

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.

Head

Dept.of Commerce

I/C Principal,

Dr. Patangrao KadamMahavidyalaya, Ramanandnagar (Burli)



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)





Dr. Patangrao Kadam Mahavidyalaya,

Ramanandnagar (Burli)

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.

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.

- 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





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Short Term Course 2023-24

Notice

Date: - 14.07.2023

All the students of 1styear 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

Ludale



Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)

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 Wards (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)

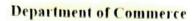
Unit No. 5 Raising of Capital-Sources of Capital i.e. Internal and External

Unit No. 6 Financial Institutions

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Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





Short Term Course 2023-24

Certificate Course in Business Administration

Attendance

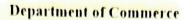
Lecture -: 11 to 12 Noon

Sr.	Name of the Students	nts Jul-Aug 2023											
No	, and or and ordered	17	18	19	24	25	26	31	1	2	7	8	9
1	Babar Swapnali Annaso	k	Se	Se	Se.	de	So	Se	de	Se	for	SI	fy
2	Bhosale Namrata Rajaram	B.	B.	OF	85	ê,	d's	38	8/2	80	B	08	B.P
3	Jadhav Sanika Balaso	(کھی	Sbj	Spj	Spi	Di	Spj	Bi	Sà	Spj	Si	Shi	Bi
4	Kamble Yogita Sanjay	P	Je	Ye-	1	4	Ja	fr	Yer	سل	gh	Ju	Je
5	Kamble Pallavi Balaso		\Re	6	(b)	(B)	Ø		B	P	B	8	0
6	Mali Kajal Prakash	Laga	faill.	Yola	Leigh	roler	180	igo!	job!	rajal	10/01	right	role
7	Patil Sanika Dadaso	CHELL	CARR	PORT	(dhis	19 his	Cooris	COMIS	(Ostil)	RINS	(od)	lagig	Paths
8	Patil Sanika Yuvraj	γ'	W	ly/	Jeg	fre	leg	89/	la	Jos /	800/	Seg	la
9	Pawar Trupti Mahadev	M	My	M	Ser.	M	oth	Silly.	M	SILV	SKI	oth	OFF
10	Shinde Harshada Dipak	H /) (D	D	D	$\dot{\Theta}$	()	(H)	9





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





Short Term Course 2023-24

Certificate Course in Business Administration

Attendance

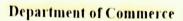
Lecture -: 11 to 12 Noon

Sr.	Name of the Students	Aug-Sept 2023												
No		14	16	21	22	23	28	4	5	6	11	12	13	
1	Babar Swapnali Annaso	y	Sy	Si	du	k	Ju .	by	(h	du	Sy	de	82	
2	Bhosale Namrata Rajaram	B. &	8.	82.	8.8	Ø.8	8	88	8	8.	BB	88	3.2	
3	Jadhav Sanika Balaso	Shis	Spi	Sbj	Di	Spi	Si	Dj	(S)	Bi	(S)	Obj	Spi	
4	Kamble Yogita Sanjay	Je.	Xe.	ys.	Ye	7	Je.	Me	de	-Je	Y	yr.	J4	
5	Kamble Pallavi Balaso	Ø	B		Θ	P	B	B	B.	BY	B	Br	P	
6	Mali Kajal Prakash	hops.	tala	hala	Valar	rajul	rola	rafal	refer	top	Lolal	vill	refer	
7	Patil Sanika Dadaso	Crofile	CHAIL	Charle	Pasil	Cilly	(1809)	Ports	Pasis	Podis	Podis	Postis	portis	
8	Patil Sanika Yuvraj	19	g	30/	39 /	100	fy	(de)	got	800	fo	89	860	
9	Pawar Trupti Mahadev	M	PT.	14	My	M	1/1	1910	M	1/4/	M	0/4/	M	
10	Shinde Harshada Dipak		10		0	90	D	D	(H)	Ò	Ò	D	D	





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Certificate Course in Business Administration

Attendance

Lecture -: 11 to 12 Noon

Sr.No	Name of the Students	SeptOct 2023											
21.110	Name of the Students	18	20	25	26	27	3	4	9	10	11	16	17
1	Babar Swapnali Annaso	13	8	SV	Se	SI	S	b	18	for	s	Se	8
2	Bhosale Namrata Rajaram	Ġ.	Box	Pig	Pi	B.R.	03.	3.0	8	₿ģ~	80.	BP	BÚ
3	Jadhav Sanika Balaso	Spj	Spi	Shi	Spi	Shi	Bi	Bi	Sbi.	Bj	(S)	ندی	S
4	Kamble Yogita Sanjay		Jc:	些	ye `	عيدلا	A	水	Y	Ye	Ye	ga	y2
5	Kamble Pallavi Balaso	1	8	B	Ø	2	K	1	9	B	P	B	0
6	Mali Kajal Prakash	rajel	19/0	40/0	10/0	role	Yal	J-6	80	1081	10/61	toley	Majar
7	Patil Sanika Dadaso	pails	60A)	Positi	Bring	Jagil	actit	Cel	PONT	Banile	Post	(Pri)	Basis
8	Patil Sanika Yuvraj	8	Sex	lo	89/		%	8	1	\\	Ser	8/	1
9	Pawar Trupti Mahadev	M	190	1/1	21/1	W	M	9	M	Thy.	dy	1/1	M
10	Shinde Harshada Dipak	\emptyset	0	\emptyset	\bigcirc		$\hat{\emptyset}$	Ò	Ò	$\widehat{\mathcal{H}}$	\emptyset	(A)	0

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Short Term Course 2023-24

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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





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



Department of Commerce

Certificate Course 2023-24

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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

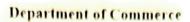
Head & Co-ordinator

Pudell





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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



Fuclale
Head & Co-ordinator
Department of Commerce



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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 acquit 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: 10Students

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.

