



Managerial Skills & Entrepreneurship

Course Content

Sr.No.	Title
1	How to do Purchase requisition to Purchase Order
2	How to do "Goods Receipt to Payment"
3	Understanding of Management Reporting's Process : Budgets, ROI, New Investment Proposals
4	How to Recruit the Right Person for the Right Job
5	How to Execute various activities of Training and Development
6	Knowledge about Leave management System e.g. PL, CL, SL, Short Leaves, Late Coming
7	How to prepare salary and wages for Staff & Worker
8	Understanding of Provident Fund Act and it's applicability
9	Understanding of Contract Labour Act and its applicability
10	Understanding of Gratuity Act and its applicability
11	Entrepreneurial Attitude
12	Analysing Business Environment
13	Basic Accounting & Financial Management
14	Fund Raising Options, Government Schemes, Pitching to Stakeholders