

Mangaon Taluka Education Society's  
**Doshi Vakil Arts College and G.C.U.B. Science & Commerce College,**  
**Goregaon-Raigad**

**Department of Commerce Organizes 4 weeks Certificate Course in**

**Business Organisation and Management**

**26<sup>th</sup> April 2021 – 23<sup>rd</sup> May 2021**

Week No.	Syllabus	
Week-1	Introduction to Business,Technological Innovation in business, Social responsibility of business, Business Ethics, Emerging Opportunities in business	
Week-2	Various forms of Business Organization, Public and Private enterprises, Planning and decision making in International business, Organizing, Departmentation,	
Week-3	Delegation of Authority, Decentralization, Controlling in business, Communication in business, Coordination in business, Motivation	
Week-4	Leadership Styles, Start up & Stand up Business, Business Proposal, Human Resource management system	
Evaluation Process		
Quiz	Total Quiz 20 (Monday to Friday) every day 1 quiz of 4 questions.	Marks for quiz - $20 \times 4 = 80$
Assignment	Total 4 Assignment (Every Saturday)	Marks for assignment – $4 \times 5 = 20$
	Total marks	$80 + 20 = 100$
Other Information about course		
Note that	Submission of every quiz and assignment compulsory for certification. Quiz and Assignment based on lectures.	
Lectures	Recorded lecture, Quiz or Assignment link will available everyday 11.30 am onwards on telegram group (Monday to Saturday). Sunday is holiday. These lecture link available for you 24x7 upto 25 <sup>th</sup> May 2021 on telegram group.	
Minimum qualification of the course	12 <sup>th</sup> pass (i.e. all under graduate and post graduate students)	
Certification Criteria	Attendance Compulsory for all lectures Minimum passing Percentage 40%	
Fees for this Course	No Fees.	
Admission Procedure		
For admission Click on the following link	Documents for admission – scanned 12 <sup>th</sup> mark sheet, scanned photograph, scanned signature Application link : <a href="https://forms.gle/DBTkaoR5Gv1JQALd6">https://forms.gle/DBTkaoR5Gv1JQALd6</a>  Join telegram group after admission : <a href="https://t.me/joinchat/4Ox0H1cTnwdiMDFI">https://t.me/joinchat/4Ox0H1cTnwdiMDFI</a>	

Sd/  
**Dr. Parag V. Pimplapure**  
HOD, Commerce

Sd/  
**Principal**

## LECTURE SCHEDULE (Commerce Course)

Week	Topic	Lecturer
<b>Week-1</b>	Introduction to Business	DR. PARAG V. PIMPLAPURE
	Technological Innovation in business	DR. PARAG V. PIMPLAPURE
	Social responsibility of business	DR. PARAG V. PIMPLAPURE
	Business Ethics	DR. PARAG V. PIMPLAPURE
	Emerging Opportunities in business	DR. PARAG V. PIMPLAPURE
<b>Week-2</b>	Various forms of Business Organization	DR. PARAG V. PIMPLAPURE
	Public and Private enterprises	DR. PARAG V. PIMPLAPURE
	Planning and decision making in International business	DR. SHRIKANT CHANDORKAR
	Organizing	DR. PARAG V. PIMPLAPURE
	Departmentation	DR. PARAG V. PIMPLAPURE
<b>Week-3</b>	Delegation of Authority, , , , ,	DR. PARAG V. PIMPLAPURE
	Decentralization	DR. PARAG V. PIMPLAPURE
	Controlling in business	DR. PARAG V. PIMPLAPURE
	Communication in business	DR. PARAG V. PIMPLAPURE
	Coordination in business	DR. PARAG V. PIMPLAPURE
	Motivation	DR. PARAG V. PIMPLAPURE
<b>Week 4</b>	Leadership Styles	DR. GANESH R. SANAP
	Start up & Stand up Business	DR. PARAG V. PIMPLAPURE
	Business Proposal	DR. PARAG V. PIMPLAPURE
	Human Resource management system	DR. GANESH R. SANAP