating Factors

- 100 % placement assistance
- Easy paced yet comprehensive programmes doing justice to each subject
- Selective course coverage in one year leading to twin benefits:
 - a) Familiarizes the students with all necessary aspects of a focused area
 - b) Prepares the student for professional job in a short span of one year
- Personalized guidance and counseling sessions to help the student identify and develop the interests into super specializations
- A galaxy of stalwarts in Academic Council from academia, government, financial institutions and industry
- Assured support from experts in academics and industry for administering the diploma

Academic Calendar

Sr. .No.	Date	Particular
1	August,2015	Orientation Program
2	November 2015	Internal Examination
3	December 2015	University Exams
4	December 2015	Minor Project Submission
5	March 2016	Internal Examination
6	April 2016	University Final Exams
7	May 2016	Major Project Submission

Structure of the Program

Following is the basic composition of the programme structure:

1. Class-room training comprises 2 semesters where in subjects ranging from General Management to Contemporary Practices in respective specialization area are delivered to the students.
2. Each semester will have prescribed 4 subjects and one major/minor project.
3. Each semester is well balanced with respect to combination of general and specialized subjects.

USP of GLSCME

- The centre is catering to industry's requirements of skill based manpower since last 10 years
- Each program offers micro specialization either in a specific industry vertical or in a particular functional area of management
- Convenient morning timings for employed executives.

Medium of Instruction

English

Pedagogy

Case Study & Role Play

Institute emphasizes a lot on case study discussion for simulation of real life business situations. Role plays are integral part of subject discussion to make students familiar with various facets of managerial roles in organization.

Spare Time Learning

This involves the faculty and students associating during their spare time to discuss a particular issue in depth. This is done by exploring classical writing and relating it to modern management practices found highlighted in various management publications.

Mentor Groups

Faculty members at CME are not just teachers but mentors who each take responsibility for a particular group of students. The mentor-protégé groups are formed on the basis of the match between the expertise of mentor and need of the protégé. These groups meet regularly at pre-decided times and the mentor imparts valuable inputs to the students for developing a comprehensive understanding.

Live Projects

Through this, we use our relationships with corporate entities and invite them to accommodate selected students in real life corporate assignments as per the requirements of the company.

Infrastructural Facility

Library

The Library functions as the primary information resource and repository for all teaching and research activities at the centre. Apart from text-books and recommended reading material prescribed for each course offered, the library houses a growing collection of research reports, reference works, encyclopaedias, hand-books and many such knowledge resources. The library at the centre boasts of 129 international and national journals, magazines & periodicals as well as over 16000 books, 7000 e-books, reference volumes & CDROMS. This keeps the students abreast about the Indian & Global corporate environment, which stimulates their thinking and enhances their knowledge.

Class Rooms

The classrooms are designed to facilitate interactive learning involving the students with the instructor. All the classrooms are air-conditioned and operational with multimedia and audio-visual equipments for effective teaching and learning.

Computer Laboratory

The institute has high-tech labs which are equipped with adequate computers. All computers are connected to a Local Area Network which also connects the faculties for sharing and communicating information to students. Apart from this, the students and faculties can have access to 5.5 MBPS broadband internet connection and WIFI facility.

Auditorium

The campus has a centralized air conditioned, multipurpose auditorium with seating capacity of 275 people with a big modular stage and a green room. The auditorium is adequately equipped with latest technology equipments with uninterrupted power supply, sound systems, video-streaming facility and LCD projectors.

Eligibility Criteria for Admission

Graduate in any discipline.
Reservation Policy as per norms.

Admission Procedure & Norms

- Step 1: Announcement of Admission on University Website & News Paper
- Step 2: Applications by the aspiring participants
- Step 3: Preparation of List of eligible candidates
- Step 4: Admission

Schedule of Admission

- Announcement of Admission : 7th June
- Last Date of Application : 25th July
- Publication of Merit List and Admission : 30th July

Distribution of Seats

Diploma	No. of Seats
Commercial Accounting & Taxation	30
Banking Insurance & Finance Management	30
Export Management & International Business	30
Human Resource Management	60

Details of Fees

Rs. 18000/ Annum as Tuition fees

Undertaking by Students & parents

Parents and Students' undertaking regarding, compliance with discipline standards, anti-ragging, etc. are needed to be submitted to the centre's office as per the norms of UGC and other regulatory bodies

Norms for cancellation of admission including refund of fee, if any.

Rs. 1000 shall be deducted upon cancellation within 15 days of admission.

No refund on cancellation after 15 days

PG Diploma in Banking Insurance & Financial Management

Overview

The professional program in banking, insurance & financial management aims to create industry-ready professionals at entry-level, endowed with the knowledge, skills and attitudes of modern banking & insurance industry. The new-age Finance professional is characterized by knowledge of banking, insurance and allied disciplines, together with technology - familiarity, customer-orientation and hands-on application skills. The fastest - growing banks & insurance in the industry - the new private sector and foreign banks - are uncompromising in their need for all these attributes in the people they employ.

Objectives

1. To equip with banking, insurance & financial sector related knowledge and skills
2. To equip with essential soft-skills required in modern banking & insurance industry
3. To equip with essential technology skills required in modern banking & insurance industry

Key features

- Expert Faculty team comprising of experienced bankers, insurance trainers & consultants from financial sector
- Practical training which enables the students to be a modern financial professionals
- Special product training covering retail banking products & services
- Assistance for IRDA exams
- Training sessions for sales & marketing of financial products to meet the industry requirements
- Live project in financial sector exposing the student to practical facets of business operations
- Up to date and modern curriculum and courseware created by industry experts

Semester –I

Sr. No.	Subject Name	Subject Credit
1	Financial System & Basic Financial Management	4
2	Banking Industry	4
3	Life Insurance	4
4	Retail Banking Liabilities	4
5	Minor Project	4
	Credits	20

Semester –II

Sr. No.	Subject Name	Subject Credit
1	Banking Rules & Regulation	4
2	Retail Banking Assets	4
3	General Insurance and Services	4
4	Financial Decision Making	4

5	Major Project	4
	Credits	20

Total Subjects: 10

Total Credits: 40

SEMESTER I

Subject 1: Life Insurance

1. Introduction of Life Insurance
2. Principle and Practice of Life Insurance
3. Life Insurance Business Environment in India
4. Mathematical Basis of Life Insurance
5. Statistics Basis of Life Insurance
6. Letter of Credits
7. Group Insurance and Retirement
8. Life Insurance Salesmanship

Subject 2: Financial System & Financial Management

1. Introduction to Financial System
2. Financial Management Overview
3. Financial System and its components
4. Banking System in India
5. Reserve bank of India and its Function
6. Time Value of Money
7. Valuation of Securities
8. Risk and Return
9. Portfolio theory and CAPM
10. Cost of Capital

Subject 3: Banking Industry

1. Bank and Departments
1. Relationship between Banker and customer
2. Customer's Accounts with the Banker
3. Special Types of Banker's customer.
4. Negotiable Instruments.
5. Crossing of Cheques
6. Payments of Cheques (Clearing)
7. Origin of SME and their Finance Needs
8. Working Capital and Trade Finance

Subject 4: Retail Banking Liabilities (Products and Operations)

1. Concepts of SLR, CRR, Repo Rates, Reverse Repo Rates, Prime Lending Rate
2. Introduction to Branch Banking

3. Demand Deposits (Current accounts, Savings accounts)
4. Time Deposits (Fixed deposits)
5. Banking Channels
6. Document Collections and Verification
7. Process for Opening Accounts
8. Signature Capture and Implications

SEMESTER II

Subject 1: General Insurance & Services

1. Marketing and Management of Insurance Services
2. HRM for Insurance Organization
3. Management Accounting for Insurance Services
4. Principle and Practice of Non Life Insurance
5. Re-Insurance
6. Risk Management in Non life Insurance
7. Law and Economics of General Insurance
8. General Insurance and salesmanship

Subject 2: Financial Decision Making

1. Techniques of Capital Budgeting
2. Estimation of project cash flows
3. Capital structure and firm value
4. Capital structure decision
5. Working Capital Management
6. Cash and Liquidity Management
7. Inventory Management
8. Dividend Decision
9. Dividend Decision & Firm Value

Subject 3: Banking Rules & Regulation

1. Rights and Liabilities of parties to a Negotiable Instrument.
1. FEMA/EXIM Policy
2. Documentary Credit
3. Letter of Credits
4. International Trade and Pre and Post shipment finance
5. Forex market and terminology
6. Know Your Customer (KYC)
7. Anti Money Laundering (AML)
8. Cheque Transaction System (CTS)
9. Introduction to Mutual Fund
10. CIBIL

Subject 4: Retail Banking Assets (Products and Operations)

1. Home Loan

2. Vehicle loans
3. Personal Loans
4. Educational Loans
5. Credit Card
6. Loan Account Opening Process and Documentation
7. Loan Repayment Process
8. Credit Appraisal & Loan Disbursement
9. Channels for Offering Loans (DSA, Branch Lead generation)

PG Diploma in Commercial Accounting & Taxation

Overview

The post graduate diploma in commercial accounting & taxation aims to create industry-ready professionals at entry-level, endowed with the knowledge, skills and attitudes of commercial accounting & taxation practices. In the developing economy like India, securing jobs after completion of graduation has become a challenging factor. Even though scope for jobs is wider, the human skill to meet the criteria becomes a limiting factor in the developing economy. There is acute need of accountants in every organization.

Objectives

1. To train students in a complete way so that they don't remain computer operators but become perfect accountants
2. To train students for chartered accountant firms and other organizations so that they become professional accountants
3. Cost effective and professional training as per industry requirements so as to make students professional and continuously available across various firms

Key Features

- Expert Faculty team comprising of experienced chartered accountants, tax practitioners & consultants from financial sector
- Practical training which enables the students to be modern commercial accounting professionals
- Special audit training covering bank audits, non-profit organizations audits
- Comprehensive coverage of all the acts, rules and regulations applicable to a business entity
- Up to date and modern curriculum and courseware created by industry experts

Semester –I

Sr. No.	Subject Name	Subject Credit
1	Basic Accountancy	4
2	Direct Taxes	4
3	Accounting and Legal Aspects	4
4	Cost Accounting	4
5	Minor Project	4
	Credits	20

Semester –II

Sr. No.	Subject Name	Subject Credit
1	Advance Accountancy	4

2	Indirect Taxes	4
3	Corporate Tax Planning & Management	4
4	Financial Accounting Software	4
5	Major Project	4
	Credits	20

Total Subjects: 10

Total Credits: 40

SEMESTER I:

Subject 1: Basic Accountancy

1. Accounting Principles, Rules & Standards
2. Accounting Cycle
3. Finalization of Accounts
4. Revenue Statements
5. Basics of Management Accounting
6. Ratio Analysis
7. Common size statement Analysis
8. Comparative statement Analysis
9. Du pont Analysis
10. Vertical – Horizontal Analysis

Subject 2: Direct Taxes

1. Basic Taxation
2. Residential status and tax incidence
3. Income Exempt from tax
4. Salaries
5. Income from house property
6. Profit and Gain from business profession
7. Capital Gain
8. Income from other sources
9. Set off and carry forward of losses
10. Deduction from gross total income and tax liability

Subject 3: Accounting and Legal Aspects

1. IFRS
2. Provident Fund, ESIC schemes, Gratuity & Bonus Act, Professional Tax, LTA, and Leave Pay etc.
3. MCA 21 & ROC Documentation
4. Terminology of Banking and its working knowledge
5. E-Banking-Debit /Credit Card transaction
6. Loan Project-CC, OD, Term Loan.
7. Labour Laws Documentation

Subject 4: Cost Accounting

1. Concept of Costing
2. Direct Material
3. Overhead
4. Cost, Volume, Profit (C.V.P) Analysis
5. Cost Statement
6. Activity Based Costing
7. Marginal & Standard Costing
8. Process Costing
9. Unit Costing
10. Decision Involved in Alternative Choices

SEMESTER II:

Subject 1: Advanced Accountancy

1. MIS Reporting
2. Accounting Standards
3. Ledger Scrutiny
4. Bank Reconciliation Statement
5. Rectification of Errors
6. Depreciation accounting including the Taxation aspect of the same
7. Documentation
8. Stock Valuation as per LIFO, FIFO or Weighted Average Method.
9. Year end processing
10. Balance Sheet Drafting for Trader, Manufacturer, Professional, etc.
11. Online Finalization of Accounts
12. Profit Scrutiny

Subject 2: Indirect Taxes

1. Basic concept of Sales Tax and VAT.
2. Preparation of VAT Return
3. Practical Exposure to use different forms as per the provisions of VAT Act.
4. Basic concepts of Service Tax
5. Areas of Applications.
6. Preparation of Service Tax Returns
7. Service tax Procedures & Documentations

Subject 3: Corporate Tax Planning & Management

1. Meaning of Tax Planning, Tax Management, Tax Avoidance and Tax Evasion
2. Taxation of Companies
3. Tax Planning With Reference too New Business- Location of a Business
4. Tax Planning With Reference to New Business – Nature of Business
5. Tax Planning With Reference to New Business – Form of Organization
6. Tax Planning With Reference to Managerial Decisions
7. Details of the Income Tax Forms, Income tax challans, TDS Certificate, TDS Return, etc.

8. E-filing Returns & E-TDS Procedure

Subject 4: Financial Accounting Software

1. Financial Accounting Packages
2. Tally
 - a. Concept of Tax
 - b. Tax Implications - Direct Tax
 - c. Tax Implications - Indirect Tax
 - d. Administration of Direct Taxes

PG Diploma in Export Management and International Business

Overview

Post graduate diploma program in export management & international business is precisely aimed at covering various aspects of business across the borders & creating the managers, who will provide the cutting edge to their organizations in an increasingly intense competitive environment. By grooming the students, the program is designed to inculcate all the technical, human & conceptual skills, which an executive operating in exports, International business must be acquainted with.

Objectives

1. To equip with thorough understanding of export documentation and procedural aspects
2. To equip with good communication skills coupled with soft skills for better client interaction at multinational level
3. To equip with essential technology skills required for modern operation of International Business
4. To enable working productively in export companies from first day

Key Features

- Regular classes by renowned faculty members from Industry and academia
- Pedagogy includes presentations, assignments, role-plays, simulations, seminars and workshops etc.
- Industrial and port visits at regular intervals
- Training for English speaking, personality development and effective communication skills during the tenure

Semester – I

Sr. No.	Subject Name	Subject Credit
1	Indian Economy and Foreign Trade Policies	4
2	Cross Culture Management	4
3	Export Import Procedure and Documentation	4
4	Business Communication Skills	4
5	Minor Project	4
	Credits	20

Semester – II

Sr. No.	Subject Name	Subject Credit
1	International Strategic Marketing	4
2	International Finance and Business	4
3	International Human Resource Management	4
4	International Logistics Management	4
5	Major Project	4
	Credits	20

Total Subjects: 10

Total Credits: 40

Semester I

Subject 1

Indian Economy and Foreign Trade Policies

- Indian Export-Import growth & SEZ
- Exports & India's balance of trade
- Recent trends in world trade
- Foreign Trade Policy
- The GATT negotiation rounds
- WTO & various agreements
- WTO & its implications on India
- Role of WTO/UNCTAD and regional economic groupings

Subject 2

Cross Culture Management

- Cross-Culture Management
- 2. Foundation of Culture, Geography, History, Political Economy, social institutions
- 3. Elements of culture, knowledge & cultural change
- 4. Cultural dynamics in Assessing Global markets
- 5. Culture, Management Style & Business systems

Subject 3

Export Import Procedure and Documentation

- Registration Formalities
- Documents preparation
- Customs Clearance
- Post clearance procedures
- ECGC provisions

Subject 4

Business Communication Skills

- Types & process of Communication
- Mode and various models of communication
- Barriers to communication
- Information Technology in communication
- Communicating intercultural

Semester II

Subject 1

International Strategic Marketing

- Scope of international markets,
- Legal & political/World trading environments,
- Marketing of Services
- Advertising, Promotion & CRM
- International Brand Management
- Business to Business marketing
- International Sales & Distribution
- Idea of Industry Structure
- Industry change, structure & value
- Value chain, co-ordination & change
- Types of strategies
- Strategic Adaptation

Subject 2

International Finance and Business

- Balance of payment framework
- International financial systems & institutions
- Forex regulation & control
- Export costing & pricing
- Exchange rate mechanism
- Role of Exim bank
- International Trade promotion agencies
- Terms of payment

Subject 3

International Human Resource

- HRM in an international context
- Country differences & their impact on HRM
- Learning & knowledge transfer in multinationals
- Roles and development of International Managers
- Managing Expatriate assignments
- HR policies in multinational organizations

Subject 4

International Logistics Management

- Elements of Export Import Contracts
- Type of Containers, Container Dimension
- Incidence of Rates and Mode of Computation
- Role of Planning of Logistic in Import and Export Business
- Global Manufacturing & Supply Chain Management
- Marine Insurance formalities

PG Diploma in Human Resource Management

Overview

In India we have two extreme situations with respect to employment. Majority of youth remains unemployed due to lack of professional skills and on the flip side, industrial houses are finding it difficult to have work-force with right skill sets. With rising economy a lot more attention is paid to human capital in the organizations. The programme aims to bridge the gap between corporate aspirations of the youth and organizations' expectation from the new breed of professionals in the area of human resource management.

Objectives

1. To equip students with domain specific knowledge & skills required in human resource management
2. To familiar students with functioning of organizations & legal aspects of human resource management
3. To groom students for entry level jobs in human resource department

Key Features

- Expert faculty team comprising of experienced HR Managers, renowned academicians, soft-skills trainers & consultants in the area of human resource management
- Through class-room and practical training to groom students to become HR professionals
- Thrust on live project in each subject to impart practical knowledge amongst the students to practical facets of HR operations
- Contemporary curriculum and courseware with continuous inputs by a team of industry veterans and renowned academicians

Semester –I

Sr. No.	Subject Name	Subject Credit
1	Principles of Management	4
2	Human Resource Management	4
3	Organizational Behaviour	4
4	Human Resource Development	4
5	Minor Project	4
	Credit	20

Semester –II

Sr. No.	Subject Name	Subject Credit
1	International Human Resource Management	4
2	Industrial Relations & Labour Legislations	4
3	Compensation Management	4
4	Leadership & Personality Development	4
5	Major Project	4

	Credit	20
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Total Subjects: 10

Total Credits: 40

Semester I

Subject 1: Principles of Management

- Concepts of Management, Management function, Levels of Management, Managerial Skills & roles
- Management : Science or Art, Management and Administration , Development of Management thoughts, Functions of Management, Social Responsibility
- Foundations of Planning: Nature & Purpose, types of plans
- Steps involved in Planning, Objectives, Setting Objectives, Management by Objectives, Planning Premises, Managers as decision makers
- Organizing: Organizational structure & design, Nature and Purpose, Organization Chart, Structure and Process
- Departmentalization, Training & development
- Directing & Controlling: Process of Controlling, Requirements for effective control, Tools for measuring Organizational Performance

Subject 2: Human Resource Management

- Understanding the Nature & Scope of Human Resource Management
- Context of Human Resource Management
- Integrating HR Strategy with Business Strategy
- Human Resource Planning
- Analysis of Work, Designing Jobs and Job Evaluation
- Recruitment Talent
- Selecting Right Talent
- Orientation
- Appraising and Managing Performance
- Employee Engagement and Empowerment
- Compensation Management
- Incentives and Performance based pay
- Managing Employee Benefits and Services
- Compensating Top Brass
- Contemporary Challenges and Human Resource Management

Subject 3: Organisational Behaviour

- Introduction: Organisational Behaviour
- Understanding Organizational Culture and changing it for effectiveness
- Emotions and Moods,
- Values & Attitude and their impact on behavior at work
- Personality
- Johari Window
- Understanding Motivation at work and its applications
- Perception & Decision making
- Understanding Group & Team Dynamics
- Resistance to Change and Change Management
- Managing Conflict and Negotiation
- Basic Theories of Leadership
- Contemporary Issues in Leadership Practice

Subject 4: Human Resource Development

- Foundations of HRD
- Assessing HRD Needs
- Designing Effective HRD Programs
- Implementing HRD Programs
- Evaluating HRD Programs
- HRD Applications
- HRD Audit
- Career Planning & Development
- Role Analysis & Competency in HRD
- Workforce Diversity & HRD

Semester II

Subject 1: International Human Resource Management

- Defining international HRM, Difference between domestic and International HRM
- The enduring context of IHRM, The path to global status, Control Mechanisms, Mode of operation,
- Approaches to staffing, Transferring staff for International business activities,

- Recruiting and selecting staff for International assignments-
- Training and Development: The role of expatriate training,
- Compensation: Objectives of International compensation
- Re-entry and Career issues: Introduction, The repatriation process, Individual
- Reactions to re-entry, Multinational responses, designing a repatriation program
- Global issues in HRM: HRM in the host country context,
- HR implications of language standardization, monitoring the HR practices of host country sub contactors
- Industrial Relations: Introduction, Key issues in International Industrial relations,
- The issues of social dumping, The impact of the digital economy
- Performance Management in internal context

Subject 2: Industrial Relations & Labour Legislations

- Meaning, Definitions, Characteristics, Factors Affecting IR, Approaches to IR, Participation in IR, Objectives of IR and Human Relations, IR and Productivity, Various Dimensions of IR
- Trade Unions Act, 1926
- Discipline
- Industrial Disputes Act, 1947
- Industrial Employment Standing Order Act, 1946: Introduction, Objectives, definitions, Model , Standing Orders,
- Shops and Establishment Act, 1948
- Grievance Handling
- Factories Act, 1948
- Collective Bargaining
- Negotiations & Agreements in Collective Bargaining
- Negotiation Strategies & tactics
- Conflict Resolution & Management techniques

Subject 3: Compensation Management

- An Overview of Reward Management, The Reward System, Total
- Reward, Strategic Reward, International Reward
- Performance Management and Reward, Engagement and Reward, Financial and Non-financial Reward, Contingent Pay Scheme,
- Bonus Scheme, Team Pay, Rewarding for Business Performance,
- Recognition scheme
- Valuing and Grading Jobs
- Pay levels, Job Evaluation Schemes, Equal Pay, Market Rate

- Analysis, Grade and Pay Structures
- Rewarding Special Groups
- Rewarding Directors, Senior Executives, Sales, Services staff, Knowledge workers, manual workers,
- Employee Benefit and Pension Scheme
- Employee Benefits, Flexible Benefits, Pension Scheme
- The Practice of Reward Management
- Developing Reward System, Managing Reward System, Evaluating Reward System, Responsibility for Reward
- Payment of Wages Act, 1936. Minimum Wages Act, 1948. Payment of Gratuity Act, 1972.
- Payment of Bonus Act,1965
- Equal Remuneration Act, 1976.
- Income tax act provisions with respect to salaried persons.
- Employees' State Insurance Act, 1948.
- Employees' P F & Misc. Provisions Act, 1952. Workmen's Compensation Act, 1923.
- Social Security Act
- Maternity Benefits Act,1981
- Unorganised Sector Workers' Social Security Act,2008
- Medi-claim Policies and their salient features

Subject 4: Leadership & Personality Development

- Definition & Basics of personality, Analyzing strength & weaknesses
- Corporate theories on personality Development, Increasing Vocabulary
- Body Language, Preparation of Self Introduction
- Communication Skills, Listening
- Communication Barriers, Overcoming these Barriers
- Building Self Esteem and Self Confidence, Working on attitudes .i.e. aggressive, assertive, and submissive
- Introduction to Leadership, Leadership Styles
- Group Dynamics, Team Building
- Interpersonal Relationships, Analysis of Ego States, transactions, & Life positions
- Stress Management, Causes Impact & Managing Stress
- Introduction to conflict management, Levels of conflict
- Managing conflict, Time Management, Concept of time management.
- Steps towards better time management

For further information or counseling please contact:

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