# **Guidelines and Syllabus**

## 1. Introduction-

The course will be given in the form of lectures focusing on Business. The objective of this course is to pay attention to the most important dimension of Business i.e. Business Management. The mission of the course is to impart Business skills to the beginners and help improve the knowledge of business.

Business Management is transformative and central to an enhanced post graduates and graduates business experience. Business management courses offer students the opportunity to learn the various aspects of the business process, framing useful business management, planning and decision making. This course aims to equip the students with the necessary knowledge to undertake become a successful businessman.

#### Objective of the Certificate Course-

- To develop the understanding of the basic concept of Business Management.
- > To develop the understanding of the basic Management of Business.
- > To develop the understanding of Business planning & decision making.
- > To identify various sources of Business.
- > To develop the leadership skills for business.

#### 3. The course structure -

A certificate course in Business Management.

Chapter 1 – Introduction of Business

Chapter 2 - Business Management

Chapter 3 - Business Planning & Decision Making

All chapter will be of 50 marks.

## 4. Nature of course curriculums -

The course mentioned above is the certificate course. A student studying in the college can also simultaneously complete one of the courses during his study in the college. The idea behind this is that an under graduates and graduate completing this certificate course, he/she can get potential work in the labor market.

#### 5. Duration -

The certificate course will be of 50 marks & duration is 36 Hours commencing from January to March. The course curriculum will be conducted in afternoon session as per the convenience of the college. There will be one lectures in session.

#### 6. Eligibility -

Student - Any student from B. A. faculty.

### 7. Intake capacity -

The intake capacity of course is 30-50.

### 8. Medium of instruction -

The medium of instruction for the course shall be Marathi.

## 9. Award of certificate -

The student shall be eligible for the award of the respective course certificate after he/she has successfully completed the entire prescribed course program and has secured a minimum of 40% marks in paper.

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