



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.mugberiangangadharMahavidyalaya.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

Bhupatinagar, Purba Medinipur, 721425, West Bengal

Phone No. (03223) 270236 / +919002275816

Email: mugberia_college@rediffmail.com

Website: www.mugberiagangadharimahavidyalaya.org

Date: -15.07.2019

Notice

Notice is hereby given to all faculty members of Dept. Of Commerce that a departmental meeting will be arranged 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. Abani Kr. Tripathy)

H.O.D

Dept. Of Commerce

H.O.D.

Department of Commerce

Mugberia Gangadhar Mahavidyalaya

Mugberia Gangadhar Mahavidyalaya

Agenda

1. 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 15th July, 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 arranged at 3 pm regarding the implementation of certificate course on Business Management Practical 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 from 5th August 2019 to 29th November 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, is Conducting Certificate course Business Management Practical Training for all students of Commerce.

Course Duration - 30+ Hour

Syllabus of Business Management

1.E – Commerce

50 Marks

a) Taxation

25 Marks

Income Tax

- 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: 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 Cancellation 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 Management course

Date: 5th August 2019 to 29th November 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 Certificate Course on Business Management from 5th August 2019 to 29th November 2019. The course saw good participation of students from Commerce Department. Prof. Ranjit Kumar Giri the Resource Person provided extensive theoretical and 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.



29.11.2019

Principal

Mugberia Gangadhar Mahavidyalaya

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

<i>Sl.No.</i>	<i>Name</i>	<i>Marks Obtained Full Marks-100</i>	<i>Grade</i>
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.	Suwendu Das	72	A
23.	Sikha rani Dey	82	A+
24.	Sk. Mustakin Ali	58	B
25.	Sk. Nasir	60	B+
26.	Sk. Raksad Hossain	71	A
27.	Sourav Bera	72	A
28.	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+



[Signature]

29.11.2019

Principal

Mugheria Gangadhar Mahavidyalaya

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

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: 2019-20.

Date: 05.08.2019 07.08.19 09.08.2019

Sl.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Ajit Jana	Ajit Jana	Ajit Jana
2	ARIJIT JANA	Arijit Jana	Arijit Jana	Arijit Jana
3	ARPAN MAITY	A. Maity	A. Maity	A. Maity
4	ARUP PAL	Arup Pal	Arup Pal	Arup Pal
5	DEBABRATA ACHARYA	D. Acharya	D. Acharya	D. Acharya
6	DEBAJIT SASMAL	Debjit Sasmal	Debjit Sasmal	Debjit Sasmal
7	GOURANGA SAU	Gouranga Sau		Gouranga Sau
8	JAGANNATH BAG	J. Bag	J. Bag	J. Bag
9	MANIK MANNA	Manik Manna	Manik Manna	Manik Manna
10	NAYAN SI	Nayan Si		Nayan Si
11	PARAMITA TRIPATHY	Paramita Tripathy	Paramita Tripathy	Paramita Tripathy
12	PRAKASH PAL	Prakash Pal	Prakash Pal	
13	PRASANTA JANA	Prasanta Jana	Prasanta Jana	Prasanta Jana
14	SATTWIK MAHAPA	Sattwik Mahapa	Sattwik Mahapa	Sattwik Mahapa
15	SATYASHUVAM BERA	S. Bera	S. Bera	S. Bera
16	SK SAHANU RRAHAMAN	Sk. S. Rahaman	Sk. S. Rahaman	Sk. S. Rahaman
17	SOMASREE MANNA	Somasree Manna	Somasree Manna	
18	SOURAV KAR	Sourav Kar	Sourav Kar	Sourav Kar
19	SOUVIK MAITY	Souvik Maity	Souvik Maity	
20	SUBHAM SASMAL	Subham Sasmal	Subham Sasmal	Subham Sasmal
21	SUVAJIT JANA	Suvajit Jana	Suvajit Jana	Suvajit Jana
22	SUVENDU DAS	S. Das	S. Das	S. Das

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

Date:

12.08.2019

14.08.2019

16.08.2019

Sl.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Ajit Jana	Ajit Jana	Ajit Jana
2	ARIJIT JANA	Arijit Jana	Arijit Jana	Arijit Jana
3	ARPAN MAITY	A Maity	A Maity	A Maity
4	ARUP PAL	Arup Pal	Arup Pal	Arup Pal
5	DEBABRATA ACHARYA	D Acharya	D Acharya	D Acharya
6	DEBAJIT SASMAL	Debajit Sasmal	Debajit Sasmal	Debajit Sasmal
7	GOURANGA SAU	Gouranga Sau	Gouranga Sau	Gouranga Sau
8	JAGANNATH BAG	J Bag	J Bag	J Bag
9	MANIK MANNA	Manik Manna	Manik Manna	Manik Manna
10	NAYAN SI	Nayan Si	Nayan Si	Nayan Si
11	PARAMITA TRIPATHY	Paramita Tripathy	Paramita Tripathy	Paramita Tripathy
12	PRAKASH PAL	P. Pal	P. Pal	P. Pal
13	PRASANTA JANA	Prasanta Jana	Prasanta Jana	Prasanta Jana
14	SATTWIK MAHAPA	Sattwik Mahapa	Sattwik Mahapa	Sattwik Mahapa
15	SATYASHUVAM BERA	S. Bera	S. Bera	S. Bera
16	SK SAHANU RRAHAMAN	SK. Rahaman	SK. Rahaman	SK. Rahaman
17	SOMASREE MANNA	Somasree Manna	Somasree Manna	Somasree Manna
18	SOURAV KAR	Sourav Kar	Sourav Kar	Sourav Kar
19	SOUVIK MAITY	Souvik Maity	Souvik Maity	Souvik Maity
20	SUBHAM SASMAL	Subham Sasmal	Subham Sasmal	Subham Sasmal
21	SUVAJIT JANA	Suvajit Jana	Suvajit Jana	Suvajit Jana
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Bhupatinagar, Purba Medinipur, 721425, West Bengal
Attendance Sheet of Business Management
B.Com 1st Semester, Session: 2019-20.

Date:

26.08.2019

28.08.2019

30.08.2019

Sl.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Ajit Jana	Ajit Jana	Ajit Jana
2	ARIJIT JANA	Arijit Jana	Arijit Jana	Arijit Jana
3	ARPAN MAITY	A Maity	A Maity	A Maity
4	ARUP PAL	Arup Pal	Arup Pal	Arup Pal
5	DEBABRATA ACHARYA	D. Acharya	D. Acharya	D. Acharya
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8	JAGANNATH BAG	J. Bag	J. Bag	J. Bag
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10	NAYAN SI	Nayan Si	Nayan Si	Nayan Si
11	PARAMITA TRIPATHY	Paramita Tripathy	Paramita Tripathy	Paramita Tripathy
12	PRAKASH PAL	Prakash Pal	Prakash Pal	Prakash Pal
13	PRASANTA JANA	Prasant Jana	Prasant Jana	Prasant Jana
14	SATTWIK MAHAPA	Sattwik Mahapa	Sattwik Mahapa	Sattwik Mahapa
15	SATYASHUVAM BERA	S Bera	S Bera	S Bera
16	SK SAHANU RRAHAMAN	SK. S. Rahaman	SK. S. Rahaman	SK. S. Rahaman
17	SOMASREE MANNA	Somasree Manna	Somasree Manna	Somasree Manna
18	SOURAV KAR	Sourav Kar	Sourav Kar	Sourav Kar
19	SOUVIK MAITY	Souvik Maity	Souvik Maity	Souvik Maity
20	SUBHAM SASMAL	Subham Sasmal	Subham Sasmal	Subham Sasmal
21	SUVAJIT JANA	Suvajit Jana	Suvajit Jana	Suvajit Jana
22	SUVENDU DAS	Suvendu Das	Suvendu Das	Suvendu Das

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

Date: 18.11.2019 20.11.2019 22.11.2019

Sl.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Ajit Jana	Ajit Jana	Ajit Jana
2	ARIJIT JANA	Arijit Jana	Arijit Jana	Arijit Jana
3	ARPAN MAITY		A Maity	A. Maity
4	ARUP PAL	Arup Pal		Arup Pal
5	DEBABRATA ACHARYA	D. Debbarya	D. Debbarya	D. Debbarya
6	DEBAJIT SASMAL	Debasit Sasmal	Debasit Sasmal	Debasit Sasmal
7	GOURANGA SAU	Gouranga Sau	Gouranga Sau	Gouranga Sau
8	JAGANNATH BAG	J. Bag	J. Bag	J. Bag
9	MANIK MANNA	Manik Manna	Manik Manna	Manik Manna
10	NAYAN SI	Nayan Si	Nayan Si	Nayan Si
11	PARAMITA TRIPATHY	Paramita Tripathy	Paramita Tripathy	Paramita Tripathy
12	PRAKASH PAL	Prakash Pal	Prakash Pal	Prakash Pal
13	PRASANTA JANA	Prasanta Jana	Prasanta Jana	Prasanta Jana
14	SATTWIK MAHAPA	Sattwik Mahapa	Sattwik Mahapa	Sattwik Mahapa
15	SATYASHUVAM BERA	S. Bera	S. Bera	S. Bera
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Attendance Sheet of Business Management
B.Com 1st Semester, Session: 2019-20.

Date:

25.11.2019

27.11.2019

29.11.2019

Sl.No	Name	Sig. of Student	Sig. of Student	Sig. of Student
1	AJIT JANA	Ajit Jana	Ajit Jana	Ajit Jana
2	ARIJIT JANA	Arijit Jana	Arijit Jana	Arijit Jana
3	ARPAN MAITY	A. Maity	A. Maity	Arpan Maity
4	ARUP PAL	Arup Pal	Arup Pal	
5	DEBABRATA ACHARYA	D. Acharya		D. Acharya
6	DEBAJIT SASMAL	Debajit Sasmal	Debajit Sasmal	Debajit Sasmal
7	GOURANGA SAU	Gouranga Sam	Gouranga Sam	Gouranga Sam
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16	SK SAHANU RRAHAMAN	SK. S. Rahaman	SK. S. Rahaman	SK. S. Rahaman
17	SOMASREE MANNA	Somasree Manna	Somasree Manna	Somasree Manna
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WEST BENGAL

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UGC Approved **Certificate Course on Business Management**

This is to certify ... Arit Janna

....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 5.11.19 to 29.11.19 and obtained Grade 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.

Qm
Prof. Abani Kumar Tripathy
HOD, Commerce

Dir
Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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UGC Approved Certificate Course on Business Management

This is to certify Jyotirmoy Nath Dasg....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.15.19 to 29.11.2019 and obtained GradeA.....

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
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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UGC Approved **Certificate Course on Business Management**

This is to certify *Gouranga Sae*....., student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 05.11.2019 to
29.11.2019 and obtained Grade.....*B+*.....

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.

QW

Prof. Abani Kumar Tripathy
HOD, Commerce

Diri

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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WEST BENGAL

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UGC Approved Certificate Course on Business Management

This is to certify *Debjit Sasmal*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.11.19 to 05.12.19.. to 05.12.19.. and obtained Grade *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.

Prof. Abani Kumar Tripathy
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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UGC Approved **Certificate Course on Business Management**

This is to certify *Debaraj Chatterjee*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.11.2019 to 20.11.2019 and obtained Grade *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.

Prof. Abani Kumar Tripathy
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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UGC Approved **Certificate Course on Business Management**

This is to certify *Arup Paul*, student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 5th.Aug.2019..... to
29th.Nov.2019. and obtained Grade

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
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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UGC Approved CPE College under Vidyasagar University

UGC Approved Certificate Course on Business Management

This is to certify Arpana Mondal....., student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 5th Aug. 2019..... to
29th Nov. 2019 and obtained Grade 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.

Prof. Abani Kumar Tripathy
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya

P.O.-BHUPATINAGAR
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DIST.-PURBA MEDINIPUR
WEST BENGAL

NAAC Re-Accredited B+ Level Institution

UGC Approved CPE College under Vidyasagar University

UGC Approved Certificate Course on Business Management

This is to certify Arijit Jena....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 5th Aug. 2019..... to 29th Nov. 2019 and obtained Grade..... B⁺

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
HOD, Commerce

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal