



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: 1st September 2020 to 29th January 2021



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.mugberiangadharMahavidyalaya.org



Date: -15.08.2020

Notice

Notice is hereby given to all faculty members of Dept. Of Commerce that an online departmental meeting will be arrange on 18/08/2020 at 3pm for continuation of the Carrier Oriented Programme (COP) on **BUSINESS MANAGEMENT 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

Mugberia Gangadhar Mahavidyalaya

H.O.D.

Department of Commerce

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 18th August, 2020.

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 online 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 1st September 2020 to 29th January 2021
5. The course will be conducted for Sem-I.
6. It is decided that the Course will be delivered by online through goggle meet.
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: 20/08/2020

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+ Hours

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

Requirements

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

Description

Note: at the suggestion of students, I have changed the title of this course to reflect its value for all managers, new or experienced. These are the essential management skills whether new team leader or a senior manager.

PDF NOTES would also be provided for reference



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Course Start Date: First day of September 2020

Timings: 1.00 Pm onwards

Course Fees: Nil.

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 –23-08-2020

Dear students kindly note,

Management Practical classes start regularly from Monday – 1st Sept., 2020. 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: 1st September 2020 to 29th January 2021

Venue: Online through goggle meet.

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 In Magager or employee

Highlights: Department of Commerce conducted Certificate Course on Business Management from 1st September 2020 to 29th January 2021. 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.



29.01.2021

Principal

Mugberia Gangadhar Mahavidyalaya

Certificate Course in Business Management - Grading & Results (Sept. 2020 to Jan.2021)

Sl.No.	Name	Marks Obtained Full Marks-100	Grade
1.	Aditi Santra	82	A+
2.	Akash Goswami	78	A
3.	Apurba Barik	72	A
4.	Arindam Jana	65	B+
5.	Bimal Kumar Giri	75	A
6.	Biswajit Samanta	70	A
7.	Dipak Bera	71	A
8.	Gourhari Bej	68	A+
9.	Jyotirmoy Kamila	67	B+
10.	Moumita Pandit	68	B+
11.	Mousumi Giri	75	A
12.	Mrinmoy Roy	73	A
13.	Nisha Roy	66	B+
14.	Partha Pratim Bag	71	A
15.	Ranit Bhunia	62	B+
16.	Saikat Paria	73	A
17.	Samir Kumar Das	73	A
18.	Sanjoy Khanra	78	A
19.	Sankar Giri	72	A
20.	SasankaPaikara	68	B+
21.	Sayan Bera	80	A+
22.	Sayan Kumar Dey	75	A
23.	Shachini Pillai	61	B+
24.	Sikha Rani Dey	79	A+
25.	Sk. Laden	74	A
26.	Sk. Mustakin Ali	58	A+
27.	Sk. Nasir	60	B+
28.	Sk. Raksad Hossain	81	A+
29.	Sourav Bera	71	A
30.	Sourav Rudra	60	B+
31.	Souvik Das	72	A
32.	Subha Jana	74	A
33.	Subha Maity	64	B+
34.	Sudip Giri	68	B+
35.	Sujoy Samanta	66	B+
36.	Sunirmal Mondal	71	A
37.	Surojit Maity	73	A
38.	Susovan Das	65	B+



[Signature]

29.01.2021

Principal
Mugheria Gangadhar Mahavidyalaya.

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

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UGC Approved Certificate Course on Business Management

This is to certify *Aditi Saha*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 1st Sept. 2020... to 29th Jan. 2021 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

Prof. Abani Kumar Tripathy
HOD, Commerce

Prof. Ranjit Kr. Giri

Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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This is to certify *AKASH GOSWAMI*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 1st SEPT 2020..... to 29th JULY 2021 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.

CA
Prof. Abani Kumar Tripathy
HOD, Commerce

Pr
Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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This is to certify *Apurba Barik*, student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 15.7.2020... to
29.11.2021 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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This is to certify *Avinandan Jana*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 1st Sept 2020.... to 29th Jan. 2021 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.

Abani
Prof. Abani Kumar Tripathy
HOD, Commerce

Ranjit
Prof. Ranjit Kr. Giri
Course Co-ordinator

Swapan
Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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NAAAC Re-Accredited B+ Level Institution

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UGC Approved Certificate Course on Business Management

This is to certify Bimal Kumar Giri....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 15.7.5.2020..... to 29.7.5.2021. 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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This is to certify *Biswajit Samanta*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 15th Sept. 2020..... to 29th Dec. 2021 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.

Co
Prof. Abani Kumar Tripathy
HOD, Commerce

Prof
Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr. Swapan Kumar Misra
Principal

Mugberia Gangadhar Mahavidyalaya



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This is to certify *Dipak Bera*, student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 15th Sept. 2020..... to
29th Feb. 2021. 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

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This is to certify *G. G. Ghoshari B. E.* , student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 1st Sept. 2020..... to
29th Jan. 2021 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.

QdM
Prof. Abani Kumar Tripathy
HOD, Commerce

Dr
Prof. Ranjit Kr. Giri
Course Co-ordinator

Dr
Dr. Swapan Kumar Misra
Principal

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Certificate Course on Business Management

UGC Approved

This is to certify*Jyoti r.m.o.y.....K.a.m.i.l.a*....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from *15.1.2020..... to 29.11.2021* 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

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