

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
DEPARTMENT OF COMMERCE
VALUE ADDED COURSE

Certificate Course in Business Administration

Composition of committee 2018-19

Sr. No.	Name	Designation
1	Prof. Smt. Pudale P. D.	Chairman & Coordinator
2	Prof. Patil B. D.	Member
3	Prof. Salunkhe V. D.	Member
4	Prof. Smt. Jadhav T. S.	Member
5	Miss. Sonam Jagannath Mali	Student

Agenda:-

1. To organize VALUE ADDED Course entitle Certificate Course in Business Administration.
2. To start self-finance course for B.Com. Students to make managerial mindset.



Head,
Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
Department of Commerce

Notice

Date 09/07/2018

The faculty members of department kindly informed that departmental meeting will be held on 12/07/2018 at 11.30 am. In department staffroom, attend the same.



Chairman

Agenda:-

1. Discussion on the VALUE ADDED 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. Salunkhe V. D.
- Prof. Jadhav T. S.
- Miss. Sonam Jagannath Mali

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
Department of Commerce

PROCEEDING OF MEETING

Date:-12/07/2018

Departmental meeting was held on 12/07/2018 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 VALUE ADDED course in department for 3rd year commerce students.

Committee has decided that 15 days (30 clock hours) VALUE ADDED course entitled Certificate Course in Business Administration will be introduced from 15/07/2018 to 15/08/2018. 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. Salunkhe V. D.
4. Prof. Jadhav T. S.
5. Miss. Sonam Jagannath Mali

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
Department of Commerce

Students Name List of Value Added Course 2018-19

Certificate Course in Business Administration

Sr.No	Name of the Students	Class
1	Mali Sonam Jagannath	B. Com III
2	Shinde Namrata Dilip	B. Com III
3	Bhore Sumit Mahadev	B. Com III
4	Jadhav Manisha Manik	B. Com III
5	Kamble Pooja Sanjay	B. Com III
6	Koli Pallavi Tanaji	B. Com III
7	Mohite Sujata Tanaji	B. Com III
8	Nalawade Nikita Dilip	B. Com III
9	Patil Pooja Ashok	B. Com III
10	Tiramare Amit Ashok	B. Com III



Head

Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
Department of Commerce

Notice

Date:- 04/07/2018

All the students of 3rd year commerce who admitted for VALUE ADDED course are informed that VALUE ADDED Course 'Certificate Course in Business Administration' is starting from 15/07/2018 to 15/08/2018, kindly notice that attendance is compulsory for course.

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



Head

Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
Department of Commerce

Syllabus of Value Added Course

Certificate Course in Business Administration

Unit No	Chapter	Concept
1	Introduction to Managerial Accounting	1. History, definition, concept 2. Bank Final Account, 3. Company Final Account, Ratio Analysis 4. Tally with GST
2	Introduction to Managerial Statistics	1. History, definition, concept 2. Application of MS excel in company 3. Mean-Mode-Median,
3	Use of Computer in Manager ship	1. Use of Computer and modern Software's in the field of Manager Ship.



Head

Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science and Commerce
College, Ramanandnagar (Burli)
Department of Commerce

Value Added Course 2018-19

Certificate Course in Business Administration

Time Table

Time	15/7	16/7	17/7	18/7	19/7	22/7	23/7	24/7	25/7	26/7	1/8	2/8	5/8	6/8	7/8
11 to 12	VDS	PDP	BDP	VDS	PDP	BDP	VDS	PDP	BDP	VDS	PDP	BDP	VDS	PDP	BDP
12 to 01	PDP	VDS	PDP	BDP	VDS	PDP	BDP	BDP	PDP	PDP	VDS	PDP	BDP	BDP	PDP

PDP: Smt. P. D. Pudale

BDP: Shri. B. D. Patil

VDS: Shri. V. D. Salunkhe



Head

Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science and Commerce
College, Ramanandnagar (Burli)
Department of Commerce

Value Added Course 2018-19

Certificate Course in Business Administration

Report

The department of commerce conducted one value added course for the year 2018-19 entitled Consumer Protection. 10 students of third year B. Com. was enrolled for this course and completed course successfully. In this course all the necessary things which manager need to be follow as well as apply in their day to day life of a company are taught and students trained with the information regarding to Certificate Course in Business Administration. Duration of the course is 15 Days (30 Clock Hours) which is covered from 15 July 2018 to 31 august 2018.



Head
Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
DEPARTMENT OF COMMERCE

VALUE ADDED COURSE

Certificate Course in Business Administration

2018-19

Exam Notice

Student of Value Added Course **Guidance on Investment Plan** are hereby informed that their examination will be conducted on Monday 7th Sept., 2018. Time table is as follows.

Exam: Guidance on investment Plan

Day & Date: Monday 7th Sept.,2018

Time: 11.00 am to 12.00 noon

Place: C 107



Head & Co-ordinator
Department of Commerce

Rayat Shikshan Sanstha's
Arts, Science & Commerce College,
Ramanandnagar (Burli)
DEPARTMENT OF COMMERCE

VALUE ADDED COURSE

Certificate Course in Business Administration

2018-19

Mark sheet

Sr. No	Student Name	Total (Marks out of 50)	Result
1	Mali Sonam Jagannath	36	Pass
2	Shinde Namrata Dilip	32	Pass
3	Bhore Sumit Mahadev	38	Pass
4	Jadhav Manisha Manik	30	Pass
5	Kamble Pooja Sanjay	38	Pass
6	Koli Pallavi Tanaji	39	Pass
7	Mohite Sujata Tanaji	36	Pass
8	Nalawade Nikita Dilip	32	Pass
9	Patil Pooja Ashok	38	Pass
10	Tiramare Amit Ashok	30	Pass



Head & Co-ordinator
Department of Commerce