



DEPARTMENT OF COMMERCE (UG)

Certificate Course: Office Management (2019-2020) - Index

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**K.S.RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS),
TIRUCHENGODE- 637 215**

Department of Commerce

CIRUCULAR

From
The Heads,
Department of commerce,

To
All HOD'S
Students of all Departments,

Date: 12.12.2019

Dear Sir/ Madam,

The department of Commerce has planned to conduct Value Added Course on Office Management (Certificate Course) to all Second year UG students. Here with we have attached Brochure and other details. Kindly inform and motivate the students to enroll their Name with Mr. G. Rajasekar, on or before 16.12.2019.

Thanking you


HOD


12/12/19
PRINCIPAL

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K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

CHIEF PATRON

Lion.DrK.S.Rangasamy.
Chairman,
K.S.R , Educational Insitutions.

PATRONS

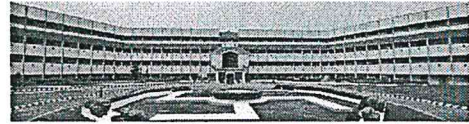
Thiru. K.S.R. SRINIVASAN.
Vice Chairman
Smt. KAVITHAA SRINIVASAN
Trustee

PRINCIPAL

Dr. V. RADHAKRISHNAN,
K.S.Rangasamy College of Arts and
Science (Autonomous) ,
Tiruchengode ,

CERTIFICATE COURSE
ON
OFFICE MANAGEMENT
2019-2020

Organized by



Department of Commerce
K.S.RANGASAMY COLLEGE OF ARTS &
SCIENCE (AUTONOMOUS)

(NAAC Accredited and an ISO Certified
institution affiliated to Periyar University, Salem.
Included under 2(f) & 12B of UGC act. 1956)

Tiruchengode - 637 215.

Tamil Nadu

India.

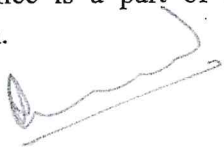
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Namakkal-Dt. Tamil Nadu

About the Department

The Department of Commerce was instituted in the year 1995 with an intension of enriching and enlightens the knowledge of students in the field of commerce and industry. "Education is not a preparation of life, but life itself" as said, the faculty members motivate the students to enhance the professional excellence in accountancy. The department is presiding over by well qualified and experienced faculty members. To fortify our students, the department instills a global standard in all the perspectives on business with inculcating skills, knowledge and experience by providing guest lectures and seminars periodically. It offers foundation for many professional careers like Finance, Planning, Accountancy, Tax Practitioners, Banking and Broking, etc., besides academics, research and many more.

Need of the course

Office Management is thus a part of the overall administration of business and since the elements of management are forecasting and planning, organizing, command, control and coordination, the office is a part of the total management function.



Course Nature

Office Management is a profession involving the design, implementation, evaluation, and maintenance of the process of work within office or other organization, in order to sustain and improve efficiency and productivity.

Eligibility

All the second year students are Eligible to join this course.

Program Outline:

The program highlights the importance of the following topics:

- Office Manager
- Office Manager
- Location of Office
- Office Layout
- Office System
- Office Form
- Record Management



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18COCC01	OFFICE MANAGEMENT	SEMESTER - III	
Course Objectives			
The course aims			
<ul style="list-style-type: none"> To understand the various intricacies relating to managing an office. To facilitate for better record management and application of office appliances and equipment's 			
Total Hours:30			
UNIT	CONTENTS	Hrs	CO
I	Office - Meaning - Objectives - Importance - Types - Office Manager - Role - Responsibilities - Qualities - Basic Functions of Office -Office automation-importance of office management	6	CO1
II	Location of Office - Urban or Suburban - Merits - Demerits - - A check list for choosing a location- Factors Influencing Location - Office Layout - Meaning - Principles - Importance- Procedure for Effective Layout - Recent Trends in Office Layout	6	CO2
III	Office Systems - Objectives - Classifications of a Well Designed System - advantages of Designing Systems - Steps of office operation - System Requirements - Office Manual - Objectives - Kinds - Guidelines - Advantages - Disadvantages	6	CO3
IV	Office Forms - Meaning - Purpose - Types of Forms - features of a well Designed Form - Principles - Factors Affecting Designing Forms - Method of Form Designing - Forms Control - Steps in Designing Forms - Factors in Selection of Form Sets	6	CO4
V	Records Management - Meaning - Objectives of the office records management - Features - Principles - Essentials - Benefits - Filing - Objectives - Departmental Filing System - maintenance of Records	6	CO5
Text Book			
1	<i>Balachandran, V and Chandrasekaran, V. 2013. Office Management.</i> [First Edition]. Tata McGraw Hill Publishing Company Ltd., New Delhi		
Reference Books			
1	<i>Ghosh, P.K. 2009. Office Management</i> [Twelfth Edition]. Sultan Chand & Sons, New Delhi.		
2	<i>Gupta, C.B. 2010. Office Organisation and Management</i> [Second Edition]. Sultan Chand & Sons, New Delhi.		


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K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode – 637 215

Department of Commerce

Certificate Course: Office Management

Course Code: 18COCC01

Students Name List

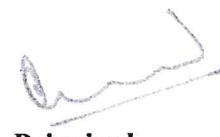
S.No	Reg. No	Student Name
1	18UBC018	MADHAN .Y
2	18UBC038	SIVASAKTHI MANIKANDAM .T.S
3	18UCA013	BHARATH RAJA .R
4	18UCA029	ESWAR .V
5	18UCA037	HARIHARAN .R
6	18UCA041	JAGADESH .T
7	18UCA045	JITHENDHIRA RAJAN .K
8	18UCA049	KARAN .G
9	18UCA057	KISHORE KUMAR.B
10	18UCA080	MUHAMEDAADHIL
11	18UCA085	NANDHA KUMAR .R
12	18UCA090	NIRANCHAN .V.M
13	18UCA113	RAMKUMAR .R
14	18UCA123	REVATHI .S
15	18UCA139	SIVAPRAKASH .S
16	18UCA140	SIVASANKAR .R
17	18UCA144	SRINIVASAN .S
18	18UCA145	SUDHARSAN .D
19	18UCA162	VIJEETH .S
20	18UEL014	GOWTHAM .A
21	18UEL038	SONA .P
22	18UEL039	SOWMIYA SRI .S
23	18UEL043	VISHAL .S
24	18UEN007	DEVSREE .R.S
25	18UEN011	DHIVYADHARSHINI .S
26	18UEN024	KAVIYA .S
27	18UEN041	PREETHI S
28	18UEN049	SNEKA .P
29	18UMA003	ABIRAMI .M


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30	18UMA005	AJITHKUMAR .M
31	18UMA042	LOGESHWARAN .S
32	18UMA043	MADHUMITHA S
33	18UMA047	MOHANAPRASANTH .M
34	18UMA053	NAVEEN .KM
35	18UMA054	NITHEESWARAN .M
36	18UMA068	RUBIHA .M
37	18UMA073	SALONI .N
38	18UMA086	SIVAPRIYA .D
39	18UMA100	TAMILSELVAN .M
40	18UMA103	VENKATESH .S
41	18UPH013	GOKULAKRISHNA .M
42	18UPH021	HARISUTHAN .P
43	18UPH027	JAYAPRAKASH .R
44	18UPH073	VENKAYESH .S


Course Coordinator


HoD


Principal


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Namakkal-Dt., Tamil Nadu, I.

K.S.R COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
Tiruchengode-637215
Department of Commerce-UG
Lesson/Course Plan

Prepared by : Mr.G. Rajasekar

Subject : Office Administration

Class : II YEARS

Batch : 2019-2020

Period : Sep – Oct

Semester : III Semester

1. OVERVIEW

- ❖ Objective of the subject
- ❖ Genesis of the subject
- ❖ Topics covered
- ❖ Relevant subjects
- ❖ Trends
- ❖ Job opportunities

2. KEY TERMS

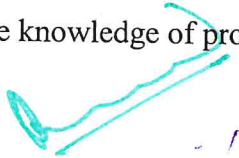
3. ASSIGNMENTS

4. REFERENCES

5. WEBSITE

A.OVERVIEW OF THE SUBJECT:

The administrative arrangement and facilities required for efficient performance of office functions. Record management includes realistic accounts of filing and indexing operations, regulations of office stationary and supplies, their selection, procurement, storage and consumption. Important sections like methods of collection, recording and presentation of factual information by the office for top management and functional departments. It enriches the knowledge of proper administration office.


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OBJECTIVE OF THE SUBJECT

1. To understand the various interactions relating to managing an office.
2. To facilitate for better record management and application of office appliances and equipments.

Student can understand about

- ❖ Fundamental terminologies of office administration
- ❖ Traditional and modern office
- ❖ Practical implications relating to placement, training and recruitment
- ❖ Preparation of budget

Office Management includes the following:

- Modern office, office management
- Qualities of office manager
- Office principles, office manuals
- Office system, system design, office stationary and control
- Office appliances and equipments, record management, filing
- Handling inward and outward mailing

B.GENESIS OF THE SUBJECT

In the modern however the word office is used in broader sense to represents the functions performed by the clerical staff rather than the place where such work is performed. In this sense, office working implies clerical work whether it is performed in the particular place called office or in the factory or elsewhere. Rapid scientific and technological progress in the post war decades have led to corresponding expansion in the scales of production and business activities, greater government control and consequent enlargement and the volume of the office work. With the investment of the electronic computers and data processing machines, it seems we are in the threshold of the age of 'office automation'

C.TOPICS COVERED

UNIT-I

- ❖ Modern office- functions and importance

- ❖ Office manager, qualities and functions

UNIT-II

- ❖ Location of office and factors
- ❖ Office layout – importance, principles, recent trends
- ❖ Guidelines for planning of office layout

UNIT-III

- ❖ Office system – objectives , design
- ❖ Office manual, qualities, kinds
- ❖ Advantages and disadvantages

UNIT – IV

- ❖ Office forms – Meaning, importance
- ❖ Forms control in an Office
- ❖ Types of forms, steps in designing forms

UNIT – V

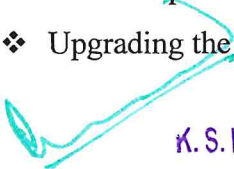
- ❖ Record management – objectives, features
- ❖ Principles of record management
- ❖ Filing – system , methods , classifications

D.RELEVANT SUBJECTS

- ❖ Office Management
- ❖ Business Management

E.TRENDS IN OFFICE MANAGEMENT:

- ❖ Evolving role of Finance and expanding scope Office Management.
- ❖ Business performance and quality assessments in Office Management.
- ❖ Upgrading the quality infrastructure and technological advancement


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F. JOB OPPORTUNITIES

- ❖ office administrator
- ❖ office manager
- ❖ project manager
- ❖ sales executives
- ❖ marketing executives

2. KEY TERMS

Unit	KEY TERMS
I	Modern office, office system, office procedures
II	Location of office and factors, Office layout – importance, principles, recent trends, Guidelines for planning of office layout
III	Office system – objectives , design , Office manual, qualities, kinds ,Advantages and disadvantages
IV	Office forms – Meaning, importance, Forms control in an Office, Types of forms, steps in designing forms
V	Record management – objectives, features, Principles of record management, Filing – system , methods , classifications

3. ASSIGNMENTS/ SEMINARS

➤ ASSIGNMENT-1

1. Modern office Importance and Functions
2. Office manager Role and qualities

Date of submission - 16.09.2019 Date of Return - 21.09.2019

➤ ASSIGNMENT-2

1. Office layout essentials of good layout
2. Office forms importance, qualities

Date of submission - 2.10.2019 Date of Return - 5.10.2019

- Objective
- Index
- Introduction
- Topics
- Conclusion
- References

4. REFERENCES

PRINCIPAL
K. S. Rangasamy College of Arts & Sc¹
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TIRUCHENGOORU - 637 215
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Text Books:

1. *Balachandran, V and Chandrasekaran, V.* 2009. **Office Management**. [First Edition]. Tata McGraw Hill Publishing Company Ltd., New Delhi.

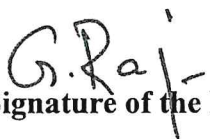
Reference Books:

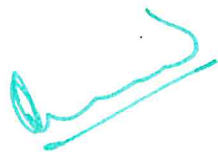
1. *Ghosh, P.K.* 2007. **Office Management** [Twelfth Edition]. Sultan Chand & Sons, New Delhi.
2. *Gupta, C.B.* 2006. **Office Organisation and Management** [Second Edition]. Sultan Chand & Sons, New Delhi.
3. *Chopra, R.K. and Ankita Bhatia.* 2008. **Office Management** [First Edition]. Himalaya Publishing House, Mumbai

5.WEBSITE

1. www.google.co.in

2. www.wikipedia.com


Signature of the Faculty




Signature of the HOD

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Namakkal Dist. Tamil Nadu

Work Plan Schedule

Staff Name: Mr.G.Rajasekar

Department.: BCOM

Paper Code:18COCC01

Paper: Office Management

Period: Sep 2019 – Oct 2020

S.NO	UNIT	TOPIC	NO OF HOURS
1	I	Office – Meaning	1
2	I	Objectives - Importance	1
3	I	Types - Office Manager	1
4	I	Role – Responsibilities - Qualities	1
5	I	Basic Functions of Office	1
6	I	Office automation-importance of office management	1
7	II	Location of Office – Urban or Suburban	1
8	II	Merits , Demerits, A check list for choosing a location	1
9	II	Factors Influencing Location - Office Layout	1
10	II	Meaning – Principles	1
11	II	Importance- Procedure for Effective Layout	1
12	II	Recent Trends in Office Layout	1
13	III	Office Systems - Objectives	1
14	III	Classifications of a Well Designed System	1
15	III	advantages of Designing Systems	1
16	III	Steps of office operation – System Requirements	1
17	III	Office Manual – Objectives – Kinds – Guidelines	1
18	III	Advantages – Disadvantages	1
19	IV	Office Forms – Meaning – Purpose	1
20	IV	Types of Forms – features of a well Designed Form	1
21	IV	Principles – Factors Affecting Designing Forms	1
22	IV	Method of Form Designing	1
23	IV	Forms Control – Steps in Designing Forms	1
24	IV	Factors in Selection of Form Sets	1
25	V	Records Management – Meaning	1
26	V	Objectives of the office records management	1
27	V	Features - Principles	1
28	V	Essentials - Benefits - Filing	1
29	V	Objectives – Departmental Filing System	1
30	V	maintenance of Records	1
Total No of Hours: 30			

G. Raj -
(Subject Incharge)


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HOD

K.S RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

TIRUCHENGODE – 637215

DEPARTMENT OF COMMERCE

SUBJECT NAME : OFFICE ORGANISATION

ACADEMIC YEAR 2019-2020

SUBJECT CODE:18COCC01

ODD SEMESTER

S.NO	REGISTER NO	NAME	September										October																		
			3	4	5	6	9	10	12	13	16	18	19	20	21	23	24	26	30	1	2	3	4	5	7	8	9	10	11	15	17
1	18UBC018	MADHAN .Y	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	18UBC038	SIVASAKTHI	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	18UCA013	BHARATH RAJA .R	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/
4	18UCA029	ESWAR .V	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	18UCA037	HARIHARAN .R	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/
6	18UCA041	JAGADESH .T	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	18UCA045	JITHENDHIRA RAJAN	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	18UCA049	KARAN .G	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/
9	18UCA057	KISHORE KUMAR.B	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	18UCA080	MUHAMEDAADHIL	/	/	/	/	/	/	/	/	/	/	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	18UCA085	NANDHA KUMAR .R	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	18UCA090	NIRANCHAN .V.M	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	18UCA113	RAMKUMAR .R	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/
14	18UCA123	REVATHI .S	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	18UCA139	SIVAPRAKASH .S	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	18UCA140	SIVASANKAR .R	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/
17	18UCA144	SRINIVASAN .S	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	18UCA145	SUDHARSAN .D	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	18UCA162	VIJEETH .S	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/
20	18UEL014	GOWTHAM .A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	a	/	/	/	/	/	/	/	/
21	18UEL038	SONA .P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/
22	18UEL039	SOWMIYA SRI .S	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/
23	18UEL043	VISHAL .S	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/
24	18UEN007	DEVSREE .R.S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	18UEN011	DHIVYADHARSHINI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/
26	18UEN024	KAVIYA .S	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

K K.S. Rangasamy College of Arts and Science (Autonomous), Tiruchengode – 637 215

Department of Commerce


Mark List for Certificate Course

Certificate Course: Office Management


Course Code: 18COCC01

Max.Marks: 100

S.No	Reg. No	Student Name	Assn 1 (10)	Assn 2 (10)	Test (75)	Att %	Att (5)	Total (100)
1	18UBC018	MADHAN .Y	8	7	45	95	4	64
2	18UBC038	SIVASAKTHI MANIKANDAM .T.S	8	8	48	96	5	69
3	18UCA013	BHARATH RAJA .R	7	7	48	94	4	66
4	18UCA029	ESWAR .V	8	9	49	95	4	70
5	18UCA037	HARIHARAN .R	9	8	45	93	4	66
6	18UCA041	JAGADESH .T	8	7	51	95	4	70
7	18UCA045	JITHENDHIRA RAJAN .K	7	8	52	96	5	72
8	18UCA049	KARAN .G	8	9	54	94	4	75
9	18UCA057	KISHORE KUMAR.B	9	8	49	96	5	71
10	18UCA080	MUHAMEDAADHIL	9	7	48	93	4	68
11	18UCA085	NANDHA KUMAR .R	8	8	47	95	4	67
12	18UCA090	NIRANCHAN .V.M	7	7	46	96	5	65
13	18UCA113	RAMKUMAR .R	8	8	45	94	4	65
14	18UCA123	REVATHI .S	9	9	47	95	4	69
15	18UCA139	SIVAPRAKASH .S	8	8	48	96	5	69
16	18UCA140	SIVASANKAR .R	7	7	51	93	4	69
17	18UCA144	SRINIVASAN .S	7	8	50	95	4	69
18	18UCA145	SUDHARSAN .D	8	9	49	96	5	71
19	18UCA162	VIJEETH .S	9	8	51	94	4	72
20	18UEL014	GOWTHAM .A	8	7	48	96	5	68
21	18UEL038	SONA .P	8	7	52	95	4	71
22	18UEL039	SOWMIYA SRI .S	7	8	49	93	4	68
23	18UEL043	VISHAL .S	8	9	51	94	4	72
24	18UEN007	DEVSREE .R.S	8	8	57	96	5	78
25	18UEN011	DHIVYADHARSHINI .S	9	7	53	95	4	73
26	18UEN024	KAVIYA .S	8	8	49	95	4	69
27	18UEN041	PREETHI S	7	9	48	96	5	69
28	18UEN049	SNEKA .P	7	8	49	94	4	68



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29	18UMA003	ABIRAMI .M	8	7	50	93	4	69
30	18UMA005	AJITHKUMAR .M	8	8	51	95	4	71
31	18UMA042	LOGESHWARAN .S	8	9	48	94	4	69
32	18UMA043	MADHUMITHA S	7	8	49	96	5	69
33	18UMA047	MOHANAPRASANTH .M	8	7	54	95	4	73
34	18UMA053	NAVEEN .KM	7	8	48	94	4	67
35	18UMA054	NITHEESWARAN .M	7	9	49	93	4	69
36	18UMA068	RUBIHA .M	9	8	51	95	4	72
37	18UMA073	SALONI .N	8	7	52	96	5	72
38	18UMA086	SIVAPRIYA .D	7	8	48	94	4	67
39	18UMA100	TAMILSELVAN .M	8	8	49	95	4	69
40	18UMA103	VENKATESH .S	9	7	47	96	5	68
41	18UPH013	GOKULAKRISHNA .M	8	8	48	94	4	68
42	18UPH021	HARISUTHAN .P	7	7	49	93	4	67
43	18UPH027	JAYAPRAKASH .R	8	8	50	95	4	70
44	18UPH073	VENKAYESH .S	9	7	54	94	4	74


Course Coordinator




HoD


Principal

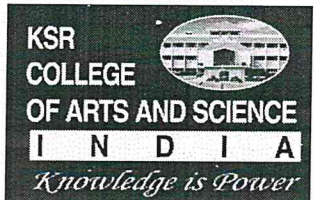
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Nemakkal-Dt. T

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DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that MADHAN.Y (18UBC018) of II BSC BIO CHEMISTRY has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

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Namakkal-Dt. Tamil Nadu.

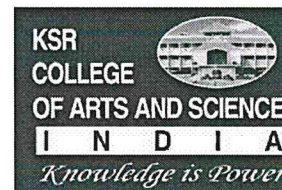
Dr. V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SIVASAKTHI MANIKANDAM .T.S (18UBC038) of II BSC. BIO CHEMISTRY has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that BHARATH RAJA .R (18UCA013) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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Principal
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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that ESWAR .V (18UCA029) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Namakkal-Dt. Tamil Nadu, INDIA
Dr. V. RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that HARIHARAN .R (18UCA037) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in black ink, appearing to read 'Dr. V. Radhakrishnan'.

Dr.V.RADHAKRISHNAN
Principal
K.S.Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that JAGADESH .T (18UCA041) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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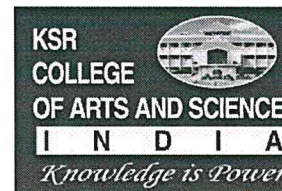
Dr. V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that JITHENDHIRA RAJAN .K (18UCA045) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

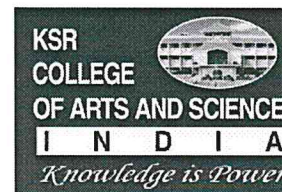

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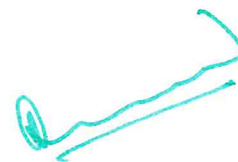
*This is to certify that KARAN .G (18UCA049) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



DR.S.P.RADHAKRISHNAN
Principal
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Certificate Course

*This is to certify that KISHORE KUMAR.B (18UCA057) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Principal

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*This is to certify that MUHAMEDAADHIL (18UCA080) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr. K. VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


PR. PAL
Dr. V. RADHAKRISHNAN
Principal
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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that NANDHA KUMAR .R (18UCA085) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr. K. VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Certificate Course

*This is to certify that NIRANCHAN .V.M (18UCA090) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

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Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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Dr.V.RADHAKRISHNAN
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Certificate Course

*This is to certify that RAMKUMAR .R (18UCA113) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



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Certificate Course

*This is to certify that REVATHI .S (18UCA123) of II BSC. COMPUTER APLLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department

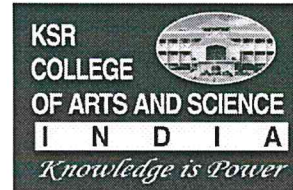

Mr. V.L.SURESHBABU
Course Coordinator


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Dr. V. RADHAKRISHNAN
Principal
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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SIVAPRAKASH .S (18UCA139) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***



Dr. K. VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator

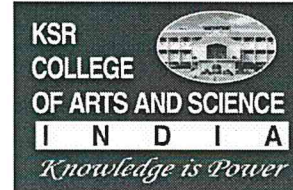


PRINCIPAL Dr. V. RADHAKRISHNAN
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Namakkal-Dt, Tamil Nadu, INDIA

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Certificate Course

*This is to certify that SIVASANKAR .R (18UCA140) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL
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Principal
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Namakkal-Dt. Tamil Nadu, India

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SRINIVASAN .S (18UCA144) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

PRINCIPAL
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

A handwritten signature in black ink, appearing to read 'V. Radhakrishnan'.

Dr.V.RADHAKRISHNAN
Principal

K.S.Rangasamy College of Arts and Science (Autonomous)

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SUDHARSAN .D (18UCA145) of II BSC. COMPUTER APPLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



Dr.V.RADHAKRISHNAN
Principal

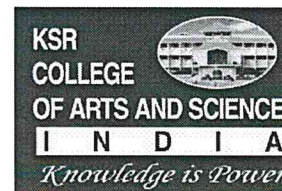
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Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that VIJEETH .S (18UCA162) of II BSC. COMPUTER APLICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

PRINCIPAL Dr. V.RADHAKRISHNAN
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that GOWTHAM .A (18UEL014) of II BSC. ELECTRONICS AND COMMUNICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

PRINCIPAL
Principal
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt: Tamil Nadu, INDIA

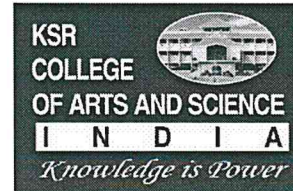
A handwritten signature in black ink, appearing to read 'V. Radhakrishnan'.

Dr.V.RADHAKRISHNAN

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Certificate Course

*This is to certify that SONA .P (18UEL038) of II BSC. ELECTRONICS AND COMMUNICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in black ink, appearing to read 'V. Radhakrishnan'.

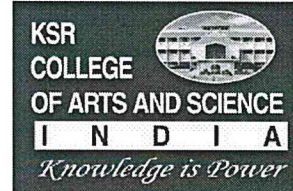
Dr.V.RADHAKRISHNAN
Principal

PRINCIPAL
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(Autonomous)
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Namakkal-Dt. Tamil Nadu, India

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KSR Kalvi Nagar; Tiruchengode - 637 215; Namakkal Dist, Tamil Nadu, India




DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SOWMIYA SRI .S (18UEL039) of II BSC. ELECTRONICS AND COMMUNICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Namakkal-Dt. Tamil Nadu, INDIA


Dr.V.RADHAKRISHNAN
Principal

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KSR Kalvi Nagar; Tiruchengode - 637 215; Namakkal Dist, Tamil Nadu, India



DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that VISHAL .S (18UEL043) of II BSC. ELECTRONICS AND COMMUNICATION has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

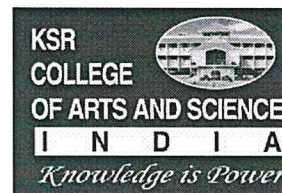
Dr.V.RADHAKRISHNAN
Principal

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(Autonomous)
TIRUCHENGODE - 637 215,
Namakkal Dist, Tamil Nadu, INDIA

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KSR Kalvi Nagar; Tiruchengode - 637 215; Namakkal Dist, Tamil Nadu, India



DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that DEVSREE .R.S (18UEN007) of II BA ENGLISH has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*

Handwritten signature of Dr. K. Visvanathan in black ink.

Dr.K.VISVANATHAN
Head of the Department

Handwritten signature of Mr. V.L. Sureshbabu in black ink.

Mr. V.L.SURESHBABU
Course Coordinator

Handwritten signature of Dr. V. Radhakrishnan in blue ink.

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Namakkal-Dt. Tamil Nadu, INDIA

Handwritten signature of Dr. V. Radhakrishnan in black ink.

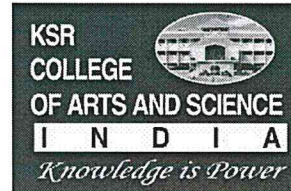
Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that DHIVYADHARSHINI .S (18UEN011) of II BA ENGLISH has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL
Dr.V.RADHAKRISHNAN
Principal
K. S. Rangasamy College of Arts & Science (Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that KAVIYA .S (18UEN024) of II BA ENGLISH has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator

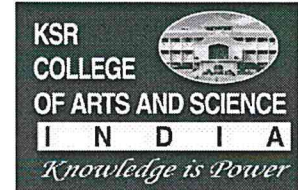


PRINCIPAL Dr.V.RADHAKRISHNAN
Principal
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that PREETHI S (18UEN041) of II BA ENGLISH has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr. K. VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

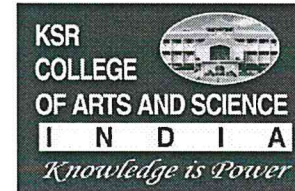
Dr. V.RADHAKRISHNAN
Principal

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(Autonomous)
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Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SNEKA .P (18UEN049) of II BA ENGLISH has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'K. S. Rangasamy'.

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(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA

A handwritten signature in black ink, appearing to read 'Dr. V. Radhakrishnan'.

Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that ABIRAMI .M (18UMA003) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

PRINCIPAL Dr. V.RADHAKRISHNAN
Principal
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that AJITHKUMAR .M (18UMA005) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

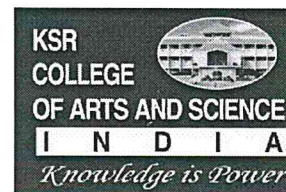
PRINCIPAL Principal
K. S. Rangasamy College of Arts & Sc
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TIRUCHENGODE - 637 215
Namakkal-Dt, Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that LOGESHWARAN .S (18UMA042) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

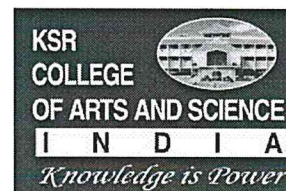
PRINCIPAL Dr.V.RADHAKRISHNAN
K. S. Rangasamy College of Arts & Science
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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MADHUMITHA S (18UMA043) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MOHANAPRASANTH .M (18UMA047) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

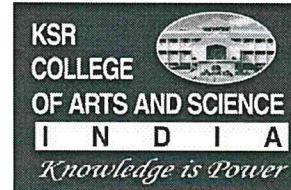
Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL Dr. V. RADHAKRISHNAN
K. S. Rangasamy College of Arts & Sci
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Certificate Course

*This is to certify that NAVEEN .KM (18UMA053) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

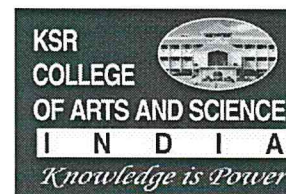
PRINCIPAL Dr.V.RADHAKRISHNAN
Principal
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TIRUCHENGODE - 637 215
Namakkal-Dt, Tamil Nadu, INDIA

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DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that NITHEESWARAN .M (18UMA054) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL Dr.V.RADHAKRISHNAN
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. It: 2

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that RUBIHA .M (18UMA068) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

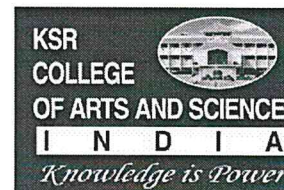
PRINCIPAL Dr.V.RADHAKRISHNAN
K.S.Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

This is to certify that SALONI .N (18UMA073) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.**

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
-ul-Dt. Tamil Nadu.

Dr. V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SIVAPRIYA .D (18UMA086) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


PRINCIPAL
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(Autonomous)
- TIRUCHENGODE - 637 215
TAMIL NADU

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that TAMILSELVAN .M (18UMA100) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

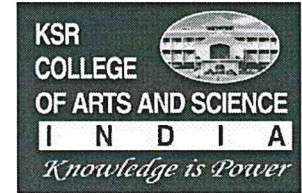


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Namakkal-Dt. Tamil Nadu, INDIA
Dr. V.RADHAKRISHNAN
Principal

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Included Under 2(f) & 12(B) of UGC Act, 1956

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that VENKATESH .S (18UMA103) of II BSC. MATHS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*

A handwritten signature in black ink, appearing to read 'K. Visvanathan'.

Dr.K.VISVANATHAN
Head of the Department

A handwritten signature in black ink, appearing to read 'V.L. Sureshbabu'.

Mr. V.L.SURESHBABU
Course Coordinator

A handwritten signature in blue ink, appearing to read 'V. Radhakrishnan'.

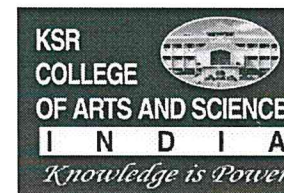
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Dr.V.RADHAKRISHNAN
Principal
K.S.Rangasamy College of Arts & Science (Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that GOKULAKRISHNA .M (18UPH013) of II BSC . PHYSICS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department

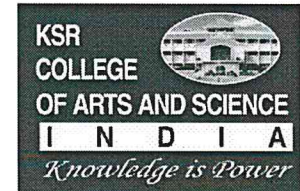

Mr. V.L.SURESHBABU
Course Coordinator


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(Autonomous)
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Namakkal-Dt. Tamil Nadu, INDIA
Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that HARISUTHAN .P (18UPH021) of II BSC . PHYSICS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

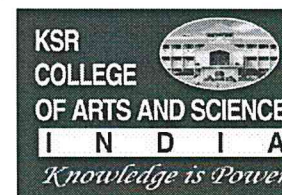

PRINCIPAL
Dr.V.RADHAKRISHNAN
Principal
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Tamil Nadu, India

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that JAYAPRAKASH .R (18UPH027) of II BSC . PHYSICS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



PRINCIPAL
Dr. V. RADHAKRISHNAN
Principal
K.S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA

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DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that VENKAYESH .S (18UPH073) of II BSC . PHYSICS has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2019-2020 conducted by the Department of Commerce, **K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.***


Dr.K.VISVANATHAN
Head of the Department

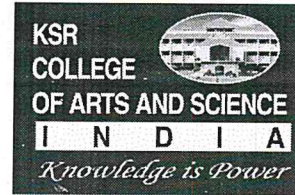

Mr. V.L.SURESHBABU
Course Coordinator


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n. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. IN

K.S.Rangasamy College of Arts and Science (Autonomous)

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KSR Kalvi Nagar; Tiruchengode - 637 215; Namakkal Dist, Tamil Nadu, India





DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that HARISH.V (19UBC007) of II BSC BIO CHEMISTRY has completed a Certificate Course in **OFFICE MANAGEMENT** during the academic year 2020-2021 conducted by the Department of Commerce, K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode, 637 215.*


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