## INDIVIDUAL COURSE DETAILS

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Small Business Financial Management (SBFM)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 25th Feb 2019 to 29th March 20195 Weeks / 1 month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) **‘**A’ Level or Equivalent The medium of instruction being English, adequate knowledge of English is necessary for effective participation.II) Sufficient experience in promoting entrepreneurship and small business development and working as Trainers, faculty, consultants in promoting entrepreneurship and small business development / promoters in government department’s corporation, financial institutions, including banks, training organizations, consultants/or voluntary organizations.III) 25-45 yearsIV) The programme is recommended basically for trainers/faculties consultants working in government departments corporations, financial institutions, including banks, training organizations, consultants/or voluntary organizations engaged in promoting entrepreneurship and small business development. |
| E. Aims & Objectives of the Course | The Programme has been designed to enable participants to:1. Explain the concept of financial management and why it is important to a small business
2. Identify financial management practices, rules, and tools that are commonly available to a small business
3. Understand how these financial management practices, rules, and tools work
4. Learn financial management basics for a small business
5. Learn the basics of start-up financing
6. Understand the basics of financing for a growing business and working capital
7. Learn the various ways to financing fixed assets
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| F. Course Contents / Syllabus *[please attach course details / profile]* | COURSE CONTENTS* **Concept of Financial Management**
* **Financial Planning and Control**
* **Budgeting**
* **Book keeping**
* **Cash flow Forecasting And Management**
* **Working Capital Management**
* **Income Statements and Balance Sheets -Profit & Loss Account Statement**
* **Ratio Analysis**
* **Costing and Break Even Analysis**
* **Business Financing**
* **Loans**
* **Tax Planning**

Field Studies* Study of small scale enterprises of different types
* Study of the institutions promoting entrepreneurship and small industry
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| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Study Visit reports3. Action Plan preparation & presentation4. Attendance5. Overall behavior in & outside the class |
| H. In case a new Course is proposed, please indicate the following: a. Whether the Course was conducted for Indian participants b. Response received from Indian participants  | YES, we have conducted more than 10 programmes.Response was quite encouraging and in each programme there were 35-40 nominations, which was restricted to 30 participants to make programme more interactive. |