



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore) (Approved
by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)

Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SURJYAA COCONUT,
Tirupur,
Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. ARUN S (17UCSC002) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: *Suriyaa Coconut.*

Name of the Officer / Auditor: *S. Yuvarani*

Address: *w/o P. Selvaraj
3/170, Malapalayam,
Thenguttipalayam (PO),
Pollikalipalayam (Vid),
Tirupur - 641665.*

Student Name: *S. Arun*

Register No.: *17UCSC002*

Batch: *2017 - 2020*



Day - 21

Date: *21.5.2019*

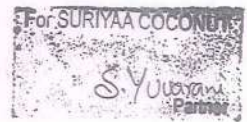
Work Performed:

*Overall view of the
Suriya Coconut.*

S.A.
Student Signature

S. Yuvarani
Officer Signature

Remarks with conduct & character



Officer Signature with seal

College Office Use

Date of Assessment: *06.07.2019*

Result: *Good* / Satisfactory / Not Satisfactory

S. Arun
Class Incharge

Dr. N. Raman
HOD 06/07/19

Dr. N. Raman
Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
DINESH TEX,
Tirupur.
Dear Sir,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. BALAJI K (17UCSC003) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Dinesh Tex*

Name of the Officer / Auditor : *M. manian*

Address : *Dinesh tex, Pannamal Nagar.*

DINESH TEX
8/1921, Pannamal Nagar,
Pandiyan Nagar, P.N. Road,
Tirupur - 641 602.

Student Name : *K. Balaji*

Register No. : *170950003*

Batch : *2018-2020*



Day - 21

Date : *18.6.19*

Work Performed :

*Packed the goods
and loading the goods on
transport.*

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

GOOD.

For DINESH TEX

[Signature]
Proprietor

Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL,

Date of Assessment : *06.07.2019* KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : *Good* / Satisfactory / Not Satisfactory.

[Signature]
Class Incharge

[Signature]
HOD 06/07/19

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SPAC STARCH PRODUCT(INDIA)LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. BALAJI S (17UCSC004) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *SPAC*

Name of the Officer / Auditor :

Address : *SPAC Starch products (India) Ltd.*
Poonachi village, Anthiyur (Taluk),
Erode (District). Pin- 638314.

For SPAC Starch Products (India) Ltd.,

Authorized Signatory:

Student Name : *BALAJI. S*
Register No. : *17UCSC004*
Batch : *2017-2020*



Day - 21

Date : *31/5/19*

Work Performed :

Continue:- Costing & Production.

S. Balaji.
Student Signature

Officer Signature

Remarks with conduct & character

S. Balaji's character and conduct during his stay here was good. good team player.

Officer Signature with seal

Authorized Signatory

College Office Use

DR. N. RAMAN

PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NANJANAPURAM, ERODE - 638 107.

Date of Assessment : *06.07.2019*

Result : *Good* / Satisfactory / Not Satisfactory

Class Incharge

Mur
HOD

[Signature]
Principal



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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

NEW HOPE FOOD INDUSTRIES LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. BHUVANESHWARI R (17UCSC005) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully




Dr. N. RAMAN PRINCIPAL
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)
New Hope Food Industries (P) Ltd.,

Name of the Company / Organization / Office :

Name of the Officer / Auditor: R. Ramprakash

Address :

New Hope Food Industries
(P) Ltd
Milkha wonder cake unit,
Chittra sadampalayam,
Modapalayam (PO),
Erode - 638002.
Tamilnadu.

Student Name : R. Bhuvaneshwari

Register No. : 17UCSC005

Batch : 2017 - 2020.



Day - 21

Date : 6/6/19.....

Work Performed : So, It is my last day
of the class. Something I have
already ^{learned} in my college. So it is
easy to understand the process.

R. Bhul
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

Character & conduct good.



[Signature]
Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not-Satisfactory

Class Incharge : *[Signature]*

HOD : *[Signature]* 6107119

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.
Principal



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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

DSP KNITTING COMPANY,
TIRUPUR.

Dear Sir ,

Warm Greetings!

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In this regard Ms. BHUVANESHWARI S (17UCSC006) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

Dr. N. RAMAN PRINCIPAL
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : DSP KNOTTING COMPANY.
Name of the Officer / Auditor : S. KEERTHANA (MERCHANDISE)
Address : DSP KNOTTING COMPANY.,
NO. 2-403, UTTUKULI MAIN ROAD
SARCAR PERIYAALAYAM, TIRUPUR

For D.S.P. Knitting Co.

[Signature]
Authorized Signatory

Student Name : S. BHUVANESHWARI

Register No. : 17U LSC006

Batch : 2017-2020



Day - 21

Date : 07/06/19

Work Performed :

Helping for the dispatch
the goods.



[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

Good performance & Good Attitude
For D.S.P. Knitting Co.

[Signature]
Authorized Signatory
Officer Signature with seal

College Office Use

Date of Assessment : 06-07-2019

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

[Signature]
HOD

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE
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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. BUVANESWARAN R (17UCSC007) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully




Dr. N. RAMAN PRINCIPAL
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : Erode Annai spinning
mills (P) Ltd

Name of the Officer / Auditor : V. Velusamy

Address :

Erode Annai spinning mills (P) Ltd

Perundurai Rd.

Erode.

Student Name : BUVANESWARA M L

Register No. : 17045(007)

Batch : 2019-2020



Day - 21

Date : 23/09/19

Work Performed :

year Holiday cloth this year
used to prepare hennian cloth spinning
1 team (100% spinless)
(1 team 9056 spins)

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.

[Signature]
V. VELUSAMY, Manager

Officer Signature with seal

College Office Use

Date of Assessment : 23-09-2019

Result : Good / Satisfactory / Not Satisfactory

[Signature]
Class In-charge

[Signature]
HOD 23/09/19

[Signature]
Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
COMBYTE TEXTILE PRIVATE LIMITED,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. DEEPAK LAWRENCE V (17UCSC008) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

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Thank you

Yours faithfully




Dr. N. RAMAN PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638,107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **COMBYTE TEXTILE**

Name of the Officer / Auditor : **Gopalakrishnan, PVT. LMT.**

Address :

**No. 54, MGS Illam, Madhavi Street,
Teachers colony, Erode.**

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9860012733, +91-9999958324

Student Name : **V. Deepak Lawrence**

Register No. : **17065008**

Batch : **2017 - 2020**



Day - **21/5/19**
Work Performed :

Date : **20.5.19...**

**Introduction to partnership
deed & Re.**

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9860012733, +91-9999958324

Student Signature

Officer Signature

Remarks with conduct & character

Handwritten notes in the remarks section.

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9860012733, +91-9999958324

Officer Signature with seal

College Office Use

Date of Assessment : **06.07.2019**

Result : **Good / Satisfactory / Not Satisfactory**

Class Incharge

HOD

Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
JANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SRI LAKSHMI ENTERPRISES,
TIRUPUR,

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. DHINESHKUMAR R (17UCSC010) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *SRI LAKSHMI ENTERPRISES*

Name of the Officer / Auditor :

Address :

SRI LAKSHMI ENTERPRISES

33, Gobi Main Road,
Silhandipalayam, Kunnathur-638 103,
Tirupur Dt., Tamilnadu.

Student Name : *R. Dhinesh Kumar*

Register No. : *17UCSC010*

Batch : *2017 - 2020*



Day - 21

Date : *24.05.2019*

Work Performed :

*Another new sensor
Mounting Quotation process to the
customers of the new Mounting
of the Barewells.*

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

- Good -

For SRI LAKSHMI ENTERPRISES

[Signature]
PARTNER

Officer Signature with seal

College Office Use **Dr. N. RAMAN**

PRINCIPAL,

Date of Assessment *06.07.2019*

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : *✓* Good / Satisfactory / Not Satisfactory

[Signature]
Class Incharge

[Signature]
HOD

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE
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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

PRACHI EXPORTS,
TIRUPUR,

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. GOKILA P (17UCSC011) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : PRACHI EXPORTS.

Name of the Officer / Auditor : SATISH-H. NAGDA - SMR

Address :

PRACHI EXPORTS

#1-A/10, Nagar, Kalumarempalayam,
Mandal Post, TIRUPUR - 641 607.
Tel: 91-421-2221592/593

For PRACHI EXPORTS

H/O
SATISH.H.NAGDA
SMR



Student Name : P. Gokila

Register No. : 17UCSC011

Batch : 2017-2020

Day - 21

Date : 07-6-2017.

Work Performed :

All employees are working happily which was notable by me personally during the working days. I enjoyed by working in the company as well as learning of the company works.

Gokila.P
Student Signature

H/O
Officer, Signature

Remarks with conduct & character
MS. GOKILA STUDENT of your COLLEGE WAS FOUND VERY ACTIVE & BEHAVIOUR WAS VERY FINE DURING WORK PERIOD WITH FOR PRACHI EXPORTS

H/O
Officer, Signature, NAGDA
SMR

College Office Use

Dr. N. RAMAN

PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

7
Class in charge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
EAST COAST CLOTHING COMPANY P.LTD,
TIRUPUR,

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. GOKILAVANI M (17UCSC012) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *East Coast*
Name of the Officer / Auditor : *S. Ramani* *clothing*
Company.
Address :

EAST COAST CLOTHING COMPANY P LTD.,
#148-B, Munimoorthy Nagar
Bovampalayam North,
R.M. Road, Tirupur - 641 602.

Student Name : *M. GOKILA VANI*
Register No. : *17UCSC012*
Batch : *2017 - 2020*



Day - 21

Date : *29.05.19*

Work Performed :

*Finishing section is a
major section where goods
are checked for final packing.
The finishing supervisor and
finishing incharge supervise
all packing instruction and
operate packing workers.*

Student Signature

Officer Signature

Remarks with conduct & character

Good.

For East Coast Clothing Company Private Ltd

Officer Signature with seal

College Office Use

Date of Assessment : *06.07.2019*

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
RANJANAPURAM, ERODE - 638 107.

Result : *Good* / Satisfactory / Not Satisfactory

S. Paul
Class Incharge

M. 06/07/19
HOD

h
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
THARANI CRAFT,
ERODE,
Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. GOPALAKRISHNAN M (17UCSC013) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: THARANI CRAFT

Name of the Officer / Auditor: J.C.M. VIJAYA KUMAR.

Address:

No 616/7A Opp to SKM Feeds,
Nanjai Uthukuli, Erode - 638 104.

Ph: no : 99424 98888.
99424 98889.

Email : tharanicraft@gmail.com.

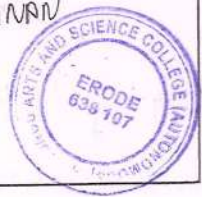
Website : www.tharanicraft.com

GSTIN : 33AFKPV6231P1Z5

Student Name : M. GOPALA KRISHNAN

Register No. : 17VCS013

Batch : 2017-2020.



Day - 21

Date : 23.06.19.

Work Performed :

I work here at system based coating
If we enter the thickness, colours,
quantity in system, it will be updated
to coat it. Then the furnitures are
ready to take off.

[Signature]

Student Signature

[Signature]

Officer Signature

Remarks with conduct & character

During the period, this training
for THARANI CRAFT,
had taught him a lot. *[Signature]*
His behaviour was good, Proprietor
and active.

Officer Signature with seal

College Office Use

Date of Assessment : 02.08.2019

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
PURAM, ERODE - 638 107

Result : Good / Satisfactory / Not Satisfactory

[Signature]
Class Incharge

[Signature]
HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SAKTHI INFRA TEX PRIVATE LIMITED,
PERUNDURAL

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. HARIHARSHINI S (17UCSC014) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **SAKTHI INFRA**

Name of the Officer / Auditor : **P. SRINIVASAN**

Address :

SAKTHI INFRA TEX PRIVATE LIMITED
 360/27, PSG MILL PREMISES,
 KOVAI MAIN ROAD,
 PERUNDURAI - 638 052.
 TAMILNADU

Student Name : **P. Harishankini**

Register No. : **17UCSC014**

Batch : **2017-2020**



Day - 21

Date : **22.5.19**

Work Performed :

Send to the Inspection
 room to check for example
 Pieces - It's cleared to
 delivery the order.

P. Srinivasan
 Student Signature

P. Srinivasan
 Officer Signature

Remarks with conduct & character

Very good

FOR **SAKTHI INFRA TEX PRIVATE LIMITED**

P. Srinivasan
 Authorised Signatory

Officer Signature with seal

College Office Use

Date of Assessment : **06.07.2019**

Dr. N. RAMAN

PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE

Result : Good / Satisfactory / Not Satisfactory

(AUTONOMOUS)
 KONGU APURAM, ERODE - 638 107.

P. Srinivasan
 Class Incharge

M. Srinivasan
 HOD

Dr. N. Raman
 Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

BHARANI MEDICAL,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. HEMA PRIYA DHARSHINI M (17UCSC015) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **BHARANI**

Name of the Officer / Auditor : **A. KATHIRVEL**

Address : **H7, Pailayam.**

**Palayam Palayam,
Erode. - 638011**

**BHARANI MEDICAL - Pvt. Ltd.
47, Pailayam Palayam,
ERODE - 638011.
D.L.No: 42P/3674/20**

A. Kathirvel

Student Name : **M. HEMAPRIYADHARSHINI**

Register No. : **1706SC015**

Batch : **2017-2020**



Day - 21

Date : **05/06/19**

Work Performed :

*For Doctor Prescription
& maintained the register
for everyday.*

M. Hemapriya
Student Signature

A. Kathirvel
Officer Signature

Remarks with conduct & character

*She visit our Company
every day. Very character. She
our Company*

Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL

Date of Assessment : **06.07.2019**

Result : Good / Satisfactory / Not Satisfactory

M. Hemapriya
Class Incharge

M. Hemapriya
HOD

Dr. N. Raman
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. HEMANSHU K (17UCSC016) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: *Erode Annai Spinning Mills (P) Ltd.*

Name of the Officer / Auditor: *V. Velusamy*

Address:

*Erode Annai Spinning Mills (P) Ltd.
 Perundurai R.S &
 Erode.*

Student Name: *HEMANSHU R*

Register No.: *17UCSC016*

Batch: *2017-2020*



Day - 21

Date: *22.4.19*

Work Performed:

*Yarn - Hosiery cloth this year
 used to prepare banian cloth.
 Spun - 2 Frans (1008 spindles) }
 7 Frans 7056 spins }*

[Signature]

Student Signature

[Signature]

Officer Signature

Remarks with conduct & character

Good

For Erode Annai Spinning Mills (P) Ltd.,

[Signature]
 (V. VELUSAMY) Manager

Officer Signature with seal

College Office Use *Dr. N. RAMAN*

**PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107.**

Date of Assessment: *23.09.2019*

Result: *Good* / Satisfactory / Not Satisfactory

[Signature]
 Class Incharge

[Signature]
 HOD

[Signature]
 Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
RAMESH AND ASSOCIATES,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. IMMANUVEL B (17UCSC017) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : V. Ramesh and
associates
Name of the Officer / Auditor : V. Ramesh.

Address : 52, Main street Nango colony,
Suvranpatti, Erode - 638-009.

Student Name : **IMMANUVEL.B**

Register No. : **17UCSC017**

Batch : **2017 - 2020**



Day - 21

Date : **06/06/2019**

Work Performed :

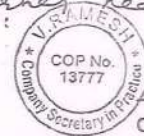
made drafts to client.

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

Good learner keep it up



[Signature]
Officer Signature with seal

College Office Use

Date of Assessment : **06.07.2019** **Dr. N. RAMAN**
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107

Result : **Good / Satisfactory / Not Satisfactory**

[Signature]
Class Incharge

[Signature]
HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

DINESH TEX,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. JOTHIKKUMAR P (17UCSC018) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully




Dr. N. RAMAN PRINCIPAL
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Dinesh Tex*
Name of the Officer / Auditor : *M. Marian*
Address : *Dinesh tex , Ponnamal Nagar*

DINESH TEX
8/1921, Ponnamal Nagar,
Pandiyan Nagar, P.N. Road,
Tirupur - 641 602.

Student Name : *P. Jothikkumar*
Register No. : *17UCS0018*
Batch : *2017-2020*



Day - 21

Date : *13.6.19*

Work Performed :

*Packed the goods and
loading the goods on
transport.*

P. Jothikkumar
Student Signature

M. Marian
Officer Signature

Remarks with conduct & character

GOOD.

For DINESH TEX
M. Marian
Proprietor

Officer Signature with seal

College Office Use

Dr. N. RAMAN

Date of Assessment : *06.07.2019*

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE,
(AUTONOMOUS)
PANDIYANPURAM, ERODE - 638 107

Result : *Good* / Satisfactory / Not Satisfactory

P. Jothikkumar
Class Incharge

M. Marian
HOD

Dr. N. Raman
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

DSP KNITTING COMPANY,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. KARUPPUSAMY S (17UCSC019) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : DSP Knitting Co
Name of the Officer / Auditor : R. DILIPKUMAR (DOCUMENTS)
Address : DSP KNITTING COMPANY,
NO 2-403, UTTUKULI MAIN ROAD
SARKAR PERIYARAYAM, TIRUPUR.

For D.S.P. Knitting Co
[Signature]
Authorized Signatory

Student Name : S. KARUPPUSAMY
Register No. : 17UCSC019
Batch : 2017-2020



Day - 21

Date : 07/06/19...

Work Performed :

D Helping for the dispatch
the goods.

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

Good Performances For D.S.P. Knitting Co.

Authorized Signatory
[Signature]
Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019
Result : Good / Satisfactory / Not Satisfactory
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
TIRUPURAM, ERODE - 638 107

[Signature]
Class Incharge

[Signature]
HOD

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SRI SARVESH PROMOTERS,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. KAVIN B (17UCSC020) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : SRI SARVESH PROMOTERS

Name of the Officer / Auditor : P. SARAVANAKUMAR

Address :

Sri Sarvesh Promoters
 No : B, Raja Kadu,
 Erode.

P. Saravanan



Student Name : B. KAVIN

Register No. : 17UCSC020

Batch : 2017 - 2020

Day - 21

Date : 20.05.19...

Work Performed :

completed the canal and road work at Krishnagiri and Pochampali sites of construction by the labourers and the workers and engineers of constructions.

B. Kav
 Student Signature

P. Saravanan
 Officer Signature

Remarks with conduct & character

Doing his training found performance & conduct

P. Saravanan
 Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

P. Saravanan
 Class Incharge

P. Saravanan
 HOD

P. Saravanan
 Principal

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 PANJAPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
ERODE - 638 107.

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

NEW HOPE FOOD INDUSTRIES LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. KAVIN M (17UCSC021) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)
New Hope Food Industries (P) Ltd.,

Name of the Company / Organization / Office:-

Name of the Officer / Auditor: R. Ramprakash, E.P.
Address: New Hope Food Industries (P) Ltd.

Milka Warden Lake unit,
Chinna Podaiam Palayam,
Moolapalayam (PO),
Erode - 638002.
Tamilnadu,
INDIA.

Student Name : M. Kavin.

Register No. : 17UCSC021

Batch : - 9017-2018



Day - 21

Date : 11.6.19

Work Performed :

Last day of election I learn the Management chart, and some balance sheet and the imported export. And It was a wonderful and excellent training for ourself. the company members are have a good relationship with me. and thank you for M. KA. New hope food industries (P) Ltd.

Student Signature

Officer Signature

Remarks with conduct & character

During this period his performance and conduct was good



Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL,

Date of Assessment : 06.07.2019
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
MANNAPURAM, ERODE 638 002

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

FINE FAIR INDIA PVT LTD,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. KAVINKUMAR L (17UCSC022) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : Fine Fair Exports

Name of the Officer / Auditor : Iliyas - India Private Lmt

Address : No 57/1, Dhana Complex,
Kanipalayam Main Road,
opp to Eswaran Temple,
Kangayam Road, Nallur
Tirupur - 641 666.

For FINE FAIR INDIA PVT. LTD.,

Iliyas
Manager / Authorised Signatory

Student Name : L. KAVIN KUMAR.

Register No. : TUCSC022.

Batch : 2017-2020



Day - 21

Date : 22.05.2019

Work Performed :

Tally data Entry (outside India)
→ CGST @ 15% of taxable goods
→ SGST @ 5% of Taxable goods
(Kerala, Bangalore, Dubai)

For FINE FAIR INDIA PVT. LTD.

L. Kavay
Student Signature

Iliyas
Manager / Officer Signature

Remarks with conduct & character

Awesome observing skill
well planned Hard worker
Great Managing Skills

For FINE FAIR INDIA PVT. LTD.,
Manager / Authorised Signatory

Iliyas
Officer Signature with seal

College Office Use

DR. N. RAMAN
PRINCIPAL

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

L. Kavay
Class Incharge

M. S. S. S.
HOD

L
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
KIWI CLOTHING,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. KISHORE R S (17UCSC023) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office :

Name of the Officer / Auditor : **N.T. RAMESH**

Address :

KIWI CLOTHING
8/407B-E, Cholan Nagar,
Anna Nagar East,
Pandiyan Nagar Post,
Tirupur - 641 602
GST No 33AAIFK4464G12D

Student Name : **R. S. KISHORE**

Register No. : **1706LSC023**

Batch : **2017 - 2020**



Day - 21

Date : 25.5.19

Work Performed :

Explanation for ~~fixed~~ staff and
labour work for our company

R.S.KH
Student Signature

N.T. RAMESH
Officer Signature

Remarks with conduct & character

Kishore's character and
conduct was good during his
training period

For **KIWI CLOTHING**
N.T. RAMESH
25/05/19
Officer Signature with ~~paper~~

College Office Use

Date of Assessment : 06.07.2019

Dr. N. RAMAN

Result : Good / Satisfactory / Not Satisfactory

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

R. S. KISHORE
Class Incharge

MANJANAPURAM, ERODE - 638 107.
06/07/19
HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

KIWI CLOTHING,
TIRUPUR.

Dear Sir ,

Warm Greetings!

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In this regard Mr. KOMESHWARAN K V (17UCSC024) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

Dr. N. RAMAN
PRINCIPAL

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **KIWI CLOTHING**

Name of the Officer / Auditor : **N. T. RAMESH**

Address :

KIWI CLOTHING
B4078-E, Cholan Nagar
Anna Nagar East,
Pandiyan Nagar Post
Tirupur - 641 602
GST No : 33AAAM14464G 2D-

Student Name : **K.V. Komeshwaran**

Register No. : **17UCSC024**

Batch : **2017-2020**



Day - 21

Date : **25.05.19**

Work Performed :

Explanation for final pack
staff and labour work for
our company.

K.V. Komeshwaran
Student Signature

N.T. Ramesh
Officer Signature

Remarks with conduct & character

Komeshwaran's character and
conduct was good during his
training period. For KIWI CLOTHING

N.T. Ramesh
Officer Signature with ~~Partner~~

College Office Use

Date of Assessment : **06.07.2019**

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : **Good / Satisfactory / Not Satisfactory**

K.V. Komeshwaran
Class Incharge

M. S. Srinivasan
HOD

Dr. N. Raman
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SRI SUPAPRATHAA KNIT GARMENT,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. LIKINA R (17UCSC025) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Sri Supaprathaa Knit Garment*
Name of the Officer / Auditor : *N. Sumathi*
Address :

SRI SUPAPRATHAA KNIT GARMENT

No: 81/1, Civananda Nagar,
Pillayar Nagar West, Kovil Vazhi,
Dharpuram Road, Muthanampalayam (Po),
TIRUPUR - 641 606.
email:supaprathaa@gmail.com

Student Name : *B. Lakshmi*
Register No. : *17UCSC025*
Batch : *2017-2020.*



Day - 21

Date : *10.06.19*

Work Performed :

*Sending pieces to the
higher authorities to check.
for example pieces.*

P. Lakshmi
Student Signature

N. Sumathi
Officer Signature

Remarks with conduct & character

For SRI SUPAPRATHAA KNIT GARMENT
N. Sumathi
Officer Signature

College Office Use

Date of Assessment : *06.07.2019*

Result : Good / Satisfactory / Not Satisfactory

P. Lakshmi
Class Incharge

M. S. Srinivasan
HOD

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
MUTHANAMPALAYAM, ERODE - 638 107
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SRI DHURKAAMBIGAI CHIT FUNDS PVT LTD,
KANIYUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. MADANKUMAR D (17UCSC026) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .


Thank you


Yours faithfully

PRINCIPAL

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.




KONGU ARTS AND SCIENCE COLLEGE
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 Erode - 638 107.


25
 YEARS OF EXCELLENCE
 SINCE 1994


**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY
 (2018 - 2019)

Name of the Company / Organization / Office :
 Name of the Officer / Auditor :
 Address :

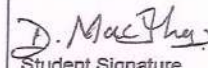

SRI DHURKAAMBIGAI
 CHIT FUNDS PRIVATE LTD.
 225-B, MAIN ROAD,
 KANIYUR- 642203

Student Name : D. MADHAN KUMAR.
 Register No. : 17UCSC026
 Batch : 2017-2020

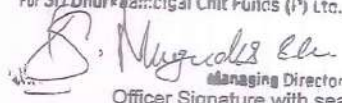


Day - 21 Date :22/04/2019

Work Performed :
 Customer's satisfaction
 appraisal.

 Student Signature
  Officer Signature




Remarks with conduct & character

for Sri Dhurkaambigai Chit Funds (P) Ltd.,
 Managing Director
 Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

 Class Incharge
  HOD 06/07/19
  Principal

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. MANOJKUMAR V S (17UCSC028) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : Erode Annai Spinning Mills Pvt. Ltd
Name of the Officer / Auditor :
Address :

Erode Annai Spinning
mills Pvt. Ltd,
Perundurai (R.S.)
Erode - 638052

Erode Annai Spinning Mills (P) Ltd
Perundurai (R.S.) - 638052.
PH - 04204 - 220703, 220704

Student Name : V.S. Manojkumar
Register No. : 17UCSC028
Batch : 2017-2020



Day - 21

Date 22.04.2019.

Work Performed :

Yarn - Hosiery cloth this
yarn used to prepare
(Banian cloth)
Spinnings - 7 Frames (each one
is 1008 spinnings)
Frames - 1056 spinnings

Jelling - Tirupur
Student Signature

S. S. S.
Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.

(V. VELUSAMI, Manager)
Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

D. S. S.
Class In-charge

M. S.
HOD

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

Principal

PERUNDURAI
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
PERUNDURAI, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
P.DURASAMY MAHARAJHA RICE MILLS,
KANGAYAM.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. MOHAN PRASAD S (17UCSC029) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : MAHARAJHA RICE MILLS

Name of the Officer / Auditor : D. RAKRIPPAN

Address :

P. DURAISAMY MAHARAJHA
RICE MILLS PRIVATE LIMITED
KOVAI ROAD (PO)
KANGAYAM.

GSTIN : 33AAF09510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. T.N

Student Name : S. MOHAN PRASAD

Register No. : 17UCSC029

Batch : 2017-2020



Day - 21

Date : 22.05.2019

Work Performed :

Overall view of the
factory

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

He is good in work and performance and well managed. He had interest in knowing new things

GSTIN : 33AAF09510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. T.N

Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

[Signature]
Class Incharge

[Signature]
HOD

Dr. N. RAMAN
PRINCIPAL

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SHIVAM TRADERS,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. MOHANAKRISHNAN S (17UCSC030) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : SHIVAM TRADERS

Name of the Officer / Auditor : C. Muthu kumar.

Address :

 **SHIVAM TRADERS**
133, New Market Street,
TIRUPUR - 641 604.
Ph: 0421-2209353

Student Name : S. Mohanakrishnan.

Register No. : TUCS 030

Batch : 2017-2020



Day - 21

Date : 24.5.2019

Work Performed :

Finally completed the building construction process by the engineers of the process of the construction works.


Student Signature


Officer Signature

Remarks with conduct & character

— Good —

For SHIVAM TRADERS


Authorized Signatory
Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory


Class Incharge


HOD


Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
TIRUPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SEAGULL KNIT WEAR,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. MONISH V (17UCSC031) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : SEAGULL
 KNIT WEAR
 Name of the Officer / Auditor : V. Murugesan India (A) Ltd.
 Address :

SEAGULL KNIT WEAR
 53 Avinasiappa Gounder Lay-out,
 Kuringi Nagar Extn,
 Sheriff Colony, TIRUPUR-4.
 TIN NO : 33882426111
 GST NO 1031A17/13-08-2010

Student Name : V. MONISH.

Register No. : ITUCSC031.

Batch : ~~2017-2019~~
 2017 - 2020



Day - 21

Date : 21.6.19

Work Performed :

Check out the pieces of textile
 clothes in a Company.

V. Monish
 Student Signature

[Signature]
 Officer Signature

Remarks with conduct & character

~~For Seagull Knit Wear;~~

[Signature]
 Authorised Signatory

Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

[Signature]
 Class Incharge

[Signature]
 HOD 06/07/19

[Signature]
 Principal

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 TIRUPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

SRI SUPAPRATHAA KNIT GARMENT,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. MUTHU LAKSHMI S (17UCSC032) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN

PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY
 (2018 - 2019)

Name of the Company / Organization / Office : *Sri Supaprathaa Knit
 Garment*
 Name of the Officer / Auditor : *N. Sumathi*
 Address :

SRI SUPAPRATHAA KNIT GARMENT
 No: 61/1, Civananda Nagar,
 Pillayar Nagar West, Kovil Vazhi,
 Dharapuram Road, Muthanampalayam (Po),
 TIRUPURU - 641 606.
 email:supaprathaa@gmail.com

Student Name : *S. Mulhu Lakshmi*
 Register No. : *17UCSC032*
 Batch : *2017-2020*



Day - 21

Date : *10.6.2019*

Work Performed :

*send to the inspection
 room to check for example
 pieces it's cleared to delivery
 the order.*

S. Mulhu Lakshmi
 Student Signature

N. Sumathi
 Officer Signature

Remarks with conduct & character

For SRI SUPAPRATHAA KNIT GARMENT
N. Sumathi
 Officer Signature with seal
 Proprietor

College Office Use

Date of Assessment : *06.07.2019*
 Result : *Good* / Satisfactory / Not Satisfactory
 Class Incharge : *Dr. N. Ramani*
 HOD : *Dr. N. Ramani*
 Principal : *Dr. N. Ramani*

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 ANAPURAM ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SRIWALLMAX HOSIERY,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. MUTHURAJ D (17UCSC033) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
MANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Wallmax Hosier

Name of the Officer / Auditor: K. Komathi

Address :

127/A, AVE Nagas 9th Street,
 Maniyasampalayam road,
 Rakkiyabalayam Pividu,
 Kangeyam road,
 Tirupur - 641 604.

Student Name : D. Muthuraj

Register No. : MUCSC033

Batch : 2017 - 2020



Day - 21

Date : 13.07.19

Work Performed :

Follow up the printing section
 to get the printing pieces

D. Muthuraj
 Student Signature

K. Komathi
 Officer Signature

Remarks with conduct & character

Good.

For WALLMAX HOSIERY
K. Komathi
 Proprietor
 Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Dr. N. RAMAN
 PRINCIPAL,

Result : Good / Satisfactory / Not Satisfactory

KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107

D. Muthuraj
 Class Incharge

M. M.
 HOD 06/07/19

Dr. N. Ramani
 Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
P.DURAISAMY MAHARAJHA RICE MILLS,
KANGAYAM.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. NANDHA KUMAR S (17UCSC035) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **MAHARAJHA**

Name of the Officer / Auditor : **P. Duraisamy**

Address :

**P. DURAISAMY MAHARAJHA
RICE MILLS PRIVATE LIMITED
KOVAI ROAD (PO)
KANGAYAM.**

GSTIN : 33AAFP3510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. TN

Student Name : **S. NANDHA KUMAR**

Register No. : **17UC035**

Batch : **2017-2020**



Day - 21

Date : **22.05.2019.**

Work Performed :

*Overall view of the
factory.*

P. N. S.
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character
He is good in work and
mannered. He has
in discussing new
things.

GSTIN: 33AAFP3510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. TN

Officer Signature with seal

College Office Use

Date of Assessment : **06.07.2019**

Result : Good / Satisfactory / Not Satisfactory

[Signature]
Class Incharge

[Signature]
HOD

[Signature]
Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
KANGAYAM ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. NAVEEN KUMAR R (17UCSC036) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Erode annai Spinning mills. Pvt. Ltd.
Name of the Officer / Auditor: Mr. V. Velusamy

Address: Erode annai Spinning,
Mills Pvt. Ltd.,
Perundurai R.S.,
Erode - 638052.

Erode Annai Spinning Mills (P) Ltd
Perundurai (R.S.) - 638052.
PH - 04294 - 220703, 220704

Student Name: R. NAVEEN kumar
Register No.: TUCSC036.
Batch: 2017-2020



Day - 21

Date: 22.11.19

Work Performed :

yarn - Hosiery cloth this
Yarn used to Prepare.
(baian cloth)
Spinny - 7 Frans (1008 Spinless
Frans 7056 Spinny

Rolling: Tirupur.

Rout
Student Signature

(Signature)
Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.,

(V. VELUSAMY) Manager

Officer Signature with seal

College Office Use

Date of Assessment: 06.07.2019

Dr. N. RAMAN

Result: Good / Satisfactory / Not Satisfactory

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

(Signature)
Class incharge

(Signature)
HOD

(Signature)
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore) (Approved
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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. NITHISHKUMAR P. (15.6.2000) (17UCSC038) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Erode Annai
Name of the Officer / Auditor: ~~SP~~ Spinning Mills Pvt Ltd
M. Velusamy

Address:
Erode Annai Spinning
Mills Pvt. Ltd
Perundurai
Erode - 638052

Erode Annai Spinning Mills (P) Ltd
Perundurai (R.S.) - 638052.
PH: 04284-220703 220704

Student Name: P. Nithish Kumar 15.6.2000

Register No. : 17UCSC038

Batch : 2017-2020



Day - 21

Date : 22.4.19

Work Performed :

get yarn - Hosiery cloth & this
yarn used to prepare C.T-shirt
cloth.)
SP spinning - many (160 sppinew)
frams to sb spinu

Selling - Tirupur.
P. R. R. S. W.
Student Signature Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.

(V. Velusamy) Manager

Officer Signature with seal

College Office Use

Dr. N. RAMAN

Date of Assessment : 06-07-2019

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE,
(AUTONOMOUS)
APURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not Satisfactory

P. R. R. S. W.
Class Incharge

(Signature)
HOD

(Signature)
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
COMBYTE TEXTILE PRIVATE LIMITED,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. NITHISHKUMAR P (18.5.2000) (17UCSC037) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 636 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Combyte Textile (P) Ltd*
Name of the Officer / Auditor : *S. Gopala Krishnan*
Address :

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Student Name : *P. Nithin Kumar*
Register No. : *170SC 037*
Batch : *2017 - 2020*



Day - 21

Date : *20.05.19*

Work Performed :

*After the shipment,
the cheque for order can
be collected.*

P. Out
Student Signature

[Signature]
COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324
Officer Signature

Remarks with conduct & character

His conduct was Good

[Signature]
COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324
Officer Signature with seal

College Office Use

Date of Assessment : *06.07.2019*

Result : *Good* / Satisfactory / Not Satisfactory

[Signature]
Class Incharge

[Signature]
HOD

[Signature]
Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. PARTHIPAN R (17UCSC039) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Erode Annai Spinning Mills Pvt. Ltd.
Name of the Officer / Auditor: Mr. Velusamy.
Address:

Erode Annai Spinning
mills Pvt. Ltd.,
Perundurai RS,
Erode - 638052

Erode Annai Spinning Mills Pvt. Ltd.
Perundurai (R.S.) - 638052.
PH: 04204-220709, 220704

Student Name: R. Parthivan
Register No. : 17UCSC039
Batch : 2017-2020



Day - 21

Date: 20/01/19

Work Performed :

Yarn - Hosiery cloth this
yarn used to prepare (kantan
cloth)
Spinning - 7 frames (loops pinless)
frames to 56 spinning
Selling - Tirupur.

R. Parthivan
Student Signature

SS.V
Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.,

V. Velusamy
V. VELUSAMY, Manager
Officer Signature with seal

College Office Use

Date of Assessment: 06.07.2019
Result: Good / Satisfactory / Not Satisfactory
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
PERUNDURAI, ERODE - 638 107.

R. Parthivan
Class Incharge

06/07/19
HOD

Dr. N. RAMAN
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

KIWI CLOTHING,
TIRUPUR.

Dear Sir,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. PRADEEP D (17UCSC040) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices.

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office :

Name of the Officer / Auditor : **N. T. RAMESH**

Address :

KIWI CLOTHING
B74078-E, Cholan Nagar,
Anna Nagar East,
Pandiyar Nagar Post,
Tirupur - 641 602
GST No. 33AAAP0464C12D

Student Name : **D. PRADEEP**

Register No. : **17UCSC040**

Batch : **2017-2020**



Day - 21

Date : **25.5.19**

Work Performed :

*Explanation for final Puck
staff and labour work for
our company*

D. Pradeep

Student Signature

N.T. Ramesh

Officer Signature

Remarks with conduct & character

*Pradeep's character and conduct
was good during his training
period. For KIWI CLOTHING*

N.T. Ramesh
25/05/19
Officer Signature with Seal

College Office Use

Date of Assessment : **06.07.2019**

Result : **Good / Satisfactory / Not-Satisfactory**

V.S. Pruthi
Class Incharge

Mrs. S. S. Srinivasan
HOD

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107

Dr. N. Raman
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ANTHONY GARMENTS P.LTD,
TIRUPUR.

Dear Sir,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. PRAKASH S (17UCSC041) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY
 (2018 - 2019)

Name of the Company / Organization / Office : ANTHONY GARMENTS P.LTD.
 Name of the Officer / Auditor : A. JOSEPH ANTONY
 Address :

ANTHONY GARMENTS P. LTD.,
 S. Thimaraithottu
 Nanjanapuram
 Tirupur - 641 602 In

Student Name : S. PRAKASH
 Register No. : 17UCSC041
 Batch : 2017 - 2020



Day - 21

Date : 11.4.19

Work Performed :

~~Final goods~~

Final goods
 handed to the
 buyer.
 S. Prakash
 Student Signature

For ANTHONY GARMENTS PVT LTD
 A. JOSEPH ANTONY
 Managing Director

Officer Signature

Remarks with conduct & character

GOOD

For ANTHONY GARMENTS PVT LTD
 A. JOSEPH ANTONY
 Managing Director

Officer Signature with seal

College Office Use

Dr. N. RAMAN
 PRINCIPAL,

Date of Assessment : 06.07.2019

Result : Good / Satisfactory / Not Satisfactory

S. Prakash
 Class Incharge

M. S. 06/07/19
 HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)

Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ALIVE CERAMICS P.LTD,
PERUNDURAI.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. PRAVIN R (17UCSC042) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Alive Ceramics Pvt Ltd*
 Name of the Officer / Auditor : *M. Rajendran*
 Address : *M. Rajendran*

ALIVE CERAMICS PVT LTD
 PLOT No : C-28, SIPCOT,
 PERUNDURAI - 638 052

M. Rajendran
 For ALIVE CERAMICS PVT LTD

Student Name : *R. Pravin*
 Register No. : *17UCSC042*
 Batch : *2017-2020*



Day - 21

Date : *27.5.2019*

Work Performed :

*1) Whole company visiting.
 2) Explaining the whole company
 process to the company Managers.*

R. Pravin
 Student Signature

M. Rajendran
 Officer Signature

For ALIVE CERAMICS PVT LTD

Remarks with conduct & character

*i) Quick learner
 ii) Easily flexible*

For ALIVE CERAMICS PVT LTD

M. Rajendran
 Officer Signature with seal

College Office Use

Date of Assessment : *06.07.2019*

Dr. N. RAMAN

Result : *Good / Satisfactory / Not Satisfactory*

PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)

R. Pravin
 Class Incharge

M. Rajendran
 HOD 06/07/19

Dr. N. RAMAN
 Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
DESK BUSINESS CONSULTANCY PVT LTD,
COIMBATORE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.


In this regard Mr. RAJAGANESH V (17UCSC043) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully




Dr. N. RAMAN PRINCIPAL
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Desk Business Consultancy private limited*
 Name of the Officer / Auditor : *For Desk Business Consultancy Pvt Ltd*
 Address :

*Regd office - 6/310 F,
 Sri Nagar, Paltanam, Co
 Coimbatore 641016*

[Signature]
 Director

Student Name : *V. Rajaganesh*
 Register No. : *17UCSC043*
 Batch : *2017-2020*



Day - 21

Date : *13/05/19*

Work Performed :

- ① Tally data entry
 - * Sales - 16 entries
 - * Purchase - 18 entries
 - * Bank-deposit & withdrawal - 29 entry
 - * Cash payment - 158 entries
- ② Entered check between bill & security

V. Rajaganesh
 Student Signature

[Signature]
 Officer Signature

Remarks with conduct & character

- 1) Good observing skill
- 2) Hard working
- 3) Pleasant nature

For Desk Business Consultancy Pvt Ltd
 Officer Signature with seal

College Office Use *[Signature]* Director

Date of Assessment : *06.07.2019*

Dr. N. RAMAN

Result : *Good* / Satisfactory / Not Satisfactory

KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107

[Signature]
 Class Incharge

[Signature]
 HOD

[Signature]
 Principal



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107.

(Affiliated to Bharathiar University, Coimbatore)

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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN

Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

NGA STEEL PVT LTD,

MORUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. ROGAN RAMKUMAR R (17UCSC044) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June-2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN

PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : NGA Steel Pvt Ltd

Name of the Officer / Auditor : T. Venkadesh

Address : 528 / 2A, 3A, 3B & 10, Pappaloch,
Kodukkampalayam Village, Madurai - 625 304
(near) Palmadai, Sankari Tk. Salem Dt.
Tamilnadu

For N. G. A. Steel Private Ltd

T. Venkadesh
MANAGER

Student Name : R. Rajan Ram Kumar

Register No. : 17NCS044

Batch : 2017 - 2020



Day - 21

Date : 21/5/2019

Work Performed :

At last, I have
assessed some details from
that company, and my internship
is fully satisfied and certified
for me by the manager

Student Signature

Officer Signature

Remarks with conduct & character

- i) work done
- ii) easily understandable person.

For N. G. A. Steel Private Ltd.

T. Venkadesh
MANAGER
Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL

Date of Assessment : 02.05.2019

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

M. S. Jeyaraj
HOD

Dr. N. Ramana
Principal

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
RUKKU NETWORK PVT LTD,
TIRUPUR.

Dear Sir,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. RUBIKA S (17UCSC045) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Rukku Networks Pvt. Ltd.

Name of the Officer / Auditor: Navaneethan pompf.

Address:

S.F. NO. 81 - A, T.S.k. Nagar,
 Chandrapuram p.p.,
 Dharmapuram Rd.
 Perichampalayam.
 Tiruppur. tal. 608

Student Name: S. Rubika

Register No. : 17UCSC045

Batch : 2017 - 2020



Day - 21

Date : 15.06.2019

Work Performed :

Student Signature

Officer Signature

Remarks with conduct & character

character & conduct good.
 For RUKKU NETWORKS PRIVATE LIMITED
 P.N. Th
 DIRECTOR

Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019 Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 Result : Good / Satisfactory / Not Satisfactory (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107

Class Incharge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)

Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
GKV COMPUTER AND SOLUTIONS,
COIMBATORE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. SABARI S (17UCSC046) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. R.
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

Affiliated to Bharathiar University, Coimbatore
Approved by UGC, AICTE, New Delhi & Re - Accredited by NAAC
(An ISO 9001 : 2015 Certified Institution)
Nanjanapuram, Erode - 638 107.



Department of ~~Business Administration~~ with Computer Applications

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : GKV Computer Solutions

Name of the Officer / Auditor : Koviindrayan

Address : GKV Computers and Solutions (P)
LTD

Shop No-82, NGN St, Siddhapudur

New Siddhapudur,

Coimbatore,

Tamilnadu - 641044

Student Name : S. Sabari

Register No. : 17ULSC046

Batch : 2017-2020



Day - 21

Date : 24.06.2019

Work Performed :

Work performed to create
e mail document to enter
the company progress in
working system.

S. Sabari
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

Conduct was good and
finishing my practical.



Officer Signature with seal

College Office Use

Date of Assessment : 08.08.2019

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal

Dr. N. RAMAN
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SV TEXTILES,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. SANTHIYA M (17UCSC047) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

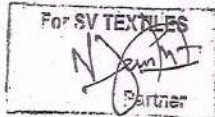
WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : SV Textiles

Name of the Officer / Auditor : N. Venkatasubramanian

Address : NO.52 A & B Gandhi Road
Anupparapalayam
Tirupor - 641652



Student Name : M. Santhiya

Register No. : 17UCS049

Batch : 2017 - 2020



Day - 21

Date : 03/6/19

Work Performed :

Send to the inspection room to check for example pieces, it's cleared to delivery the order.

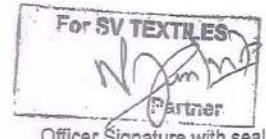
M. Santhiya

Student Signature



Officer Signature

Remarks with conduct & character



Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not-Satisfactory

Class Incharge

HOD 06/07/19

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

AKCHAYA DEPARTMENT STORE,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. SANTHOSH KUMAR P (17UCSC048) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully



Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office :

Name of the Officer / Auditor : *ARAVIND. S.*

Address :

AKCHAYA DEPARTMENT STORE
505, Miller Complex,
P.N. Road,
TIRUPUR - 641 602.

Student Name : *P. Sarthash Kumar*

Register No. : *17UCSC048*

Batch : *2017-2020*



Day - 21

Date : *30.05.2019*

Work Performed :

Overall view of the store.

P. Sarthash
Student Signature

S. Aravind
Officer Signature

Remarks with conduct & character

HE IS GOOD IN WORK AND WELL MANNERED. HE HAS INTEREST IN KNOWING NEW THINGS. TRYING TO ADOPT WORK PLACE

S. Aravind
Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL,

Date of Assessment : *06.07.2019*

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : *Good* / Satisfactory / Not-Satisfactory

P. Sarthash
Class Incharge

S. Aravind
HOD 06/07/19

S. Aravind
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. SASIKUMAR S (17UCSC049) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : Erode Annai Spinning Mills Pvt Ltd

Name of the Officer / Auditor : V. V. Chusamy

Address :
Erode Annai Spinning
Mills Pvt. Ltd
Perundurai (RS)
Erode - 638052

Erode Annai Spinning Mills (P) Ltd
Perundurai (R.S.) - 638052.
i-PH: 04204-220708, 220704

Student Name : S. Sasikumari

Register No. : 17VCSC049

Batch : 2017-2020



Day - 21

Date : 22.07.19

Work Performed :

yarn - Hosiery cloth
this yarn used to
prepare (baian cloth)
spines - 7 Frames (1008 spindles)
Frames 7056 spindles

Selling : Tirupur.

S. Sasikumari
Student Signature

V. V. Chusamy
Officer Signature

Remarks with conduct & character

For Erode Annai Spinning Mills (P) Ltd.

V. V. Chusamy
Manager
Officer Signature with seal

College Office Use

Dr. N. RAMAN
PRINCIPAL,

Date of Assessment : 06.07.2019 KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

06/07/19
HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
RUKKU NETWORK PVT LTD,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. SELVAKKUMAR M (17UCSC050) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully





Dr. N. RAMAN PRINCIPAL
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office: Rukku network priv. Ltd

Name of the Officer / Auditor: Nava neethan ponraj.

Address:

S.P. NO. 81 - A, T.S.K. Nagar,

Chandrapuram pithu,

Dhasapuram Rd,

Perichipalayam,

Tiruppur, tal 600

Student Name: M. Selvakumar

Register No.: MTUCSC050

Batch: 2017-2020



Day - 21

Date: 06.06.2019

Work Performed:

How to maintain customer relationship at the time of connection issues

For RUKKU NETWORKS PRIVATE LIMITED

Student Signature

Officer Signature

Remarks with conduct & character

During this period her performance and conduct was good. P.N - Th DIRECTOR

Officer Signature with seal

College Office Use

Dr. N. RAMAN

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
CHANDRAPURAM, ERODE - 638 107.

Date of Assessment: 06.07.2019

Result: Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
P.DURAISAMY MAHARAJHA RICE MILLS,
KANGAYAM.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. SELVARAJ S (17UCSC051) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **MAHARAJHA**

Name of the Officer / Auditor :

Address :

**P. DURAISAMY MAHARAJHA
RICE MILLS PRIVATE LIMITED
KOVAI ROAD (PO)
KANGAYAM**

**GSTIN : 33AAFCP9510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. T.N**

Student Name : **S. Selvaraj**

Register No. : **17UCSLOS7**

Batch : **2017-2020**



Day - 21

Date : **23.04.19**.....

Work Performed :

*the voltage signal on
reversing dissolved grains, which
are then removed off by air jet
generated them*

S. Selvaraj
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

*Good observing skill
Handwriting*

**GSTIN : 33AAFCP9510J1ZD
P. DURAISAMY MAHARAJHA
RICE MILLS (P) LTD
156, Kovai Road, Kadaiyur (Po),
KANGAYAM - 638 701, Tirupur Dist. T.N
Officer Signature with seal**

College Office Use

Dr. N. RAMAN

**PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.**

Date of Assessment : **06.07.2019**

Result : **Good / Satisfactory / Not-Satisfactory**

S. Selvaraj
Class Incharge

[Signature]
HOD 06/07/19

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore) (Approved
by UGC, AICTE, New Delhi & Re-accredited by NAAC)

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SREE SAKTHI KNIT PACKS,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. SIVAPRAKASH N (17UCSC052) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

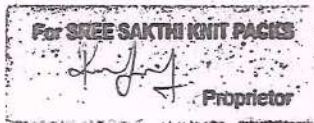
WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : SREE SAKTHI KNIT PAKCS

Name of the Officer / Auditor :

Address : Tirupur.



Student Name : N. Sivalprakash

Register No. : 17UC SC052

Batch : 2017-2020



Day - 21

Date : 25-05-2019

Work Performed :

Finally goods manufactured

For SREE SAKTHI KNIT PACKS
N. Sivalprakash
Student Signature
Proprietor
Officer Signature

Remarks with conduct & character

GOOD

For SREE SAKTHI KNIT PACKS
Proprietor
Officer Signature with seal

College Office Use

Date of Assessment : 06.07.2019
Result : Good / Satisfactory / Not Satisfactory
Class Incharge : [Signature]
HOD : [Signature]
Principal : Dr. N. RAMAN



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
DSP KNITTING COMPANY,
TIRUPUR.

Dear Sir,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. SIVASUBRAMANIYAN V (17UCSC053) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY
 (2018 - 2019)

Name of the Company / Organization / Office : D.S.P Knitting
 Name of the Officer / Auditor : K. Srinivasan. (HR) Company.
 Address : D.S.P Knitting Company
 No.2-403, Uththukuli main road,
 Sreea periyapalayam. Tirupur

For D.S.P. KNITTING COMPANY

 MANAGER HR

Student Name : V.SivaSubramanian.
 Register No. : 17UCSC053
 Batch : 2017-2020



Day - 21

Date : 07/06/2019
 Friday

Work Performed :

D Helping for the dispatch
 the Goods.

Student Signature

Officer Signature

Remarks with conduct & character

Good Learning skills

For D.S.P. KNITTING COMPANY

Officer Signature with seal
 MANAGER HR

College Office Use

Date of Assessment : 06.07.2019

Dr. N. RAMAN

PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)

Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
NEW HOPE FOOD INDUSTRIES LTD,
ERODE.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. SOWNDHARYA R (17UCSC054) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL

Dr. N. RAMAN
PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

New Hope Food Industries (P) Ltd.,

Name of the Company / Organization / Office:

Name of the Officer / Auditor: R. Ramprakash

Address: New Hope Food Industries (P) Ltd.

MILKA WONDER cake unit,
Chitha sadaiampalayam
Moolapalayam (po),
Erode - 638002.
Tamilnadu.



Student Name: R. Sowndharya

Register No. : 17UC5C054

Batch : 2017 - 2020

Day - 21

Date: 6/6/19

Work Performed :

So, it is my last day of the class. So it is easy to understand the process.

R. Sowndharya
Student Signature

S. Anand
Officer Signature

Remarks with conduct & character

During this period her performance and conduct was good.



S. Anand
Officer Signature with seal

College Office Use

Dr. N. RAMAN

PRINCIPAL,

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

MANJANAPURAM, ERODE - 638 107.

Date of Assessment : 06-07-2019

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
ASR CONSUMER PRODUCT,
CHENNAI.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Mr. SRI SABARI HARAN K (17UCSC055) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office *ASR Consumer Products*

Name of the Officer / Auditor : *V. Saravanan*

Address : *Regional Sales Manager*

*ASR Consumer Products
18th main road, 1st floor,
Anna nagar west,
Chennai - 600-040.*

ASR CONSUMER PRODUCTS
1826, 18th Main Road, 1st Floor,
Anna Nagar West, Chennai-600 040.
Ph: 044-43529935, Cell: 9884417244

Student Name : *k. sri sabari haran*

Register No. : *17UCSC055*

Batch : *2017 - 20*



Day - 21

Date : *29/5/19*

Work Performed :

*Completed internship.
During his internship, he was
exposed to the various
activities in marketing.*

Saravanan V
Student Signature

V. N
Officer Signature

Remarks with conduct & character

*His association with us was
very fruitful and we wish him
all the best in his future
endeavors.*

For ASR CONSUMER PRODUCTS

V. N
Officer Signature with seal

College Office Use

Date of Assessment : *02-08-2019*

Result : *Good / Satisfactory* / Not Satisfactory

V. N
Class Incharge

V. N
HOD

Dr. N. Ravi
PRINCIPAL

**KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)**

NANJANAPURAM, ERODE - 638 107

Dr. N. Ravi
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ALAGU AUTOMOBILES,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. SRIMATHI R P (17UCSC056) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution,
 Affiliated to Bharathiar University, Coimbatore)
 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY
 (2018 - 2019)

Name of the Company / Organization / Office : *Alagu automobiles*

Name of the Officer / Auditor : *M. Mani*

Address :

*Alagu automobiles
 Kumaran street
 Erode - 638007.*

ALAGU AUTOMOBILES
 Kumaran Street,
 Erode - 638 007.

Student Name : *R.P. Primathi*

Register No. : *17UCSC056*

Batch : *2017-2020.*



Day - 21

Date : *01.05.2019*

Work Performed :

Conclusion :

*Studied and performed
 all the skills of automobiles
 and practiced in a good
 manner of knowledge.*

R.P. Primathi
 Student Signature

M. Mani
 Officer Signature

Remarks with conduct & character

*She conducted a good
 contact and
 good interactive* **ALAGU AUTOMOBILES**
 Kumaran Street,
 Erode - 638 007.
M. Mani
 Officer Signature with seal

College Office Use

Date of Assessment : *06.07.2019*

Result : Good / Satisfactory / Not Satisfactory

Ms. Pooja
 Class incharge

Ms. 06/07/19
 HOD

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107.

[Signature]
 Principal



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107.

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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

M.S. GARMENTS,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of Kvit Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. SRUTHI LAKSHMI S (17UCSC057) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **M.S. GARMENTS**

Name of the Officer / Auditor : **P.K. VEILINGIRI B Com B.L**

Address : **M.S. GARMENTS
A-1, Oil Mill Compound,
Opp. Postal Colony,
College Road,
TIRUPUR - 641 602**

GSTIN : 33BUQPA9412H1ZO

Student Name : **S. SRINATH LAKSHMI**

Register No. : **17UCSC057**

Batch : **2017-2020**



Day - 21

Date : **08/06/19**

Work Performed :

Lastly garment are placed in cardboard boxes and shipped to client distribution centers to be sold in retail stores.

Now I have learned the each steps and process that have been carried at garments.

Student Signature

Proprietor

Officer Signature

Remarks with conduct & character

The student selvi s.sruthi lakshmi B.com asCA studying at kongu Arts and science college who attended internship in our company was attentive and learned about the process in our company.

College Office Use

Date of Assessment : **06-07-2019**

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

HOD

Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANDANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
SRI SUPAPRATHAA KNIT GARMENT,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. SUREKA V (17UCSC058) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Sri Supaprathaa Knit*

Name of the Officer / Auditor : *N. Sumathi* *Garment*

Address :

SRI SUPAPRATHAA KNIT GARMENT

No: 61/1, Sivananda Nagar,
Pillayar Nagar West, Kovil Vazhi,
Dharsapuram Road, Muthanampalayam (Po),
TIRUPUR - 641 606.
email:supaprathaa@gmail.com

Student Name : *V. Sureka*

Register No. : *17UCSC058*

Batch : *2017-2020*



Day - 21

Date : *14.06.2019*

Work Performed :

*Send to the Inspection room to check
for example pieces.*

V. Sureka
Student Signature

N. Sumathi
Officer Signature

Remarks with conduct & character

Very good.

For SRI SUPAPRATHAA KNIT GARMENT

N. Sumathi
Officer Signature

College Office Use

Date of Assessment : *06.07.2019*

Result : Good / Satisfactory / Not Satisfactory

V. Sureka
Class Incharge

M. S. S. S.
HOD

Dr. N. RAMAN
Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
MUTHANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107.

(Affiliated to Bharathiar University, Coimbatore)

(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

LS TEXTILES AND EXPORT PVT LTD,
KARUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.


In this regard Mr. THAMARAISELVAN S (17UCSC059) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully




Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



DEPARTMENT OF PROFESSIONAL ACCOUNTING
CORPORATE SECRETARYSHIP WITH
COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *LS Textiles*
Name of the Officer / Auditor : *Srinivas Murthy CV*
Address : *4/A, Bharathi Nagar west,*
Karur - 639 002
L.S.TEXTILES AND EXPORTS PVT LTD.,
No:4/A.Bharathi Nagar West,
KARUR - 639 002 . INDIA.
GST No:33AABCL8434D1ZT

Student Name : *S.Thamaraiselvan*

Register No. : *17UCSC059*

Batch : *2017 - 2020*



Day - 21

Date : *20.5.19*

Work Performed :

*After the shipment
the cheque for order can
be collected.*

[Signature]
L.S.TEXTILES AND EXPORTS PVT LTD.,
No:4/A.Bharathi Nagar West,
KARUR - 639 002 . INDIA.
GST No:33AABCL8434D1ZT.

[Signature]
Student Signature

Officer Signature

Remarks with conduct & character

His conduct was Good

[Signature]
L.S.TEXTILES AND EXPORTS PVT LTD.,
No:4/A.Bharathi Nagar West,
KARUR - 639 002 . INDIA.
GST No:33AABCL8434D1ZT.

Officer Signature with seal

College Office Use

[Signature]
Dr. N. RAMAN
PRINCIPAL,

Date of Assessment : *02.05.2019* KONGU ARTS AND SCIENCE COLLEGE

Result : *✓* Good / Satisfactory / Not Satisfactory
NANJANAPURAM, ERODE - 638 107.

[Signature]
Class Incharge

[Signature]
HOD 2108119

[Signature]
Principal



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107.

(Affiliated to Bharathiar University, Coimbatore)

(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)

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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

COMBYTE TEXTILE PRIVATE LIMITED,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. THANSEEM AHAMED S (17UCSC060) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NAJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Combyte Textile Pvt Ltd*
Name of the Officer / Auditor : *S. Gopala Krishna n*
Address :

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Student Name : *S. Thanveem Athamed*
Register No. : *17UCSC060*
Batch : *2017 - 2020*



Day - 21

Date : *15/5/19*

Work Performed :

check salary statement of labour

STUDENT SIGNATURE
S. Thanveem Athamed

OFFICER SIGNATURE
[Signature]
COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Remarks with conduct & character

Good.

OFFICER SIGNATURE WITH SEAL
[Signature]
COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

College Office Use

Date of Assessment : *06.07.2019*
Result : *Good / Satisfactory / Not Satisfactory*
Class Incharge : *[Signature]*
HOD : *[Signature]* 06/07/19
Principal : *[Signature]*

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

JAYACHITRA GARMENTS,
TIRUPUR.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Ms. THARANI S (17UCSC061) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
Affiliated to Bharathiar University, Coimbatore)
Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Jayachitra Garments*
Name of the Officer / Auditor : *A. JAYAKUMAR*
Address :

JAYACHITRA GARMENTS .
S.F. No. 14, Kangayam Road,
Opp. Selvi Complex,
TIRUPUR - 641 604.
Ph : 0421-4317333

Jayachitra Garments
S.F. NO. 14, Kangayam Road,
Opp. Selvi Complex,
Tirupur - 641606.

Student Name : *S. Tharani*

Register No. : *17UCSC061*

Batch : *2017 - 2020*



Day - 21

Date : *25.05.19*

Work Performed :

The process was completely fulfilled and order was executed in a good manner.

A.T.F.
Student Signature

A. Jayakumar
Officer Signature

Remarks with conduct & character

His conduct was Good in the organisation functional -
For **JAYACHITRA GARMENTS**
A. Jayakumar
Manager
Officer Signature with seal

College Office Use

Date of Assessment : *06-07-2019*

Dr. N. RAMAN
PRINCIPAL,

Result : Good / Satisfactory / Not Satisfactory

KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

S. Tharani
Class Incharge

M. S. Srinivasan
HOD

A. Jayakumar
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



(Affiliated to Bharathiar University, Coimbatore)
(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC)
(An ISO 9001 : 2015 Certified Institution)
Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
CLASSIC COTTONZ,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

In addition to class room teaching and innovative learning techniques we arrange Industrial Visits for our students to make them feel the pulse of the industrial environment. Besides, we also expose our B.Com (CSCA) students to have a wide range of Secretarial Practice, during their vacation. It gives them a unique opportunity to have knowledge in Secretarial practices.

In this regard Ms. THARANYA S (17UCSC062) prefers to take up her practice in your esteemed organization. I personally request you to provide her an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
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 Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
 WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : **Classic Cottonz Lt.**
 Name of the Officer / Auditor : **K. Kannan.**
 Address : **4/442, Prithvi Complex, Bharathi Nagar,
 Vidhyalayam (Below IOB Bank)
 Tirupur - 641 605**

CLASSIC COTTONZ
 4/442, Prithvi Complex, Bharathi Nagar,
 Vidhyalayam (Below IOB Bank),
 Palladam Road, Tirupur - 641 605

Student Name : **S. Tharanya**
 Register No. : **17UCSC062**
 Batch : **2017-2020**



Day - 21

Date : **13.6.2019**

Work Performed :

**Fabric preparation for Garment
 Construction.**

CLASSIC COTTONZ
 4/442, Prithvi Complex, Bharathi Nagar,
 Vidhyalayam (Below IOB Bank),
 Palladam Road, Tirupur - 641 605

S. Thy
 Student Signature

[Signature]
 Officer Signature

Remarks with conduct & character

*She conducted a good
 contact and very
 interactive*

CLASSIC COTTONZ
 4/442, Prithvi Complex, Bharathi Nagar,
 Vidhyalayam (Below IOB Bank),
 Palladam Road, Tirupur - 641 605

[Signature]
 Officer Signature with seal

College Office Use

Date of Assessment : **06.07.2019**

Result : **Good / Satisfactory / Not Satisfactory**

[Signature]
 Class Incharge

[Signature]
 HOD 06/07/19

[Signature]
 Principal

Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 KANJANAPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To
DSP KNITTING COMPANY,
TIRUPUR.

Dear Sir ,
Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. VASANTH V (17UCSC063) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully,

PRINCIPAL



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : D.S.P KNITTING
COMPANY

Name of the Officer / Auditor : S. KEERTHANA.

Address : DSP KNITTING COMPANY

NO 2-403, UTTUKULI MAIN ROAD
SARKAR PERIYAPALAYAM - TIRUPUR

FOR D.S.P. KNITTING COMPANY,

S. Keethana
Partner / Manager

Student Name : V. Vasanth

Register No. : 17UCSC063

Batch : 2017 - 2020



Day - 21

Date : 07/06/2019

Work Performed :

Helping for the dispatch the
goods

VVA
Student Signature

S. Keethana
Officer Signature

Remarks with conduct & character

Good.

FOR D.S.P. KNITTING COMPANY

Partner / Manager

S. Keethana
Officer Signature with seal

College Office Use

Dr. N. RAMAN

PRINCIPAL,

Date of Assessment : 06.07.2019 KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Result : Good / Satisfactory / Not-Satisfactory

S. Keethana
Class Incharge

M. S. 06/07/19
HOD

Dr. N. Raman
Principal



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)
ERODE - 638 107.

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Office : 0424 - 2242802, 2242999, Fax: 0424 - 2242810

E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in



Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

COMBYTE TEXTILE PRIVATE LIMITED,
ERODE.

Dear Sir,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. VIJAY A S (17UCSC064) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully



PRINCIPAL

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution,
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Erode - 638 107.



DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS

WORK DAIRY

(2018 - 2019)

Name of the Company/Organization / Office : *Combyte Textile (P) Ltd.*
Name of the Officer / Auditor : *S. Geopala Krishnan*
Address :

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011,
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011,
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Student Name : *A.S. Vijay*
Register No. : *17UCSC06L*
Batch : *2017-2020*



Day - 21

Date : *15/05/19*

Work Performed :

Check Salary Statement
of labor

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011,
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324
A.S. Vijay
Student Signature

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011,
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324
Officer Signature

Remarks with conduct & character

Good.

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011,
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324
Officer Signature with seal

College Office Use

Date of Assessment : *06/07/2019*

Result : *Good / Satisfactory / Not Satisfactory*

Class Incharge

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
JANAPURAM, ERODE - 638 107.
Principal



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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Office : 0424 - 2242802, 2242999, Fax : 0424 - 2242810
E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

COMBYTE TEXTILE PRIVATE LIMITED,
ERODE.

Dear Sir ,

Warm Greetings!

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In this regard Mr. VIKASH S (17UCSC065) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638-107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Combyte Textile (P) Ltd

Name of the Company / Organization / Office :

Name of the Officer / Auditor : *S. Gopala Krishnan*

Address :

COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Student Name : *S. VIKASH*
Register No. : *17ULSC065*
Batch : *26172020*



Day - 21

Date : *15.05.19*

Work Performed :

I spent several day working for the company and today they and us in 1 word. I brought the certificate.

Student Signature

Officer Signature

Remarks with conduct & character

[Signature]
COMBYTE TEXTILE PRIVATE LIMITED
No. 54, MGS Illam, Madhavi Street,
Teachers Colony, ERODE - 638011.
GSTIN : 33AAGCC4364E1ZY
+91-9360012733, +91-9999958324

Officer Signature with seal

College Office Use

Date of Assessment : *06.07.2019*

Result : Good / Satisfactory / Not Satisfactory

Class Incharge

[Signature]
HOD

[Signature]
Principal

Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



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E-mail : konguarts@kasc.ac.in Website : www.kasc.ac.in

Dr.N.RAMAN
Principal

Ref: KASC / B.Com (CSCA) /2019

Date: 10/04/2019

To

ERODE ANNAI SPINNING MILLS PVT LTD,
ERODE.

Dear Sir ,

Warm Greetings!

Kongu Arts and Science College (KASC) was established in the year 1994, under the banner of KVIT Trust. The Institution is doing Yeoman Service in the field of education offering a number of UG, PG courses and M.Phil. / Ph.D. Research Programmes in different disciplines.

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In this regard Mr. VIMAL M (17UCSC066) prefers to take up his practice in your esteemed organization. I personally request you to provide him an opportunity to take up the Secretarial practice in your organization.

The duration of the practice is about 21 days during the vacation in April to June 2019 and the students shall maintain a record of their daily activities duly endorsed by you. We hope that the permission to our students will be granted at the earliest. The help you render will make our students to go long way in knowing the intricacies of Secretarial practices .

Thank you

Yours faithfully

PRINCIPAL



KONGU
Assuring the Best

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE,
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



KONGU ARTS AND SCIENCE COLLEGE

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Erode - 638 107.



**DEPARTMENT OF CORPORATE SECRETARYSHIP
WITH COMPUTER APPLICATIONS**

WORK DAIRY

(2018 - 2019)

Name of the Company / Organization / Office : *Erode Annai*
Name of the Officer / Auditor : *Spinning mills PVE Ltd*
Address : *Hy. velusamy*

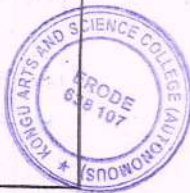
*Erode Annai Spinning Mills (P) Ltd
Porungudi (R.S.) - 638 052.
PH: 04204-220703 220704*

*Erode annai spinning mills PVE Ltd
perundurai (RS)
Erode - 638052*

Student Name : *M. Vimal*

Register No. : *17UCSC066*

Batch : *2017 - 2019*



Day - 21

Date : *22/4/19*

Work Performed :

*yarn - 5t Hosiery cloth.
This yarn used to prepare
(banion cloth)
spinning - 7 frames (10085 spindles)
selling - Tirupur.*

[Signature]
Student Signature

[Signature]
Officer Signature

Remarks with conduct & character

HIS conduct was Good

For Erode Annai Spinning Mills (P) Ltd.

[Signature]
Officer Signature with seal

College Office Use

Date of Assessment : *02.08.2019*

Result : *Good* / Satisfactory / Not-Satisfactory

[Signature]
Class Incharge

[Signature]
HOD 02/08/19

[Signature]
Principal

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.