



Rayat Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya,

Ramanandnagar (Burli)

Department of Commerce



Certificate Course 2023-24

Certificate Course in Business Administration

Course Report

The Department of commerce conducted one Certificate Course for the year 2023-24 entitled Certificate Course in Business Administration. 10 students from B. Com. I Year were enrolled for this course and completed course successfully. In this course all the necessary things which Business or 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 July, 2023 to 25th Oct.,2023.



Pudale

Head

Dept.of Commerce

Pato

I/C Principal,

Dr. Patangrao KadamMahavidyalaya,
Ramanandnagar (Burli)



Rayat Shikshan Sanstha's

**Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)**



Department of Commerce

Short Term Course

Certificate Course in Business Administration

Composition of committee 2023-24

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. Swapnali Babar	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

I/C Principal,

Dr. Patangrao KadamMahavidyalaya,
Ramanandnagar (Burli)





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Department of Commerce



Notice

Date:-10/07/2023

All the faculty members of department kindly informed that departmental meeting will be held on Wednesday, 12/07/2023 at 11.30 am. In department, attend the same.

Pudale
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. Swapnali Babar





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Department of Commerce



PROCEEDING OF MEETING

Date:-13/07/2023

Departmental meeting was held on Wednesday, 12/07/2023 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 Monday, 17/07/2023 to 25/10/2023. 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.

Pudale
Head,

Department of Commerce

1. Prof. Smt. Pudale P. D.
2. Prof. Patil B. D.
3. Prof. Kamble S. D.
4. Miss. Swapnali Babar





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Students Name List of Certificate Course 2023-24

Certificate Course in Business Administration

Sr.No	Name of the Students	Class
1	BABAR SWAPNALI ANNASO	B. Com I
2	BHOSALE NAMRATA RAJARAM	B. Com I
3	JADHAV SANIKA BALASO	B. Com I
4	KAMBLE YOGITA SANJAY	B. Com I
5	KAMBLE PALLAVI BALASO	B. Com I
6	MALI KAJAL PRAKASH	B. Com I
7	PATIL SANIKA DADASO	B. Com I
8	PATIL SANIKA YUVRAJ	B. Com I
9	PAWAR TRUPTI MAHADEV	B. Com I
10	SHINDE HARSHADA DIPAK	B. Com I



Rudolf
Head

Department of Commerce



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Department of Commerce



Short Term Course 2023-24

Notice

Date:- 14.07.2023

All the students of 1st year commerce who admitted for Certificate course are informed that 'Certificate Course in Business Administration' is starting from 17/07/2023 to 25/10/2023, kindly notice that attendance is compulsory for course.

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

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Head

Department of Commerce





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Department of Commerce



Short Term Course 2023-24

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



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Short Term Course 2023-24

Certificate Course in Business Administration

Attendance

Lecture- : 11 to 12 Noon

Sr. No	Name of the Students	Jul-Aug 2023											
		17	18	19	24	25	26	31	1	2	7	8	9
1	Babar Swapnali Annaso	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk
2	Bhosale Namrata Rajaram	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R
3	Jadhav Sanika Balaso	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj	Ssj
4	Kamble Yogita Sanjay	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK
5	Kamble Pallavi Balaso	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK
6	Mali Kajal Prakash	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal
7	Patil Sanika Dadaso	Ps	Ps	Ps	Ps	Ps	Ps	Ps	Ps	Ps	Ps	Ps	Ps
8	Patil Sanika Yuvraj	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
9	Pawar Trupti Mahadev	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM
10	Shinde Harshada Dipak	H	H	H	H	H	H	H	H	H	H	H	H



Pudalk
 Head

Department of Commerce



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Short Term Course 2023-24

Certificate Course in Business Administration

Attendance

Lecture- : 11 to 12 Noon

Sr. No	Name of the Students	Aug-Sept 2023											
		14	16	21	22	23	28	4	5	6	11	12	13
1	Babar Swapnali Annaso	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS
2	Bhosale Namrata Rajaram	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R	B.R
3	Jadhav Sanika Balaso	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs	Sjs
4	Kamble Yogita Sanjay	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK	JK
5	Kamble Pallavi Balaso	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK
6	Mali Kajal Prakash	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal
7	Patil Sanika Dadaso	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
8	Patil Sanika Yuvraj	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
9	Pawar Trupti Mahadev	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM	PTM
10	Shinde Harshada Dipak	H	H	H	H	H	H	H	H	H	H	H	H



P. Kadam

Head

Department of Commerce



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Short Term Course 2023-24

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Attendance

Lecture- : 11 to 12 Noon

Sr.No	Name of the Students	Sept. -Oct 2023											
		18	20	25	26	27	3	4	9	10	11	16	17
1	Babar Swapnali Annaso	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	Bhosale Namrata Rajaram	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.	B.R.
3	Jadhav Sanika Balaso	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	Kamble Yogita Sanjay	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	Kamble Pallavi Balaso	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	Mali Kajal Prakash	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal
7	Patil Sanika Dadaso	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
8	Patil Sanika Yuvraj	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
9	Pawar Trupti Mahadev	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
10	Shinde Harshada Dipak	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

[Signature]

Head

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Short Term Course 2023-24

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

Pudale

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Certificate Course 2023-24

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 25th Oct., 2023 to 27th Oct, 2023. Time table is as follows.

Exam: Certificate Course in Business Administration

Date: 25th July, 2023 to 27th Oct., 2023

Time: 11.00 am to 1.30 pm

Place: C 107



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Head & Co-ordinator

Department of Commerce



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Certificate Course 2023-24
Certificate Course in Business Administration
Marks sheet

Sr.No	Student Name	Total (Marks out of 300)	Result
1	BABAR SWAPNALI ANNASO	212	Pass
2	BHOSALE NAMRATA RAJARAM	221	Pass
3	JADHAV SANIKA BALASO	226	Pass
4	KAMBLE YOGITA SANJAY	236	Pass
5	KAMBLE PALLAVI BALASO	201	Pass
6	MALI KAJAL PRAKASH	218	Pass
7	PATIL SANIKA DADASO	206	Pass
8	PATIL SANIKA YUVRAJ	210	Pass
9	PAWAR TRUPTI MAHADEV	241	Pass
10	SHINDE HARSHADA DIPAK	233	Pass



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Head & Co-ordinator
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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.

