



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 **Business ON MANAGEMENT**

Course Period: 5th September 2021 to 28th January 2022



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.mugberiangadharimahavidyalaya.org

Date: -18.08.2021



Notice

Notice is hereby given to all faculty members of Dept. Of Commerce that anonline departmental meeting will be arrange on 20/08/2021 at 8pm 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 20th August, 2021.

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 8 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 September 2021 to 28th January 2022
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: 22/08/2021

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: 5th September 2021

Timings: 1.00 Pm onwards

Course Fees:

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 –25-08-2021

Dear students kindly note,

Management Practical classes start regularly from Monday - 5th 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: 5th September 2021 to 28th January 2022

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 InMagager or employee

Highlights: Department of Commerce conducted Certificate Course on Business Management from 5th September 2021 to 28th January 2022. 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.



28.01.2022

Principal

Mugberia Gangadhar Mahavidyalaya

Certificate Course in Business Management - Grading & Results (September 2021 to January 2022)

Sl.No.	Name	Marks Obtained Full Marks-100	Grade
1.	Arijit Sasmal	82	A+
2.	Arnab Bhunia	78	A
3.	Biplab Dash	72	A
4.	Biswajit Maity	65	B+
5.	BuddhadevBej	75	A
6.	Buddhadev Mandal	70	A
7.	Debasis Sahoo	71	A
8.	Dwip Kumar Maity	68	A+
9.	MahadebMaity	67	B+
10.	Malay Das	68	B+
11.	Mampi Tripathy	75	A
12.	Moumita Das	73	A
13.	Mrinmoy Jana	66	B+
14.	Nayan Jana	71	A
15.	Niladri Sekhar Das	62	B+
16.	Palash Pradhan	73	A
17.	PravatGuria	73	A
18.	Ranjan Mishra	78	A
19.	Rekha Maity	72	A
20.	Sahadeb Sau	68	B+
21.	Sandipan Gayen	80	A+
22.	Sanjib Jana	75	A
23.	SaptarshiMaity	61	B+
24.	Sayan Sahoo	79	A+
25.	Sayandeep Das	74	A
26.	Souvik Manna	58	A+
27.	Sovan Manna	60	B+
28.	SubhadeepMaity	81	A+
29.	SubhajitSasmal	71	A
30.	SubhamMaity	60	B+
31.	Subhankar Das	72	A
32.	Subrata kumar Sahoo	74	A
33.	Subrata Manna	64	B+
34.	Sudip Maity	68	B+
35.	Sudip Mondal	66	B+
36.	Sudipta Mondal	71	A
37.	Tripti Pahari	73	A



[Signature]

28.01.22

Principal

Mugberia 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 *Arnab Bhunia*, student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 25.11.2021... to
28.11.2022.... 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 Arijit Sasmal....., student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.10.2021 to 28.10.2022 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 *Buddhadex Mondal*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.11.2021 to 28.11.2021 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.

Abani
Prof. Abani Kumar Tripathy
HOD, Commerce

Ranjit
Prof. Ranjit Kr. Giri
Course Co-ordinator

Swapan
Dr. Swapan Kumar Misra
Principal

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This is to certify *Buddhadev Deb*, student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05.10.2021 to 28.11.2021 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

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This is to certify Diswijit Mondy....., student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 05.10.2021 to
28.11.2021 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


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 *Dip/26 Dosh*, student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 05th Sep 2021.... to
28th Jan 2022 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 *Swip Kumar Maity* , student of Department of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed Career Oriented Programme entitled "Business Management" from 05th Sept....2021 to 28th Jan...22... 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.

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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This is to certify Debasish Sahoo....., student of Department
of Commerce, Mugberia Gangadhar Mahavidyalaya, has successfully participated and completed
Career Oriented Programme entitled "Business Management" from 05.11.2021 to
28.11.2022 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