

**St. Mira's College for Girls, Pune  
(Autonomous-Affiliated to Savitribai Phule Pune University)  
B.Com.**

**Subject: Business Administration**  
**Semester:I**  
**Year: 2021-2022**

AC 12008

## Unit 2: Procedure for Starting a Business FunctionalSkills

## TOPIC: PROCEDURE FOR STARTING A BUSINESS.

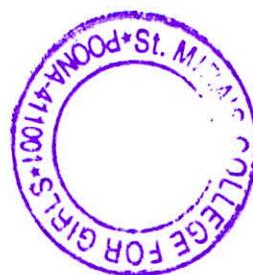
## How to prepare a Project report or a Business Plan.

**Project Report of a Business Plan:**  
A project report is a document which provides details on the overall picture of the proposed business. It contains data on the basis of which the project has been appraised and found feasible.

The following are the points that one should keep in mind while making a project report or business plan.

- **Executive Summary:** the first plan of your business plan that anybody will see is the executive summary. In it you may include your mission and vision statements, a brief sketch of your plans and goals, a quick look at your company and its organization, an outline of your strategy and highlights of your financial status and needs.
- **Overview and Objectives:** an object statement is an explanation of company goals, including what the company would like to achieve and the overall ideas of the organization. Organizations can set objectives to improve customer service, enhance worker productivity and increase

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## How to register under the government portal -- steps to be followed and documents required.

The following are the steps that must be followed to register a business:

- Step 1: Obtain DSC (Digital Signature Certificate).
- Step 2: Apply for the DIN (Director Identification Number).
- Step 3: Application for the name availability.
- Step 4: Submission of MoA and AoA to register a private limited company.
- Step 5: Apply for the PAN and TAN of the company.
- Step 6: RoC issues a certificate of incorporation with a PAN and TAN.

Documents required for registering a business are given below;

## Identity and Address Proof

- Scanned copy of PAN card or passport (foreign nationals and NRIs)

2

## **Unit 3: Technology in Education: IT Skills**

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### Part 3:

## OTHER LEARNING PLATFORMS

GOOGLE SCHOLAR

Google scholar is a web search engine that specifically searches scholarly literature and academic resources.

Google scholar is different. It searches the same kind of scholarly books,articles and documents that you search in the library's catalog and databases. The scholarly authoritative focus of Google Scholar distinguishes it from ordinary Google.

There is an overlap between the content in Google Scholar and the Library's databases.

Also many citations in Google Scholar will link to full text in the library's databases. But Google Scholar will not contain everything that is in the library's databases.

Google Scholar can be a convenient starting place, but it is not a comprehensive "one-stop shop." Searching is as easy as searching in regular Google.

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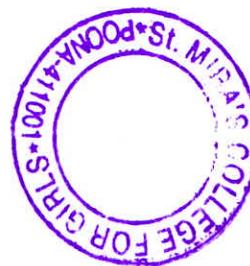
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### Part 3. Other learning platform-

1) **Research Gate-** Research gate is an European commercial social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators. According to 2016 article in Times Higher Education, it is largest academic social network in terms of active users, and 2015-2016 survey suggests that almost as many academics have Google scholar. Features of research gate are-

1. You can organize publications according to projects- ResearchGate allows you to create different research projects and topics, and to sort your publications accordingly. For fellow researchers who may be particularly interested in one of your projects, it can be helpful to see all documents you have generated from one project.
2. You can receive updates about recent publications by colleagues- If you decide to "follow" other researchers, you will receive updates in your publications you can also follow a project in ResearchGate, and receive updates about the progress of the project and publications that have been added to this project.

### Unit 3: SDGs & Article Review on Sustainability: Functional & Social Skills



  
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## **17 Sustainable Development Goals**

The 17 SDGs are:

(1) No Poverty : The first sustainable development goal aims to eradicate poverty from every part of the world.

(2) Zero Hunger : By 2030, the goal is to fulfil the food requirement to every corner of the world.

(3) Good Health and Well-being : This goal guarantees sound lives and advanced prosperity for everybody of all ages.

(4) Quality Education : Fourth goal is to provide complete and impartial quality education for all.

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## **Part 2**

### **Article on Green Human Resource Management**

<https://www.tandfonline.com/doi/full/10.1080/23311975.2015.1030817>

#### **Highlights:**

The above article is about Green Human Resource Management. The article says how to manage human resources in the right manner and how to get work done from them in such a way that it will not affect any aspect of the environment, and recruiting the people who are aware of sustainability. Human Resource Management (HRM) is an important function of management that deals with the most valuable assets of an organization which is human resources. Employees participation in Green initiatives increases the chances of better green management as it aligns employees goals, capabilities, motivations, and perceptions with green management practices and systems. GHRM is directly responsible in creating a green workforce that understands, appreciates, and practices green initiative and maintains its green objectives all throughout the HRM process of recruiting, hiring, training, compensating, developing, and advancing the firm's human capital. It refers to the policies, practices, and systems that make employees of the organization green for the benefit of the individual, society, natural environment, and the business.

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