

CERTIFICATE COURSE IN ENTREPRENEURSHIP

(12 WEEKS DURATION)



SCHEME AND SYLLABUS

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(राष्ट्रीय सहकारी प्रशिक्षण परिषद, नई दिल्ली)

INSTITUTE OF COOPERATIVE MANAGEMENT, JAIPUR

(An Institution of National Council for Cooperative Training, New Delhi)
(An Autonomous Society Prompted by Ministry of Agriculture & Farmer Welfare)

10-बी, ब्लॉक-ए, झालाना संस्थानिक क्षेत्र, जयपुर-302004

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**SCHEME AND SYLLABUS OF
CERTIFICATE COURSE IN ENTREPRENEURSHIP
(12 WEEKS DURATION)**

1.	Title of the Course	Certificate Course In Entrepreneurship		
2.	Duration	12 Weeks		
3.	Intake Capacity	40 Participants		
4.	Objective	a. To develop motivation & reinforces entrepreneurial traits and the spirit of enterprise. b. To facilitate decision making process for setting-up of a new enterprise. c. To facilitate successful and profitable operation of the enterprises.		
5.	Course Curriculum			
Sl. No	Course Subjects	Units	No. of Sessions	Marks
1.	Entrepreneur & Entrepreneurship	1	15	100
2.	Principal of Management & Marketing Management	1	30	100
3.	HRM & Organisational Behaviour	1	15	100
4.	Communication & MIS	1	30	100
5.	Accounts & Financial Management	1	30	100
6.	EDP & Project Management	1	30	100
	Total	6	140	600
6.	Interpersonal	12 Weeks		
	A) First Term (Class room training)	05		
	B) Observation Study Tour & Assignment	02		
	C) Second Term (Class room training)	05		
	Utilization			
	Total training weeks	12		
	Practical Training	02		
	Total in Class room training	10		
	Approx working days (10 weeks x 5 days)	50 days		
	Available (50-15)	35 days		
	Joining/relieving	02 days		
	Examination	08 days		
	Holidays	05 days		
	Total	15 days		
	Total session per day of Available Sessions (35x4)	90 minutes		
		140 sessions		
7.	Admission	<ul style="list-style-type: none"> • Graduate or Matriculate with three years experience (Employees and working Members) • Supervisors/Inspectors of Industrial Coop's and allied organizations. • Executive and Supervisors of Industrial cooperatives and allied organizations. 		

		<ul style="list-style-type: none"> Supervisors from Banks/KVIB and Defence service personnel sponsored by DGR 																								
8.	Pedagogy	<p>As the focus of the course is on improving decision making skills, experiential method, role plays, in basket exercises, group discussions and presentations are used.</p> <p>The focus of class sessions is on developing skills and attitudes through active student participation rather than on summarizing the reading materials through lectures. The participants are expected to study the recommended literature, cases and discuss within small groups outside the class room.</p>																								
9.	Practical Training & Other Cooperative Advanced State	<p>To Sharpen the Industrial's learning and to motivate him to work for Industrial cooperatives, the practical training of 2 weeks duration has been planned as under:</p> <p>(a) State Cooperative Bank</p> <p>(b) State Apex Industrial Coop Federation</p> <p>(c) Two good working Industrial Cooperative Societies.</p> <ol style="list-style-type: none"> District central Coop Banks. District Industries Centre. State Khadi Board/District Officer of Khadi Board. SISI Industrial Coop Bank or Some good working Industrial Cooperatives. To good working societies selected by DIC/ARCS/KVIB 																								
10	Assessment and Evaluation :	<table border="1"> <tr> <td>(i) Internal Class Test</td> <td>20 %</td> </tr> <tr> <td>(ii) Project/Assignments</td> <td>20 %</td> </tr> <tr> <td>(iii) Term End Examination</td> <td>60 %</td> </tr> <tr> <td>Total</td> <td>100 %</td> </tr> <tr> <td>(a) 8 Subjects will have</td> <td>600 Marks</td> </tr> <tr> <td>(b) Evaluation of Observation Study</td> <td>50 Marks</td> </tr> <tr> <td>(c) Viva-Voce</td> <td>50 Marks</td> </tr> </table>	(i) Internal Class Test	20 %	(ii) Project/Assignments	20 %	(iii) Term End Examination	60 %	Total	100 %	(a) 8 Subjects will have	600 Marks	(b) Evaluation of Observation Study	50 Marks	(c) Viva-Voce	50 Marks										
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Entrepreneur & Entrepreneurship

Paper -I

S.No.	Topic	Session (15)
1.	Entrepreneur, Enterprise and Entrepreneurship 1. Entrepreneur – Characteristics, Quality of Entrepreneur, Types of Entrepreneur and Function of Entrepreneur Entrepreneur & Manager 2. Entrepreneurship - Entrepreneurial Concept, Competencies, Formation of Entrepreneurship, Scope of Entrepreneurship, Growth of Entrepreneurship in India, Entrepreneurship as a career & management, Changing role & traits of Entrepreneurship ; Cooperative as an Entrepreneurship, Role of Entrepreneurship in Economic Development, 3. Enterprise - Meaning of Enterprises, Management & Types of Enterprises, Organisation Structure of Enterprises.	2 4 2
2.	Entrepreneurship 1. Meaning Need & problem of Entrepreneurship; How to develop Entrepreneurship; Environment for Entrepreneurship	2
3.	Legal aspects of Entrepreneurship. Partnership Act, Contract Act, Control Act, Sale of foods Act, Labour Laws, Consumer Protection Act, Etc.	2
4.	Entrepreneurial growth and motivation 1. What is Motivation; Motivation theories and factors; achievement motivation. 2. Roll of Government in Entrepreneurial Development.	2 1

Principal of Management & Marketing Management**Paper –II**

S.No.	Topic	Session (30)
1.	Principles & Approach to Management, Functions of Management.	2
2.	Fundamental of Marketing	2
3.	Market Segmentation	2
4.	Product Management	2
5.	Pricing	2
6.	Distribution Management	2
7.	Marketing Strategy	2
8.	Promotion	2
9.	Market Research	2
10.	Cooperative Marketing Strategy	2
11.	Successful Model	2
12.	Presentation	4
		6

HRM & Organisational Behaviour**Paper – III**

S.No.	Topic	Session (15)
1.	Meaning & concept of HRM	1
2.	Human Recourse Planning	1
3.	Recruitment & Selection	1
4.	Compensation Administration	1
5.	Training & Development	1
6.	Performance Management	1
7.	Career Planning, Development & Counseling	1
8.	Nature and scope- Approach to organizational Behaviour	1
9.	Motivation	1
10.	Interpersonal Relationship	1
11.	Group & Group Dynamical	1
12.	Leadership	1
13.	Management of Stress & Time Management	1
14.	Conflier Management	1
15.	Organizational Change & Development	1

Paper- IV

Paper- IV

Communication & MIS

S.No.	Topic	Session (30)
1.	Communication – Kinds of Communication – written and oral Communication, merits and demerits – enquiry in Communication Toward effective Communication.	2
2.	Problem Solving approach	
3.	Listing	2
4.	Conversation	1
5.	Presentation	1
6.	Report Writing	1
7.	Negotiation Skills	1
8.	Public Relation	1
9.	MIS – Concept, Characteristics of MIS	1
10.	Computer Fundamental	2
11.	Operating System	2
12.	Computer Networking – Internet, E-Mail Etc.	2
13.	MS Word	2
14.	Advanced Techniques of Excel	2
15.	IT Enabled Services – Core Banking, E- Commerce, E-Governance, Electronic, Payment System, Information Security, Cyber Crime.	4
16.	Successful Model	2
17.	Presentation	2

Paper – V

Accounts & Financial Management

S.No.	Topic	Session (30)
1.	Accounting Principales & Concepts	
2.	Double Entry System of Accounting	2
3.	Accounting Books & Records.	2
4.	Final Accounts.	1
5.	Depreciation	1
6.	Accounting Standards	1
7.	Meaning of Financial Management	1
8.	Analysis & Interpretations of Financial Statements	1
9.	Working Capital Management	1
10.	Budgeting	2
11.	Reporting to Management for Financial Decision	2
12.	Ratio Analysis	2
13.	Bank Reconciliation Statement	2
14.	Break Even Point	2
15.	Cash flow & Fund Flow Statement	4
16.	Successful Model	2
17.	Presentation	2

EDP & Project Management

Paper – VI

S.No.	Topic	Session (30)
1.	NIESBUD – national institute for entrepreneurship and small business development	2
2.	NDS – national directorate of employment	2
3.	MSME – Micro Small and Medium Enterprises	2
4.	DIC – District Industries Centre	2
5.	AISIB – All India Small Industries Board	2
6.	SIDO – Small Industries Development Org	1
7.	SISI – Small Industries Service Institute	1
8.	NSIC – National Small Industries Corporation Ltd.	1
9.	STC – State Trading Corporation of India Ltd.	1
10.	MMTC – Mineral And Metals Trading Corporation Of India	1
11.	NRDC – National Research And Development Corporation	1
12.	SFC – State Financial Corporation	2
13.	Definition, Features, Types, Stages and Scope of Projector.	2
14.	Project Identification, Selection & Formulation	2
15.	Methods of Costing of Projects	2
16.	Project implementation and monitoring – Steps, Scope and Technique.	2
17.	Project Evaluation and Control Performance Measure Control Dynamics	2
18.	Successful Model & Presentation	2