



DEPARTMENT OF COMMERCE (UG)

Certificate Course: Office Management (2020-2021) - 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: 7.12.2020

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 Mrs. M. Mohanaal, on or before 11.12.2020.

Thanking you


HOD


PRINCIPAL

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

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
2020-2021

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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TIRUCHENGODE
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 - Qualities - Kinds - Guidelines - Advantages - Disadvantages	6	CO3
IV	Office Forms - Meaning - Purpose - Types of Forms - features of a well Designed Form -Need - 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

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

Department of Commerce

Certificate Course: Office Management

Course Code: 18COCC01

Student name List

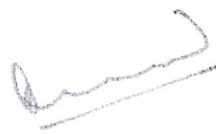
S.No	Reg. No	Student Name
1	19UBC007	HARISH .V
2	19UBC008	JANAKIRAMAN .J
3	19UBC021	PIRITHIS .SD
4	19UBC037	SRIBEVAN .S
5	19UBT016	HARIHARAN .A
6	19UBT051	RUYLAND .A
7	19UBT057	SATHISKUMAR.M
8	19UBT070	TAMILMANI .M
9	19UBT073	THETCHANAMOORTHI .M
10	19UBT082	VISHNU .R
11	19UCA004	ABISHEK .L
12	19UCA016	ANISH .S
13	19UCA025	ASWIN .M
14	19UCA035	CHANDAR KUMAR .J
15	19UCA046	DHARSHANA .B
16	19UCA054	EDWIN .S
17	19UCA063	GOKULRAJ .S
18	19UCA065	GOPINATH .V
19	19UCA067	GOWTHAM .J
20	19UCA113	KEERTHIVASAN. C
21	19UCA124	LOKESH KUMAR .D
22	19UCA126	MANOJ .S
23	19UCA131	MOHAMEED IDHRESS .M
24	19UCA132	MOHAMEED SUHAIL .N
25	19UCA149	PEARANBU .S
26	19UCA155	PRASANNA .T
27	19UCA164	RAVISANKAR .R
28	19UCA184	SANJAY .K
29	19UCA197	SNASANKAR .V


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Tamil Nadu

30	19UCA214	SUHEALL .H
31	19UCA217	SUNSRIVARSHAN .C
32	19UCA230	VIGNESH .S
33	19UCA237	VISWA .N
34	19UCA243	SREE SUBIKSH ANAND .S
35	19UCH008	DINESH .S
36	19UCH013	GOWTHAM .S
37	19UCH017	KAVINKUMAR .S
38	19UEL009	GANESAN .V
39	19UEL023	MANJUNATHAN .V
40	19UEL031	RANGANATHAOERUMAL .S
41	19UMB006	CHANUSH KARAN.P
42	19UMB016	KANISHKA .C
43	19UMB017	KANISHMA .S


Course Coordinator


HOD


Principal


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

Prepared by : Mrs.M. Mohanaal

Subject : Office Administration

Class : II YEARS

Batch : 2020-2021

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

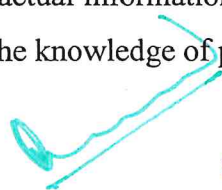
3. ASSIGNMENTS

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

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- ❖ 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 - 17.09.2020 Date of Return - 22.09.2020

➤ ASSIGNMENT-2

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

Date of submission - 4.10.2020 Date of Return -08.10.2020

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



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4. REFERENCES

Text Books:

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

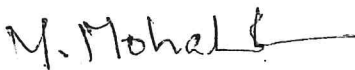
Reference Books:

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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Work plan schedule

Staff Name: Mrs. M. Mohanaal

Department: BCOM


Paper Code: 18 COCC01

Paper: Office Management

Period: Sep 2020 – Oct 2021

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	2
6	II	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	III	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	IV	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	V	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
Total No of Hours: 30			

M. Mohanaal
(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

SUBJECT CODE:18COCC01

ACADEMIC YEAR 2020-2021

ODD SEMESTER

S.N O	REGISTER NO	NAME	September											October																
			8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	4	5	6	7	8	9	13	14	15
1	19UBC007	HARISH .V	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/
2	19UBC008	JANAKIRAMAN .J	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	19UBC021	PIRITHIS .SD	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	19UBC037	SRIBEVAN .S	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	19UBT016	HARIHARAN .A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/
6	19UBT051	RUYLAND .A	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/
7	19UBT057	SATHISKUMAR.M	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	19UBT070	TAMILMANI .M	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	19UBT073	THETCHANAMOORTHI	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	19UBT082	VISHNU .R	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	19UCA004	ABISHEK .L	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/
12	19UCA016	ANISH .S	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/
13	19UCA025	ASWIN .M	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/
14	19UCA035	CHANDAR KUMAR .J	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	9	/	/
15	19UCA046	DHARSHANA .B	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/
16	19UCA054	EDWIN .S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/
17	19UCA063	GOKULRAJ .S	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	19UCA065	GOPINATH .V	/	/	/	/	9	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/
19	19UCA067	GOWTHAM .J	/	/	/	9	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	19UCA113	KEERTHIVASAN. C	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	19UCA124	LOKESH KUMAR .D	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	19UCA126	MANOJ .S	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	19UCA131	MOHAMEED IDHRESS	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	19UCA132	MOHAMEED SUHAIL .N	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	19UCA149	PEARANBU .S	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/
26	19UCA155	PRASANNA .T	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	19UCA164	RAVISANKAR .R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	9	/	/	/	/	/	/	/	/	/	/	/	/	9

S.No	Reg. No	Student Name	Assn 1 (10)	Assn 2 (10)	Test (75)	Att %	Att (5)	Total (100)
1	19UBC007	HARISH .V ✕	8	7	48	94	4	67
2	19UBC008	JANAKIRAMAN .J	6	8	47	95	4	65
3	19UBC021	PIRITHIS .SD	7	6	49	96	5	67
4	19UBC037	SRIBEVAN .S	8	8	50	96	5	71
5	19UBT016	HARIHARAN .A	9	7	51	95	4	71
6	19UBT051	RUYLAND .A	7	8	48	94	4	67
7	19UBT057	SATHISKUMAR.M	8	7	49	95	4	68
8	19UBT070	TAMILMANI .M	6	7	51	96	5	69
9	19UBT073	THETCHANAMOORTHI .M	6	8	58	97	5	77
10	19UBT082	VISHNU .R	7	6	49	95	4	66
11	19UCA004	ABISHEK .L	8	8	48	94	4	68
12	19UCA016	ANISH .S	7	7	47	92	4	65
13	19UCA025	ASWIN .M	6	6	46	93	4	62
14	19UCA035	CHANDAR KUMAR .J	8	7	49	92	4	68
15	19UCA046	DHARSHANA .B	7	6	48	94	4	65
16	19UCA054	EDWIN .S	8	6	45	95	4	63
17	19UCA063	GOKULRAJ .S	7	6	51	96	5	69
18	19UCA065	GOPINATH .V	7	8	52	91	4	71
19	19UCA067	GOWTHAM .J	8	7	51	92	4	70
20	19UCA113	KEERTHIVASAN .C	7	6	50	95	4	67
21	19UCA124	LOKESH KUMAR .D	7	6	42	95	4	59
22	19UCA126	MANOJ .S	6	7	49	96	5	67
23	19UCA131	MOHAMEED IDHRESS .M	8	6	53	95	4	71
24	19UCA132	MOHAMEED SUHAIL .N	7	6	57	95	4	74
25	19UCA149	PEARANBU .S	8	7	48	94	4	67
26	19UCA155	PRASANNA .T	6	8	46	97	5	65
27	19UCA164	RAVISANKAR .R	8	6	41	92	4	59
28	19UCA184	SANJAY .K	7	8	48	93	4	67

29	19UCA197	SNASANKAR .V	6	7	49	94	4	66
30	19UCA214	SUHEALL .H	7	6	47	95	4	64
31	19UCA217	SUNSRIVARSHAN .C	7	7	45	96	5	64
32	19UCA230	VIGNESH .S	6	6	43	91	4	59
33	19UCA237	VISWA .N	6	6	48	92	4	64
34	19UCA243	SREE SUBIKSH ANAND .S	6	7	50	95	4	67
35	19UCH008	DINESH .S	7	8	54	96	5	74
36	19UCH013	GOWTHAM .S	6	6	56	95	4	72
37	19UCH017	KAVINKUMAR .S	7	7	52	96	5	71
38	19UEL009	GANESAN .V	6	8	52	94	4	70
39	19UEL023	MANJUNATHAN .V	6	6	53	95	4	69
40	19UEL031	RANGANATHAOERUMAL .S	6	7	54	96	5	72
41	19UMB006	CHANUSH KARAN.P	8	6	50	94	4	68
42	19UMB016	KANISHKA .C	7	9	50	95	4	70
43	19UMB017	KANISHMA .S	6	8	52	96	5	71


Course Coordinator

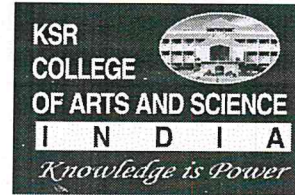

HOD


Principal

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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.*


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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Namakkal-Dt. Tamil Nadu

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Certificate Course

*This is to certify that JANAKIRAMAN .J (19UBC008) 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.*



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



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Namakkal-Dt. Tamil Nadu. INDIA

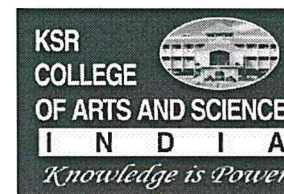
Dr.V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that PIRITHIS .SD (19UBC021) 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


DR. P. 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 SRIBEVAN .S (19UBC037) 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

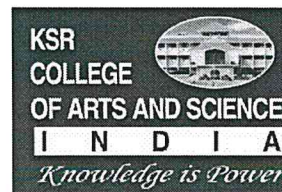

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(Autonomous) **Dr.V.RADHAKRISHNAN**
Principal
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Certificate Course

*This is to certify that HARIHARAN .A (19UBT016) of II BSC.BIO TECHNOLOGY 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

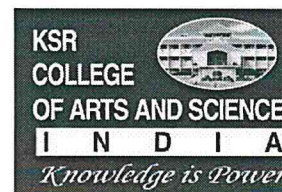

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Certificate Course

*This is to certify that RUYLAND .A (19UBT051) of II BSC.BIO TECHNOLOGY 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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*This is to certify that SATHISKUMAR.M (19UBT057) of II BSC.BIO TECHNOLOGY 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Certificate Course

*This is to certify that TAMILMANI .M (19UBT070) of II BSC.BIO TECHNOLOGY 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator

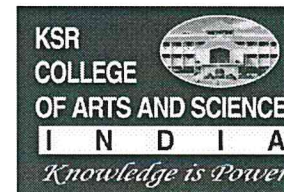

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Certificate Course

*This is to certify that THETCHANAMOORTHI .M (19UBT073) of II BSC.BIO TECHNOLOGY 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

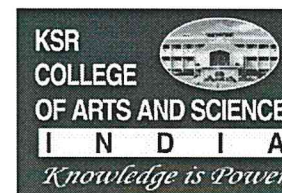
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Principal
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Namakkal-Dt. Tamil Nadu, INDIA

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Certificate Course

*This is to certify that VISHNU .R (19UBT082) of II BSC.BIO TECHNOLOGY 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.***

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
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Certificate Course

*This is to certify that ABISHEK .L (19UCA004) of II BSC. COMPUTER APLICATION 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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Namakkal-Dt: Tamil Nadu, INDIA

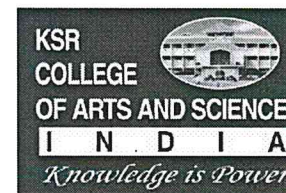
Dr.V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that ANISH .S (19UCA016) of II BSC. COMPUTER APLICATION 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.***

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'.

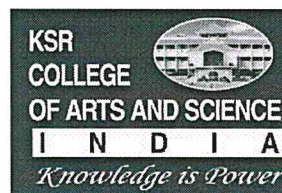
Dr.V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that ASWIN .M (19UCA025) of II BSC. COMPUTER APLICATION 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.***

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

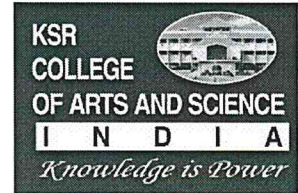
Dr.V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that CHANDAR KUMAR .J (19UCA035) of II BSC. COMPUTER APPLICATION 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.***

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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TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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

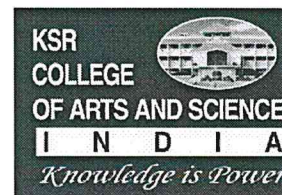
Dr.V.RADHAKRISHNAN

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Certificate Course

*This is to certify that DHARSHANA .B (19UCA046) of II BSC. COMPUTER APPLICATION 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

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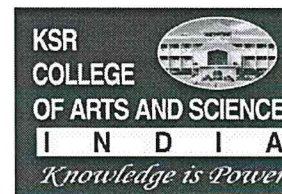
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Principal

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Certificate Course

*This is to certify that EDWIN .S (19UCA054) of II BSC. COMPUTER APLLICATION 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.***


Dr.K.VISVANATHAN
Head of the Department

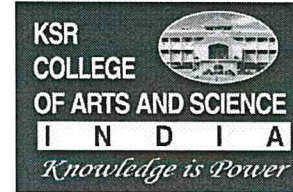

Mr. V.L.SURESHBABU
Course Coordinator


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Principal

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*This is to certify that GOKULRAJ .S (19UCA063) of II BSC. COMPUTER APLICATION 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.***

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 the Principal 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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*This is to certify that GOPINATH .V (19UCA065) of II BSC. COMPUTER APLICATION 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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Principal
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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. INDIA

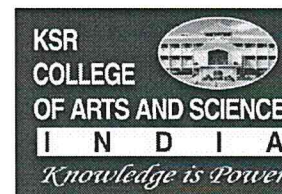
Dr. V.RADHAKRISHNAN
Principal

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Certificate Course

*This is to certify that KEERTHIVASAN. C (19UCA113) of II BSC. COMPUTER APPLICATION 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.***

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

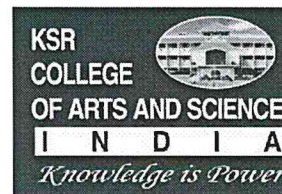
Dr.V.RADHAKRISHNAN
Principal

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*This is to certify that LOKESH KUMAR .D (19UCA124) of II BSC. COMPUTER APPLICATION 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.***

Dr.K.VISVANATHAN
Head of the Department

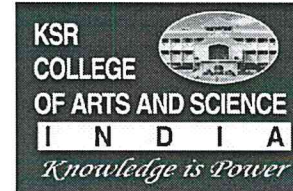
Mr. V.L.SURESHBABU
Course Coordinator

Dr.V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MANOJ .S (19UCA126) of II BSC. COMPUTER APLICATION 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.***


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
Namakkal-Dt. Tamil Nadu. INDIA

Dr.V.RADHAKRISHNAN
Principal

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

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

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





DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MOHAMEED IDHRESS .M (19UCA131) of II BSC. COMPUTER APPLICATION 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.***


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
Namakkal-Dt. Tamil Nadu, INDIA


Dr. V. RADHAKRISHNAN
Principal

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

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




DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MOHAMEED SUHAIL .N (19UCA132) of II BSC. COMPUTER APPLICATION 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.*


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
Namakkal-Dt, Tamil Nadu, INDIA
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 PEARANBU .S (19UCA149) of II BSC. COMPUTER APLLICATION 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.***


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 PRASANNA .T (19UCA155) of II BSC. COMPUTER APLLICATION 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator


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

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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 RAVISANKAR .R (19UCA164) of II BSC. COMPUTER APLICATION 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.***


Dr.K.VISVANATHAN
Head of the Department


Mr. V.L.SURESHBABU
Course Coordinator



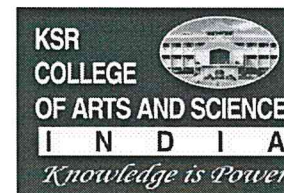
PRINCIPAL
K. S. Rangasamy College of Arts & Science
(Autonomous) **Principal**
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA

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

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SANJAY .K (19UCA184) of II BSC. COMPUTER APLICATION 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

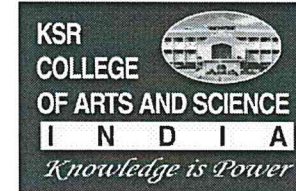
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Namakkal-Dt. Tamil Nadu. INDIA

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 SNASANKAR .V (19UCA197) of II BSC. COMPUTER APPLICATION 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.***


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

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that SUHEALL .H (19UCA214) of II BSC. COMPUTER APLLICATION 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.***


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
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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 SUNSRIVARSHAN .C (19UCA217) of II BSC. COMPUTER APLICATION 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.***

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
Namakkal-Dt. Tamil Nadu. INDIA

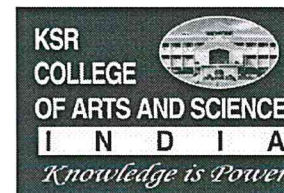
Dr. V.RADHAKRISHNAN
Principal

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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 VIGNESH .S (19UCA230) of II BSC. COMPUTER APLLICATION 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.***

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
Namakkal-Dt. Tamil Nadu, INDIA

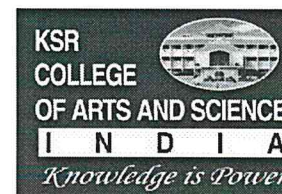
Dr. V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that VISWANATHAN (19UCA237) of II BSC. COMPUTER APPLICATION 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.*

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.

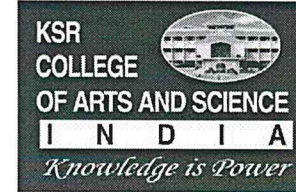
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(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA

Dr. V.RADHAKRISHNAN
Principal

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DEPARTMENT OF COMMERCE

Certificate Course


*This is to certify that SREE SUBIKSH ANAND .S (19UCA243) of II BSC. COMPUTER APPLICATION 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.***



Dr.K.VISVANATHAN
Head of the Department



Mr. V.L.SURESHBABU
Course Coordinator



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



Dr.V.RADHAKRISHNAN

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DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that DINESH .S (19UCH008) of II BSC.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.***

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.

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

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

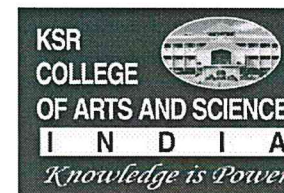
Dr.V.RADHAKRISHNAN
Principal

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

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



DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that GOWTHAM .S (19UCH013) of II BSC.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.*

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'.

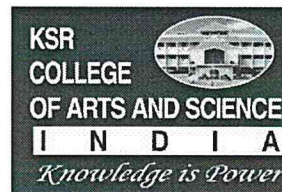
Dr.V.RADHAKRISHNAN
Principal

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

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



DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that KAVINKUMAR .S (19UCH017) of II BSC.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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

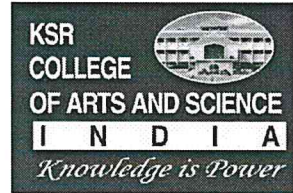
PRINCIPAL
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, India
Dr.V.RADHAKRISHNAN
Principal

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

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



DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that GANESAN .V (19UEL009) of II BSC. ELECTRONICS AND COMMUNICATION 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.***

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 'S. Rangasamy'.

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

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

Dr.V.RADHAKRISHNAN

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

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

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



DEPARTMENT OF COMMERCE

Certificate Course

*This is to certify that MANJUNATHAN .V (19UEL023) of II BSC. ELECTRONICS AND COMMUNICATION 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

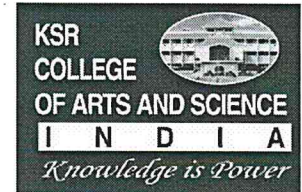
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TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, India

Dr. V.RADHAKRISHNAN
Principal

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


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



DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that RANGANATHAOERUMAL .S (19UEL031) of II BSC.
ELECTRONICS AND COMMUNICATION 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.*


Dr.K.VISVANATHAN
Head of the Department

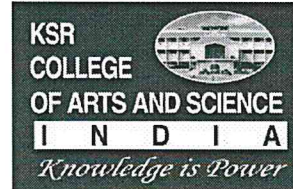

Mr. V.L.SURESHBABU
Course Coordinator


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

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

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

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



DEPARTMENT of COMMERCE

Certificate Course

*This is to certify that CHANUSH KARAN.P (19UMB006) of II BSC. MICRO BIOLOGY 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.***

Dr.K.VISVANATHAN
Head of the Department

Mr. V.L.SURESHBABU
Course Coordinator

PRINCIPAL
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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 KANISHKA .C (19UMB016) of II BSC. MICRO BIOLOGY 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.***


Dr.K.VISVANATHAN
Head of the Department

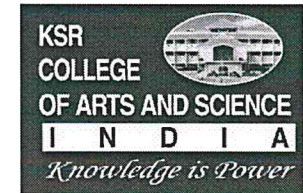

Mr. V.L.SURESHBABU
Course Coordinator


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

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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 KANISHMA .S (19UMB017) of II BSC. MICRO BIOLOGY 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.***


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