



TARANATH SHIKSHANA SAMSTHE'S

SOMA SUBHADRAMMA RAMAN GOUD WOMEN'S COLLEGE

Station Road, Raichur - 584101

(Affiliated to Akkamahadevi Women's University, Vijayapur)

Re-Accredited by NAAC with "B" Grade



Website: www.ssgians.org

Email: ssrgwcr20@gmail.com

Fax: 08532-225770

Principal: Sri. Satyanarayan. M.Com.

Certificate Course on

**BUSINESS ACCOUNTING AND REPORT
WRITING**

BY

Sri. Sanjaya Pawar

Department of Commerce

FOR THE ACADEMIC YEAR 2021-2022



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DEPARTMENT OF COMMERCE

Certificate course on: BUSINESS ACCOUNTING AND REPORT

WRITING

Academic Year: 2021-22

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IQAC Co-ordinator
S.S.R.G. Women's College,
RAICHUR-584 101.


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Principal: Sri. Satyanarayan. M.Com.

From,
Sri Sanjaya Pawar
Assistant Professor Department of Commerce
S.S.R.G Womens College Raichur.

Date :10-11-2021

Through,
IQAC Coordinator
S.S.R.G Womens College Raichur.

To,
The Principal
S.S.R.G Womens College Raichur.

Respected Sir,

Sub: -Request to permit to organize Certificate Course on

"BUSINESS ACCOUNTING AND REPORT WRITING"

With reference to above cited subject, the Department of Commerce is intending to start Certificate Course on **"BUSINESS ACCOUNTING AND REPORT WRITING"**-for the academic year 2021-22.In order to guide students to utilize the analyse and demonstrate the Business skills required in accounting and reporting intensive in all areas, Department of Commerce is willing to provide a platform for **BUSINESS ACCOUNTING AND REPORT WRITING** for the betterment of our students. The comprehensive details of the course are enclosed with this requisition, kindly consider the request and permit to organize the course.

Thank You

IQAC Co-ordinator
S.S.R.G. Women's College,
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Yours faithfully

PRINCIPAL
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Principal: Sri. Satyanarayan. M.Com.

Date :15-11-2021

Academic council /BOS meeting Resolution

Agenda

ESTABLISHMENT OF ACADEMIC COUNCIL /BOS 2021-2022

A meeting of all the heads of the Department was conducted to collect suggestions and regarding establishment of Academic council/Board of Studies in the college. The program intends to enhance the experiential learning students.

Outcomes of the meeting:

- It was approved that the Academic council comprise of all the heads of the departments.
- The heads were to frame a certificate course syllabus and number of periods allotted for each course will be 30 hrs.
- Each certificate course is to be assigned a course code for the purpose of evaluation
- Each head of the department is to conduct meeting with their faculties and ensure that each student must be enrolled in any one of the certificate courses available in the college.
- It was here by resolved that the certificate course are to be conducted in the Academic year 2021-22

"BUSINESS ACCOUNTING AND REPORT WRITING"


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Principal: Sri. Satyanarayan. M.Com.

Board of Advisory Committee

- Chairman** : Sri. Satyanarayan
Principal S.S.R.G Womens College Raichur
- IQAC Co-ordinator** : Sri. Sanjaya Pawar
IQAC Coordinator
S.S.R.G Womens College Raichur
- Course Co-ordinator** : Sri Sanjaya Pawar
Assistant Professor Department of Commerce
S.S.R.G Womens College Raichur.
- Members** : 1. Smt: Eramma J
Assistant Professor Department of Commerce
S.S.R.G Womens College Raichur.
2. Kum. Lemeka Rani
Assistant Professor Department of Commerce
S.S.R.G Womens College Raichur.


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Institutional Regulations Governing the Certificate Course

On

"BUSINESS ACCOUNTING AND REPORT WRITING"

The Course "**BUSINESS ACCOUNTING AND REPORT WRITING**" is a Certificate Course, introduced by the Department of Commerce. The course aims at enhancing the basic skills in accounting and report writing of the students. The course aims at enhancing students' overall development and to make an in depth study and knowledge of various representations in business.

Title of the Programme: "**BUSINESS ACCOUNTING AND REPORT WRITING**"

Duration of the Course: 30 Hours

Eligibility: Candidates pursuing any Degree (B.A, B.Com) are eligible to join the course.

INTAKE: 30 students


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Aims and Objectives

- To understand basic concepts of accounting and report writing.
- Develop creativity, critical thinking, moral and ethical awareness among students.
- To understand key steps to set up a business.

Learning Outcomes

- From the course, the students will be able to analyze various terms used in accounting.
- The process of preparation of final accounts business.
- Analyze information from company's annual report and comprehend the management reports of the company.
- Translate the business through startups by acquiring business models.
- Application of knowledge of business concept and function in an integrated manner.


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Scheme of Instruction: There shall be three components of the study viz.,

- Orientation programme-1 hour
- Lecture, activity and tutorial-25hours
- Seminar -3hours
- Test and Feedback -1hour

ASSESSMENT METHOD

Continues testing indicators

- Class attendance and participation – 75% to 100%
- Test 1 -50 to 100%
- Test 2 -50 to 100%
- Seminar -50 to 100%
- Final Exam- 50 to 100%

Pattern of Examination:

Sl.No.	Criteria	Marks
1	Final examination	30
2	Internal test	10
3	Seminar	10

Final result will be announced on the notice board on the basis of their secured classes and distinctions.

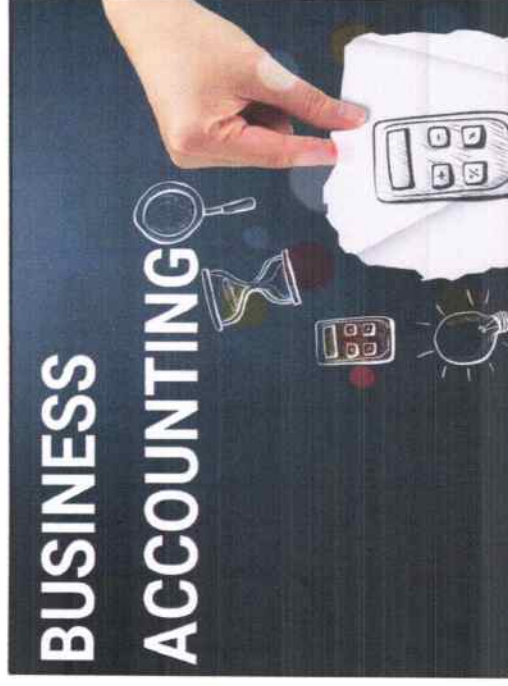
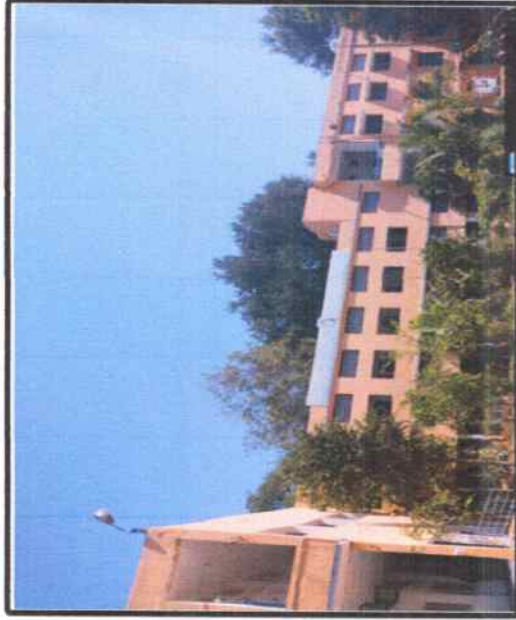
The certificate will be distributed to each eligible candidate.


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**Soma Subhadramma Raman Goud Women's College,
Station Road, Raichur**



CERTIFICATE COURSE ON BUSINESS ACCOUNTING AND REPORT WRITING

Year: 2021-22

Objectives

- * To Understand basic concepts of accounting and report writing
- * Develop creativity, critical thinking, moral and ethical awareness among students.
- * To understand key steps to set up a business.

Out Comes

- From the course, the students will be able to analyze various terms used in accounting,
- The process of preparation of final accounts business.
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Duration : 30 Hours



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DEPARTMENT OF COMMERCE

Date: 02/11/ 2021

NOTICE TO STUDENTS

All the B.A, B.Com. & B.S.W final year students are hereby informed you that the Department of Commerce is starting a new Certificate Course of 30 hours on "BUSINESS ACCOUNTING AND REPORT WRITING". Interested students are hereby informed to enroll their name to Program Coordinator Sr. Sanjaya Pawar, on or before 15-11-2021. The classes will commence from 23-11-2021. On successful completion of the course, certificates will be issued to the students.


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SYLLABUS OF THE COURSE

"BUSINESS ACCOUNTING AND REPORT WRITING"

Module No. 1: Introduction to Accounting

12 Hours

Introduction to Accounting: Meaning, Importance and Need, Its objectives and relevance to business establishments and other organizations, and individuals. Accounting information: meaning, users and utilities, sources of accounting information. Some Basic Terms – Transaction, Account, Asset, Liability, Capital, Expenditure & Expense, Income, Revenue, Gain, Profit, Surplus, Loss, Deficit. Debit, Credit, Accounting Year, Financial Year.

Module No. 2: Preparation of Financial Statements

10 Hours

Fundamental Accounting Equation; Concept of revenue and Capital; Preparation of financial statements. (Simple problems)

Module No 3: Management Reports

8 Hours

Reports on Management Review and Governance; Report of Board of Directors - Management discussion analysis- Annual Report on CSR – Business responsibility report – Corporate governance report – Secretarial audit report.


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Time Table for certificate course on Business Accounting and Report

writing with effect from 23-11-2022 to 28-12-2021

Department of Commerce session 3:20 am to 4:30 am Room on LH-6.

Time→ Days ↓	09:00 to 10:00	10:00 to 10:50	10:50 to 11:40	11:50 to 12:40	12:40 to 1:30	1:30 to 2:30	2:30 to 3:20	3:20 to 4:30
Mon						LUNCH BREAK		BA&RW
Tue								-do-
Wed								-do-
Thu								-do-
Fri								-do-
Sat								-do-


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DEPARTMENT OF COMMERCE

COURSE: BUSINESS ACCOUNTING AND REPORT WRITING

Students list 2021-22

Sl. No	Roll No	Student Name	Class	Sign.
1	92	shwetha	B.Com I st sem	Shwetha
2	03	A. Sneha	B.Com I st Sem	Sneha
3	50	Latha bai	B.Com I st sem	Latha bai
4	23	E. Sahana	B.Com I st sem	E. Sahana
5	42	Kalyani Nayak	B.Com I st sem	Kalyani
6	44	KEERTHI	B.COM I st sem	KEERTHI
7	01	A. Monika Rai	B.com I st sem	A. Monika Rai
8	90	Shobha	B.com I st sem	Shobha
9	68	P. vandana	B.com I st sem	Vandana
10	69	Pavithra	B.com I st sem	Pavithra
11	94	Sueha Shudhu	B.com I st Sem	Sueha
12	86	Sandhya B	B.com I st sem	Sandhya
13	29	ejayathri	B.COM I st sem	ejayathri
14	116	Vijayalaxmi	B.com I st sem	Vijayalaxmi
15	65	Nithitha .E. Mathoree	B.com I st sem	Nithitha
16	84	Sahana Vennele	B.Com I st Sem	Sahana
17	113	Vandana	B.com I st Sem	Vandana
18	98	Sushmita	B.com I st Sem	Sushmita

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19	24	Er. Malyani	B.Com I st sem	<u>L. Malyani</u>
20	96	Sumayya Sultana	B.Com I st Sem	<u>Sultana</u>
21	04	Bheemegamma	B.A. III rd sem	<u>Bheemegamma</u>
22	27	Simran	B.A. III rd Sem	<u>Simran</u>
23	23	Sana	B.A. III rd Sem	<u>Sana</u>
24	28	Sumayya Anjum	B.A. III rd Sem	<u>Anjum</u>
25	22	Samheen Sulthana	B.A. III sem	<u>Sulthana</u>
26	12	Kousar	B.A. III sem	<u>Kousar</u>
27	15	Pooethi	B.A. III sem	<u>Pooethi</u>
28	17	Radhamma	B.A. III sem	<u>Radhamma</u>
29	26	Shantala +IV	B.A. III rd Sem	<u>Shantala +IV</u>
30	32	Trimaladivi	BA IV sem	<u>Trimaladivi</u>


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Certificate Course on: BUSINESS ACCOUNTING AND REPORT WRITING

STUDENTS ATTENDANCE LIST

Sl. No	Students Name	23/11/21	23/11/21	24/11/21	25/11/21	26/11/21	27/11/21	28/11/21	29/11/21	30/11/21
1.	Shwetha	P	P	P	P	P	P	P	P	P
2.	A. Sneha	P	P	P	P	P	P	P	P	P
3.	Latha bai	P	P	P	P	P	P	P	P	P
4.	E. Sahana	P	P	P	P	P	P	P	P	P
5.	Kalyani Nayak	P	P	P	P	P	P	P	P	P
6.	Keerthi	P	P	P	P	P	P	P	P	P
7.	A. Monika Rai	P	P	P	P	P	P	P	P	P
8.	Shobha	P	P	P	P	P	P	P	P	P
9.	P. Vandana	P	P	P	P	P	P	P	P	P
10.	Pavithra	P	P	P	P	P	P	P	P	P
11.	Sneha Sindhu	P	P	P	P	P	P	P	P	P
12.	Sandhya B	P	P	P	P	P	P	P	P	P
13.	Gayatri	P	P	P	P	P	P	P	P	P
14.	Vijaya laxmi	P	P	P	P	P	P	P	P	P
15.	Nikith E. Mathias	P	P	P	P	P	P	P	P	P
16.	Sahana Kannele	P	P	P	P	P	P	P	P	P


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REPORT OF CERTIFICATE COURSE ON "BUSINESS ACCOUNTING AND REPORT WRITING"

The department of Commerce has conducted a certificate course on "BUSINESS ACCOUNTING AND REPORT WRITING" for B.A And B.Com students from 23-11-2021 to 28-12-2021. It focuses on Accounting report are essential to maintaining the financial health of a organization .It help track its evolution over time and identify opportunities to improve business transactions and cash flow as well as support tax and legal requirements.

A total number of 30 students enrolled in this course and have received good insights into the significance of theoretical concepts of basics financial Literacy. The course wound up with final examination and distribution of certificate


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Photos Gallery



**IQAC Co-ordinator
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This is to Certify that Kum. *Lattha bab* of
..... *Bilom 1st Sem* has completed the Certificate Course on
Business Accounting and Report Writing, Conducted by the Department of Commerce from
23-11-2021 to 28-12-2021.

[Signature]
Course convener

[Signature]
IQAC Co-ordinator
S.S.R.G. Women's College,
RAICHUR-584 101.

[Signature]
PRINCIPAL
S.S.R.G. Women's College, RAICHUR.

Name:- Sahana Vennela
class:- B.Com Ist Sem
Roll No :- 84

Taranath Shikshana Samsthe's

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CERTIFICATE COURSE ON
BUSINESS ACCOUNTING AND REPORT WRITING

27
30

I. Answer the following questions.

10x3=30

1. All the transactions measurable in the terms of money are recorded in accounts is according to

- A. business entity concept
 C. money measurement concept

- B. going concern concept
D. accounting period concept

3

2. Dividing the expenditure into capital and revenue is according to

- A. business entity concept
C. money measurement concept

- B. going concern concept
 D. accounting period concept

3

3. While putting the value or price of an entity in financial records the lowest price is recorded not the current price or current market value. This is known as

- A. Business Entity Concept
C. Cost Concept

- B. Conservatism
D. Money Measurement Concept

3

4. Co-operative societies is an example of

- A. personal account
C. nominal account

- B. real account
D. representative personal account

3

5. Outstanding salary account is a

- A natural personal account
C. representative personal account

- B. artificial personal account
D. real account

20

6. Interest earned is a SERIES.COM

- A. personal account
 C. nominal account

- B. real account
D. representative personal account

3

7. Commission paid is a

- A. personal account
 C. nominal account

- B. real account
D. representative personal account

3

8. Trading account is a

- A. personal account
 C. nominal account

- B. real account
D. representative personal account

3

9. Management deals with

- A. internal environment
 C. both internal and external environment

- B. external environment
D. None of the above

3

10. The four unique elements to services include:

- A. Independence, intangibility, inventory, and inception
B. Independence, increase, inventory, and intangibility
 C. Intangibility, inconsistency, inseparability, and inventory
D. Intangibility, independence, inseparability, and inventory

3

Name: Shantala. H.V
Class: B.A IIIrd Sem
Roll No: 26

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CERTIFICATE COURSE ON
BUSINESS ACCOUNTING AND REPORT WRITING

30
30

I. Answer the following questions.

10x3=30

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 C. Intangibility, inconsistency, inseparability, and inventory
D. Intangibility, independence, inseparability, and inventory

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