

**K.T.S.P.Mandal's**  
**HUTATMA RAJGURU MAHAVIDYALAYA**  
**Department of Commerce**

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दिनांक — 20/04/2021

**सूचना**

प्रथम व द्वितीय वर्ष वाणिज्य या वर्गातील सर्व विद्यार्थ्यांना सूचित करण्यात येते की, शै. व. २०२०—२१ मध्ये सर्वांना प्रात्यक्षिक पूर्ण करणे बंधनकारक आहे, त्यानुसार खाली दिलेल्या सूचनांप्रमाणे सर्वांनी फूलस्केप वहीमध्ये आपल्या विषयानुसार प्रात्यक्षिक दि. २८/०४/२०२१ पर्यंत लिहून पूर्ण करावे. विषय शिक्षक विषयानुसार प्रात्यक्षिक वॉट्सअॅपच्या माध्यमातून देतील.

<b><u>Class</u></b>	<b><u>Subject</u></b>	
F.Y. B.Com –	Financial Accounting	(Prof. P.P. Oswal)
S.Y. B.Com –	Business Communication (Compulsory)	(Dr. S.A. Veer)
	Cost and Works Accounting – I	(Prof. G.M. Dhumal)
	Business Administration – I	(Prof. H.S. Chaudhari)

सूचना —

१. विषयानुसार एकूण ३ प्रॅक्टिकल पूर्ण करावेत.
२. एका प्रॅक्टिकलसाठी कमीत कमी ५ व जास्तीतजास्त ७ पानांचा वापर करावा.
३. प्रॅक्टिकल वही मध्ये खाली दिलेल्या फोटोवरील माहितीचा संदर्भ घ्यावा.
४. फोटोमधील मजकूर जसाच्या तसा वहीमध्ये लिहून विद्यार्थ्यांनी आपलीच वैयक्तिक माहिती लिहावी.

प्रा.जी.एम. धुमाळ  
वाणिज्य विभाग प्रमुख

# CERTIFICATE

This is certify that Shri /Smt.....Shinde Vikas Ankush.....  
of F.Y./S.Y./T.Y. B. Com. Division.....S.Y. B. Com (C)..... and  
Roll No. ....347..... has satisfactorily completed.....Six.....  
practicals in the subject.....Business Communication.....  
as laid down by the University of Poona for the academic year.....

Subject Teacher

Head of the Dept.

## PRACTICAL EXAMINATION

Exam. Seat No.....

Date.....

External Examiner

Internal Examiner

Academic Year

K. T. S. P. Mandal's

# HUTATMA RAJGURU MAHAVIDYALAYA

Rajgurunagar, Tal. Khed, Dist. Pune 410 505

**Sahebrao Butte Patil Vidyarathi**  
**Grahak Sahakari Sanstha Ltd., Rajgurunagar**

## COMMERCE PRACTICAL JOURNAL

Name :- Vikas Ankush Shinde

Class :- F.Y./S.Y./T.Y. B. Com. Div:- \_\_\_\_\_

Roll No. \_\_\_\_\_

Subject:- Business Communication







## Practicle No.-1

Title:- Important aspect of Communication

Date:- 31-july-2014 Time:- 8.20 to 9.10 Place:- H.R.M. R.nagar.

Name of the Guide (expert/ teacher):- Prof. S.A. Veer.

Objective of the Practical:-

To study of Important aspect of Communication

Practical Application:-

### Introduction

Right from the time when a child is born Communication plays an important role in his life we spend most of our time of Communicating with each other speaking, listening, writing are the common forms of communication good & effective communication is transfer of information along with transfer of understanding communication is a very normal human activity

In short 'communication' is exchange of message facts, views, opinions ideas attitude feelings & emotions between two or more person.

### Defintion

Bartal & Martin s-

"Communication is the exchange of message between people for the purpose of achieving common meaning"