

Caution:

To enroll for the correct course, please ensure that the enrolment form issued to you bears Davar's College of Commerce, Secretarial Studies & Services. Please also note that it is the only division of Davar's authorised to conduct this course.

Davar's Placement:

Nani Davar's Placement and Development Service is available to all students who successfully complete the course, so that they are assured of making a start to an exciting career as a candidate. We maintain a comprehensive Computerized Data Bank of the best job opportunities available in Mumbai. A professional team helps students in getting the right kind of job and in offering counsel throughout their career.

For direct contact with Placement Services, call **2204 1479/2284 3506** or fax on **2285 3453**.

Counselling By:

- Mrs. Puran N. Davar (PRINCIPAL)
- Mrs. Arzan Rikhye (SENIOR EXECUTIVE)
- Mrs. Silloo A. Chinigar (DIRECTOR - SECRETARIAL STUDIES)
- Mrs. Lalitha Iyer (SENIOR EXECUTIVE)
- Mrs. Roshan Khambatta (DIRECTOR - PLACEMENTS & MANAGEMENT STUDIES)



The Late Dr. Nani S. Davar - Ph.D., S.M. (MIT USA) F.C.A., F.I.C.S. (Lon.), Former Principal, is a respected name for devising various career oriented courses, which have led students to highly successful careers in blue chip companies, for more than 50 years.

Mrs. Puran N. Davar M.A. Principal, has been involved in planning courses and training for over four decades.



3rd Counter™

HEAD OFFICE

Mulla House, Rear Entrance,
(Opp. Bombay House)

3rd COUNTER, 3rd Floor,
Homi Modi Cross Street No.1,
Flora Fountain, Mumbai - 400 001.

Tel: 2204 5072, 2202 2549, 2204 1451

Fax: 2285 3453

e-mail: davarsec2000@rediffmail.com
davarsmanagement@rediffmail.com

(WE HAVE NO OTHER BRANCHES &
PHONE NUMBERS)

'Caring Commitment to students!'

Division of Davar's College of Commerce, Secretarial Studies & Services™



DAVAR'S
COLLEGE
(A NANI DAVAR VISION)



As long as you are green, you are growing.

A Vocational Training Institute

DAVAR'S



DAVAR'S
COLLEGE
(A NANI DAVAR VISION)



As long as you are green, you are growing.

SHORTHAND & COMPUTER

TYPEWRITING

Certificate Course



DAVAR'S

3rd Counter

'Caring Commitment to students!'



SPECIAL FEATURES OF DAVAR'S TRAINING

- Accuracy Speed and Skill are the key notes of our training programme.
- Our course is planned on the most modern scientific methods.
- Students trained by Davar's and holding our certificate are preferred by companies because of our record of achievements in the educational field for the last century.
- Our Placement Service tries to help our students obtain jobs.

SHORTHAND

THEORY COURSE

Duration : 3 months
(45 mins. Sessions - Monday to Friday)

FEE DETAILS*

Cash Fees:	
Tuition:	Rs. 2,500.00
Entrance:	Rs. 100.00
Total:*	Rs. 2,600.00



Instalment Fees

Tuition: (on enrolment)	Rs. 1,700.00
Entrance:	Rs. 100.00
First instalment:	Rs. 1,800.00
Second instalment:	Rs. 1,000.00
Total:	Rs. 2,800.00

Private Tuition Undertaken for Shorthand

Duration : 1 month
(45 mins. Sessions - Monday to Friday)

FEE DETAILS*

Cash Fees:	
Tuition:	Rs. 4,000.00
Entrance:	Rs. 100.00
Total:*	Rs. 4,100.00

COMPUTER TYPEWRITING

Keyboard

Duration : 15 days
(45 mins. Sessions - Monday to Friday)

FEE DETAILS*

Cash Fees:	
Tuition:	Rs. 700.00
Entrance:	Rs. 100.00
Total:*	Rs. 800.00



SPEED CLASSES

Duration : 1 month
(45 mins. Sessions - Monday to Friday)

FEE DETAILS*

Cash Fees:	
Tuition:	Rs. 650.00
Entrance:	Rs. 100.00
Total:*	Rs. 750.00

(For Existing & Past Students)
Fees: Per month* Rs. 400.00

Cheques payable to "Davar's College of Commerce, Secretarial Studies & Services". Fees once paid are NOT refundable under any circumstances.

Enquire for the Executive Personal Assistants' Diploma Course on completion of Shorthand & Computer Typewriting.



* PLUS SERVICE TAX AS APPLICABLE