

Week	Theory	
	Lecture day	Topic
1st	1	concept / Meaning & its need
	2	Qualities & functions
	3	Sole proprietorship &
	4	partnership forms of business org.
2nd	1	Schemes of assistance by
	2	entrepreneurial support agencies
	3	NSIC, NRDC, DCMSME
	4	SIDBI, NABARD, SFC, STCO, KVIB.
3rd	1	Market survey and
	2	opportunity identification
	3	— do —
	4	— do —
4th	1	Project Report preparation
	2	PPR, DPR, Common errors
	3	in project report, Exercises
	4	in preparation of project report
5th	1	Sessional Tests, Assign
	2	ments, problems
	3	queries, solutions
	4	etc.
6th	1	Intro. to Management
	2	Functions of Management
	3	Imp. process of planning,
	4	organising, staffing - - -
7th	1	Concept & Structure of
	2	an org. Types of Ind. organt.
	3	(a) Line organisation, Line & staff
	4	Functional organisation

Week	Theory	
	Lecture day	Topic
8 th	1	Leadership & Motivation
	2	Definition, need, Qualities
	3	fn. of Leader, Manager Vs Leader
	4	Types of Leadership.
9 th	1	Management Scope in Diff.
	2	Areas (a) Human Resource Mgmt.
	3	Int. & objective, Manpower planning
	4	recruitment, performance appraisal Methods.
10 th	1	Sessional Tests, Assignments
	2	Submission, checking
	3	Problems, queries,
	4	solutions etc.
11 th	1	(b) Material & Store Management
	2	Int. function & objectives
	3	ABC Analysis & EOQ
	4	Marketing and Sales.
12 th	1	Financial Management
	2	Introduction, importance, its factors.
	3	Elementary Knowledge of income
	4	tax, sales tax, excise duty, VAT.
13 th	1	Miscellaneous Topic
	2	Customer relation Mgmt
	3	Definition & need.
	4	Total Quality Mgmt (TQM)
14 th	1	Intellectual property right
	2	(PR) Introduction, definition
	3	its importance.
	4	Infringement related to patents, copyright...

Week

Theory

Lecture
day

Topic

15th

1

Sessional Tests, Assignments

2

Submission, checking,

3

Problems, Queries,

4

Solutions etc.