



Shri Shivaji Education Society, Amravati's
Dhanwate National College
Congress Nagar, Nagpur



Established in 1935

College with Potential for Excellence status by UGC, New Delhi
PM-USHA 3.00 Grant for College Strengthening
Re-Accredited 'B+' Grade, CGPA 2.53 by NAAC, Bangalore
Centre of Higher Learning and Research
Institutional Member of APQN, Shanghai

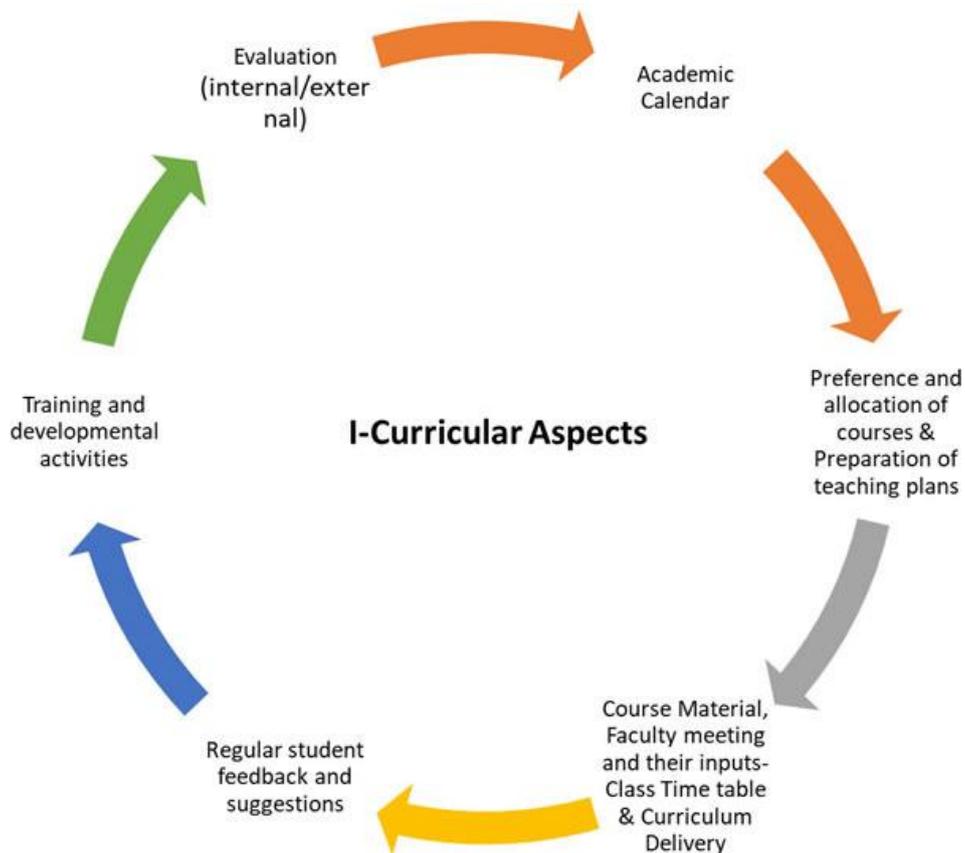


4th Cycle

Assessment & Accreditation by NAAC

AQAR 2023-2024

CRITERIA I: CURRICULAR ASPECTS



1.1 - Curricular Planning and Implementation

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation



**Dr. Panjabrao alias
Bhausaheb Deshmukh**
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)
DHANWATE NATIONAL COLLEGE
Congress Nagar, Nagpur.

'College with Potential for Excellence' (C.P.E.) By U.G.C. Delhi
NAAC ACCREDITED 'B+' GRADE, CGPA 2.53
RECOGNISED CENTER FOR HIGHER LEARNING AND RESEARCH
INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh
President

Dr. Omraj S. Deshmukh
M.Sc., Ph.D.
Principal

No./DNC /_ 248/2023-2024

Date : 26/12/2023

Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

Dr. K. D. Meghe
IQAC Coordinator



Dr. O. S. Deshmukh
Principal

Phone : (O) (0712) 2422759, 2454193

E-mail: dhanwatanationalcollege@yahoo.com ■ Website: <http://dhanwatanationalcollege.com>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

(Established by Government of Central Provinces Education Department by Notification No. 513, dated 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Maharashtra. Act No. VI of 2017)
(Academic Section)

Academic Section, Rashtrasant Tukadoji Maharaj Nagpur University, Jannalal Bajaj Administrative Building, Mahatma Jotiba Phule Educational Premises, Campus Square to Ambazari T-Point Road, Nagpur-440033

No. Acad. / Acad. Cale. / 2023/ 329

Date: 25/05/2023

NOTIFICATION

It is notified for general information of all the University conducted/ constituent/ affiliated colleges that the Academic Calendar for the session 2023-24 will be as under:

ACADEMIC CALENDAR FOR THE COURSES CONDUCTED AS PER SEMESTER & ANNUAL PATTERN FOR SESSION 2023-24.

1. Terms & Vacation

First Term (Odd semesters & Annual Pattern)	:	16.06.2023 to 31.10.2023
Winter Vacation	:	01.11.2023 to 30.11.2023
Second Term (Even semesters & Annual Pattern)	:	01.12.2023 to 30.04.2024
Summer Vacation	:	02.05.2024 to 15.06.2024

2. Admissions

a) Last date of Admission (First term odd sem. & First Year Annual Pattern)	:	7 th August, 2023
b) Last date for Admission with prior permission of the Vice-Chancellor	:	7 th September, 2023

3. Last date of submission of Enrolment forms to the university	:	Within fifteen days from the notified last date of Admission
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4. Examination

A. Winter Examinations.

1. Commencement of Exam.

a) Failure Students in even semesters	}	:	16.10.2023
b) Regular students in odd semesters			
c) Failure students in Annual Pattern			

2. Last date for receipt of exams. forms

a) Regular students	:	31.08.2023
b) Old Ex-Students	:	31.08.2023
c) Ex-Students of immediately previous examination	:	Within 15 days from the date of declaration of the result of summer Exams.

B. Summer Exams.

1. Commencement of Exams.

a) Failure students of odd semester	}	:	15.03.2024
b) Regular students of Even semester			
c) Failure & Regular students of Annual Pattern			

2. Last date for receipt of examinations forms

a) Regular Students	:	15.02.2024
b) Old Ex-Students	:	15.02.2024
c) Ex-Students of immediately previous exam	:	Within 15 days from the date of declaration of the result of winter Exams.

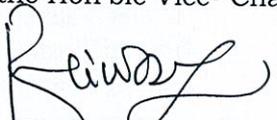
5. Declaration of Results	:	As per governing provisions of the Act.
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6. Convocation Winter 2022 & Summer 2023	:	December 2023
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Special Instructions :

1. The Principals/Heads of the institutions are authorised to ask teachers to attend duties during vacation for exam related work, if needed.
2. The Principals/Heads of the institutions should communicate the list of students admitted in their colleges/ institutions to the university within 15 days from the last date of admission as notified by the university.
3. Students admitted after the last date as specified above shall not be considered for enrolment in the University and therefore, shall not be permitted to appear at the university examinations.
4. All government & other holidays are calculated on the basis of last year's statistics. It is likely to be same except small variations after the declaration by the Government/authorities. The schedule of such holidays will be separately notified by the university at the beginning of Calendar Year
5. Theory and Practical examinations may be held on Sunday with prior permission and intimation.
6. It is necessary by the Principals/Head of the Department to certify the number of actual teaching days conducted during the academic session.
7. All efforts should be made to achieve more than 180 teaching days in Annual Pattern and 90 days per Semester in Semester Pattern.
8. This schedule is applicable only for the entry level admissions to various courses excluding the courses where admissions are governed by centralized admission process. The last date for admissions in higher level semesters shall be 10 days after results of qualifying examinations.
9. Therefore, the last date of admissions for all courses where centralized admission process is adopted shall be notified separately.
10. The Last Date of examination forms for CAP round admission will be 15 days from the last date of admissions.
11. In case, Admissions governed by **Conditional Eligibility** the last date for submission of examinations form shall be within fifteen days after declaration of its qualifying examinations provided such students should have been admitted provisionally for its next higher academic session as per Direction No. 27 of 2008 and 6 of 2010.

By Order of the Hon'ble Vice- Chancellor


(Dr. Raju Hiwase)
Registrar

Copy forwarded for information and necessary action to :-

1. P.A. to Hon'ble Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
2. P.A. to Hon'ble Pro-Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
3. P.A. to Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
4. The Principals of all Colleges / Head of the Post- Graduate Teaching Departments of the Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur.
5. All Officers of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
6. The Registrar of All Universities in the Maharashtra State.
7. Dr. Prashant Maheswary, Dean, Faculty of Science & Technology and Director, Multi-Facility Computer Centre, RTM, Nagpur University, Nagpur.
8. The Editor, All local News Papers. They are requested to kindly publish the above Notification in their esteemed News Paper as a News Item.


(Dr. Rajendra Utkhede)
Deputy Registrar (Acad.)



Shri Shivaji Education Society, Amravati's

DHANWATE NATIONAL COLLEGE

Congress Nagar Nagpur-440012 (MH)

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University,
Nagpur

(NAAC Re-Accredited 'B+' Grade, CGPA 2.53)



ACADEMIC CALENDAR 2023-2024

ACADEMIC FIRST SESSION [104 Days]

(Friday 16th June 2023 to Tuesday 31st October 2023)

Day	Activity/Programme	Department/Committee
27 th May Onward	Counselling & Online Registration Process	Admission Committee
JUNE 2023 (13 Days)		
4 th	12km "Ambazari Trail"	NSS
11 th to 20 th	Yoga training Camp	NCC
15 th	Summer Coaching Camp	Physical Education and Sports Department/ NCC
21 st	International Yoga Day	NCC
26 th	Rajarshi Shahu Maharaj Jayanti	Jayanti Punyatithi Committee
29 th	Id-E-Milad	Holiday (Thursday)
JULY 2023 [25 days]		
11 th	World Population Day	Department of Economics
25 th	Drawing and Elocution competition	NCC
26 th	Celebrate Kargil Vijay Diwas	NCC
	George Bernard Shaw	Department of English
27 th	Conducted Rank Distribution Programme	NCC
28 th	Organized Tree Plantation Programme	NCC
29 th	Moharram	Holiday (Saturday)

AUGUST 2023 [23 Days]

1 st	Annabhau Sathe Birth Annerversary	Jayanti Punyatithi Committee
	Induction Programme	BBA Department
1 st to 16 th	Employability Skill Development	BBA Department
9 th	Dr. S. R. Ranganathan Jayanti	Library
	'Meri Mati Mera Desh' Pledge taking program	NSS
10 th	Mission Yuva Voter Registration Program	NSS
11 th	Guest lecture on 'Public Speaking' by Manoj Kohale	Department of Mass Comm.
11 th to 17 th	Induction Programme	IQAC Department
13 th to 15 th	'Har Ghar Tiranga' Flag hosting Program	NSS
15 th	'Meri Mati Mera des' Tree Plantation	NSS
	'Meri Mati Mera des' Soil Selfie	
	Celebration of Independence Day	NCC
16 th	Parshi New Year / Gauri Pujan	Holiday (Wednesday)
17 th	HP Gaming Activity	BBA Department
	Elephantiasis Eradication Program of NMC	NSS
18 th	NSS workshop on POCSO & POSH and Annual Planning Meeting	NSS
18 th to 21 st	Four day 'AGANYA' Youth Cultural Fest	Department of Mass Comm.
19 th	'Meri Mati Mera des' Vruksh Dindi	NSS
	'Meri Mati Mera des' Tree Plantation	
	'Meri Mati Mera des' Pledge taking	
	'Meri Mati Mera des' Viro ko Naman	
24 th	Frosty Freshers Day	BBA Department
26 th	Guest lecture on 'Career opportunities in Animation'	Department of Mass Comm.
21 st to 27 th	Certificate Course in Basic Communication Skills	Department of English
29 th	Collection of Rakhi for Raksha Bandhan at College	NCC
	National Sport Day	Physical Education and Sports Department/ NCC/NSS
29 th	'Pori Jara Japun' a program for girls safety by Poet ant Writer Smt Vijaya Marotkar	NSS
	Under the 'Clean India Mission' Clean survey feedback	
30 th	NSS Annual Plan & Volunteers Meeting	NSS
	Red Ribbon Club inauguration	
	"Rakshabandhan" program at Deaf and Dumb School, Shankar Nagar Nagpur	

September 2023(22 Days)

4 th	"Abhirup Yuva Sansad and Indian Constitution"	NSS
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5 th	Birth Anniversery of Dr.Sarvapalli Radhakrishnan (Teachers' Day)	Jayanti Punyatithi Committee
6 th	"Meri Mati Mera Desh Viro Ko Naman" Program at NSS, RTMNU & Selfie with Mati	NSS
9 th	Collegiate Elocution Competition	Cultural Activity
12 th	Collegiate Debate Competition	Cultural Activity
14 th	Tanha Pola	Holiday (Tuesday)
18 th	Hon'ble M. M. Lanjewar Lecture	Jayanti Punyatithi Committee
19 th	Shri Ganesh Chaturthi	Holiday (Tuesday)
21 st	Collegiate Geet - Gayan (Singing) Competition	Cultural Activity
22 nd	Karmavir Bhaurao Patil Jayanti	Jayanti Punyatithi Committee
22 nd	Gouri Poojan	Holiday (Friday)
27 th	One Month Certificate Course on (Agro Based Industries)	Department of Economics
28 th	Anant Chaturdashi/Id-E-Milad	Holiday (Thursday)
30 th	D. Laxmi Narayan Memorial Day	Jayanti Punyatithi Committee
October 2023(21 Days)		
1 st	Organised Cleanliness drive at Ajni railway station Organised Blood Donation Camp	NCC
2 nd	Mahatma Gandhi Jayanti Rao Bahadur D. Laxminarayan Memorial Day Lal Bahadur Jayanti	Jayanti Punyatithi Committee
3 rd	"Swachhata Hi Seva" Program on the occasion of Gandhi Jayanti	NSS
4 th	3 DAYS POWER PACT SESSIONS ON THE OCCASION OF 125 TH BIRTH ANNIVERSARY OF PUNJABRAO DESHMUKH	BBA Department
9 th to 21 st	Conducted Maharashtra Rugby Team Coaching Camp for National Game	Physical Education and Sports Department/ NCC
9 th to 23 rd	मराठी भाषा व्याकरण व साहित्य प्रमाणपत्र अभ्यासक्रम	Department of Marathi
	ALPKALIN PRAMANPTRA ABHYASKRAM ONLINE/OFFLINE MODE SHORT TERM CERTIFICATE COURSE	Department of Sanskrit
11 th	Rashtrasant Tukdoji Maharaj Punyatithi.	Jayanti Punyatithi Committee
	Library Visit	Department of Economics
11 th to 16 th	Sustainability and Eco-tourism (Short Term Certificate Course)	Department of History
12 th	Short term certificate course	Department of Philosophy
14 th	"Walk for Freedom" by Yuva Rural and NSS, RTMNU Nagpur	NSS

15 th	Vachan Prerna Diwas	Library
University Examination Odd Semester (16th October 2023 Onwards)		
16 th to 31 st	Certificate Course	Department of Political Science
18 th	Unit Test	Department of English
20 th	Guest lecture on "Effective use of Chat GTP and Artificial Intelligence"	Department of Commerce
23 rd	The PowerPoint presentation on economic awareness for undergraduate (UG) and postgraduate (PG) students	Department of Economics
24 th	Dasara	Holiday (Tuesday)
26 th	Quiz Competition	Department of Economics
	Seminar on Competitive Exam	
28 th	One Day University Level Workshop on National Education Policy and Curriculum of Marathi	Department of Marathi
31 st	'Oath Taking' of Rashtriya Ekta Diwas	NSS
First Term Vacations (30 Days) 1st November 2023 to 30th November 2023		
ACADEMIC SECOND SESSION [119 Days] 1st December 2023 to 30th April 2024		
8 th	Hon. Shri.Dadasaheb Kalmegh Jayanti	Jayanti Punyatithi Committee
14 th	Cleanliness Drive	NCC
24 th	NCC Day	NCC
26 th	Indian Constitution Day	NSS
28 th	Mahatma Fule Death Anniversary	Jayanti Punyatithi Committee
December 2023 (24 Days)		
6 th	Dr. B. R. Ambedkar Mahaparinirvan Diwas	Jayanti Punyatithi Committee
8 th	Language & Literary Quiz Competition	Department of English
9 th	John Milton Birth Anniversary	
	Mathew Arnold Birth Anniversary	
14 th	Visit to Maharashtra State Assembly (Winter Session in Nagpur)	Department of Political Science, Department of Sociology
	GILLETTE ACTIVITY	BBA Department
15 th	Opportunities in Civil Service Examination	BBA Department
20 th	Sant Gadgebaba Punyatithi	Jayanti Punyatithi Committee
23 rd	Inter - Collegiate Debate Competition	Cultural Activity
24 th	Inter - Collegiate Elocution Competition	Cultural Activity
	OUTBOUND AND EXPERIENTIAL TRAINING CAMP	BBA Department
25 th	Scrap Book & Poster Competition	Department of English
	Collegiate Rangoli Competition Collegiate Mehendi Competition	Cultural Activity

	Inter Collegiate Essay Competition Inter Collegiate Poster Competition Inter Collegiate Slogan Competition	
26 th	Collegiate Dance Competition Inter - Collegiate Geet- Gayan Competition	Cultural Activity
	"Blood Donation Camp" on the occasion on Dr Panjabrao alias Bhausahab Deshmukh 125th Jayanti"	NSS
27 th	Dr. Panjabrao Deshmukh Jayanti Samaroh	Jayanti Punyatithi Committee
January 2024 (25 days)		
3 rd	Krantijyoti Savitribai Fule Jayanti	Jayanti Punyatithi Committee
12 th	Rajmata Jijabai & Swami Vivekananda Jayanti	Jayanti Punyatithi Committee
12 th to 27 th	Indian Culture and Heritage (Short Term Certificate Course)	Department of History
15 th to 31 st	"Panchayat Se Parliament Tak" (From panchayat to parliament)	Department of Political Science
16 th	Rugby Skills Workshop for Students	Physical Education and Sports Department/ NCC
19 th	Sustainability 5F signature Campaign for the Students By Green Club	Department of Mass Comm.
20 th	IQAC Meeting	IQAC Department
22 nd to 26 th	37th Inter University West Zone Youth Festival at RTMNU, Nagpur	NSS
22 nd to 28 th	College level Special Camp	NSS
23 rd	"Metro Sanwad" Guest lecture on "Use of Transportation to avoid Pollution"	Department of Mass Comm.
24 th	Baseball Skills Workshop for Students	Physical Education and Sports Department/ NCC
	"Traffic Awareness Program" on the occasion of National Road Safety Week 2024	NSS
25 th	Guest Lecture on 'Research Methodology'	Department of Commerce
26 th	Republic Day	Physical Education and Sports Department/ NCC/NSS
30 th	RESEARCH METHODOLOGY IN PROJECT	BBA Department
30 th Jan to 13 th Feb	Org. Workshop on Road Safety	NCC
31 st	Investors Awareness Program by MCX	Department of Commerce
February 2024 (22 Days)		
2 nd	Commerce Fair	Department of Commerce
6 th	Industrial Visit	Department of Commerce
10 th	Prize Distribution Ceremony	Jayanti Punyatithi Committee

	INTRA DEPARTMENT CRICKET MATCH	BBA Department
13 th	Guest Lecture on Cyber Security Awareness	Department of Commerce
	Guest lecture on MSME by CA Julfesh Shah under MOU with Times of India	
14 th	IQAC Meeting	IQAC Department
15 th	Educational Tour	Department of Commerce
I & II Week	Classroom Seminar	Department of English
18 th	ORGANIZED C CERT EXAM AT DNC COLLEGE	NCC
	"जीवन गौरव साहित्य धारा"	Department of Marathi
19 th	Chhatrapati Shivaji Maharaj Jayanti	Jayanti Punyatithi Committee
23 rd	Sant Gadgebaba Jayanti	Jayanti Punyatithi Committee
27 th	Marathi Rajbhasha Day Celebration in collaboration with Maymarathi Nakshatra PRatisthan	Department of Marathi
	Participation of students in the Reading Competition on the occasion of Marathi Bhasha Din	
	One Month Certificate Course on (Financial Literacy)	
29 th	Educational Tour	Department of English, Department of Marathi, Department of Sociology, Department of Economics

March 2024 (24 Days)

Internal Assessment Allotment

7 th	International Women Day celebration The Menstrual Hygiene and Cervical Cancer program	Women Cell
8 th	Mahashivratri	Holiday (Friday)
11 th	Health is Wealth	Women Cell
12 th	Health & Nutrition program	
13 th	The emphasis on yoga & asanas	
14 th	The Women Empowerment program	
15 th	The Zumba & Aerobics program	
14 th	Dr. B.R.Ambedkar Jayanti	Jayanti Punyatithi Committee
17 th	Felicitation of RD Parade Cadets and Guard of honour	Jointly organised by the NCC Golden Group
21 st	Green Club activity by students by creating water embankment for plants to save water by the volunteers on the occasion of 'WORLD WATER DAY '	Department of Mass Comm.
24 th	Poster Competition on the topic " Save Water" on the occasion of 'WORLD WATER DAY '	Department of Mass Comm.

25th	Holi	Holiday (Monday)
29th	Good Friday	Holiday (Friday)
April 2024 (22 Days)		
1 st Week	Internal Assignment /Project Submission (vivavoce)	Respective Department
9th	Gudhi Padwa	Holiday (Tuesday)
10 th	Panjabrao Deshmukh alias Bhausahab Deshmukh Smruti Din	Jayanti Punyatithi Committee
11 th	Mahatma Phule Birth Anniversary	Jayanti Punyatithi Committee
11 th	Ramzan Id (Id-UI-Fitar)	Holiday (Thursday)
14th	Dr. B.R.Ambedkar Jayanti	Holiday (Sunday)
17th	Shriram Navmi	Holiday (Wednesday)
22 nd	Earth Day	Department Of Geography
23 rd	World Book Day	Library
26 th	William Shakespeare Birth Anniversary /English Language Day	Department of English
30 th	Rashtrasant Tukdoji Maharaj Jayanti	Jayanti Punyatithi Committee
May 2024		
1 st	Maharashtra Day & Labour Day	Physical Education and Sports Department, NCC, NSS
1 st	Bird Water Feeder Installation in college premises	NSS
6 th	Shiv Swarj Day	Jayanti Punyatithi Committee
Even Semester University Examination 15th March 2024 Onwards		
Second Term Vacation (45 Days) 02nd May 2024 to 15th June 2024		
Commencement of Next Semester Academic Session 2024-2025 18th June 2024		



(Dr.O.S.Deshmukh)

Principal

Dhanwate National College, Nagpur.

Shri Shivaji Education Society Amravati's

Dhanwate National College Nagpur
Internal Assessment Summer 2024 (2023-2024)

Instructions:

1. Assignments will be collected on the given dates and time only.
2. You have to assure that assignments should be submitted to respective teacher with your signature.

Date	Time	Class	Class
12 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 6 th Sem Section A & B (Ground Floor)	B.A. 6 th Sem Room No. 3
13 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 6 th Sem Section C & D (Ground Floor)	M.Com 4 th Sem. Room No.17
15 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 2 nd Sem Section A & B (Ground Floor)	B.A. 2 nd Sem Room No. 3
16 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 2 nd Sem Section C & D (Ground Floor)	M.Com 2 nd Sem. Room No. 16 M.A. 4 th Sem. Economics Marathi Sociology English Room No.3
18 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 4 th Sem Section A & B (Ground Floor)	B.A. 4 th Sem Room No. 3
20 th April 2024	7.30 A.M. TO 10.30A.M.	B.Com 4 th Sem Section C & D (Ground Floor)	M.A.2 nd Sem. Economics Marathi Sociology English Room No.3

Aspeshmulye

Principal
Dhanwate National College
NAGPUR

SHRI SHIVAJI EDUCATION SOCIETY
DHANWATE NATIONAL COLLEGE, NAGPUR

INTERNAL ASSESSMENT 2023 - 2024

INSTRUCTIONS

- 1) Assignment should be submitted on the given date and time in given format only.
 - * Certificate
 - * Strip file
 - * A4 size *ruled* page (one side blank)
- 2) Assignment should submit to respective teacher with your signature.

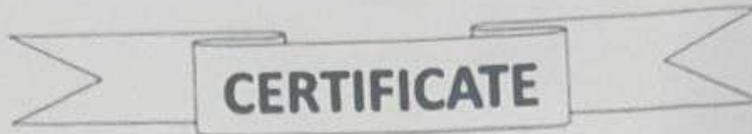
सूचना

- 1) विद्यार्थ्यांनी आपले असाइन्मेंट दिलेल्या तारखेला व दिलेल्या वेळेतच व दिलेल्या प्रारूपातच द्यावे.
 - * प्रमाणपत्र
 - * फाईल
 - * A4 size *ruled* page (एका बाजूने गोरे)
- 2) असाइन्मेंट हे संबंधित शिक्षकांकडेच देऊन त्यावर सही करावी.



Shri Sivaji Education society Amravati's
Dhanwate National College

Congress Nagar, Nagpur



Name of Department: COMMERCE

Academic Session: 2023 - 2024

This is to certify that this Assignment, contains the Bonafide Record of Shri/
Kumari/Shrimanti PRACHI SATISH PAHURKAR.

 of B.Com 3rd YEAR (Semester V A) during the academic Session
2023-2024. The Topic of assignment is

MANAGEMENT PROCESS Dated 25 / 10 / 23.

Signature of the Teacher

Chandni

19
20

Professor & Head
Department of Commerce
Dhanwate National College, Nagpur
Head of the Department

Note: In absence of certificate for Assignment shall not be allowed to appear
for the examination.

NAME = PRACHI SATISH PAHURKAR

STD = B.COM V SEM SEC A.

SUBJECT = MANAGEMENT PROCESS.

SUBMISSION DATE 25/10/23

Assignment

MANAGEMENT PROCESS.

B.COM 3rd YEAR SEM V

MANAGEMENT PROCESS.

Name Of Practical

Qa. What do you mean by management? Explain the function of management with the help of suitable example.

Ans. Management is the brain of an enterprise. It is concerned with taking all policy decision, setting up an organisation structure, activating all resources, issuing directives and regulating and controlling the performance of the employment. It ensure that the enterprise is capable enough to meet the needs of the society in the terms of the goods and service.

An efficient management can bring prosperity to the enterprise and can achieve it continuous growth and expansion. Peter Drucker has rightly said that management is a crucial factor in economic and social development of a country. It is the quality of management which is the main determinant of success of an enterprise. An efficient management is the key to growth of organisation and resultant to the growth of the national economy. The economic system of any country demands the rational and prudent use of available resources. The resources required to be used by the business organisation in the course of their running enterprise are in the form of money, material, machinery, manpower, markets, management etc.

Teacher's Signature

Name Of Practical

These can be classified into physical and human resources. It is the responsibility of management of an enterprise to optimize the use of all resources. The field of management comprises the professionally knowledgeable and skilled group of individuals performing their managerial duties and responsibilities at different level of organisational hierarchy.

DEFINITIONS

- ACCORDING TO HAROLD KOONTZ

Management is the art of getting things done through and with people in formally organised group. It is the art of creating an environment in which people can perform as individuals and yet cooperate towards the attainment of group goals. It is the art of removing blocks to such performance, a way of optimising efficiency in reaching goals.

- MCFARLAND = defines management as the fundamental integrating and operating mechanism underlying organised efforts.

- GEORGE TERRY opines that = Management consist of all organisational activities that involve goal formation & accomplishment within social system

- ACCORDING TO JACK DUNCAN = Management is a distinct process performed to determine and accomplish stated objectives by use of human and other resources.

Teacher's Signature

Name Of Practical

FUNCTION OF MANAGEMENT* PLANNING

= Planning is considered to be the primary function of management. It determines the direction of the org. Planning is a rational and systematic way of making decisions today that affects the future of the org. It involves the process of determining the goals and objectives of the org and deciding on the activities for attaining these activities. Once the objectives are ascertained, the mgmt has to ascertain the activities required to be performed. This is done by the technique called activity analysis. It is also the process of preparing for change. It aims at coping with uncertainty by formulating future course of action. It is particularly imp because of scarcity of resources and uncertain and dynamic environment with a fierce resource competition. Planning is a mental process which requires the use of intellectual facilities, foresight and sound judgement. Planning is a continuous process of making present entrepreneurial decisions systematically and with the best possible knowledge of their future, organising systematically and effort needed to carry out these decisions and measuring the result of these decisions against the expectations.

Teacher's Signature

Name Of Practical

planning bridges the gap between where we are and where we want to go. It is essential for any business activity. Planning in order to be effective must consider effects of both external as well as internal factors.

* ORGANISING

- Organising can be defined as the process of establishing relation among the members of enterprise. The relation are created in terms of authority and responsibility. It means the distribution of work in group wise for effective performance. Each member is given specific responsibility.

Organising provides a framework of management for purposive, integrated and cooperative action by many people in joint effort to implement the plans and prog. formulated. It refers to identification and grouping of activities. In order to perform the required activities and dividing them among the individuals and creating authority responsibility and relationship between among them.

According to Henry Fayol to organise a business is to provide it with everything useful to its functioning raw materials tool cap & personal. It is an imp managerial function through which management brings together the manpower and material resources for achieving the objectives of the enterprise.

Teacher's Signature

Name Of Practical

★ STAFFING

Staffing refers to maintaining the organisational structure through proper and effective selection appraisal and development of personnel to fill the roles designed into the structure. It includes recruitment, selection, training and development and appraisal of personnel. It refers to the placement of the right person in the right job. It includes selection of right person, training to those needy person, promotion of best person retirement of old person, performance appraisal of all personnel and adequate remuneration of personnel. In fact the success of any enterprise is determined by the successful performance of staffing function. This function has gained greater importance because of rapid advancement of technology, increasing size of organisational and complex behaviour of human beings. The staffing function is more critically important since people differ in their intelligence knowledge, skill, experience, physical condition, age and attitudes etc. Therefore in addition to the technical and operational competence, management must understand the sociological and psychological structure of the work force.

★ DIRECTING

The managerial function of directing is concerned with leadership, communication, motivation,

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Name Of Practical

and supervision so that the employee performs their activities in the most efficient manner. Management can plan and organise but no tangible result can be achieved until the management implements and proposed course of action. Therefore management needs directing or actuating which literally means moving into action. Acc to Peter Drucker "Directing is that part of management process which actualise the organizational members to work efficiently and effectively for the attainment of organizational activities. It constitutes the life spark of the enterprise which like electric power sets it into action. Thus directing is inclusive of communicating and providing leadership to the subordinates and motivating them to contribute to the best of their capability for the achievement of organisational activities. It also consist these sub-function.

- LEADERSHIP = It involves issuing of instruction and guiding the subordinates about procedure and methods.
- COMMUNICATION = Communication refers to transmission of human thoughts, views or opinions from one person to another. It's a two way process. Effective communication is very essential for management.

Teacher's Signature

1. What is the meaning of time management?
Explain the important and techniques of time management?

Various techniques of time management.

There are various techniques and strategies that can be employed for effective time management. Different techniques work for different individuals so it's important to experiment and find what works best for you. Hence are some popular time management techniques.

Pomodoro techniques

The Pomodoro technique involves breaking work into focused intervals called "Pomodoros" typically 25 minutes long following by a short break. This technique helps improve focus and productivity by working in short concentrate bursts.

2. Eisenhower Matrix.

The Eisenhower matrix categorizes tasks into four quadrants based on their urgency and importance. Tasks are classified as urgent and importance but not urgent but not important, or neither urgent nor important.

3. Time blocking

Time blocking involves allocating

Specific blocks of time for different tasks or activities. Schedule dedicated periods for specific tasks meetings or personal activities. This technique helps create structure and ensures focused time for each task.

4. To - do lists

To do lists are simple yet effective tools for organizing tasks. Create a list of tasks and prioritize them based on urgency and importance. Regularly review and update the list as needed. Crossing off completed tasks provides a sense of accomplishment and motivation.

5. ABC Method

ABC method involves categorizing tasks based on priority. Assign tasks an A, B, or C designation with A being the highest priority. Focus on completing high priority tasks before moving on to lower-priority items.

6. Time Audit :-

Conducts a time audit to assess how you currently spend your time. Keep a record of your activities and how much time you spend on each. Analyze the data to identify time-wasting activities and areas for improvement.

7. Batch processing

Batch processing involves grouping similar tasks together and completing them in one dedicated session. For example, answering emails or making phone calls in specific time blocks rather than addressing them individually throughout the day. This technique reduces task-switching and increases efficiency.

8. Delegate and Outsource :-

Learn to delegate tasks to others when appropriate. Identify tasks that can be effectively handled by someone else and delegate accordingly.

9. Set Deadlines :-

Assign deadlines to tasks to create a sense of urgency and maintain focus. Be realistic with deadlines and establish milestones for larger projects to track progress.

10. Minimize Distractions

Identify and minimize distracting activities that disrupt focus and productivity. This may include turning off notifications on your devices, creating a dedicated workspace or using website blockers to limit access to distracting websites.

11. Learn to Say No

Practice saying no to tasks or commitments that do not align

2. What is Stress management? Explain the importance and strategies for stress management.

There are various strategies and techniques that can help in effectively manage stress. Here are some common strategies for stress management.

1. Identify and Prioritize :-

Identify the sources of stress in your life and prioritize them based on their importance and urgency. This helps you focus your efforts on addressing the most significant stressors.

2. Relaxation techniques :-

Practices relaxation techniques such as deep breathing exercise, progressive muscle relaxation, meditation, mindfulness, or guided imagery. These techniques can help calm the mind and body, reduce tension, and promote a sense of relaxation.

3. Time management :-

Effective time management is crucial for stress management. Prioritize tasks, set realistic goals and allocate time appropriately. Use strategies like creating to-do lists, setting deadlines and breaking tasks into smaller, manageable steps.

4. Physical activity :-

Engage in regular physical activity and exercise. Exercise releases endorphins, improves mood and helps reduce stress levels. Find activities you enjoy such as walkings, jogging, dancing, yoga or sports, and incorporate them into your routine.

5. Social Support

Seek support from friends, family, or support groups. Talkings about your stressors and concerns with trusted individuals can provide emotional supports, different perspectives and practical advice.

6. Healthy Lifestyle Choices

Take care of your physical health by adopting a balanced diet, getting enough sleep, avoiding excessive alcohol or caffeine consumption, and engaging in activities that promote relaxation and self-care. Maintaining a healthy lifestyle supports your ability to cope with stress.

7. Cognitive Techniques.

Challenge negative thought patterns and practice self-talk. Reframe stressful situations by looking for alternative perspectives or silver linings. Cultivate gratitude and focus on what you can control.

8. Boundaries and Self-Care

Set boundaries to protect your time and energy. Learn to say no to excessive demands and prioritize self-care. Engage in activities that bring you joy, relaxation and fulfillment.

9. Problem-Solving Skill

Develop problem-solving skills to address stressors effectively. Break problems down into smaller, manageable steps and brainstorm possible solutions. Take actions on those solutions and evaluate their effectiveness.

10. Humor and leisure activities :-

Maintain a sense of humor and engage in leisure activities that bring you joy and relaxation. Laughing and participating in enjoyable hobbies can help reduce stress and promote a positive mindset.

11. Seek professional help if needed :-

If stress becomes overwhelming or starts significantly impacting your daily life, seeking guidance from a healthcare professional or therapist can provide additional support and strategies for managing stress.

Remember that not all strategies work for everyone, so it's important to experiment and find what



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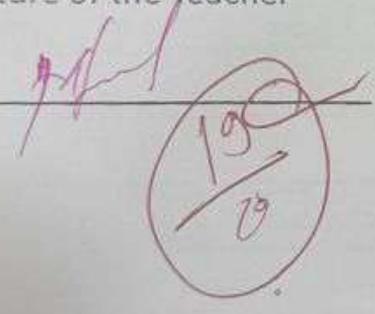
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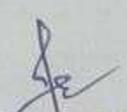
Name of Department: Commerce

Academic Session: 2023 - 2024

This is to certify that this Assignment, contains the Bonafide Record of Shri/
Kumari/Shrimanti Amit Bhagwanta Mungbhat
of B.Com 2nd year (Semester 3rd (C)) during the academic Session
20__-20__. The Topic of assignment is
Income Tax Dated 31/10/2023

Signature of the Teacher




Professor & Head
Department of Commerce
Dhanwate National College, Nagpur
Head of the Department

Note: In absence of certificate for Assignment shall not be allowed to appear for the examination.

1. What are the basic conditions of Residential Status?

Basic Condition

An individual is deemed to be a resident of India under section 6(1) of the Income Tax Act if they meet the following conditions: if he/she stays in India for 182 days or more in a fiscal year or if he/she stays in India for 60 days or more in a fiscal year and if he/she stays in India for 365 days or more in the four.

Definition

An individual's residential status will include his or her current fiscal year as well as previous years of stay.

Residential Status

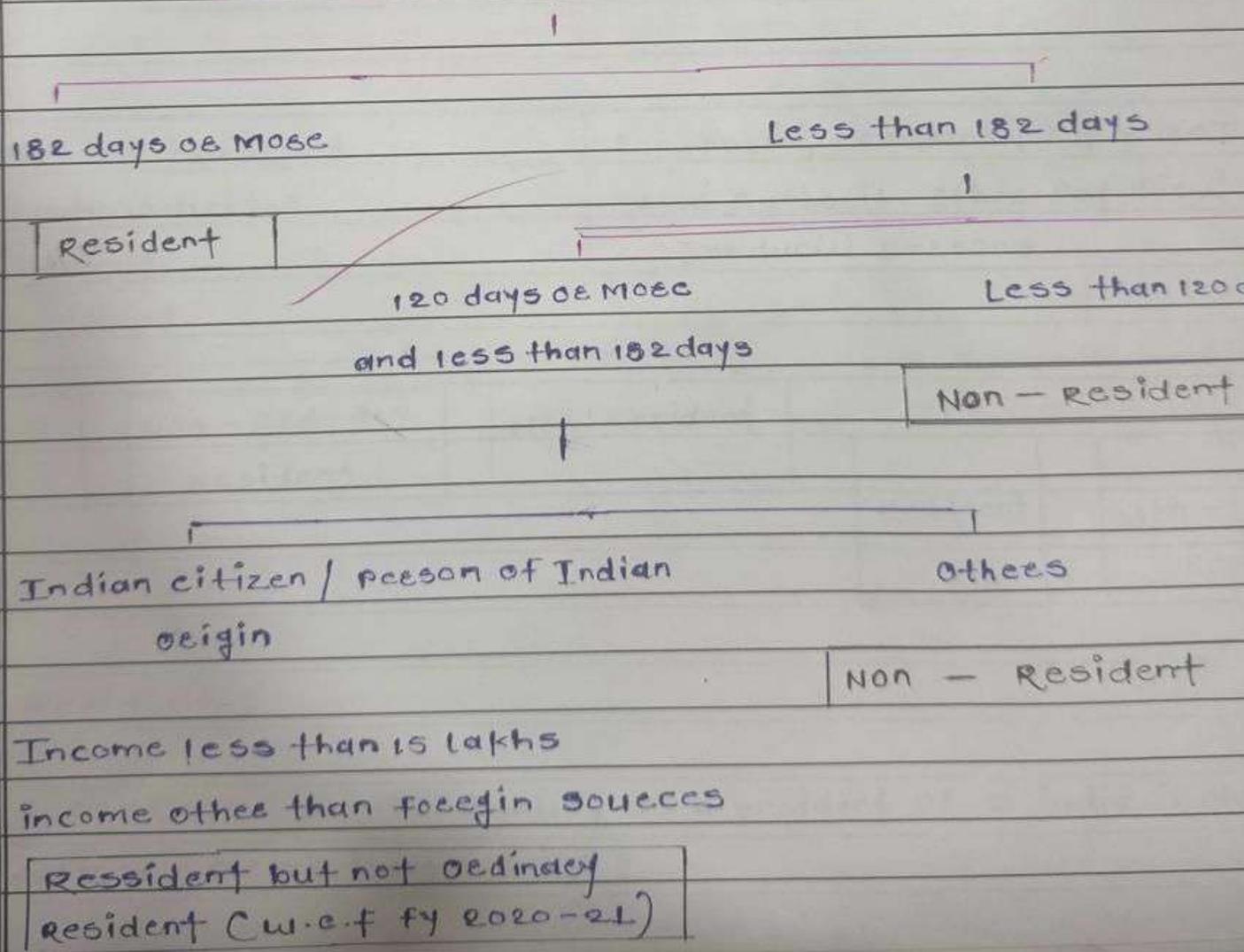
The total income is different in case of a person resident in India and a person non-resident in India. Further, in case of an individual and HUF being "not ordinary resident in India" the meaning of total income shall be slightly different. Since the total income of an assessee varies according to his residential status in India the

1. stay in india for a year is 182 days or more or
2. stay in india for the immediately 4 preceding year is 365 days or more and 90 days or more in the relevant financial year.

In the case

In the event an individual who is a citizen of india or person of indian origin leaves india for employment during and fy. he will qualify as a resident of india only if he stays in india for 182 days or more, such individuals are allowed a longer time greater than 90 days and less than 182 to stay in india

Period of stay Indian in current fy and Residential status.

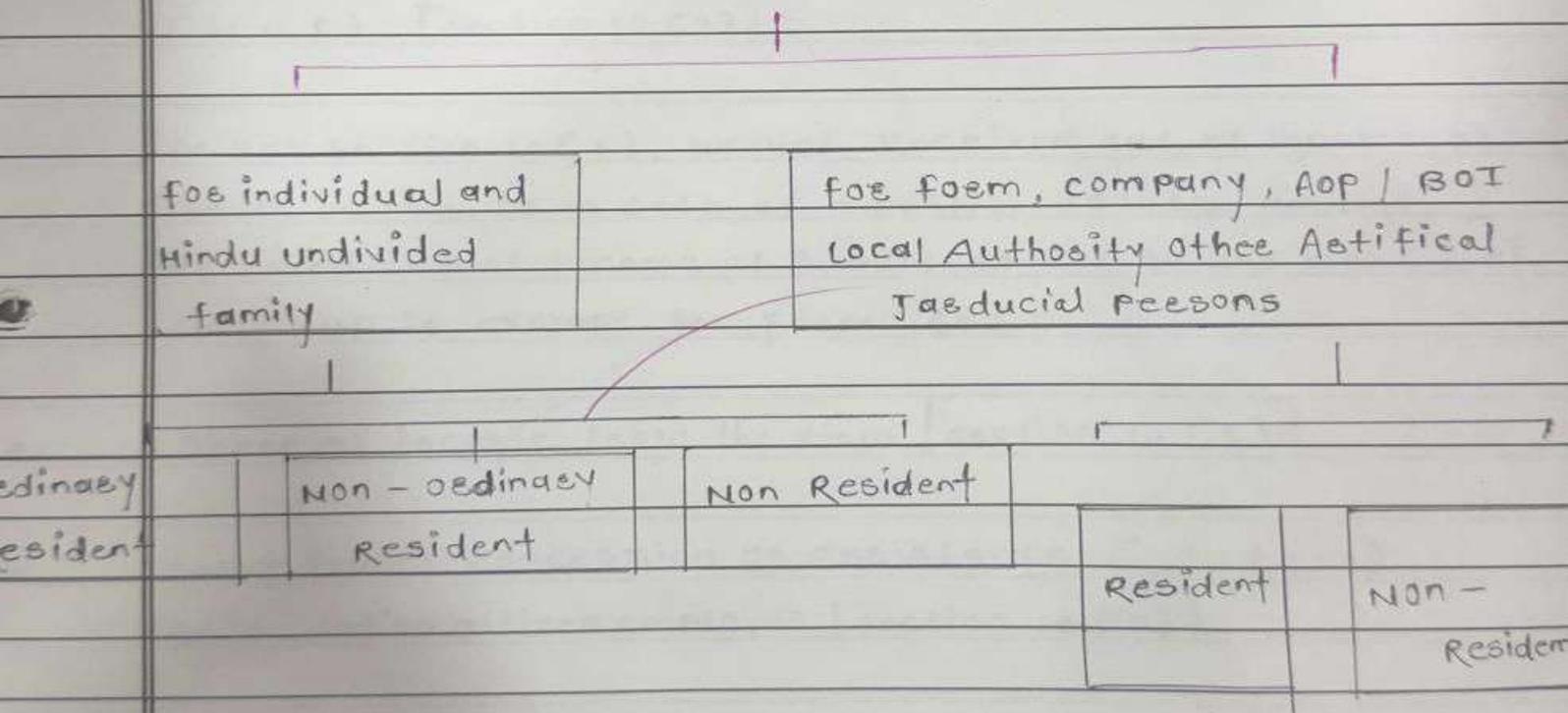


incidence of tax shall also vary according to such residential status in india.

Tax is levied on total income of assessee. Under the provisions of income tax Act 1961 the total income of each person is based upon his residential status.

1. Ordinary Resident
2. Resident but not ordinary resident ; and
3. Non Resident

Types of Residential status



Resident :

A taxpayer would qualify as a resident of a india if the satisfies one of the following ?

2. What is the incomes Exempt Tax ?

List of Exempted incomes (Tax-free) under section - 10

① Agriculture income [section 10(1)]

As per section 10(1), agriculture income earned by the taxpayer in India is exempt from tax. Agriculture income is defined under section 2(14) of the income tax Act. As per section 2(1A)

2. Any sum received by a member from Hindu undivided family (H.U.F) [section 10(2)]

As per section 10(2), amount received out of income of family income, or in case of impartial estate amount received out of income of family estate by any member of such HUF is exempt from tax.

3. Share of income from the firm [section 10(2)A]

4. Leave travel concession or Assistance (LTC / LTA) to an Indian citizen employee [section 10(5)]

A. On leave to any place in India

B. To any place in India after retirement from service or after the termination of his service.

Remuneration or salary received by an individual who is not a citizen of India [section 10 (6)]

6. Perquisite and allowances paid by Government to its employees serving outside India [section 10 (7)]

7. Death - cum Retirement Gratuity received by an employee [section 10 (10)]

8. Commuted value of pension received [section 10 (10A)]

9. Amount received as leave Encashment on Retirement [sec 10 (10AA)]

10. Retirement Compensation received by workman [sec 10 (10B)]

11. Payment received under Bhopal Gas leak disaster Compensation Act 1985 [section 10 (10B) B]

12. Compensation received in case of any disaster [sec 10 (10C)]

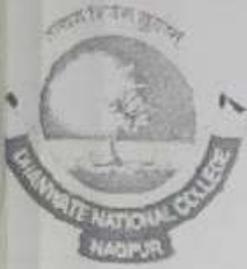
13. Amount received on voluntary Retirement [sec 10 (10C)]

14) Tax on non-monetary perquisites paid by employee [sec 10 (10CC)]

15) Any sum received under a life insurance policy [sec 10 (10D)]

16) Provident fund [section 10 (11)]

17) Interest and withdrawals from Sukanya Samadhi Account [section 10 (11A)]



Shri Sivaji Education society Amravati's
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Congress Nagar, Nagpur

CERTIFICATE

Name of Department: Commerce Department

Academic Session: 2023 - 2024

This is to certify that this Assignment, contains the Bonafide Record of Shri/
Kumari/Shri/manti Poonam . Mahesh . Prajapati
of B.Com 4th year (Semester 1A) during the academic Session
2023 -2024. The Topic of assignment is
Commercial firm Dated 21/10/23.

Signature of the Teacher

[Handwritten Signature]

[Handwritten Stamp]

[Handwritten Signature]
Professor & Head
Department of Commerce
Dhanwate National College, Nagpur
Head of the Department

Note: In absence of certificate for Assignment shall not be allowed to appear for the examination.

* Assignment *

Name :- Poonam . Mahesh .
Prasajapati .

Class :- B.com - 1st year .

Section :- 'A'

Subject :- Commercial firms .

College :- Dhanwate National
college .

Write down merits and demerits of sole trading concern?

A sole trading concern is a form of private sector enterprise that is owned, managed and controlled by an individual entrepreneur.

The sole trading concern is also called "one man business or individual proprietorship or individual entrepreneurship."

- MERITS.

1. **Easy formation** :- The formation of a sole trading concern is very simple. There is no separate legal act governing a sole trading concern. Therefore, no legal formalities are required for its formation, functioning and closing down. The business can be started without getting it registered.
2. **Quick Decision Making** :- The proprietor does not have to consult anybody before taking any decision as he is the single owner and management is in his hands. Therefore his decisions are quick.
3. **Free from Government control** :- There is no separate legal act governing a sole trading concern. Even registration is not required. Only a few tax laws and labour laws are application. Thus, the sole trading concern is free from government control.

Motivation to Proprietor :- There is a direct "effort-reward" relationship in a sole trading concern. The proprietor enjoys all the profits and reward of the business. Therefore, if he puts in more effort which results in higher profit, then that entire profit belongs to him. This motivates the proprietor to work hard for the success of his business.

Lower costs :- As the proprietor himself manages the business operation, the overhead costs of running the business minimal. Also, since he is in complete control of the operations he can personally ensure that wastages is minimized and expenses are controlled.

Self-Development :- Since the proprietor is completely involved in all the aspects of the business, he takes extra efforts in updating his knowledge by attending seminars, conference, training programs and learning new techniques to perform his tasks. This leads to his personal development and it also helps the business.

Good Credit Standing :- Since the liability of the proprietor is unlimited, banks and financial institutions do not hesitate to provide loans or credit facilities to the proprietor to the extent of his business and personal assets.

DEMERITS OF A SOLE TRADING CONCERN *

- **Limited managerial skill** :- The Proprietor takes all the business decisions by himself and does not have to consult anybody. It is not possible for one person to have all the required knowledge and skill to handle all functions. Therefore, he may not be able to take quality and professional decisions on every matter. This may not be beneficial for the business.
- **Unlimited liability** :- The liability of the proprietor is unlimited. Unlimited liability means that if the proprietor is not able to pay off the creditors out of his business assets, he may even have to sell off his personal assets to repay them. This is the biggest disadvantage of the sole trading concern. The proprietor may hesitate to take any risk. This can affect the growth of the business.
- **No separate legal status** :- A sole trading concern depends on the sole trader & does not have a separate legal status. In the eyes of law, the proprietor and his business organization are treated as one and the same. Therefore, any problem in the business can pose a problem to him as well.

Continuity and stability is absent :- The entire sole trading concern depends on the sole trader. Therefore, in case of death or insolvency or ill-health of the proprietor, the entire organization may close down. The successors may not be interested to run the business or they may lack the necessary business skills. Thus, it is not considered to be a stable form of business organization.

Limited capital :- To start a business, the proprietor has to invest his own capital. This capital comes out of his savings, borrowing from parents, relatives, friends etc. However, being a single person the amount of capital that he is able to arrange is generally limited. Therefore, he is not able to expand his business and the business is run on a small scale.

Specialization is Not possible :- Specialization means having an expert for each different function of the organization. In a sole trading concern, the sole trader is the sole owner, manager and controller. Therefore, there is no division of labour and specialization. As a result, the business may not be conducted in an efficient manner.

Not suitable for large scale operations :- A sole trading concern has limited capital, limited

4. **Maximum Secrecy** :- All the information regarding the business is only with the proprietor since he is the sole owner. The proprietor does not need to publish the financial results of his organization. The proprietor can ensure maximum business secrecy. Thus, competitors or anybody else cannot take any undue advantage.

5. **Personal contact with customers and employees** :- Generally, a sole trader conducts business on a smaller scale in the local market. The sole trader employ a few people. He may help employees in their personal problems. This results in loyalty and dedication of employees.

Also, the sole trader interacts personally with his customers. Therefore, he can provide personalized services to his customers resulting in customer satisfaction.

Both these factors lead to the success of the business.

6. **Operational Flexibility** :- The proprietor is the sole owner of the business and he does not have to consult anybody before taking any decision. Therefore the proprietor can easily and quickly expand or reduce the business activities or diversify the business as per the changing market conditions.