

Programme Structure for the 4 Days Workshop on MSME Consultants

S No	Day	Topics	Duration
1	Day 1	Different Forms of Legal Entities for MSMEs and Start-Ups • Overview of Legal Business Structures (including Definition and Classification) • Registration Process & Legal Compliance • Conversion from One Entity Type to Another • Taxation and Financial Reporting Requirements	2 Hours
2	Day 1	Branding and Marketing for MSMEs • Introduction to Branding and Marketing for MSMEs • Marketing Strategies for MSMEs • Customer Engagement and Retention • Case Studies and Success Stories • Building Trust with MSME Clients	2 Hours
3	Day 1	Statutory Compliances for MSMEs and Start-Ups Taxation Compliances (Income Tax, GST, Profession Tax, etc.) Labour and Employment Law Compliances Company Law and ROC Filings Environmental and Industry-Specific Compliances Investment and Fundraising Compliances Compliance to DISH Department of Industrial Safety and Labour Head	2 Hours
4	Day 2	Schemes & Incentives for MSMEs and Start-Ups from Central Government • <i>Tax Benefits and Exemptions</i> • <i>Skill Development and Capacity Building Schemes</i> • <i>How to Apply and Avail Benefits</i>	2 Hours
5	Day 2	Schemes & Incentives for MSMEs and Start-Ups from State Government • <i>Tax Benefits and Exemptions</i> • <i>Skill Development and Capacity Building Schemes</i> • <i>How to Apply and Avail Benefits</i>	2 Hours
6	Day 2	Funding Options for MSMEs from Banks and Financial Institutions • Types of MSME Loans (Banks, NBFCs) • Government-Backed Loan Schemes • Loans from Specialized Financial Institutions • Alternative and Innovative Financing Options • Support for First-Time Borrowers and Women Entrepreneurs • Attestation and Certification Functions • Accessing Finance: SIDBI, TReDS • Credit Rating and Loan Documentation • Due Diligence and Financial Advisory Services	2 Hours
7	Day 3	Professional Opportunities in MSME and Start-Up Sector	2 Hours

		• Entrepreneurial Opportunities • Freelancing Opportunities • Incubation, Mentorship, and Advisory Roles • Global Exposure and Cross-Border Opportunities • <i>CIBIL Rating & CBIL Score updating</i> • <i>Introduction to Allied Services in MSMEs</i> • <i>Export-Import Support Services</i> • <i>Networking and Business Development Services</i>	
8	Day 3	Restructuring of Debts of MSMEs • Causes of Financial Stress in MSMEs • Types of Debt Restructuring Options • Frameworks and Guidelines for MSME Debt Restructuring • Legal and Regulatory Considerations • Challenges in Effective Debt Restructuring • <i>Asset Restructuring Opportunities</i>	2 Hours
9	Day 3	Working Capital Management • Estimation of Working Capital Requirements • Working Capital Financing • Liquidity Analysis and Ratios • Strategies for Efficient Working Capital Management • <i>CMA Data and Renewal on Working Capital Limits</i>	2 Hours
10	Day 4	MSMEs Procurement Policy in PSUs and Statutory Obligations • Mandatory Procurement Norms • MSME Act, 2006 – Payment Provisions • Role of MSE Facilitation Councils (MSEFCs) • Government Portals Facilitating Procurement & Payments • Recent Digital Reforms and Initiatives • <i>GeM</i>	2 Hours
11	Day 4	Preparation of Drafting of Project Reports • Types of Project Reports • Structure and Components of a Standard Project Report • Tools and Software for Project Report Preparation • Case Studies and Sample Project Report • <i>TEV (Techno Economic Viability) Study</i>	2 Hours