

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Dist. Pune
(Autonomous)
Department of Commerce

Date- 5th March, 2022

To,
The Principal,
Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati.

Subject- Office Administration Certificate Course Completion Report

The Department of Commerce conducted a Certificate Course in Office Administration from 03/02/2022 to 23/02/2022. Total 64 students of S.Y.B.Com and M.Com II were enrolled for the course.

Total 12 Theory lectures and 18 practical sessions were conducted during 03/02/2022 to 23/02/2022 through online mode (Google Meet). As a pattern of the course more focus was given on practical exposures rather than theoretical knowledge and practical exposure which is required of in the field of office administration and related management activities.

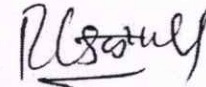
Prof.Shweta Madhukar Borawake shouldered the entire responsibility of the course under the guidance of Principal Dr.Chandrashekhar Murumkar. We are very much thankful for providing this platform.

Thanking You,

With Regards,



Prof.S.M.Borawake
Course In-charge



Dr.R.T.Sapkal
Vice-Principal and Certificate Course
Coordinator



Ambedkar Education Society's

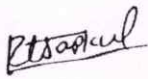
FULJARAM CHATURCHAND COLLEGE
ARTS, SCIENCE & COMMERCE, BARAMATI

NAAC Re-accredited 'A+' (CGPA 3.55) Grade, ISO 9001-2015 Certified College, Religious Minority Institute

(Autonomous Institute)

Certificate

This is to certify that Mr./Miss. Adling Ajay Ramdas
of Class: VI COM II Sem.: Two Roll No.: 15391 enrolled for the
Certificate Course : Office Administration of
Commerce department and Completed the course successfully
during 2021 to 2022 through evaluation and earn 02 credits.



Coordinator



Course Incharge



Principal