

Garware Institute Of Career Education & Development

Sr.No.	Name of the courses	Ordinance No.	MINIMUM ADMISSION REQUIREMENTS	Duration	Circular No.
<u>CERTIFICATE COURSE</u>					
1.	Certificate Course in Medical Transcription	O.5533	Passed the XII (H.S.C. Examination or equivalent thereto)	Six months (part-time)	No.UG/222 of 2006, Dated 27 th June, 2006
2.	Certificate Course in Net Programming	O.5679	Eligibility : Graduate in any faculty. Working knowledge in windows environment. Knowledge of Object Oriented Programming Language. Admission on the basis of marks in graduation.	Three Months (Part-time)	No.UG/157 of 2007, Dated 17 th April, 2007
3.	Certificate Course in Insurance Marketing	O.5677	Eligibility : Graduate in any faculty. Admission on the basis of marks in Graduation.	Three months (Part-time)	No.UG/157 of 2007, Dated 17 th April, 2007
4.	Certificate Course in Hospital Management	O.5681	Eligibility : Graduate in any faculty. Admission on the basis of marks in Graduation.	Three months (Part-time)	No.UG/157 of 2007, Dated 17 th April, 2007
5.	Certificate Course in Environmental Quality Management	O.5543	Interdisciplinary, Graduate in Science/Engineering/Technology or in equivalent discipline/Diploma in Engineering/Technology with 2 years experience are eligible to apply. Preference would be given to the candidates having working experience in industry, statutory authorities, academic institutions/consultancy firms/NGOs etc.	3 months	No.UG/331 of 2005, Dated 11 th August, 2005

6.	Certificate Course in Agri-Tourism	O.5967	Under Graduate in any faculty from any University	16 weeks	No.UG/295 of 2011, Dated 16 th September, 2011
7.	Certificate Course in Introduction to Computer Reservation System	O.5971	H.S.C. Passed	16 weeks	No.UG/296 of 2011, Dated 16 th September, 2011
<u>DIPLOMA COURSES</u>					
8.	Diploma in Customs Clearance and Freight Forwarding (DCC & FF)	O.5709	H.S.C. OR equivalent OR S.S.C. OR equivalent with three years experience in organization handling goods through customs clearance.	One and Half Year Three Semesters	No.UG/187 of 2007, Dated 9 th May, 2007
9.	Diploma in Foreign Trade Management (DFTM)	O.5710	H.S.C. OR equivalent examination	One and Half Year (Part-time) 3 Semesters	No.UG/187 of 2007, Dated 9 th May, 2007
10.	Diploma Course in Interior Design	O.3395	A candidate for being eligible for admission to the course for the Diploma in Interior Design must have passed the Higher Secondary School Certificate examination (Std.XII) conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune or an examination recognized as equivalent thereto with a minimum of 50% marks with preference to students from Science Stream or with technical subjects.	Two and Half year (full-time) (Five Sem.)	No.UG/412 of 1993, Dated 22 nd October, 1993
11.	Diploma in Computer Application Technology	O.3393	A candidate for being eligible for admission to the Diploma course in Computer Application Technology must have passed the Higher Secondary Examination conducted by the Mumbai Board or conducted as equivalent thereto. Eligible candidates will be required to appear and satisfy the Institute in an Entrance Test and Personal interview to be conducted by this Institute.	Two Years (Four Semester)	No.UG/412 of 1993, Dated 22 nd October, 1993 Pamphlet No.270

12.	Diploma in Tour Management	O.5456	<p>Eligibility</p> <ol style="list-style-type: none"> 1. For admission to Module 1, a candidate must have passed the H.S.C. Examination of the Maharashtra State Board of Higher Secondary Education or an Examination of a Body recognized as equivalent thereto. 2. For admission to Module 2 a candidate must have passed in all the Papers of Module 1 Preference will be given to students who have had relevant work experience in tourism. 3. A student undergoing any other degree/diploma courses of the University will be permitted to simultaneously take admission to this diploma course. 	One Year	No.UG/474 of 2004, Dated 4 th November, 2004
13.	Diploma in Paint Applications Technology(Dip. P.A.T.)	O.3203	<p>H.S.C. (Std.XII) examination in the Science Stream or equivalent examination. Note: Admission on the basis of a Written Test followed by an Interview.</p>	2 & ½ Years (Full-time) 5 Semesters	No.UG./40 of 1986, Dated 22 nd January, 1986
14.	Diploma in Tourism and Travel Industry Management	O.3204	<p>A candidate, for being eligible for admission to the Diploma Course in Tourism and Travel Industry Management (Dip.T.T.M.) must have passed the H.S.C.(Std.XII) examination conducted by the Maharashtra State Board of Higher Secondary Education, or an examination of any other body recognized as equivalent thereto.</p>	2 Years (Full-time) 4 Semesters	No.UG./40 of 1986, Dated 22 nd January, 1986
15.	Diploma in Retailing		<p>H.S.C. or equivalent Note: Admission on the Basis of a Written Test followed by an Interview.</p>	15 Months	
16.	Diploma in Radiography Nomenclature changed to Diploma in Medical Radiography vide Circular No.628 of 1999, Dated 29 th December, 1999	O.5711	<p>H.S.C. or S.S.C. with 3 years experience in Public Hospitals.</p>	1 & ½ Years	No.UG/187 of 2007, Dated 9 th May, 2007

17.	Diploma Course in Jewellery Designing Management	O.5969	HSC or equivalent Admission on the basis of marks and interview	One Year and six month's (Part-time)	No.UG/294 of 2011, Dated 16 th September, 2011
18.	Diploma Programme in Agriculture and Business	O.5973	HSC or Equivalent any faculty. Admission on the basis of Written Test and Interview	Two Year (Full Time) (Four Semesters)	No. UG/298 of 2011 Date : 16 th September 2011
POST-GRADUATE DIPLOMA COURSES					
19.	Post Graduate Diploma Course in Tourism & Travel Industry Management		Must have a graduate degree of any recognized University in any faculty. The candidate will be admitted to this course after he has passed the entrance test conducted.	18 months	No.UG/220 of 2005, Dated 4 th June, 2005
20.	Post-Graduate Diploma Course in Environmental Pollution Control Technology		The Applicant should pass a B.Sc. degree of any recognized University and should have offered the following subjects at various examinations as shown below:- (1) He/She must have offered Chemistry as one of the subjects at least at the F.Y.B.Sc. and S.Y.B.Sc. levels of the three-year degree course. (2) He/She must have offered one of the following subjects at least at the F.Y.B.Sc. level of the three-year degree course. (a) Physics, (b) Botany, (c) Zoology, (d) Life Sciences, (e) Microbiology (f) Bio-chemistry. (3) He/She must have offered Mathematics or Mathematics and Statistics at the H.S.C. or equivalent examination.	14 months	No.UG/188 of 1987, Dated 29 th April, 1987

21.	Post-Graduate Diploma Course in Communication and Journalism (*nomenclature changed as per circular No. UG/628, dated 1999)	O.3571	(a) A candidate eligible for the admission in Diploma Course in Journalism and Mass Communication (English/Hindi/Marathi) must be a graduate of the University of Mumbai in any faculty or must have passed an examination as equivalent thereto. (b) A candidate admitted to any of the Post-Graduate Degree course or for Research studies in any faculty with the University of Mumbai will also be eligible for admission to the Diploma Course in Journalism and Mass Communication (English/Hindi/Marathi)	One Year (Part-time)	No.UG/320 of 1998, Dated 24 th September, 1998
22.	Post-Graduate Diploma Course in Computer Programming and System Analysis		Graduate from any recognized University. Admission on the basis of written test and interview.	One Year (Part-time)	
23.	Post-Graduate Diploma Course in Hospital Management and Health Care	O.5454	M.B.B.S./B.A.M.S./B.H.M.S./B.D.S. OR equivalent OR allied recognized by the University OR Degree in Nursing (Recognized by University) and experience of 5 years OR B.A./B.Com./B.Sc. and Five Years experience in Health Care field/Hospital.	Two Years (Part-time)	No.UG/187 of 2007, Dated 9 th May, 2007
24.	Post Graduate Diploma Course in Retail Management	O.5683	Eligibility : Graduate in any faculty. Admission on the basis of written test and interview.	One Year Full time	No.UG/157 of 2007, Dated 17 th April, 2007
25.	Post-Graduate Diploma Course in Dramatics	अध्यादेश ४०५७	एच.एस.सी. किंवा तत्सम परीक्षा, नाटयक्षेत्रात २-३ वर्ष काम करण्याचा अनुभव असणा-या रंगकर्मीसाठी हिच पात्रता एस.एस.सी. किंवा तत्सम परीक्षा अशी असेल या अभ्यासक्रमासाठी मराठीचे ज्ञान असणे आवश्यक आहे.	एक वर्ष	परिपत्रक क्र. युजी/२४३□ • ७/६/२००० गरवारे इन्स्टिटयुट

26.	Post Graduate Diploma in Agri-Business Management		<p>1. Candidates should have from an institution recognized by the Association of Indian Universities/AICTE.</p> <p>a. A Bachelor's degree in Agriculture or allied subjects such as Agricultural Engineering, Food Technology/Science, Animal Husbandry, Dairy Technology/Science, Horticulture, Fisheries, Forestry.</p> <p style="text-align: center;">OR</p> <p>b. At least a three years Bachelor's degree or equivalent in any discipline recognized by the Association of Indian Universities/AICTE as eligible to : Post-graduate programme with minimum 2 years experience in the field of agriculture, rural development, agro/food processing.</p> <p>2. Candidates in their final year Bachelor's or Master's degree examination can also apply. However, they will be allowed to join programme only if they complete their examinations, practicals, viva-voce, and all other requirements for obtaining a Bachelor's/Master's degree before taking the admission and produce a certificate to this effect from the Director/Principal/Registrar of the University/College/Institute at the time of registration.</p>	Two Years (Four Semester)	No.UG/332 of 2006, Dated 23rd August, 2006
27.	Post-Graduate Diploma in Insurance Administration	O.5541	Graduate in any Faculty.	One Year	No.UG/325 of 2005, Dated 16th August, 2005
28.	Post-Graduate Diploma in Management of Insurance Sector (PGDMIS)	O.5243	Graduate from recognized University.	Two Years	No.UG/187 of 2007, Dated 9th May, 2007
29.	Post-Graduate Diploma in Analytical Techniques	O.5718	B.Sc. with Chemistry upto S.Y. Level OR B.Pharm. OR equivalent thereto.	Two Years (Full-time) 4 Semesters	No.UG/325 of 2007, Dated 21st July, 2007

30.	Post-Graduate Diploma Course in Pharma Management	O.5587	Any Graduate, Preference will be given to MBBS, B.Pharm, B.Sc./M.Sc./BAMS/BHMS/MBA/Paramedical Courses.	One Year (Full-time) 2 Semesters	No.UG/72 of 2006, Dated 14 th March, 2006
31.	Post-Graduate Diploma Course in Hospital Administration	O.5589	Any Graduate, Preference will be given to MBBS, B.Pharm., B.Sc./M.Sc./BAMS/BHMS/MBA/Paramedical Courses	One Year (Full-time) 2 Semesters	No.UG/72 of 2006, Dated 14 th March, 2006
32.	Certificate Course in personal and office skills	O.5591	Pass in Standard X	Two & Half months	No.UG/72 of 2006, Dated 14 th March, 2006
33.	Post-Graduate Diploma Course in Journalism and Communication (Gujarati)	O.5593	Must have a Graduate Degree of any recognized University in any faculty.	One Year (Part-time)	No.UG/72 of 2006, Dated 14 th March, 2006
34.	Certificate Course in I.T. Security (Information Technology)	O.5595	Any Graduate or pass in XII or equivalent with Experience in Information Technology	Four Month (Part-time)	No.UG/72 of 2006, Dated 14 th March, 2006
35.	Post-Graduate Diploma Courses in (3) Logistics and Supply Chain Management (4) Retail Operations Management	O.5741	Graduate in any faculty. Admission on the basis of written test and interview.	Two Years (Part-time)	No.UG/356 of 2008, Dated 2 nd August, 2008

36.	Post-Graduate Diploma in Telecom Management (PGDTLM)	O.5833	Graduate in any faculty. Admission on the basis of written test and interview	One year full-time	UG/336,Dated 1 st September, 2009
37.	Post-Graduate Diploma in Management (PGDM)	O.5831	Graduate in any faculty from recognized University Admission on the basis of written test and interview	One Year (Full Time)	UG/340,Dated 1 st September, 2009
38.	Post-Graduate Diploma in Jewellery Management	O.5827	Graduate in any faculty. Admission on the basis of written test and interview	One Year (Full Time)	UG/337,Dated 1 st September, 2009
39.	Under-Graduate Diploma in Paints Application Technology	O.5829	H.S.C. in Science Admission on the basis of written test and interview	Two Year (Full Time)	UG/339,Dated 1 st September, 2009
40.	Post-Graduate Diploma in Film and Television	O.5858	Graduate in any faculty. Admission on the basis of written test and interview	One Year (Full Time)	UG/378,Dated 29 th September, 2009
41.	One Year Part-Time Post Graduate Diploma in Advertising and Media	O.5917	Graduate in any faculty from recognized University Admission on the basis of Written Test and Interview.	One Year (Part Time)	UG/275, Dated 23 rd September, 2010
42.	One Year Part-Time Post Graduate Diploma in Business Management	O.5919	Graduate in any faculty from recognized University Admission on the basis of Written Test and Interview.	One Year (Part Time)	UG/275, Dated 23 rd September, 2010