

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

02_KASHISH JINDAL_FYADMIN_ASSN1_SEM1 - Kashish Jindal ☆ ☑ ☒
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TOPIC: PROCEDURE FOR STARTING A BUSINESS.

How to prepare a Project report or 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)

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.

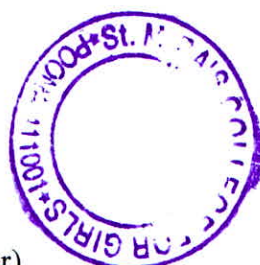
There is an overlap between the content in Google Scholar and the Library's databases.

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.

Shanthi

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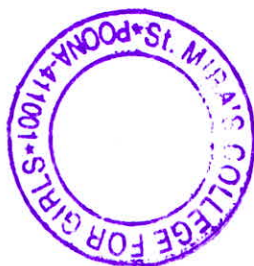


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Part 3. Other learning platform-

- 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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