



PG DIPLOMA IN  
**BUSINESS ADMINISTRATION**

The skills, knowledge and experience  
enhancing your career potential



**Camford**  
INSTITUTE OF MANAGEMENT  
AN ISO 9001:2015 CERTIFIED INSTITUTE  
CONNECTING EDUCATION TO SUCCESS

## VISION

Our vision is to provide job ready skill acquisition training programs for personal and professional development of career aspirants with a whole new dimension that has direct connection with industry and employability.

## MISSION

To deliver practical, affordable education, competency-based training, and being responsive to the needs of industry, via harnessing and integrating technology, people and systems.

To educate and develop our students to add value to the industry in which they work and maximise their potential to succeed in life.

## WHY CAMFORD INSTITUTE?

**Job Ready Program:** In order to get you 'Job Ready' we will teach you the most important professional skills that are in-demand in the market today.

**Classes are small; hands on:** Small classes of 25 students or fewer mean that you receive individual attention from our highly qualified instructors.

**Practical Experience:** Training programs are practical – and not academic. Each program provides instruction and real-world practice.

**Global Employability:** Programs designed & structured for global employability needs

## OUR ACCREDITATION & AFFILIATION

Camford Institute of Management has affiliated our training programmes with recognised educational bodies under the Government of India and the state Government of Kerala, in addition to be accredited with International Educational and Total Quality Management Accreditation Organisations.

This certification provided with highly acclaimed international affiliations puts you in a top notch position than any other regular training programme, to help secure placements in India and worldwide in the best of companies.





## BUSINESS ADMINISTRATION AND MANAGEMENT

Competence. Confidence. Credibility.

### REASONS TO CHOOSE PG DIPLOMA IN BUSINESS ADMINISTRATION AT CAMFORD INSTITUTE OF MANAGEMENT



#### **Excellence in Education:**

Helping students achieve new heights and empower their future



#### **A Modern Training Offer:**

Provides the best mix of practice and theory to ensure students success



#### **Leadership Skills:**

Help students to understand and develop their leadership potential



#### **Career Development:**

Transforming education to unlock lifelong opportunity

## QUALITY EDUCATION FOR OVER 20 YEARS

Explore your passions, follow your dreams, take your skills to the next level and prepare yourself for a career you'll love, right here at Camford Institute of Management. Our fantastic pass rates and exam results, high quality teaching, range of courses, clear progression routes and state-of-the-art facilities will enable you to develop your skills and create a brighter future.

# Post Graduate Diploma in **BUSINESS MANAGEMENT**

JainX - Jain Deemed to be University, Bangalore

DURATION: ONE YEAR

## **PROGRAM OVERVIEW**

Our program will provide you with significant career growth by making you an exceptional Business Professional.



Business Management



Office Administration



Marketing Management

Best-in-class curriculum designed to challenge one strategically in order to prepare students for complex issues of the business world and make you a recruiter's top priority.

The course is organized in a manner so as to channelize knowledge and skills in regards to application of managerial principles and techniques in business to the students in the respective field.

This is done in accordance with the aim of preparing them effectively for the challenges in the practical domain. A fresh Postgraduate in the domain can look for job opportunities with firms such as Corporate Houses, MNCs, Import-Export Firm, Marketing Firms, Production Houses etc.



Customer Relationship



Human Resource Management



Financial Accounting

## **ELIGIBILITY CRITERIA**

Candidates must have a Bachelor's degree from a recognized college or institute in any discipline with a minimum of 50%.

# 3 in 1 PROGRAM

with an assured job placement

## PG DIPLOMA IN BUSINESS ADMINISTRATION

**Duration: 1 Year**      **JAINx - Jain Deemed to be University, Bangalore**

JAINx Learning Hub is an online learning platform with the primary focus to create a virtual learning experience using the Jain Deemed to be University - Bangalore platform that is accessible anytime, anywhere through convenient formats.

## DIPLOMA IN OFFICE AUTOMATION & FINANCIAL ACCOUNTING

**Duration: 6 Month**      **C-DAC Gist PACE, Govt. of India**

Centre for Development of Advanced Computing (C-DAC) is the premier R&D organization of the Ministry of Electronics and Information Technology (MeitY) for carrying out R&D in IT, Electronics and associated areas.

## DIPLOMA IN HUMAN RESOURCE MANAGEMENT

**Duration: 6 Month**      **Camford Institute of Management**

The Camford Institute of Management is an ISO 9001:2015 certified institute and NSDC FIVE STAR rating Pradhan Manthri Koushal Vikas Yojana - PMKVY, Govt. of India accredited training centre and accredited by the Centre for Development of Advanced Computing (C-DAC) is a research and development organization under the Department of Electronics and Information Technology, Govt. of India.



## JUMPSTART YOUR SUCCESS WITH AN ASSURED PLACEMENT

### Our career support services include:

- ❖ We have JOB Alerts system where we send out all the information about vacancies
- ❖ Every student is a part of JOB Alerts distribution list
- ❖ We get referral job information from the industry
- ❖ We have tie ups with leading consultancies and companies who recruit fresher and laterals
- ❖ We have placed our students in UAE, Qatar, Oman, Delhi, Mumbai, Bangalore, Chennai etc.



**Get a Job,  
Keep a Job**



### PLACEMENT PROCESS





## STUDENT ENTREPRENEURSHIP PROGRAM - SEP

Our PGDBA students who are interested to learn and apply business start-up practices and concepts to projects they're passionate about. They build, test, learn, apply, and embrace the cycle of experimentation, which is core to entrepreneurship and is a great training ground for life.

### ENGAGING STUDENTS IN A LEARN-BY-DOING, REAL-WORLD SETTING



Marketing and Sales



Information Technology



Food & Catering Services



Education & Training



E-Commerce



Small & Medium Business

## FEE INVESTMENT FOR POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

Fee Type	I Payment Payable on Commencement	II Payment Payable by Next 60 Days	III Payment Payable by Next 60 Days	IV Payment Payable by Next 60 Days	V Payment Payable by Next 60 Days
Registration Fee	8,000				
<b>Tuition Fee - 65,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>14,500</b>	<b>14,500</b>
Books & Materials - 6860/-	4,60		1,500	2450	2450
PGDBA and DOAFA Reg & Exam		7,070	5,570		
92,500/- + GST 18% - 16.650/-	<b>3,690</b>	<b>3,430</b>	<b>3,430</b>	<b>3,050</b>	<b>3,050</b>
<b>Total Amount - 1,09,150/-</b>	<b>24,150</b>	<b>22,500</b>	<b>22,500</b>	<b>20,000</b>	<b>20,000</b>

1. 18% GST will be applicable 2. Fee once paid will not be refunded 3. Students will be liable to pay total amount after 3 month if he/she discontinues



## BUSINESS ADMINISTRATION - THE MOST EXCITING CAREER

Business management sector can offer some of the most exciting career to management professionals. There are a variety of roles under which management graduates are employed.

Some of the entry level / executive level / mid level management / management roles that gets offered to our students in business organizations are:

- ❖ Office Administrator / Manager
- ❖ Customer Relations Officer
- ❖ Document / Records Controller
- ❖ Business Development Executive
- ❖ Receptionist / Front Office Executive
- ❖ Executive Secretary
- ❖ HR Assistant / Executive / Officer
- ❖ Marketing Executive / Specialist
- ❖ Office Administrative Assistant
- ❖ Customer Support Executive
- ❖ Public Relations Officer
- ❖ Personal Assistant / Secretary



# Camford

INSTITUTE OF MANAGEMENT

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