

Rayat Shikshan Sanstha's

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

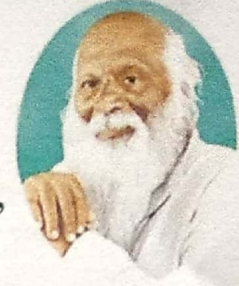
Short Term Course
Certificate Course in Business Administration

Students Name List 2021-22

Sr. No.	Name of the student	Class
1	PARIT NEHA NAMDEV	B.Com. I
2	PATEL SIMRAN SHAHANAVAJ	B.Com. I
3	PATIL PRANALI MAHADEV	B.Com. I
4	PATIL PRAPTI SAYAJI	B.Com. I
5	SALUNKHE RUCHIKA JAGANNATH	B.Com. I
6	SAWANT ANKITA HANMANTRAO	B.Com. I
7	SAWANT MONIKA HANMANT	B.Com. I
8	SAWANT REVATI RAMCHANDRA	B.Com. I
9	SHINDE RUTUJA KRUSHNA	B.Com. I
10	YAMAGAR SAKSHI ANIL	B.Com. I

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

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



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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.

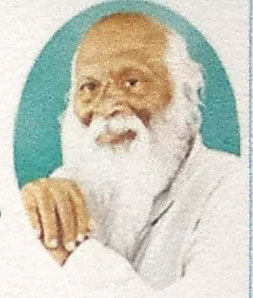
Unit No. 5

Meaning and Human Resources- Recruitment, Selection, Training.Division of Labour, Labour Welfare.

Unit No. 6

Business and government





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Short Term Course

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Time Table 2021-22

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

PDP: Smt. P. D. Pudale

BDP: Mr. B. D. Patil

SDK: Mr. S. D. Kamble

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Short Term Course
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.

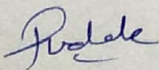
In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning.

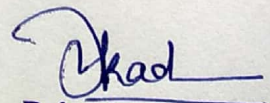
- a) **Duration:** 3 months
- b) **Eligibility:** H.S.C. Passed
- c) **Intake:** 10 Students
- d) **Course Fees:** free of cost
- e) **Examination System:** 3 Papers of 100 Marks each

f) Course 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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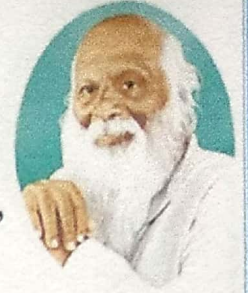
Attendance

Lecture time - : 12 to 1 pm

Sr. No	Name of the Students	Jan, 2022											
		3	4	5	10	11	12	17	18	19	24	25	
1	PARIT NEHA NAMDEV	P	P	P	P	P	P	P	P	P	P	P	
2	PATEL SIMRAN SHAHANAVAJ	P	P	P	P	P	P	P	P	P	P	P	
3	PATIL PRANALI MAHADEV	P	P	P	P	P	P	P	P	P	P	P	
4	PATIL PRAPTI SAYAJI	P	P	P	P	P	P	P	P	P	P	P	
5	SALUNKHE RUCHIKA JAGANNATH	P	P	P	P	P	P	P	P	P	P	P	
6	SAWANT ANKITA HANMANTRAO	P	P	P	P	P	P	P	P	P	P	P	
7	SAWANT MONIKA HANMANT	P	P	P	P	P	P	P	P	P	P	P	
8	SAWANT REVATI RAMCHANDRA	P	P	P	P	P	P	P	P	P	P	P	
9	SHINDE RUTUJA KRUSHNA	P	P	P	P	P	P	P	P	P	P	P	
10	YAMAGAR SAKSHI ANIL	P	P	P	P	P	P	P	P	P	A	A	

Prudhe
Head,
Department of Commerce
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Short Term Course

Certificate Course in Business Administration

Attendance

Lecture- : 12 to 1 pm

Sr. No	Name of the Students	Feb-March 2022												
		1	2	7	8	9	14	15	1	2	7	8	9	
1	PARIT NEHA NAMDEV	A	P	P	P	P	P	P	P	P	P	P	P	
2	PATEL SIMRAN SHAHANAVAJ	P	P	P	P	P	P	P	P	P	P	P	P	
3	PATIL PRANALI MAHADEV	P	P	P	P	P	P	P	P	P	P	P	P	
4	PATIL PRAPTI SAYAJI	A	P	P	P	P	P	P	P	P	P	P	P	
5	SALUNKHE RUCHIKA JAGANNATH	P	P	P	P	P	P	P	P	P	P	P	P	
6	SAWANT ANKITA HANMANTRAO	P	P	P	P	P	P	P	P	P	P	P	P	
7	SAWANT MONIKA HANMANT	P	P	P	P	P	P	P	P	P	P	P	P	
8	SAWANT REVATI RAMCHANDRA	A	P	P	P	P	P	P	P	P	P	P	P	
9	SHINDE RUTUJA KRUSHNA	P	P	P	P	P	P	P	P	P	P	P	P	
10	YAMAGAR SAKSHI ANIL	P	P	P	P	P	P	P	P	P	P	P	P	

[Signature]

Head,
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Short Term Course

Certificate Course in Business Administration Attendance

Lecture- : 12 to 1 pm

Sr. No	Name of the Students	March-April 2022											
		14	15	16	21	23	29	4	5	11	12	25	26
1	PARIT NEHA NAMDEV	A	P	P	P	P	P	P	P	P	P	P	P
2	PATEL SIMRAN SHAHANAVAJ	P	P	P	P	P	P	P	P	P	P	P	P
3	PATIL PRANALI MAHADEV	A	P	P	P	P	P	P	P	P	P	P	P
4	PATIL PRAPTI SAYAJI	P	A	P	P	P	P	P	P	P	P	P	P
5	SALUNKHE RUCHIKA JAGANNATH	P	A	P	P	P	P	P	P	P	P	P	P
6	SAWANT ANKITA HANMANTRAO	P	A	P	P	P	A	P	P	P	P	P	P
7	SAWANT MONIKA HANMANT	P	P	P	P	P	P	P	P	P	P	P	P
8	SAWANT REVATI RAMCHANDRA	P	P	P	P	P	P	P	P	P	P	P	P
9	SHINDE RUTUJA KRUSHNA	P	A	P	P	P	P	P	P	P	P	P	P
10	YAMAGAR SAKSHI ANIL	P	P	P	P	P	P	P	P	P	P	P	P

Rudra

Head,

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

Prasad

Principal,

Dr. Patangrao Kadam Mahavidhyalaya,
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Short Term Course
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Mark sheet 2021-22

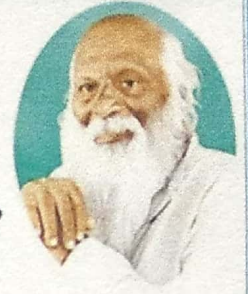
Sr.No	Student Name	Total (Marks out of 300)	Result
1	PARIT NEHA NAMDEV	282	Pass
2	PATEL SIMRAN SHAHANAVAJ	272	Pass
3	PATIL PRANALI MAHADEV	276	Pass
4	PATIL PRAPTI SAYAJI	281	Pass
5	SALUNKHE RUCHIKA JAGANNATH	271	Pass
6	SAWANT ANKITA HANMANTRAO	278	Pass
7	SAWANT MONIKA HANMANT	276	Pass
8	SAWANT REVATI RAMCHANDRA	274	Pass
9	SHINDE RUTUJA KRUSHNA	275	Pass
10	YAMAGAR SAKSHI ANIL	271	Pass

[Signature]

Head,
Department of Commerce
Dr. Patangrao Kadam Mahavidyalaya,
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[Signature]

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Short Term Course

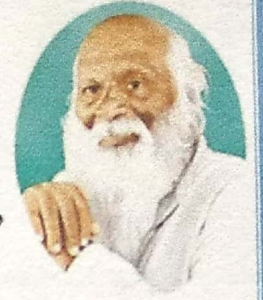
Certificate Course in Business Administration

Report

The Department of commerce conducted one Certificate Course for the year 2021-22 entitled Certificate Course in Business Administration. 10 students of First year B. Com. was 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 (30 Lectures) which is covered from 1st Jan, 2022 to 30th April, 2022.

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Rayat Shikshan Sanstha's

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

Short Term Course

Certificate Course in Business Administration

Composition of committee 2021-22

Sr. No.	Name	Designation
1	Prof. Smt. P. D. Pudale.	Chairman & Coordinator
2	Prof. B. D. Patil.	Member
3	Prof. V. D. Salunkhe	Member
4	Prof. S. D. Kamble	Member
5	Miss. Neha Namdev Parit	Student

Agenda:-

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

Pudale

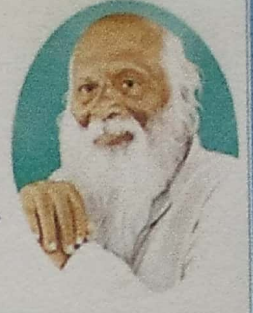
Head,

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

Kadam

Principal,

Dr. Patangrao Kadam Mahavidhyalaya,
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Rayat Shikshan Sanstha's

Dr. Patangrao Kadam Mahavidyalaya,
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Department of Commerce

Short Term Course

Certificate Course in Business Administration

Notice

Date:- 24 December 2021

The faculty members of department kindly informed that departmental meeting will be held on Monday 27/12/2021 at 11.00 am. In department staffroom, attend the same.

Chairman

Agenda:-

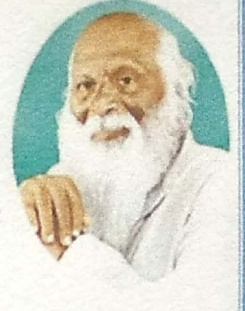
1. Discussion on the Certificate Course
2. Discussion on course fee & Intake.
3. Discussion on notice to the students.
4. To prepare time table.
5. Distribution of Syllabus.

Member:-

- Prof. Smt. Pudale P. D.
- Prof. Patil B. D.
- Prof. S. D. Kamble

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

Patangrao Kadam
Principal,
Dr. Patangrao Kadam Mahavidhyalaya,
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Short Term Course

Certificate Course in Business Administration

PROCEEDING OF MEETING

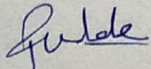
Date:-27/12/2021

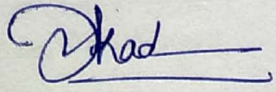
Departmental meeting was held on Monday 27/12/2021 at 11.00 am under the heading of Head of the department, all the members were present, main agenda of meeting was to discuss on the implementation of Certificate course in department for 1st year commerce students.

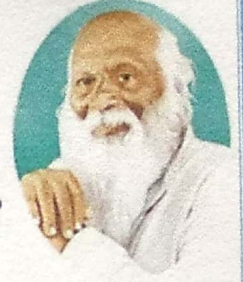
Committee has decided that 3 Month Certificate course entitled Business Administration will be introduced from 1/1/2022 to 30/04/2022. The governing of course committee is formed, this departmental committee will be run, govern and supervise the course. Besides this syllabus of course is finalized, work 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. S. D. Kamble


Head,
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Short Term Course

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Notice to the Students

Date:- 27 Dec., 2021

All the students of 1st year commerce who admitted for Certificate course are informed that 'Certificate Course in Business Administration' is starting from 01/01/2022 to 30/04/2022, kindly notice that attendance is compulsory for course.

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

P. K. Kadam

Head,
Department of Commerce
Dr. Patangrao Kadam Mahavidyalaya,
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D. Kadam

Principal,
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Department of Commerce

Certificate Course 2021-22

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 30th April, 2022 to 3rd May, 2022. Time table is as follows.

Exam: Certificate Course in Business Administration

Date: 30th April, 2022 to 3rd May, 2022

Time: 11.00 am to 1.30 pm

Place: C 107

Examination Schedule

Paper	Date of Exam	Time	Place
Concepts in Business Administration	30 th April, 2022	11.00 am to 1.30 pm	C 107
Business correspondence, communication and IT.	2 nd May, 2022	11.00 am to 1.30 pm	C 107
Accounting and Finance	3 rd May, 2022	11.00 am to 1.30 pm	C 107

[Signature]

Head,

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[Signature]

Principal,

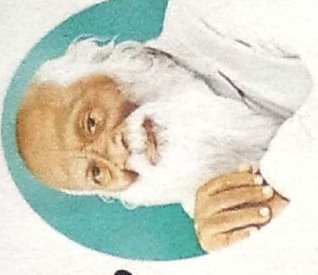
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Rayat Shikshan Sanstha's

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

Tal. - Palus Dist.-Sangli



CERTIFICATE

**This is to certify that Mr./Miss.....
Student of Department of Commerce, Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl). He / She has completed the Value Added Course /
Short Term Course in the year 20 - 20
successfully.**

**Head
Department of Commerce**

**Principal
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)**