MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA
NAAC Re-Accredited B+Level Govt. aided College
CPE (Under UGC XII Plan) & NCTE Approved Institutions
DBT Star College Scheme Award Recipient

E-mail: mugberia_college@rediffmail.com // www.mugberiagangadharmahavidyalaya.ac.in

Report

On

CERTIFICATE COURSE ON BUSINESS MANAGEMENT

Course Period: 5th August 2019 to 29th November 2019



Organized by

Department of Commerce

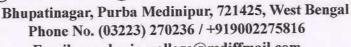
Mugberia Gangadhar Mahavidyalaya

ACCREDITED BY NAAC WITH GRADE B+

Bhupatinagar, Purba Medinipur ,721425

The Report is prepared by Prof. Ranjit Kumar Giri, Dept of Commerce Mugberia Gangadhar Mahavidyalaya under the guidance of Prof. Abani Kumar Tripathy, HOD, Dept. of Commerce.

Mugberia Gangadhar Mahavidyalaya



Email: mugberia college@rediffmail.com

Website: www.mugberiagangadharmahavidyalaya.org

Date: -15.07.2019

Notice

Notice is hereby given to all faculty members of Dept. Of Commerce that a departmental meeting will be arrange on 18/07/2019 at 3pm for continuation of the Carrier Oriented Programme (COP) on BUSINESSMANAGEMENT CERTIFICATE COURSE. Members are requested to must be present in the said meeting positively to discuss the following agenda. Principal sir will be present in the meeting.

(Prof.AbaniKr.Tripathy)

H.O.D

Dept. Of Commerce

H.O.D.

Department of Commerce Mugberia Gangadhar Mahavidyalaya

Mugberia Gangadhar Mahavidyalaya

Agenda

- Discussion of syllabus of course detail.
- 2. Duration of the course.
- 3. Framing of Routine, allocation of classes among the faculty members.
- 4. Miscellaneous.

Copy to:

- 1. Commerce Department
- 2. Library
- 3. Office
- 4. Notice Board



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Minutes of Departmental Meeting held on 15thJuly, 2019.

Members Present:-

- 1. Dr. Swapan Kumar Mishra, Dept. of Commerce, Principal of the college
- 2. Prof. Abani Kumar Tripathy, H.O.D. Dept. Of Commerce
- 3. Prof. Sudarsan Adak, SACT-II, Dept. Of Commerce
- 4. Prof. Ranjit Kumar Giri, SACT-II, Dept. of Commerce
- 5. Prof. Radhakrishna Dinda, SACT-II, Dept.of Commerce
- 6. Mr. Chattu Kamila, Guest Lecturer, Dept. of Commerce
- 7. Mr. Anupam Das, Guest Lecturer, Dept. of Commerce

A meeting was arrenged at 3 pm regurding the implimentation of certificate course on Business ManagementPractical in our Department. All faculty member Joined the meeting in time.Dr. Swapan Kumar Mishra Principal preside over the meeting.

Resolution taken in the meeting is:

- 1. It is decided that the course will be started soon.
- 2. It is decided that Prof. Abani Kumar Tripathy, H.O.D. Dept. of Commerce will be convenor of the course.
- 3. It is decided that the Course will be conducted by Prof.Ranjit Kumar Giri.
- 4. The Course duration will be from5thAugust 2019 to 29thNovember 2019
- 5. The course will be conducted for Sem-I.
- 6. It is decided that the Course will be delivered by Projector.
- 7. Concern teacher is requested to prepare a syllabus and routine for smooth running of course.
- 8. The meeting comes to end vote of thanks.

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Notice

Date: 26/07/2019

Dear Students,

Do you wish to Scale up your Professional Careers to the heights of Success and become Self Reliant by mastering the skill of Business Management?

If yes, then this is the right platform to get enrolled for Management Certification Course.

The Department of Commerce of Mugberia Gangadhar Mahavidyalaya,isConducting Certificate course Business ManagementPracticalTraining for all students of Commerce. Course Duration - 30+ Hour

Syllabus of Business Management

50 Marks

a)Taxation 25 Marks

Income Tax

1.E – Commerce

- Computation of Taxable Income and Income tax for different Assesses.
- Income tax Planning for Salaried Employees.
- Filling of Income Tax Return Form ITR1,ITR2,ITR3,ITR4.

Sales Tax

- Filling of Goods and Service Tax forms GSTR1, GSTR3B, GSTR9 ETC.
- Filling of P.Tax Return Forms

b) Accounting: 25 Marks

Tally 9.2 Recording of Accounting transactions in Financial Accounting software

- Cash Transactions, Sales, Purchase etc.
- Final Account Preparation
- Interpretation of Accounting Data.

2. Management Principles:

25 Marks

Nature of Management – Definition and Characteristics of Management, Management
Vs. Administration, Scope of Management, Manage as a Profession, Principles of
Management, Universality of Management, Functions of Management, Levels of

Management.

Motivation – Contents and Theories of Motivation, Moral and Productivity.

Functions of Leader and Leadership Styles.

3. Building Communication Skill and Personality Development: 2

25 Marks

Group Discussion, Practice to Face Assessing Officers of Income Tax, Goods and Service

Tax etc. Practice of face interview. Drafting – Notice, Circulars, Minute Resolution, Report, Letter Writing – Letter of Order, Quotations, Order Confirmation, Execution,

Refusal and Cancelation of order, status enquiry, recommendation and credit collection, claims.

Requirements

• There are no requirements for this course other than the desire to become a highly successful manager.

PDF NOTES would also be provided for reference



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Course Start Date: First Week of August 2019

Timings: 1.00 Pm onwards Course Fees: Rs. 150/-.

Kindly register yourself to get the benefit of this COURSE with latest version and upgraded features of Business Management.

Certificates will also be provided to all the Participants.

NOTICE -03-08-2019

Dear students kindly note,

Management Practical classes start regularly from Monday - 5th August, 2019. You have to report at 12.45pm in Practical Lab of our college.

TIMINGS FOR THE COURSE WILL BE FROM 1 PM TO 3 PM



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REPORT

Event: Certificate course in Business Managementcourse

Date: 5thAugust 2019 to 29thNovember 2019

Venue: Computer Laboratory Room No.-120

Scope: Students of our college across all disciplines.

Objectives: -

It is a job-oriented skill development program for commerce graduates. Firstly, expert knowledge of Management will be given through lectures, seminars, and assignments. Secondly, hands on training of on-line filing of return and other work will be provided. Four months practiced training/project work will be done by each student. This will enable him/her to work as certified InMagager or employee

Highlights: Department of Commerce conducted CertificateCourse on Business Managementfrom 5thAugust 2019 to 29thNovember 2019. The course saw good participation of students from Commerce Department. Prof. Ranjit Kumar Giri the Resource Person provided extensive theoreticaland practical knowledge to students on the course and also took regular exercises for practice of the students to enhance the skill sets. Students were taught.



Some

29.11.2019

Certificate Course in Business Management - Grading & Results (August - November, 2019)

Sl.No.	Name	Marks Obtained Full Marks-100	Grade
1.	Ajit Jana	78	A
2.	Arijit Jana	65	B+
3.	Arpan Maity	70	A
4.	Arup Paul	59	B+
5.	Debabrata Acharya	71	A
6.	DebajitSasmal	72	A
7.	Gouranga Sau	63	B+
8.	Jagannth Bag	77	A
9.	Manik Manna	58	B
10.	Nayan Si	67	B+
11.	Paramita Tripathy	78	A
12.	Prakash Pal	68	B+
13.	Prasanta Jana	65	B+
14.	SattwikMahapa	71	A
15.	SattasuvamBera	84	A+
16.	Sk. SahanurRahaman	68	B+
17.	Somashree Manna	66	B+
18.	Sourav Kar	60	B+
19.	SouvikMaity	75	A
20.	SuvamSasmal	62	B+
21.	Suvajit Jana	80	A+
22.	Suvendu Das	72	A
23.	Sikha rani Dey	82	A+
24.	Sk. Mustakin Ali	58	В
25.	Sk. Nasir	60	B+
	Sk. Raksad Hossain	71	A
27.	Sourav Bera	72	A
	Sourav Rudra	60	B+
29.	Souvik Das	72	A
30.	Subha Jana	73	A
31.	Subha Maity	66	B+
32.	Sudip Giri	58	B+
33.	Sujoy Samanta	68	B+
34.	Sunirmal Mondal	73	A
35.	SurojitMaity	70	A
36.	Susovan Das	62	B+



29 11. 2019 Principal

Mugberia Gangadhar Mahavidyalay:

Grading Scheme	Grade
80-89	A+
70-79	A
60-69	B+
50-59	В

Certificate course in Management Student Class Attendance Record

Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Purba Medinipur, 721425, West Bengal Attendance Sheet of Business Management B.Com 1st Semester, Session: 2029-20.

Date:		05.08.2019	07,08,19	09,08,2019
SI.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Alit Jama	Alit Jona	Asit Jana
2	ARIJIT JANA	Asijit Jana	Anijit Jana	Asijit Jana
3	ARPAN MAITY	A. Maity	A. Maits	A- Maity
4	ARUP PAL	ATTUA Pal	(H840 Pol	Acres Dal

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2	ARIJIT JANA	Asijit Jana	Anisit Jana	Asijit Jana
3	ARPAN MAITY	A. Maity	A. Maity	A- Maity
4	ARUP PAL	Arrup fall	Strup fal	Arus Rel
5	DEBABRATA ACHARYA	1). Alchanya	DiAcharya.	
6	DEBAJIT SASMAL	Debajit Sasmal	Debajit Sasmal	Vebajit Sasmal
7	GOURANGA SAU	Congrangasan		GenrangaSau
8	JAGANNATH BAG	D. Bay	J, Ray	T. Ber
9	MANIK MANNA	Manik Mama	Marik Manne	Meniko Marona
10	NAYAN SI	Næyan Si		Wayausi
11	PARAMITA TRIPATHY	Parmeta Tripathy	Pagramita Tripathy	Panamita Toipathy
12	PRAKASH PAL	Brakosli las	frakalli tal	7
13	PRASANTA JANA	freasanta Jama	Prioranta Jama	Gresonte Jour.
14	SATTWIK MAHAPA	Sattivik Manapa	Saftwik Mahapa	Sattwik Mahapa
15	SATYASHUVAM BERA	Enera	SBerz.	SBera 1
16	SK SAHANU RRAHAMAN	821 S. Rebarmen	SKIS, Rabaman	Sh, Salaharmons.
17	SOMASREE MANNA	Strashree Mama	Loarashine Maine	
18	SOURAV KAR	Source Kour	So whow keeps	Sounal Kan
19	SOUVIK MAITY	Souria Maity	Source Maily	2
20	SUBHAM SASMAL	Sovem Sarund	Lucan Bersmal	Sureur Sasmal
21	SUVAJIT JANA	Suvajit' Jana	Surajit Jana	Surajit Jana
22	SUVENDU DAS	S. Das	S. Jas	<u>L</u> Dag

Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Purba Medinipur, 721425, West Bengal Attendance Sheet of Business Management B.Com 1st Semester, Session: 20‡9-20.

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Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Purba Medinipur, 721425, West Bengal Attendance Sheet of Business Management B.Com 1st Semester, Session: 2019-20.

Date:		8102.80.92	28.08.009	20.08.2019
SI.No	Name	Sig. of Student	Sig. of Student	250
1	AJIT JANA	Asit Jane	Asit Jama	Ajit Jana
7	ARIJIT JANA	Asijit Jana	Anisit Jana	Assist Jana
3	ARPAN MAITY	4 Manth	A. Maiky	A. Marty
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9	DEBAJIT SASMAL	Debajit Sasmal	Debajit Sasmal	Debajit Sasmal
7	GOURANGA SAU	mos should	Gowangasam	Howaverson
∞	JAGANNATH BAG	U.S. Bad	UT, R.S.	of Bes
6	MANIK MANNA	Marik Marana	Marik Manna	Menth Menna
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11	PARAMITA TRIPATHY	Personita to privating	Rapameta Trippoting	Paradnite Frigulty
12	PRAKASH PAL	Barrall Lal	Low Wath Las	Shawashi tal
13	PRASANTA JANA	Grande June	Grande Jan	Treasunda Juni
14	SATTWIK MAHAPA	Sathusik Mahatba	Sattlight Mahapa	Soffwir Mahapa
15	SATYASHUVAM BERA	Sopera	Spera	Sheva
16	SK SAHANU RRAHAMAN	0	SR. S. Paliamon	S. S. Rabonnay.
17	SOMASREE MANNA	Lowashine Maine	Soma Eurellano,	Somassine Maring.
18	SOURAV KAR	Soumal Kan	Sound Ken	Soumar Kan
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22	SUVENDU DAS	Suveriga Das	Suvendu Das	5 Das.

Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Purba Medinipur, 721425, West Bengal Attendance Sheet of Business Management B.Com 1st Semester, Session: 2049-20.

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15	SATYASHUVAM BERA	14	Sera V	
16	SK SAHANU RRAHAMAN	SK. J. Raturmen	Sh. S. Rayaman	by. C. Robaman
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Career Oriented Programme entitled "Business Management' from 5.11. A.C.G. 2019.... to

2916 NOV 2019 and obtained Frade A

Note: The grade should be as follows A+: 80% and above, A: 65% to less than or equal to 79, B: 50% to less than or equal to 64, C: 35% to less than or equal to 49, F: 34% and below.

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Prof. Abani Kumar Tripathy HOD, Commerce

Prof. Ranjit Kr. Giri Course Co-ordinator

Chir.

Dr. Swapan Kumar Misra
Principal





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Prof. Abani Kumar Tripathy HOD, Commerce

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Dr. Swapan Kumar Misra Man and Principal





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Prof. Abani Kumar Tripathy HOD, Commerce

Mry Prof. Ranjit Kr. Giri Course Co-ordinator

Dr. Swapan Kumar Misra Principal



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Prof. Abani Kumar Tripathy

HOD, Commerce

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Prof. Abani Kumar Tripathy HOD, Commerce

Prof. Rangit Kr. Giri ari.

Course Co-ordinator

Dr. Swapan Kumar Misra Sortion





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Prof. Abani Kumar Tripathy HOD, Commerce

Dr. Swapan Kumar Misra

Prof. Rangit Kr. Giri Course Co-ordinator

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Note: The grade should be as follows A+: 80% and above, A: 65% to less than or equal to 79, B: 50% to less than or equal to 64, C: 35% to less than or equal to 49, F: 34% and below.

Prof. Abani Kumar Tripathy 3

HOD, Commerce

Prof. Ranjit Kr. Giri Course Co-ordinator

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Dr. Swapan Kumar Misra MAKRON





NAAC Re-Accredited B+ Level Institution

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of Commerce, Mugberia Sangadhar Mahavidyalaya, has successfully participated and completed

Career Oriented Programme entitled "Business Management from 5.15. A. 18, 20.19 to

2915 NOV 2019 and obtained Frade 12 +

Note: The grade should be as follows A+: 80% and above, A: 65% to less than or equal to 79, B: 50% to less than or equal to 64, C: 35% to less than or equal to 49, F: 34% and below.

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Prof. Abani Kumar Tripathy HOD, Commerce

Prof. Ranjit Kr. Giri Course Co-ordinator

Dr. Swapan Kumar Misra Ser man Principal