

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

Date- 5<sup>th</sup> 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.

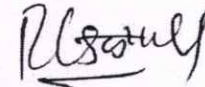
Prof.Shweta Madhukar Borawake shouldered the entire responsibility of the course under the guidance of Principal Dr.Chandrashekhar Murumkar. We are very much thankful for providing this platform.

Thanking You,

With Regards,



Prof.S.M.Borawake  
Course In-charge



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

Anekant Education Society's  
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati  
(Autonomous)  
Certificate Course in Office Administration

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Notice

3 FEB 2022

Date: 02/02/2022

This is to inform to all the students, those who have enrolled for the Certificate Course in Office Administration that the lectures and Practical are scheduled from 3<sup>rd</sup> February, 2022 onwards. Classes will be conducted by online mode only.

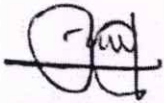
The timetable is given below:

Online Timetable

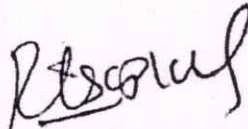
Day & Date	Time	Theory / Practical
Monday to Saturday 03/02/2022 to 16/02/2022	01.00 PM to 02.00 PM	Theory
Monday to Saturday 17/02/2022 to 23/02/2022	03.00 PM to 06.00 PM	Practical

Note: For more details feel free to contact:

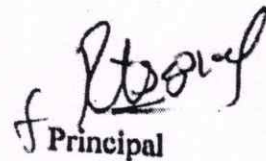
Prof. S.M. Borawake - 8830552581



Dr. Janardhan K. Pawar  
Dept. Course Coordinator



Dr. Ramchandra T. Sapkal  
Certificate Course Coordinator



Principal



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- \* Office Administration Certificate Course 2022
- \* Meeting code: wfz-qdmy-urh
- \* Created on 2022-02-04 02:05:02
- \* by

<https://chrome.google.com/webstore/detail/google-meet-attendance-11/appcnhiefcidclcdjeahgklghihfok>

Full Name	First Seen	Time in Call
Aditya Nagare	04-02-2022 02:14	00:05:58
Ajay Adling	04-02-2022 02:10	00:47:18
Ashwini More	04-02-2022 02:25	00:32:27
PRATIK PAWAR	04-02-2022 02:08	00:38:30
Pooja Shinde	04-02-2022 02:12	00:43:58
Rushikesh Kale	04-02-2022 02:30	00:00:26
Sakshi Kadam	04-02-2022 02:11	00:45:50
Shree Kale	04-02-2022 02:08	00:49:24
Shrikant Nimbalkar	04-02-2022 02:21	00:36:02
payal maskar	04-02-2022 02:14	00:43:15
shweta borawake	04-02-2022 02:05	00:52:34
vishal kumbhar	04-02-2022 02:22	00:35:26



- \* Office Administration Certificate Course 2022
- \* Meeting code: wfz-qdmy-urh
- \* Created on 2022-02-23 01:27:09
- \* by

<https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok>

Full Name	First Seen	Time in Call
Aayesha Bhagat	23-02-2022 01:32	00:03:04
Aditya Nagare	23-02-2022 02:36	00:05:13
Ajay Adling	23-02-2022 01:36	01:03:30
Ajinkya Nagawadepatil	23-02-2022 01:32	00:54:12
Ashwini More	23-02-2022 01:47	00:54:18
Mayur Dhembare	23-02-2022 01:32	01:07:02
PRATIK PAWAR	23-02-2022 01:30	00:00:12
Pragati Markad	23-02-2022 01:36	00:40:02
Prasad Shelake	23-02-2022 01:29	01:00:22
Sakshi Kadam	23-02-2022 01:33	01:08:43
Sakshi Madane	23-02-2022 01:28	01:13:08
ankita borkar	23-02-2022 01:44	00:57:08
dipali pandhare	23-02-2022 01:34	01:03:55
payal maskar	23-02-2022 01:31	00:44:05
shweta borawake	23-02-2022 01:27	01:14:42
somnath thongal	23-02-2022 02:01	00:00:14
vishal kumbhar	23-02-2022 01:36	01:04:47





**Anekant Education Society's**

Institute Code	0032	Subject Code :	CC - 107
Exam Center	016	Name of the course :	Office Administration
		Exam Name :	Certificate Course February 2022
		Sem :	II
Class :	SY.B.Com, M.Co	Coordinator :	Prof.S.M.Borawake

**Final Mark List [For A.Y 2021-22]**

Roll No	PRN	Student Name	Marks/AA	Remark	Class
15391	12203212602	ADLING AJAY RAMDAS	41	Completed	M.Com II
8263	12203207009	BAGWAN ALISHA NASIR	39	Completed	S.Y.B.Com
8528	12203207510	BANKAR ABHIJEET ANIL	36	Completed	S.Y.B.Com
15463	12203212686	BARGE RAHUL DATTATRAY	38	Completed	M.Com II
8551	12203207431	BHAGAT AAYESHA ANIL	33	Completed	S.Y.B.Com
12639	12203212639	BHANDWALKAR ANKITA DATTATRAY	33	Completed	M.Com II
15385	12203212608	BHESKE MRUDULA SURYAKANT	37	Completed	M.Com II
15431	12203212684	BORKAR ANKITA SHAM	33	Completed	M.Com II
8552	12203214640	CHANDGUDE PRAJAWAL HARISHCHAND	29	Completed	S.Y.B.Com
15469	12203212672	CHANDGUDE RATNADEEP HARICHANDR	39	Completed	M.Com II
15380	12203212601	CHANDGUDE ROHAN MOHAN	39	Completed	M.Com II
15470	12203212708	CHAVAN SAGAR BALASO	36	Completed	M.Com II
8308	12203206993	DALVI HARSHWARDHAN SUNIL	38	Completed	S.Y.B.Com
15378	12203212634	DHEMBARE MAYUR DINESH	44	Completed	M.Com II
15393	12203212633	DHUMAL PRIYANKA EKNATH	33	Completed	M.Com II
8257	12203207018	GADEKAR GAURI MAHADEV	40	Completed	S.Y.B.Com
12696	12203212696	GAWADE SACHIN TATYARAM	43	Completed	M.Com II
15474	12203212714	JADHAV SUPRIYA KALIDAS	36	Completed	M.Com II
15479	11203212673	JADHAV NIKHIL DADASO	39	Completed	M.Com II
15373	12203212622	JAGTAP POOJA SANJAY	43	Completed	M.Com II
10345	12203207204	JAMDADE PRATIK NANDKUMAR	AA	Completed	S Y B.Com
15434	12203212728	KADAM SAKSHI RAVINDRA	44	Completed	M.Com II
15435	12203212701	KALE RUSHIKESH ANIL	40	Completed	M.Com II
15461	12203212612	KALE SANKET MAHADEV	29	Completed	M.Com II
15444	12203210694	KHATAKE VISHAWJEET SHASHIKANT	23	Completed	Mcom II
8527	12203207507	KOLI SAURAV SHASHIKANT	35	Completed	S.Y.B.Com
8386	12203207500	KUMBHAR VISHAL SATYAWAN	29	Completed	S.Y.B.Com
15455	12203212713	LONKAR ASHWINI RAJENDRA	30	Completed	M.Com II
8289	12203207003	LONKAR KAJAL BALASAHEB	32	Completed	S.Y.B.Com
10350	12203207266	MADANE SAKSHI ANANDA	33	Completed	S.Y.B.Com
8295	12203207013	MARKAD PRAGATI PRAKASH	43	Completed	S.Y.B.Com
15397	12203212652	MASKAR PAYAL ROHATGI	38	Completed	M.Com II
15440	12203212679	MATRE HARSHADA BAPUSAHEB	33	Completed	M.Com II
15387	12203212613	MERGAL HANUMANT BALU	31	Completed	M.Com II
8385	12203207448	MHETRE SNEHA SANTOSH	29	Completed	S.Y.B.Com
8534	12203214643	MOHITE YASH SANJAY	35	Completed	S.Y.B.Com

15443	12203212691	MOHOLKAR SAMEER BALASAHEB	28	Completed	M.Com II
15433	12203212680	MORE ASHWINI AMARKUMAR	40	Completed	M.Com II
10406	12203207107	MURUMKAR VIVEK BALASO	AA	Completed	S.Y.B.Com
8525	12203214657	NAGARE ADITYA ANIL	34	Completed	S.Y.B.Com
10365	12203212605	NAGAWADE AJINKYA JAGANNATH	26	Completed	M.Com II
15362	12203212648	OWAL MAYUR RAJU	32	Completed	M.Com II
15377	12203212629	PANDHARE DIPALI NARAYAN	43	Completed	M.Com II
8309	12203207033	PANDHARE NIKEETA BAJARANG	34	Completed	S.Y.B.Com
8559	12203207449	PANSARE MAHESH MININATH	20	Completed	S.Y.B.Com
8428	12203207383	PARKALE NIKITA NAVNATH	38	Completed	S.Y.B.Com
15446	12203212702	PAWAR PARWATI VITTHAL	31	Completed	M.Com II
15476	12203212705	PAWAR PAVAN RAJENDRA	36	Completed	M.Com II
15465	12203212802	PAWAR POOJA HARISH	32	Completed	M.Com II
8240	12203206971	PAWAR PRATIK RAMCHANDRA	32	Completed	S.Y.B.Com
15376	12203212647	PAWAR PRITI PRAKASH	34	Completed	M.Com II
12695	12203212695	PRASAD MADHUKAR JADHAV	42	Completed	M.Com II
15399	12203212632	RAJKAR VAISHNAVI RAMDAS	20	Completed	M.Com II
15466	12203212739	RANSING TUSHAR SHIVAJI	40	Completed	M.Com II
15386	12203212628	RAUT AMIT BALASO	26	Completed	M.Com II
15477	12203212698	RAVAN ATUL VISHWAS	23	Completed	M.Com II
15453	12203212707	SHELAKH ASHOK PRASAD	35	Completed	M.Com II
15363	12203212682	SHELAR PAYAL MANOHAR	39	Completed	M.Com II
15445	12203212709	SHENDAGE BHAGWAN MALHARI	23	Completed	M.Com II
15464	12203212712	SHINDE AKSHAY KRISHNA	30	Completed	M.Com II
8488	12203207456	SHINDE POOJA DADASAHEB	33	Completed	S.Y.B.Com
15447	12203212699	SURYAWANSHI VINOD VITTHAL	32	Completed	M.Com II
15402	12203212611	TENGALE YOGESH SOMNATH	30	Completed	M.Com II
15458	12203212692	THENGAL SOMNATH LIMBAJI	27	Completed	M.Com II

*[Handwritten signature]*

Association of Educational Institutions

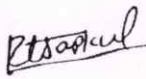
**FULJARAM CHATURCHAND COLLEGE**  
**ARTS, SCIENCE & COMMERCE, BARAMATI**

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 Sem 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