



Department of school education

Sheet No. 28

Career of the day

Business Administration

Date 02/12/2021

Introduction

Business Administrators or Administrative Managers are responsible for directing the different activities of the subordinates and helping in the management or coordination of the various administrative activities present in an organization. As an administrative manager, you will have to handle many diverse operations within a facility which includes facility management, operations management, Food Services management, warehouse management, fire and safety management and so on.

Punjab Career Portal

Eligibility

1. 10+2 pass with any subject combination as per scheme of Studies for B.B.A (Bachelor of Business Administration)
2. B.B.A is required for Master of Business Administration (M.B.A) Course

Institutes/Universities

1. Punjab Agriculture University
2. Indian Institute of Management, Amritsar
3. National Institute of Technology, Jalandhar
4. Punjabi University, Patiala
6. Guru Nanak Dev University, Amritsar
7. Guru Nanak Dev Engineering College, Ludhiana
8. And various other institutes.

Courses available

1. Bachelor of Business Administration (BBA) 3 years course
2. Master of Business Administration (MBA) 2 years course

For details visit Mashaal website,
contact your school counselor or visit
Punjab Career Portal

By Mashaal Team

Mon- Sciences, Tuesday- emerging career, Wednesday- Arts, Thursday- Commerce
Friday- Sports, Saturday- Entrepreneurship/Vocational/ NSQF/ Employment Generation