MBA-Career

Masters in Business Administration

It is all about understanding the nuances of business dynamics. An MBA is about learning to work with people, because it is the people who run businesses.

Career in Vogue: Masters in Business Administration

Upon completion, an MBA leads to responsible positions in business, taking critical managerial decisions that lead to the growth of any top-notch organization. MBA programs are run throughout the world, because their relevance is across industries, business sectors and economies. And what's more, this exciting profile comes with an even more exciting pay packet.

- ***The Two-year Full-time Program***
- ***The One-year Full-time Program***
- ***The Part-time Program***
- ***Distance-learning Programs***

MBA Selection Process

MBA Selection Process

The first step to seek admission in an MBA program is the entrance test. If you wish to pursue an MBA in India there are multiple entrance tests such as CAT, XAT CET etc. that you can take. Whereas, if you wish to pursue an international MBA, GMAT is the only globally recognized test. This section gives you a complete picture of the entrance exam process in India, right from the time of application till you get into a B-school.

Top MBA Entrance Exam. :

- CAT
- IIFT (Delhi)
- Symbiosis(SNAP Test)
- IRMA (Rural Mgmt.)
- MAT
- XAT
- FMS (Delhi)
- Narsee Mounji (NMAT Test)
- JMET (Only for Science)

Categorize your MBA Choice :

Cluster 1

B-school - Indian Institute of Management (IIM-A) Ahmedabad *www.iimahd.ernet.in*

Indian Institute of Management (IIM-B) Bangalore, *www.iimb.ernet.in*

Indian Institute of Management (IIM-C) Kolkata, *www.iimcal.ac.in*

Indian School of Business (ISB) Hyderabad, *www.isb.edu*

Indian Institute of Management (IIM-L) Lucknow, *www.iiml.ac.in*

Xavier Labour Research Institute (XLRI) Jamshedpur, *www.xlri.ac.in*

Cluster 2

B-school - Indian Institute of Management (IIM-I) Indore, *www.iimidr.ac.in*

Indian Institute of Management (IIM-K) Kozhikode, *www.iimk.ac.in*

IIM-A Agri Business Management (ABM) Ahmedabad, *www.iimahd.ernet.in*

IIM-L Agri Business Management (ABM) Lucknow, *www.iiml.ac.in*

Faculty of Mgmt. Studies (FMS) - MBA & MBA - MS, DU New Delhi, *www.fms.edu*

SP Jain Institute of Management & Research (SPJIMR) Mumbai, *www.spjimr.org*

Management Development Institute (MDI) Gurgaon, *www.mdi.ac.in*

National Institue of Industrial Engineering (NITIE) Mumbai, *www.nitie.edu*

Indian Institute of Foreign Trade (IIFT) New Delhi, *www.iift.edu*

Jamnalal Bajaj Institute of Management Studies (JBIMS) Mumbai, *www.jbims.edu*

Tata Institute of Social Sciences (TISS) Mumbai, *www.tiss.edu*

Institute of Rural Management (IRMA)Anand (Gujarat) *www.irma.ac.in*

Mudra Institute of Comm. Ahmedabad (MICA) Ahmedabad *www.mica-india.net*

Cluster 3

B-school - Indian Institute of Technology - Shailesh J. Mehta School of Management Mumbai, *www.som.iitb.ac.in*

Indian Institute of Technology - Department of Management Studies New Delhi, *www.iitd.ac.in/academics/mba.html*

MDI (HR), Gurgaon, *www.mdi.ac.in*

Great Lakes Institute of Management (GLIM), Chennai, *www.glakes.org*

Institute of Management Technology (IMT), Ghaziabad, *www.imt.edu*

Symbiosis Centre for Management and HRD (SCMHRD), Pune, *www.scmhrd.edu*

Symbiosis Institute of Business Management (SIBM), Pune, *www.sibm.edu*

TA Pai Management Institute (TAPMI), Manipal, *www.tapmi.org*

International Management Institute (IMI), Delhi, *www.imi.edu*

Xavier Institute of Management (XIM), Bhubaneshwar, *www.ximb.ac.in*

Narsee Monjee Institute of Management Studies (NMIMS), Mumbai, *www.nmims.edu*

Goa Institute of Management (GIM), Goa, *www.gim.ac.in*

Cluster 4

B-school - Symbiosis Institute of International Business (SIIB), Pune, *www.siib.ac.in*

Indian Institute of Technology - Vinod Gupta School of Management Kharagpur, *www.som.iitkgp.ernet.in*

Indian Institute of Technology - Department of Management Studies Kanpur, *www.iitk.ac.in*

University Business School (UBS), Chandigarh, *www.ubschandigarh.org*

Sydenham College of Commerce & Economics, Mumbai, *www.sydenham.edu*

Welingkar Institute of Management, Mumbai, *www.welingkar.org*

K.J.Somaiya Institute of Management Studies & Research (SIMSR) Mumbai, www.*simsr.somaiya.edu*

ICFAI Business School, Hyderabad, *www.ibsindia.org*

Indian Institute of Technology - Department of Management Studies

Chennai, *www.doms.iitm.ac.in*

Bharathidasan Institute of Management (BIM), Tiruchirapally, Tamil Nadu, *www.bim.edu*

Cluster 5

B-school - FORE School of Managementm, New Delhi *www.fsm.ac.in*

Nirma University - Institute of Management, Ahmedabad *www.nim.ac.in*

Master of Finance & Control (MFC), D. U (South Campus), Delhi *www.mfc.edu*

Indian Institute of Technology - Department of Mgmt. Studies, Roorkee, *www.iitr.ac.in*

Master of Business Eco. (MBE), Depmt. of Busin. Eco., University of Delhi, *www.mbe-du.org*

ICFAI Business School, Gurgaon *www.ibsindia.org*

Loyola Institute of Business Administration (LIBA) Chennai, *www.liba.edu*

Lal Bahadur Shastri Institute of Management (LBS), Delhi *www.lbsim.edu*

Indian Institute of Forest Management (IIFM), Bhopal *www.iifm.org*

IAS-IPS

Job Prospects :

Depending upon his rank, a candidate is recruited to services such as the Indian Administrative Service (IAS), Indian Police Service (IPS), Indian Foreign Service (IFS) and other departments including Finance, Post and Telegraph, Revenue, Secretariat and so on. The appointment offers executive power. Promotions are time bound and increase in privileges are automatic. Selected candidates are first put through a training session for a short period. He is usually sent to an academic staff college associated with the service to which he is allocated. The greatest thing about civil service is the job security. Special facilities include subsidised accommodation, telephone and transport facilities, medical benefits, leave travel concession, etc. After retirement, there are very good social welfare facilities. Last but not the least is the immense satisfaction one derives at being able to participate in the development process of the country.

The Application Procedure for the Civil Services Examination is pretty simple. Electronically scannable Application Forms along with the Information Brochure can be obtained from the designated Head Post Offices / Post Offices throughout the country. The duly filled in Application Form with the acknowledgement card should be sent to - Secretary, Union Public Service Commission, Dholpur House, New Delhi - 110011. For more details regarding Syllabi, Examination Centres and other clauses, interested candidates are advised to check UPSC's Notification issued during December in 'Employment News' and all major newspapers.

Scheme of the Examination

The successive stages of examination are:

* Preliminary Examination for the selection of candidates for the Main Examination

* Main Examination (Written) for the selection of candidates for interview for a Personality Test.
* Interview (Personality Test)

Steps

Step - 1 Class - XII from Any Stream
Step - 2 Graduation in any Discipline
Step - 3 Apply for Examination
Stage - 1 Pre - Examination (Objective) (1-General Studies Paper, (Mandatory) + 1-Optional Subject)

Stage - 2 Mains
(i) Compulsory Paper (Hindi & English),
(ii) General Studies Paper, (2 - papers)
(iii)Optional Paper (Any 2 - papers)
(iv)Essay
(v)Interview

I. Academic Eligibility

The candidate must possess a degree from an Indian University or an educational institution deemed as a University or possess an equivalent qualification. Those in the final year of a degree course can also appear in the Preliminary Examination.

II. Other Eligibility Conditions

For the IAS and the IPS, the candidate must be a citizen of India.

For the other services, a candidate must be either :

a citizen of India, or a subject of Nepal, or a subject of Bhutan, or a Tibetan refugee who came over to India before January 1, 1962, with the intention of permanently settling in India, or a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

III. The candidate must have attained

21 years of age on August 1st of the year of examination and must not have attained 30 years of age on that date. The upper age limit will be relaxed by 3 years for OBC candidates and 5 years for SC/ST candidates. The upper age limit is also relaxed in favor of certain categories of civil servants working under the Government of India and Defense Services Personnel.

These are the Govt. stated eligibility criteria. If you come under these, you can give the exam.

When is the examination usually conducted ?

The notification for the examination (giving the rules and syllabus for all the subjects in the examination) is published in the month of December every year in the 'Employment News' / 'Rozgar Samachar' and 'Gazette of India', as well as, in some leading Newspapers.

You should try to get a copy of this notification. The "Preliminary Examination" is usually held in May / June and the "Main Examination" in October / November of the same calendar year.

If you are wondering what the "Main Examination" and the "Preliminary Examination" is, don't worry! We will be explaining all this in the next page.

People give the exam many times!? How many times are you allowed to give the exam?

If you belong to the "Open Category" you can give the exam 4 times maximum! If you belong to the "OBC" you can give the exam 7 times. If you belong to the "SC/ST" you can give the exam as many times as you want. There is no restriction on the number of times!

FAQs

How to Prepare for the Test ?

Q. 1. I Want to appear in IAS (ICS Exam). How Should I prepare for it to get through?

Ans. There is no standard yardstick to be followed. It all depends on your capacity and capability, irrespective of your performance/score in basic/higher degree exam. To get through the ICSE, however, two basic qualities must be there.

First, you should be mentally fully prepared to bear the strain of this one-year-long exam; and second, you should have (or develop) a sound expression (written as well as verbal) in the medium (language) you want to appear with. Once you have obtained these two qualifications, other issues regarding preparation for the exam can be handled better and easily.

The syllabus is quite large and vague. However, to prepare for it, you could do the following :

FIRSTLY: For this paper, it is very important to be updated in "current affairs" in all fields.

For History, Economy, Polity, Science (Physics, Chemistry, Biology) etc, you should read Class 8th to Class 12th books published by the NCERT. For general knowledge and objective-type questions, refer to the book "General Knowledge Refresher by O.P. Khanna". Also solve the previous years' General Studies Prelims and Model Papers published in Competition Success Review. Pratiyogita Darpan (In English Language) is one of the best monthly magazine... Other magazines are Spectrum, Competition Wizard, General English by RP Sinha...

Periodicals are as follows:-

EPW, Frontline (is most famous among IAS aspirants), India Today, Outlook,

The Week, Economist, Time, Asiaweek, Newsweek, The Sunday Times etc are other important Readings.

Q. 2. With simple graduation (BA)/post-graduation (MA) as my background what should be my strategy for Prelims ?

Ans. It may sound absurd but the best way to prepare for Prelims is to prepare for Mains first. Generally, for Prelims, the questions asked can be grouped into two broad categories : factual & conceptual. Conceptual questions can be handled more effectively only if Mains is prepared first. Besides, objective facts can be related and remembered easily only when a sound conceptual base is pre-existing. Therefore, your strategy for preparation of Prelims should be such that you are thorough in your first optional (that you take in Prelims as well as in Mains) as also in G.S. This is important because you do not get enough time after Prelims to prepare for the Mains.

Q. 3. What optionals should be more suitable optionals for me?

Ans. It is a highly sensitive issue, and the most crucial too, because choice of optionals goes a long way in deciding your prospects. However, the answer to your question can not be as straight-forward. It you have command on language, you can achieve your goal by keeping any optional. My suggestion, however, would be as follows: If you are a post-graduate in any discipline, that should be your first and obvious choice; the same would be true if you have done honours in a social science. Selection of first optional for IIT/Medical graduates too has become difficult. The puzzle, therefore relates to graduates in arts and literature who do feel confused. These days, at Mains level, some literature subjects, Anthropology, Geography and Public Administration have been doing very well. Of these, the first two are only second optionals, and hence, your choice could fall on either Geography or Public Admn. However, History and Sociology have been counted as safe subjects for Prelims. So, if you intend to take Anthropology and any literature for Mains, you can, for Prelims, rely either on Sociology (most of which is covered in the Anthro syllabus and hence you get rid of the agony of reading a third subject) or History (that covers quite a significant part of GS).

MCA Entrance Exams

If you have completed your BCA or graduation in any other related discipline, studying **MCA** is a favored option for you. This is a full-time degree course of 3years (usually divided into six semesters). Studying Master of Computer Applications makes you skilled in computational theory, programming, algorithm design, database management, and other related fields. Admission to this course is generally done through various MCA entrance tests. While most institutes conduct their own MCA entrance tests, there are also some centralized entrance test.

AIMCET (all India entrance of MCA) is one such MCA entrance test.**MCA Entrance Test Pattern**: The syllabus of the Master of Computer Applications (MCA) entrance exams comprises Mental Ability, English Comprehension and Mathematics of 12th standard. While most of the MCA entrance tests have objective questions, some universities follow a mixed pattern of objective, short-answer, and long-answer types of questions. Top MCA institutes in India - The All India MCA Common Entrance Test (AIMCET) is the entrance examination generally conducted by IIT's for admission to Master of Computer Applications (MCA) Program offered by IIT's and many leading Universities and Colleges.The All India

MCA Common Entrance Test (AIMCET) is a National Level Test being conducted by the Indian Institute of Technology Roorkee on behalf of the Ministry of Human Resource Development (MHRD), Government of India. This test shall be for those institutions that are presently holding their own entrance test and admitting all their students or a certain percentage of them on all India basis. Students admitted on All India basis in the State level institutions shall be admitted only through the AIMCET. However, all the States shall continue to hold their own common entrance tests for admission to MCA programmes in institutions within their States as before. The objective of conducting the AIMCET on all India basis is to identify meritorious and motivated candidates through a single common entrance test for admission to Master of Computer Applications programmes being run by various institutions in the country. The admission is to be granted by the individual institutes as per policy applicable to them and the score of AIMCET.

1. Eligibility Criteria : Candidates with a Bachelor's degree of minimum 3 years duration in any discipline with Mathematics at the (10+2) school level or at the Bachelor's level are eligible. Those candidates who are appearing at the Bachelor's degree examination and fulfil the aforementioned criteria are also eligible but they will have to furnish the proof of having passed the Bachelor's degree examination (provisional certificate will also be acceptable) at the time of admission to the respective institutes. Indian Nationals are only eligible to apply.

2. Schedule of Examination Test : Test is scheduled to be held on June of the academic year. Some of the reputed institutes that offer Master of Computer Application in India are -

1. Pune University- *www.unipune.ernet.in*

2. Thapar University Patiala- *www.tiet.ac.in*

3. Delhi University- *www.du.ac.in*

4. Jawaharlal Nehru University- New Mehrauli Road Jawaharlal Nehru University Delhi – 110067 Delhi Phone: (11) 26717676 , 267175575.

5. University of Punjab- *www.pu.edu.pk*

6. Symbiosis Pune- *www.symbiosiscomputers.com*

7. BhartividyapeethUiversity-*www.bharatividyapeeth.edu*

8. Guru Nanak Dev University- *www.gndu.ac.in*

9. Punjab Technical University- *www.ptu.ac.in/der.htm*

10. Mumbai University- *www.mu.ac.in*

11. Kurukshetra University - *www.kukinfo.com*

12. *Guru Gobind Singh Indraprastha University- www.ipu.ac.in*

13. *Indira Gandhi National Open University- www.ignou.ac.in*

14. Annamalai University- *www.annamalaiuniversity.ac.in*

Architecture Course

The National Aptitude Test in Architecture (NATA) measures aptitude of the appilcant for specific field of study, i.e. Architecture. The test measures drawing and observation skills, sense of proportions, aesthetic sensitivity and critical thinking, that have been acquired over a long period of time, and that are related to specific field of study, i.e. Architecture.

Prospective applicants desirous of taking admission to First year of undergraduate course in Architecture (Bachelor of Architecture) in India take NATA. NATA scores are used by admissions authorities of different unaided & Govt. aided schools / colleges of Architecture, to provide common measures for comparing the qualifications of applicants.

Student of any stream (with Maths) can do this Programme.

For more information log on to- *www.nata.in*

Dietician Courses

A number of universities offer a 3 year B.Sc. / BA in Nutrition / Dietetics. These subjects are also offered as a Post-Graduate specialisation both at the degree(Masters in Home Science / Applied Nutrition) as well as post-graduate diploma level.

List of Training Institutions In India

1. All India Institute of Hygeine & Public Health, 110 Chittaranjan Avenue, Kolkata - 700 073, West Bengal URL : *www.wbhuhs.org*

2. University Of Mumbai, MG Road, Fort, Mumbai - 400 032, Maharashtra URL : *www.mu.ac.in*

3. Avinashilingam Institute for Home Science & Higher Education For Women, Coimbatore - 641 043 , Tamil Nadu

4. Guru Nanak Dev University, Amristar - 143 005, Punjab URL : *www.gnduonline.org*

5. National Institute Of Nutrition, jamia Osmania, Hyderabad - 500 007 , Andra Pradesh *www.ninindia.org*

6. Osmania University, Hyderabad (University College For Women, Koti) URL : *www.osmania.ac.in*

7. SNDT Women's University, Mumbai - 400 020 URL : *www.sndt.edu*

8. University of Agricultural Sciences, Dharwad 580 005 URL : *www.uasd.net*

9. University of Delhi, New Delhi - 110 001 URL : *www.du.ac.in*

Interior designing

Interior designing is one of the most sought-after fashion designing courses available today. Those who want to pursue a career in Interior designing can take up these courses to learn developing design solutions that are safe, functional, attractive and meet the needs of the space user. The primary objective of the interior design courses in India is to equip the students with creative awareness, attitude, imagination and technical knowledge required for this profession.

These courses would also teach them other necessary managerial skills of finding a client, retaining and managing them. Thus a successful career in interior designing hinges on the creative, imaginative and artistic capability of the designers and also on their managerial skills.

The most important factor however, is that this course must be pursued in reputed institutes.

Eligibility for Interior Design Courses

Several kinds of courses area available in Interior Design such as B.Sc. (Interior Design), Professional Diploma in Furniture & Interior Design, Master Of Interior Architecture And Design and Foundation Diploma in Design. The minimum qualification for most of the courses in interior design is a pass at the 10+2 level. You should also have a knack for colors and shapes as well as a sense of style and comfort.

Hardware & Networking

The last decade has been a witness to an unforeseen upswing in the Indian IT industry. Today, even the most remote corner of the country has access to computers. This has resulted in an increased demand for hardware & networking professionals throughout the country. MAIT is forecasting manpower recruitment to the tune of more than 2 million in the hardware & networking industry.

Courses offered by:

1. Brainware at all India level. *www.brainware-india.com*

2. CMC at all India level- *www.cmcltd.com*

3. APTECH at all India level- *www.AptechNpower.com*

4. Doeacc at all India level - *www.doeacc.edu.in*

5. IIJT at all India level - *www.iijt.net*

6. IIHT at all India level - *www.techtree.com*

7. Arena- at all India level - *www.arena-multimedia.com*

Industrial Training Institute (ITI's)

Industrial Training Institute (ITI's) are training institute which provide training in technical field in India. Normally a person who has passed 10 standard (SSLC) is eligible for admission to ITI. The objective of opening of ITI is provide technical manpower to industries. These persons are trained in basic skills required to do jobs of say operator or a craftsman. The course in ITI is designed in way to impart basic skill in the trade specified. The duration of course may vary from one year to three years depending upon trade opted. After completion of ITI course a person has to undergo practical training in his trade in an industry for a year or two. This is necessary to appear for National Council of Vocational training (NCVT) certificate. This certificate is mandatory for applying jobs in relevant category in many companies. There are both

government funded and private (self-financing) ITI's in India. Most of ITI's impart training in technical trades like electrician, fitter, plumber etc.

People of engineering trade can go for higher studies like diploma in engineering. There are also specialized short term courses in Advanced Training Institute (ATI) which enhance skill of candidate. ITI qualified persons can set up their own garage, motor/generator/transformer winding shops or fabrication shops depending upon trade opted.

For more information about ITI's contact your nearest ITI, or visit- *www.dget.gov.in*

Polytechnic College

The term polytechnic comes from the Greek word meaning many and tekhnikós meaning arts. In short, **Polytechnic** means an institute that offers a variety of professional courses, which is mainly technical and vocational in nature.

In fact, Polytechnics give one the comfort of various career courses under one roof. The courses offered by polytechnics help an individual to kick-start his career - it allows him to start his own business or get a decent job at a reputed place.

Types of Polytechnics

There are various types of **polytechnics in India - government owned polytechnics**, **private polytechnics, women's polytechnic and likewise**. Subjects taught in these polytechnics are numerous and include- mass communication, fashion designing, automobile engineering, chemical engineering, interior decoration, computer engineering…the list can go on and on.

The women polytechnics lay stress on all types of courses in general and women-oriented courses in particular. Women-oriented courses will enable women to become independent and begin their career. Some women oriented courses include cookery, sewing, house-decorations, etc.

Commercial Fine Arts

Commercial Fine Arts is a relatively recent phenomenon in India which refers to the use of different art media for commercial functions. The term 'commercial fine arts' broadly focuses on painting, sculpting, applied art ,graphic interior design, ceramic design, mural design, metal craft, pottery design and painting. An individual needs to have keen observatory sense, perseverance, marketing skills and indomitable will power to pursue a career in this field of fine arts. Pragmatism, originality, selling skills and excellence are the hallmark of a commercial artist, who essentially should be creative and original. Students interested in a career in this exciting field should enroll in Commercial Fine Arts Courses in India. More than often a course in Fine Arts is related with that in Commercial Fine Arts.

Benefits of Commercial Fine Arts Courses in India:

A course in commercial fine arts nurtures and aligns the creative energy in an individual and gives him the

technical edge and finesse required to survive in the arts industry where competition is ever increasing.

1. Delhi University (Based on Entrance Exam)- *www.du.ac.in*
2. Jamia Milia Islamia- *www.jmi.nic.in*
3. Symbiosis- *www.symbiosisdesign.ac.in*

Film Making and Film Production Courses

Film Making and Film Production Courses trains an individual about the intricate art form involving a thorough understanding of human psyche, collective consciousness and the contemporary global scenario. It also enables individuals to learn more about history, art and aesthetics coupled with technical prowess imagination, meticulous observation and rapier sharp understanding of the economics of film making.

Beneath the superficial razzmatazz, the hype and hoopla that surrounds the film world, lies the struggling phase for getting the right break as a director or a technician which one should face with determination. This site encompasses each and every detail about the courses available in India and the attributes required by one to become a future Satyajit Ray or Yash Chopra.

Qualifications

Candidates who have qualified their 12th standard examination in any stream are eligible to apply for a Technical course in Film Making. In other streams like direction and sound engineering one can be a graduate in any discipline. However, for sound engineering some institutes generally prefer Physics graduates.

Courses in India

There are several institutes that offer film making and film production courses in India like:

- Film and Television Institute of India, Law College Road, Pune 411004.
- Academy 18, Studio18 Ltd, 8, Balaji Estate, Guru Ravi Das Marg, Kalkaji, New Delhi110019
- University of Mysore, Crawford Hall, Mysore 570005
- Bihar Institute of film and Television, Pataliputra Colony, Patna
- Satyajit Ray Film and Television Institute EM Byepass, Kolkata 700094
- Whistling Woods International, Mumbai
- Asian Academy of Film & TV (AAFT Delhi) – *www.aaft.com*

Foreign Language Courses

In the age of globalization, difference in languages should not become a barrier in communication. Keeping this fact in mind various institutions have started offering foreign language courses. Multinational companies have started investing in the Indian market in huge proportions. These MNCs needs their reports, transactions and other documents to be translated. This is another reason why foreign language courses are gaining in popularity.

Qualifications

There are several universities and other institutes offering courses on foreign languages. The major languages on which these courses are offered are French, German, Italian, Japanese, Spanish, Russian, Arabic, Persian and Chinese. However, candidates need to satisfy the eligibility criteria for getting admission to the courses available.

The courses and their details are -

- Bachelor's degree course in foreign language, Duration: 3 years, Eligibility: candidates must have completed their 10+2 examination in any stream.
- Integrated Master's course in Foreign Languages, duration: 5 years, Eligibility: undergraduate or graduate candidates can apply.
- Diploma or Certificate courses. Duration: 6 months - 1 year, Eligibility: 10+2
- M.A, Duration: 2 years, Eligibility: graduation in the language applied for.
- M.Phil, Eligibility: M.A in the language applied for
- Ph.D, Eligibility: M.A in the language applied for.

The various Institutes offering these courses are -

- School of Languages - Jawaharlal Nehru University, New Delhi
- Central Institute of English and Foreign Languages (CIEFL) - Hyderabad
- Benaras Hindu University - Varanasi
- University of Delhi - New Delhi
- Bharatiya Vidya Bhavan, Jawaharlal Nehru Academy of Languages - New Delhi
- Alliance Francasie - 15 branches across the country.
- Max Mueller Bhavan- major metros.
- Indo - Italian Chamber of Commerce - Mumbai
- Japanese Information and Cultural Center - New Delhi
- Ram Krishna Mission - Kolkata
- Indo-Japan Chamber Of Commerce & Industry, No.21, K.B. Dasan Road, Teynampet, Chennai - 600 018
- Pune University, Ganeshkhind, Pune
- Rajasthan University, Jaipur, Rajasthan

NGO Management Courses

NGO Management mainly focuses on the management of the organization, setting up of the goals and objectives of NGO activities, thorough understanding of the organizational framework of NGOs, and distribution

of portfolios among its members. NGO Management also involves devising of strategies and operational pathways, supervision and planning of financial and other policies and various other programmes of the organization.

Qualifications : Enrolling for an NGO management course, applicants need to complete his / her graduation in any discipline. Experienced NGO professionals, social workers, and volunteers can also study these courses.

Benefits : The main areas of study in an NGO management course help an individual to understand the subject in detail from a more realistic point of view. The various benefits of NGO management course are:

- Financial and Administrative Supervision
- Awareness about Global Issues
- Awareness about Environment
- Awareness about global socio-economic scenario
- Community Development
- Management of Information
- Organization of Issue Based Campaigns
- Developing Human Resource and Finance
- Attainment of Socio Cultural Perspective
- Social Entrepreneurship
- Leadership

Institutes offering NGO Management Courses in India

The premier institutes offering a post- graduation course in NGO management in India are:

- NGO Partnership System- *www.ngo.india.gov.in*
- NGO's India- *www.ngosindia.com*
- Amity Institute of NGO Management
- Annamalai University Directorate of Distance Education, (Tamil Nadu) Bharathidasan University Centre for Distance Education, Tiruchrappali (Tamil Nadu)
- Madurai Kamaraj University, Directorate Of Distance Education, (Tamil Nadu)

Yoga Courses

Yoga, a Sanskrit word meaning "union" is primarily associated with "asanas", or exercises that aim towards achieving a higher standard of health and concentrates on the emotional and psychological health of a patient along with his physical condition. The practice of yoga has been prevailing in India from several centuries

though yoga as a career option has become popular in the recent past because of its curative powers.

Qualifications:

A huge number of courses on yoga are offered by several yogic institutions all over the country. The major courses and their details are:

- Diploma Course in Yoga Therapy
- Diploma course in Yoga Education / Yogic studies
- Teacher Training in Yoga therapy(certificate course in Yoga therapy)
- B.A/B.S.C in Yoga therapy, Eligibility: graduation, preferably in Philosophy
- M.A/M.S.C in yoga therapy, Eligibility: B.A/ B.S.C in yoga therapy

The major institutes offering courses on yoga are -

- Dr. Harsingh Gour Vishwavidyalaya, Gour Nagar, Sagar (M.P.)
- Gurukul Kangri Vishwavidyalaya, Haridwar (Uttaranchal)
- North Maharashtra University, Jalgaon (Maharashtra)
- University of Pune, Pune (Maharashtra)
- Rashtriya Sanskrit Vidyapeeth, Tirupati (Andhra Pradesh)
- Shivaji University, Vidyanagar, Kolhapur (Maharashtra
- Gujarat Ayurved University, Jamnagar (Gujarat)
- Dr. Bhimrao Ambedkar University, Agra (U.P.)
- Alagappa University, Alagappa Nagar, Karaikudi (Tamil Nadu)
- Shri Venkateshwara University, Tirupati (Andhra Pradesh)
- Awadesh Pratap Singh University, Rewa (Madhya Pradesh)
- Gujarat Vidyapeeth, Ahmedabad (Gujarat)
- Karnataka University, Dharwad (Karnataka)
- MJP Rohilkhand University, Bareilly (U.P.)
- Himachal Pradesh University, Shimla (H.P.)
- Mangalore University, Mangalagangotri, (Karnataka)
- University of Mumbai, MG road, Fort, Mumbai
- Antahpragnya, East of Kailash, New Delhi
- Tilak Maharashtra Vidyapeeth, Vidyapeeth Bhavan, Gultekadi, Pune (Maharashtra)
- Bihar Yoga Bharati Institute for Advanced Studies in Yogic Sciences
- Yoga University, India - Yoga Vidya Gurukul, Nasik, Maharashtra

Social Work Courses

Social work has stopped being the prerogative of few great people who wanted to change the society for better or those who wanted to help the repressed and the underprivileged. Social work in today has become a full fledged profession with highly trained professionals. The casual attitude attached with social work has been replaced by a serious professional attitude. People having compassion for the poor, the deprived and the disadvantaged usually opt for this career. There are institutions that offer full time social work course in India. But the must-haves for aspirants are the capability of working really hard under precarious working conditions.

Few institutions offering courses on Social work

- Indian Institute of Social Welfare and Business Management, Calcutta University
- Tata Institute of Social Sciences, P.O.8313, Sion-Trombay Road, Deonar, Mumbai 400088
- Palli Sangthan Vibhag (Rural Reconstructions College), Vishwa Bharati University, Shantiniketan 731235
- University of Delhi, Delhi 110007
- Jamia Millia Islamia, Jamia Nagar, New Delhi 110025
- Institute of Social Sciences, Agra
- Kurukshetra University, Guru Nanak Khalsa College, Yamuna Nagar, Department of Social work, Kurukshetra 132119

Bibliography

To improve your knowledge about careers, personality, vision and life please visit following websites and read suggested books !!

Most Important Websites for complete career guidance !!

1. www.indicareer.com

2. www.webindia123.com or www.webindia123.com/career/options/career.htm

3. www.shiksha.com

4. www.highereducationinindia.com

5. www.educationindiainfo.com

6. www.studyplaces.com

7. www.education4india.com

8. www.education.nic.in

9. www.successcds.net

10. www.indiaedu.com

11. www.indiastudychannel.com

Books

1. You can Win- Shiv Khera

2. Courage and Confidence, An Anthology-Norman Vincent Peale.

3. Count your Chickens Before They Hatch-Arindham Choudhary.

4. Business @ speed of thought- Bill Gates

5. Who moved my cheese- Spencer Johnson

6. Seven Habits of Highly effective people-Stephen R. Covey

7. Rich Dad, Poor Dad-Robert Kiyosaki and Sharon Lechter's

8. How to Win Friends and Influence People-Dale Carnegie's

9. The Alchemist - Paulo Coelho

10. Why you Can't be anything you want to be-Arthur Miller and William Hendricks.