



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



Department of Commerce

Short Term Course

Certificate Course in Business Administration

Composition of committee 2020-21

Sr. No.	Name	Designation
1	Prof. Smt. Pudale P. D.	Chairman & Coordinator
2	Prof. Patil B. D.	Member
3	Prof. Salunkhe V. D.	Member
5	Miss.Neha Rahul Sali	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 Kadam Mahavidyalaya,
Ramanandnagar (Burli)



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



Department of Commerce

Notice

Date:-29/09/2020

The faculty members of department kindly informed that departmental meeting will be held on 30/09/2020 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. Patil B. D.
- Prof. Dighe M.K.
- Miss. Sali Neha Rahul



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PROCEEDING OF MEETING

Date:-30/09/2020

Departmental meeting was held on 30/09/2020 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 1/11/2020 to 31/01/2021. 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. Dighe M.K.
4. Miss. Sali Neha Rahul



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Department of Commerce

Students Name List of Certificate Course 2020-21

Certificate Course in Business Administration

Sr.No	Name of the Students	Class
1	Sali Neha Rahul	B. Com I
2	Mali Komal Prakash	B. Com I
3	Parit Nikita Vasant	B. Com I
4	Kamble Sneha Sunil	B. Com I
5	Dalavi Koustubh Sunil	B. Com I
6	Natekar Prerana Nandkumar	B. Com I
7	Sneha Shankar Arbune	B. Com I
8	Sawant Pragati Ramdeo	B. Com I
9	Sanika Sachin Chavan	B. Com I
10	Bhosale Sandhya Sanjay	B. Com I

Head

Department of Commerce



Rayat Shikshan Sanstha's
**Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)**



Department of Commerce

Notice

Date:- 27 Dec., 2020

All the students of 1st year commerce who admitted for Certificate course are informed that 'Certificate Course in Business Administration' is starting from 01/01/2021 to 31/03/2021, kindly notice that attendance is compulsory for course.

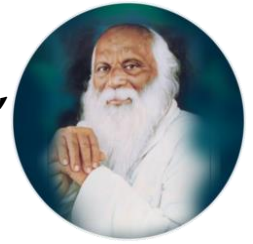
Time table of Theory and practical of Certificate course will be displayed on notice board.

Head

Department of Commerce



Rayat Shikshan Sanstha's
**Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)**



Department of Commerce

Short Term Course

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

Short Term Course

Certificate Course in Business Administration

Time Table

Time	Subject	Day	Sub. Teacher
12 to 1	Concepts in Business Administration	Monday	P. D. Pudale
12 to 1	Accounting and Finance	Tuesday	B. D. Patil
12 to 1	Business correspondence, communication and IT.	Wednesday	M.K.Dighe

PDP: Smt. P. D. Pudale

BDP: B. D. Patil

MKD: M.K.Dighe

Head

Department of Commerce



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Department of Commerce

Certificate Course 2020-21

Certificate Course in Business Administration

Report

The Department of commerce conducted one Certificate Course for the year 2020-21 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 01 Jan,2021 to 31 March,2021.

**Head
Department of Commerce**



Rayat Shikshan Sanstha's
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Ramanandnagar (Burli)**



Department of Commerce

Certificate Course 2020-21

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 05th April ,2021 to 08 April, 2020. Time table is as follows.

Exam: Certificate Course in Business Administration

Date: 05th April ,2021 to 08 April, 2020

Time: 11.00 am to 1.30 pm

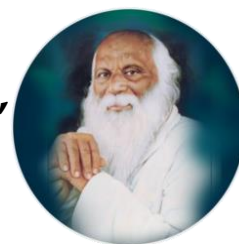
Place: C 107

Head & Co-ordinator

Department of Commerce



Rayat Shikshan Sanstha's
**Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)**



DEPARTMENT OF COMMERCE

Certificate Course 2020-21

Certificate Course in Business Administration

Mark sheet

Sr.No	Student Name	Total (Marks out of 300)	Result
1	Sali Neha Rahul	272	Pass
2	Mali Komal Prakash	267	Pass
3	Parit Nikita Vasant	276	Pass
4	Kamble Sneha Sunil	287	Pass
5	Dalavi Koustubh Sunil	271	Pass
6	Natekar Prerana Nandkumar	259	Pass
7	Sneha Shankar Arbune	263	Pass
8	Sawant Pragati Ramdeo	274	Pass
9	Sanika Sachin Chavan	265	Pass
10	Bhosale Sandhya Sanjay	271	Pass

**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.