



Rayat Shikshan Sanstha's
Dr. Patangrao Kadam
Mahavidyalaya,
Ramanandnagar (Burli)
Department of Commerce



Short Term Course 2022-23
Certificate Course in Business Administration

Syllabus

Paper No. I Concepts in Business Administration

Unit No. 1: Meaning of Business Administration and Business Management. The basic components of business unit and forms of business organization i.e.(a) Sole Trader (b) Partnership firm (c) Registered company (d) Public sector undertaking (e) cooperative Organizations.

Unit No. 2 Meaning Elementary Principles of Accountancy- need for Accounting Books of Accounts-Internal and external auditing.

Unit No. 3 Basic concepts of production- technology of production-plant location and plant layout-raw material equipment and inventory-labour input and production control.

Unit No. 4 meaning of Marketing, types of marketing, core concepts of Marketing, Marketing functions- assembling, Buying, Selling, transportation. Storage and warehousing, Risk Bearing. Advertising and sales Management.

Unit No. 5 Meaning and Human Resources- Recruitment, Selection, Training. Division of Labour, Labour Welfare.

Unit No. 6 Business and government

Paper No. II Business correspondence, communication and IT.

Unit.No. 1 Business correspondence- Internal i.e. Memos, Circulars, Notices- External i.e. Business inquiries, business replies, correspondence with the government, correspondence with Trade associations, Correspondence Vis-à-vis Media.

Unit No. 2 Meaning of communication-Methods of communication-Verbal & Non Verbal – Basic principles of Clear Writing.(1) Adoption (2) Choice of Words (3) Simple Language (4)

Direct language (5) proper arrangement- objectives of communication-Public speaking and oral Reporting.

Unit No. 3 Technology of Business communication-Traditional Technology i.e. Telegraph, Video, Telephone, Dictaphone, typewriters and tape-records and Traditional screening. Modern Technology i.e. electronic typewriters. Word Processor, P.C., Networking, Laptop, Internet and intranet. Transition from traditional technology to modern technology.

Paper No. III: Accounting and Finance

Unit No. 1 Basic Accounts- Accounting Process- Trial Balance and Preparation of Financial Statement with Adjustments.

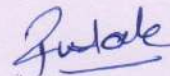
Unit No. 2 Concept of Bill of Exchange- promissory notes- Capital and revenue Expenditure.

Unit No. 3 Meaning of Depreciation and Depreciation Accounts- Intangible Assets Accounting- Inventory valuations

Unit No.4 Basic cost concepts-Ascertainments of Cost (Introduction, cost Classification, Cost Contents)

Unit No. 5 Raising of Capital- Sources of Capital i.e. Internal and External

Unit No. 6 Financial Institutions



Head

Department of Commerce



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Department of Commerce



PROCEEDING OF MEETING

Date:-13/09/2022

Departmental meeting was held on 12/09/2022 at 11.30 am under the heading of Head of the department, all the members were present, main agenda of meeting was to discuss on the implementation of Certificate course in department for 1st year commerce students.

Committee has decided that 3 Month Certificate course entitled Business Administration will be introduced from 17/09/2022 to 17/12/2022. The governing of course committee is formed, this departmental committee will be run, govern and supervise the course. Besides this syllabus of course is finalized, work load distributed. Also the time table was prepared, Prof. B. D. Patil expressed vote of thanks and meeting is over.

Head,
Department of Commerce

1. Prof. Smt. Pudale P. D.
2. Prof. Patil B. D.
3. Prof. Kamble S. D.
4. Miss. Ambi Priti Tanaji

Head & Co-ordinator
Department of Commerce



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Department of Commerce



Certificate Course in Business Administration

Course Outcome

Objective of the Course:

To introduce students to-

1. Basic principles of Business Administration at conceptual level.
2. To equip such students with up to date techniques of Business communications & correspondence.

To acquaint students with day to day requirements in the field for accounts finance & marketing.

In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning.

- a) Duration:** 3 months
- b) Eligibility:** H.S.C. Passed
- c) Intake:** 10 Students
- d) Course Fees:** free of cost
- e) Examination System:** 3 Papers of 100 Marks each
- f) Outcome:**

After studying this course, students should be able to:

- > Develop techniques of Business communications & correspondence.
- > Equipped with basic concepts of Accounting & finance
- > Knowledge about financial institutes.

- Get knowledge about marketing core concepts.
- Acquire Knowledge of Bill Of Exchange
- To know basic concepts of Costs and other things.

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**Head,
Department of Commerce
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)**

Peta

**Principal,
Dr. Patangrao Kadam Mahavidhyalaya,
Ramanandnagar (Burli)
Tal. Palus, Dist. Sangli.**



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Certificate Course 2022-23
Certificate Course in Business Administration
Marks sheet

Sr.No	Student Name	Total (Marks out of 300)	Result
1	AMBI PRITI TANAJI	247	Pass
2	ARBUNE SHREYA ASHOK	218	Pass
3	BANSODE PRIYANKA NAGNATH	224	Pass
4	HAVALDAR RASIKA SHIVAJI	217	Pass
5	JADHAV URMILA HANMANT	228	Pass
6	KADAM SHRUTIKA SANJAY	230	Pass
7	KANABARKAR ARYA VINAY	220	Pass
8	LOHAR ARTI RAJENDRA	220	Pass
9	MADANE ARTI SHANKAR	242	Pass
10	SALUNKHE PADMA SHARAD	252	Pass

Head,
Department of Commerce
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)

Principal,
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)
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Department of Commerce



Short Term Course

Certificate Course in Business Administration

Composition of committee 2022-23

Sr. No.	Name	Designation
1	Smt. Pudale P. D.	Chairman & Coordinator
2	Mr. B. D. Patil	Member
3	Mr. S. D. Kamble	Member
5	Miss. Priti Tanaji Ambi	Student

Agenda:-

1. To organize Certificate Course entitled "Certificate Course in Business Administration."
2. To start self-finance course for B.Com. I Students to understand Business related information.

Head
Dept.of Commerce

Principal,
Dr. Patangrao KadamMahavidyalaya,
Ramanandnagar (Burli)



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Certificate Course in Business Administration

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1	Smt. Pudale P. D.	Chairman & Coordinator
2	Mr. B. D. Patil	Member
3	Mr. S. D. Kamble	Member
5	Miss. Priti Tanaji Ambi	Student

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Students Name List of Certificate Course 2020-21

Certificate Course in Business Administration

Sr.No	Name of the Students	Class
1	Ambi Priti Tanaji	B. Com I
2	Arbune Shreya Ashok	B. Com I
3	Bansode Priyanka Nagnath	B. Com I
4	Havaldar Rasika Shivaji	B. Com I
5	Jadhav Urmila Hanmant	B. Com I
6	Kadam Shrutika Sanjay	B. Com I
7	Kanabarkar Arya Vinay	B. Com I
8	Lohar Arti Rajendra	B. Com I
9	Madane Arti Shankar	B. Com I
10	Salunkhe Padma Sharad	B. Com I

Qudde

Head
Department of Commerce



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Department of Commerce



Notice

Date:-09/09/2022

All the faculty members of department kindly informed that departmental meeting will be held on 12/09/2022 at 11.30 am. In department staffroom, attend the same.

Chairman

Agenda:-

1. Discussion on the Certificate Course
2. Discussion on course fee & Intake.
3. Discussion on notice to the students.
4. To prepare time table.
5. Distribution of Syllabus.

Member:-

- Prof. Smt. Pudale P. D.
- Prof. B.D. Patil
- Prof. S. D. Kamble
- Miss. Ambi Priti Tanaji



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Short Term Course 2022-23

Notice

Date:- 13 Sept, 2022

All the students of 1st year commerce who admitted for Certificate course are informed that 'Certificate Course in Business Administration' is starting from 17/09/2022 to 17/12/2022, kindly notice that attendance is compulsory for course.

Time table of Theory and practical of Certificate course will be displayed on notice board.

Head

Department of Commerce



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Short Term Course 2022-23

Certificate Course in Business Administration
Time Table

Time	Subject	Day	Sub. Teacher
11 to 12	Concepts in Business Administration	Monday	P. D. Pudale
11 to 12	Accounting and Finance	Tuesday	B. D. Patil
11 to 12	Business correspondence, communication and IT.	Wednesday	S. D. Kamble

PDP: Smt. P. D. Pudale

BDP: B. D. Patil

MKD: S. D. Kamble

Head
Department of Commerce



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Certificate Course 2022-23

Certificate Course in Business Administration

Course Report

The Department of commerce conducted one Certificate Course for the year 2022-23 entitled Certificate Course in Business Administration. 10 students of third year B. Com. I was enrolled for this course and completed course successfully. In this course all the necessary things which Business of Corporation need to be follow as well as apply in their day to day life are taught. Duration of the course is 3 Months, which is covered from 17th Sept., 2022 to 17th Dec.,2022.

Head
Department of Commerce



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Certificate Course 2022-23

Certificate Course in Business Administration

Exam Notice

Student of Short Term Course "Certificate Course in Business Administration" are hereby informed that their examination will be conducted on 09th January, 2023 to 11th January, 2023. Time table is as follows.

Exam: Certificate Course in Business Administration

Date: 09th January, 2023 to 11th January, 2023

Time: 11.00 am to 1.30 pm

Place: C 107

Head & Co-ordinator

Department of Commerce



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Short Term Course 2022-23

Certificate Course in Business Administration
 Attendance

Lecture- : 11 to 12 Noon

Sr. No	Name of the Students	Sept-Oct 2022											Sign	
		19	20	21	26	27	28	3	4	5	10	11		12
1	Ambi Priti Tanaji	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	
2	Arbune Shreya Ashok	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	
3	Bansode Priyanka Nagnath	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	
4	Havaldar Rasika Shivaji	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	
5	Jadhav Urmila Hanmant	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	
6	Kadam Shrutika Sanjay	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	
7	Kanabarkar Arya Vinay	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	
8	Lohar Arti Rajendra	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	
9	Madane Arti Shankar	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	
10	Salunkhe Padma Sharad	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	

Judok
 Head,

Department of Commerce
 Dr. Patangrao Kadam Mahavidyalaya,
 Ramanandnagar (Burli)

Pati

Principal,
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Head
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Lecture- : 11 to 12 Noon

Sr. No	Name of the Students	Oct-Nov 2022											Sign	
		17	18	19	24	25	26	31	01	02	07	08		09
1	Ambi Priti Tanaji	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	P.T.A.	
2	Arbune Shreya Ashok	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	
3	Bansode Priyanka Nagnath	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	
4	Havaldar Rasika Shivaji	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	
5	Jadhav Urmila Hanmant	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	U.H.J.	
6	Kadam Shrutika Sanjay	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	
7	Kanabarkar Arya Vinay	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	
8	Lohar Arti Rajendra	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	
9	Madane Arti Shankar	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	
10	Salunkhe Padma Sharad	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	

Patangrao Kadam

Head,
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2	Arbune Shreya Ashok	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.	S.A.A.
3	Bansode Priyanka Nagnath	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.	P.N.B.
4	Havaladar Rasika Shivaji	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.	R.S.H.
5	Jadhav Urmila Hanmant	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.	U.J.
6	Kadam Shrutika Sanjay	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.	S.S.K.
7	Kanabarkar Arya Vinay	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.	A.V.K.
8	Lohar Arti Rajendra	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.	A.R.L.
9	Madane Arti Shankar	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.	A.S.M.
10	Salunkhe Padma Sharad	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.	P.S.S.

Guidde

Head,
 Department of Commerce
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Guidde

Head
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