



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE

17VCMOM-OFFICE MANAGEMENT SYSTEMS – REPORT

| | |
|--------------------------------|---|
| Name of the Value Added Course | OFFICE MANAGEMENT SYSTEMS |
| Course code | 17VCMOM |
| Course Coordinator | Ms.R.Mubeen Assistant Professor, Commerce |
| Date | Starting Date: 10.7.2017 Ending Date: 25.9.2017 |
| Duration of the Course | 40 Hours |
| Total participants Enrolled | 66 |
| Successfully Completed | 36 |
| Type of Assessment | Objective and Descriptive |
| Course Outcome | On Completion of this course the students will be able to <ul style="list-style-type: none">❖ Know the office administration practices followed in an organization.❖ Manage records, filing practices and they can execute the duties of an office administrator.❖ Prepare the layout of good office.❖ Gain knowledge on various power centres in an organization. |
| Outcome Attainment | 9 out of 66 Students scored above 50% of Marks |

Feedback Question Analysis – Questions Asked

| Q. No. | Parameters |
|--------|--|
| Q1 | The Course content was in line with my expectations |
| Q2 | General content of the Course |
| Q3 | The Course provided additional knowledge and skill |
| Q4 | Well-designed Practical sessions |
| Q5 | Schedule of the classes and other relevant details have been informed promptly |
| Q6 | Course materials provided were useful |
| Q7 | Provides scope for self-employment and fulfills the industrial needs |



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NANJANAPURAM, ERODE - 638 107.

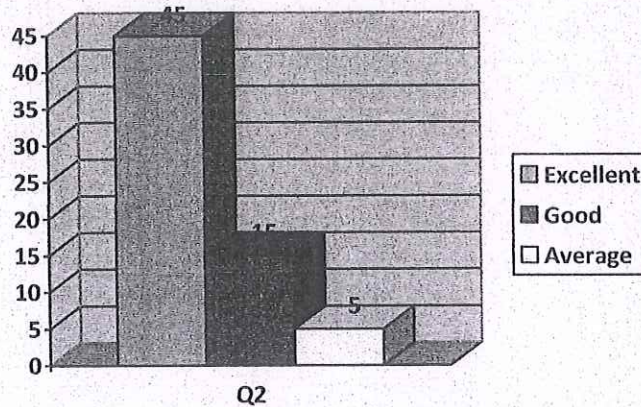
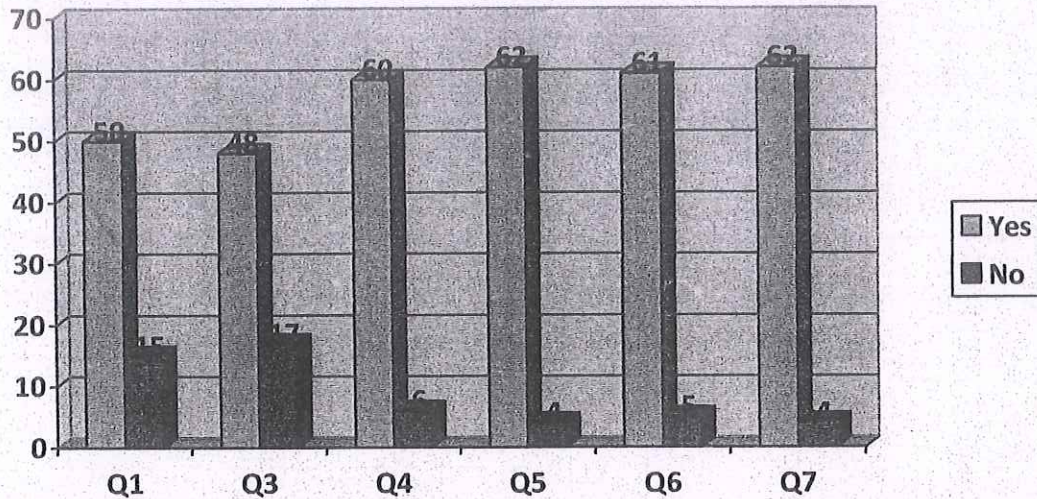


KONGU ARTS AND SCIENCE COLLEGE

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FEEDBACK RATINGS



R. [Signature]
Course Coordinator

[Signature]
Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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

[Signature]
Principal
PRINCIPAL,
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DEPARTMENT OF COMMERCE

VALUE ADDED COURSE (2017 - 2018) - PROPOSAL

Date: 21.02.2017

Submitted to the Principal

We are planning to conduct a Value-Added Course titled "17VCMOM- OFFICE MANAGEMENT SYSTEMS" for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

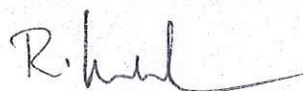
COURSE DETAILS:

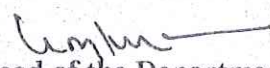
| | | |
|--|---|--|
| Name of the Course | "17VCMOM- OFFICE MANAGEMENT SYSTEMS" | |
| Duration of the Course | 40 Hours | |
| Conducting Department | Commerce | |
| Course Coordinator(s) | Ms.R.Mubeen Assistant Professor, Commerce | |
| Assessment Type (Total : 100 Marks) | Section A Answer All Questions Objective Questions (25 x 1=25 Marks) | Section B Answer All Questions Either or type (5 x 15 =75 Marks) |


OUTCOMES:

On Completion of this course the students will be able to

- ❖ Know the office administration practices followed in an organization.
- ❖ Manage records, filing practices and they can execute the duties of an office administrator.
- ❖ Prepare the layout of good office.
- ❖ Gain knowledge on various power centres in an organization.



Course Coordinator


Head of the Department


Dr. N. RAMAN
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HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
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(AUTONOMOUS)
ERODE - 638 107.


Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
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DEPARTMENT OF COMMERCE

VALUE ADDED COURSE (2017-2018) – CIRCULAR

Date: 12.06.2017

Ref. No.: KASC-AE/COM/VAC/2017-2018/01

It is informed that Value Added Course on “17VCMOM– OFFICE MANAGEMENT SYSTEMS” will be conducted from 10.7.2017(Monday). Registration will be on First-Come First-Serve basis. Students are asked to enroll your names for the above mentioned course as earlier as possible through Google form link.

| III Year | II Year | I Year |
|-----------------------------------|-----------------------------------|-------------------------------|
| Counselling Date 19.6.2017(FN) | Counselling Date 19.6.2107(AN) | Counselling Date 21.6.2017 |

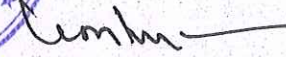
HODs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.

Total instruction Hours : 40 Hours


Course Coordinator : **Ms.R.Mubeen**
Assistant Professor / Commerce


Mail-id : mubeshak@gmail.com




Head of the Department
**HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)**

Copy to: **ERODE - 638 107.**
All Department Notice Board


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

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KASC ACADEMY OF EXCELLENCE

ACADEMIC YEAR 2017- 2018

Value Added Course On

Office Management Systems



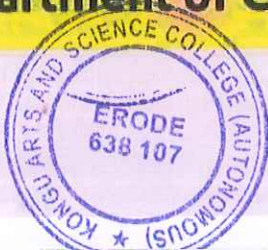
Duration: 40 Hours

FOR WHOM

All the UG Students

Organised By

Department of Commerce



COURSE CONTENT :

- *Principles of Administrative Office Management.
- *Solving problems in Administrative Office Management.
- *Selecting and Orienting the Office Staff.
- *Supervising the office staff.
- * Preparation of chart about Organisational structure

COURSE OUTCOME :

- * Students will be able to know the office administration practices followed in an organisation.
- * Manage records, filing practices and they can execute the duties of an office administration.
- * Prepare the layout of good office.
- * Gain Knowledge on Various Power Centres in an Organisation.

COORDINATOR

Dr.R.Mubeen

Assistant Professor

Department of Commerce

Dr. N. RAMAN

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DEPARTMENT OF COMMERCE

VALUE ADDED COURSE – SYLLABUS

17VCMOM– OFFICE MANAGEMENT SYSTEMS

Course Objective: To enable the students to understand about business management and marketing in particular, use online business concepts and plan about online marketing, execute the plan and evaluate it.

PAPER -1 OFFICE MANAGEMENT AND FILING

| | | |
|---|----------------------------------|----------|
| UNIT I | Office systems | 4 |
| Office system-Procedure and reports – Principles of office system-Planning of office systems and its procedures flow of work – Office charts and manuals. | | |
| UNIT II | Human Resource for Office | 4 |
| Recruitment - Selection and training of office staff- Office supervision - Duties and responsibilities of supervisory staff - Financial and non financial incentives to subordinates. | | |
| UNIT III | Administration of Office | 4 |
| Administration-Arrangement and facilities - Nature of office work - Office accommodation. | | |
| UNIT IV | Office Environment | 4 |
| Factors relating to selection of office location - Layout and its Principles - Working conditions of office - Environment of office. | | |
| UNIT V | Record Management | 4 |
| Office equipment - Filing – Essentials of good filing- Types of filing- Indexing Types. | | |
| Total Hours | | 20 Hours |



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DEPARTMENT OF COMMERCE

VALUE ADDED COURSE – SYLLABUS

17VCMOM– OFFICE MANAGEMENT SYSTEMS

Course Objective: The main objectives of this course are to introduce the students to the basic concept of banking as a financial intermediation service and bank as a financial institution.

PAPER -2 OFFICE SYSTEMS AND PRACTICE

| | | |
|--|--------------------------------------|----------|
| UNIT I | Office layout | 4 |
| Preparation of office layout | | |
| UNIT II | Office planning | 4 |
| Preparation of models for office planning | | |
| UNIT III | Types of organizational chart | 4 |
| Preparation of chart about Organizational structure.-Types of organizational Chart-Preparation of chart & model to show staff layout for any one organization. | | |
| UNIT IV | Office reports | 4 |
| Preparation of various office forms-Preparation of various office reports-Preparation of different types of files | | |
| UNIT V | Types of interviews | 4 |
| Interviews-Types of Interview – Expectations of the Interviewer-Do's and Dont's in Interview. | | |
| Total Hours | | 20 Hours |

Reference Books:

1. Office Organisation and Managements – Arora S.P, Vani educations books
2. Office Management – Chandra Mahesh, Gupta P.N, Verma and Agarwa
3. Fundamentals of Office Management - Mahajan S.P .

OUTCOME: Upon successful completion of the Course, the students will be able to:

- Know the office administration practices followed in an organization.
- Manage records, filing practices and they can execute the duties of an office administrator.
- Prepare the layout of good office.
- Gain knowledge on various power centres in an organization.



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DEPARTMENT OF COMMERCE

ACADEMIC YEAR : 2017-2018

17VCMOM- OFFICE MANAGEMENT SYSTEMS-FINAL ENROLLMENT LIST

| S. No. | REG. NO. | NAME OF THE STUDENT | CLASS |
|--------|-----------|---------------------|-------------------|
| 1 | 15UBCA001 | ARUN KUMAR.P | III.BCA.A |
| 2 | 15UBCA002 | AZARUDEEN.M | III.BCA.A |
| 3 | 15UBCA003 | BHARATH.K | III.BCA.A |
| 4 | 15UBCA004 | DHANABAL.M | III.BCA.A |
| 5 | 15UBCA008 | DHINESH.V | III.BCA.A |
| 6 | 15UBCA012 | HARIRAM MOHAN.C | III.BCA.A |
| 7 | 15UBCA021 | MAITHREYAN.T | III.BCA.A |
| 8 | 15UBCA026 | MOHAMED ARISH.S | III.BCA.A |
| 9 | 15UBCA022 | MANIKANTH N.M | III.BCA.A |
| 10 | 15UBCA024 | MAYTHILAN.V | III.BCA.A |
| 11 | 15UBCA031 | NAVEENA PRIYAN.D | III.BCA.A |
| 12 | 15UBCA041 | RAVICHANDRAN.M | III.BCA.A |
| 13 | 15UBCA051 | SRITHAR.A | III.BCA.A |
| 14 | 15UBCA059 | VIJAY.M | III.BCA.A |
| 15 | 15UCEC002 | AKILAN.V.B | III.B.COM.(E.COM) |
| 16 | 15UCEC029 | RANJITH KUMAR.E | III.B.COM.(E.COM) |
| 17 | 16UMAT072 | BOOBESH.M | II.B.SC.MATHS |
| 18 | 16UMAT073 | DHAMOTHARAN.M | II.B.SC.MATHS |
| 19 | 16UMAT079 | GOWRI SHANKAR.D | II.B.SC.MATHS |
| 20 | 16UMAT112 | RANJIT KUMAR.P | II.B.SC.MATHS |
| 21 | 16UBAC054 | SHEIKKHADAR.S | II.BBA.CA |
| 22 | 16UCCA005 | DEEPAN.V | II.B.COM.CA-A |
| 23 | 16UCCA060 | TAMILARASAN.P | II.B.COM.CA-A |
| 24 | 16UCCA099 | MEIYARASU.T | II.B.COM.CA-B |
| 25 | 16UCBI016 | KASTHURIRAJA.D | II.B.COM.(B&I) |



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ACADEMIC YEAR : 2017-2018

17VCMOM- OFFICE MANAGEMENT SYSTEMS-FINAL ENROLMENT LIST

| S.NO. | REG. NO. | NAME | CLASS |
|-------|-----------|-----------------------|----------------|
| 26 | 16UCBI035 | NAVEEN KUMAR.M | II.B.COM.(B&I) |
| 27 | 16UCBI037 | PAVITHIRAN.V | II.B.COM.(B&I) |
| 28 | 16UCBI040 | PRAKASH.A | II.B.COM.(B&I) |
| 29 | 16UCBI047 | RAAGESH.G | II.B.COM.(B&I) |
| 30 | 16UCBI048 | RAM KUMAR.S | II.B.COM.(B&I) |
| 31 | 16UCBI052 | SANGEETH.C | II.B.COM.(B&I) |
| 32 | 16UCBI053 | SANJAY VENKATA GIRI.S | II.B.COM.(B&I) |
| 33 | 16UCOM012 | GOBINATH.P.S | II.B.COM.A |
| 34 | 16UCOM057 | YOGESH.M | II.B.COM.A |
| 35 | 16UCOM058 | YUVARAJ.S | II.B.COM.A |
| 36 | 16UCOM064 | ASHOK RAJ.L | II.B.COM.B |
| 37 | 16UCOM115 | VIGNESH KUMAR.N | II.B.COM.B |
| 38 | 17UCCA004 | ARAVINTH.R | I.B.COM.CA-A |
| 39 | 17UCCA025 | KARTHIK VASANTH | I.B.COM.CA-A |
| 40 | 17UCCA014 | DHIVAGAR.G | I.B.COM.CA-A |
| 41 | 17UCOM034 | NARENDRA KUMAR.K | I.B.COM.A |
| 42 | 17UCOM036 | OM PRAKASH.S | I.B.COM.A |
| 43 | 17UCOM053 | SENTHIL PRABHU.C.R | I.B.COM.A |
| 44 | 17UCOM062 | SURIYA PRAKAS.K | I.B.COM.A |
| 45 | 17UCOM066 | ARUN BALAJEE A.P | I.B.COM.B |
| 46 | 17UCOM085 | KARTHIKEYAN V | I.B.COM.B |
| 47 | 17UCOM091 | MANOJ KUMAR.J | I.B.COM.B |
| 48 | 17UCOM096 | MOHAMMED FAIZAN | I.B.COM.B |
| 49 | 17UCOM102 | NIRMAL.G | I.B.COM.B |
| 50 | 17UCOM130 | YUVARAJA PRASANNA.M | I.B.COM.B |



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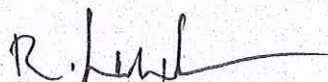
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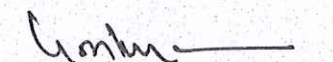
DEPARTMENT OF COMMERCE

ACADEMIC YEAR : 2017-2018

17VCMOM-OFFICE MANAGEMENT SYSTEMS-FINAL ENROLMENT LIST

| S.NO. | REG. NO. | NAME | CLASS |
|-------|-----------|-------------------|-----------------|
| 51 | 17UCDR002 | AFRON.A | I.B.SC.CDF(R) |
| 52 | 17UCDV001 | ASWATHKUMAR.M | I.B.SC.CDF(V) |
| 53 | 17UCDR003 | ASWIN.P | I.B.SC.CDF(V) |
| 54 | 17UCDV004 | DINESH.P | I.B.SC.CDF(V) |
| 55 | 17UCDR008 | DINESHKUMAR.P | I.B.SC.CDF(V) |
| 56 | 17UCDV006 | GOKUL.P | I.B.SC.CDF(V) |
| 57 | 17UCDV010 | KESAVAN.P | I.B.SC.CDF(V) |
| 58 | 17UCDR022 | NITHISH.G | I.B.SC.CDF(V) |
| 59 | 17UCDV020 | PRANESH KUMAR.S | I.B.SC.CDF(V) |
| 60 | 17UCDR026 | SANTHOSH PRABU.S | I.B.SC.CDF(R) |
| 61 | 17UCDR032 | TAMILSELVAN.D | I.B.SC.CDF(R) |
| 62 | 17UCDV029 | VARUN.S | I.B.SC.CDF(V) |
| 63 | 17UCDR035 | VIGNESH.M | I.B.SC.CDF(R) |
| 64 | 17UCDR037 | YOGESHWARAN.A | I.B.SC.CDF(V) |
| 65 | 17UBIC002 | ARNAV PANDEY.J | I.B.SC.BIO CHEM |
| 66 | 17UBIC021 | JELINCE DINAKAR.J | I.B.SC.BIO CHEM |


Course Coordinator



Head of the Department


Principal



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DEPARTMENT OF COMMERCE

ACADEMIC YEAR : 2017-2018

SCHEDULE FOR THE VALUE ADDED COURSE
17VCMOM– OFFICE MANAGEMENT SYSTEMS

| S. No. | Date | Time | Topics Covered | Theory Hours |
|--------|-----------|------------------|--|--------------|
| 1. | 10.7.2017 | 3.20 pm-4.20 pm | office management | 1 |
| 2 | 11.7.2017 | 3.20 pm -4.20 pm | Procedure | 1 |
| 3 | 12.7.2017 | 3.20 pm -4.20 pm | Reports | 1 |
| 4 | 13.7.2017 | 3.20 pm -4.20 pm | Principles of office system | 1 |
| 5 | 14.7.2017 | 3.20 pm -4.20 pm | Planning of office systems | 1 |
| 6 | 17.7.2017 | 3.20 pm -4.20 pm | Procedures flow of work | 1 |
| 7 | 18.7.2017 | 3.20 pm -4.20 pm | Office charts and manuals | 1 |
| 8 | 19.7.2017 | 3.20 pm -4.20 pm | Recruitment | 1 |
| 9 | 20.7.2017 | 3.20 pm -4.20 pm | Selection and training of office staff | 1 |
| 10 | 21.7.2017 | 3.20 pm -4.20 pm | Office supervision | 1 |
| 11 | 31.7.2017 | 3.20 pm -4.20 pm | Duties and responsibilities of supervisory staff | 1 |
| 12 | 1.8.2017 | 3.20 pm -4.20 pm | and non financial incentives to subordinates. | 1 |
| 13 | 2.8.2017 | 3.20 pm -4.20 pm | Administration | 1 |
| 14 | 4.8.2017 | 3.20 pm -4.20 pm | Arrangement and facilities | 1 |
| 15 | 7.8.2017 | 3.20 pm -4.20 pm | Nature of office work | 1 |
| 16 | 8.8.2017 | 3.20 pm -4.20 pm | Office accommodation. | 1 |
| 17 | 9.8.2017 | 3.20 pm -4.20 pm | Factors relating to selection of office location | 1 |
| 18 | 10.8.2017 | 3.20 pm -4.20 pm | Layout and its Principles | 1 |
| 19 | 16.8.2017 | 3.20 pm -4.20 pm | Working conditions of office | 1 |
| 20 | 17.8.2017 | 3.20 pm -4.20 pm | Environment of office. | 1 |
| 21 | 18.8.2017 | 3.20 pm -4.20 pm | Office equipment | 1 |
| 22 | 21.8.2017 | 3.20 pm -4.20 pm | Filing | 1 |
| 23 | 22.8.2017 | 3.20 pm -4.20 pm | Essentials of good filing | 1 |
| 24 | 23.8.2017 | 3.20 pm -4.20 pm | Types of filing | 1 |
| 25 | 24.8.2017 | 3.20 pm -4.20 pm | Indexing Types. | 1 |



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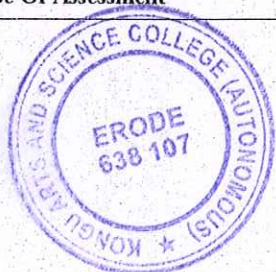
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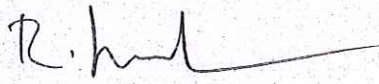
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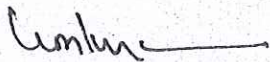
ACADEMIC YEAR : 2017-2018

SCHEDULE FOR THE VALUE ADDED COURSE 17VCMOM– OFFICE MANAGEMENT SYSTEMS

| S. No. | Date | Time | Topics Covered | Theory Hours |
|-----------------------------------|-----------|---------------------------------------|--|--------------|
| 26 | 5.9.2017 | 3.20 pm -4.20 pm | Preparation of office layout | 1 |
| 27 | 7.9.2017 | 3.20 pm -4.20 pm | Preparation of models for office planning | 1 |
| 28 | 8.9.2017 | 3.20 pm -4.20 pm | Preparation of chart about Organizational structure. | 1 |
| 29 | 11.9.2017 | 3.20 pm -4.20 pm | Types of organizational Chart | 1 |
| 30 | 12.9.2017 | 3.20 pm -4.20 pm | Preparation of chart | 1 |
| 31 | 13.9.2017 | 3.20 pm -4.20 pm | model to show staff layout for any one organization | 1 |
| 32 | 14.9.2017 | 3.20 pm -4.20 pm | Preparation of various office forms | 1 |
| 33 | 15.9.2017 | 3.20 pm -4.20 pm | Preparation of various office reports | 1 |
| 34 | 18.9.2017 | 3.20 pm -4.20 pm | Preparation of different types of files | 1 |
| 35 | 19.9.2017 | 3.20 pm -4.20 pm | Interviews. | 1 |
| 36 | 20.9.2017 | 3.20 pm -4.20 pm | Types of Interview | 1 |
| 37 | 21.9.2017 | 3.20 pm -4.20 pm | Expectations of the Interviewer | 1 |
| 38 | 22.9.2017 | 3.20 pm -4.20 pm | Do's in Interview. | 1 |
| 39 | 23.9.2017 | 3.20 pm -4.20 pm | Dont's in Interview. | 1 |
| 40 | 25.9.2017 | 3.20 pm -4.20 pm | Interviews in panel. | 1 |
| Total | | | | 40 |
| Total Hours (Theory) | | | | 40 Hours |
| Assessment Date & Time | | : 19.6.2017 & 10:00 AM TO 11:00 AM | | |
| Type Of Assessment | | : Objective And Descriptive Questions | | |




Course Coordinator


Head of the Department

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DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 10/7/17 | 11/7/17 | 12/7/17 | 13/7/17 | 14/7/17 | 17/7/17 | 18/7/17 | 19/7/17 | 20/7/17 | 21/7/17 |
|-------|-----------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 1 | 15UBCA001 | Arun Kumar.P | / | a | a | / | a | a | / | / | a | / |
| 2 | 15UBCA002 | Azarudeen.M | / | / | / | a | a | / | a | / | a | a |
| 3 | 15UBCA003 | Bharath.K | / | / | / | / | a | / | a | / | a | a |
| 4 | 15UBCA004 | Dhanabal.M | / | / | / | / | a | / | / | / | / | / |
| 5 | 15UBCA008 | Dhinesh.V | a | / | a | / | a | / | / | a | / | a |
| 6 | 15UBCA012 | Hariram Mohan.C | a | / | / | a | a | a | / | / | a | a |
| 7 | 15UBCA021 | Maithreyan.T | / | a | / | / | / | / | / | / | / | a |
| 8 | 15UBCA026 | Mohamed Arish.S | / | / | / | / | a | a | / | a | a | a |
| 9 | 15UBCA022 | Manikanth N.M | / | / | / | / | a | / | / | / | a | a |
| 10 | 15UBCA024 | Maythilan.V | / | / | a | / | a | / | a | / | a | / |
| 11 | 15UBCA031 | Naveena Priyan.D | / | / | / | / | / | / | / | / | a | a |
| 12 | 15UBCA041 | Ravichandran.M | a | / | a | a | a | a | / | / | a | a |
| 13 | 15UBCA051 | Srithar.A | / | a | a | a | a | a | / | / | a | a |
| 14 | 15UBCA059 | Vijay.M | a | / | a | a | a | a | / | / | a | a |
| 15 | 15UCEC002 | Akilan.V.B | / | a | a | / | / | / | / | / | a | / |
| 16 | 15UCEC029 | Ranjith Kumar.E | / | a | / | a | / | / | / | / | / | a |
| 17 | 16UMAT072 | Boobesh.M | / | / | / | / | / | / | a | a | a | a |
| 18 | 16UMAT073 | Dhamotharan.M | / | / | / | / | / | / | / | a | a | a |
| 19 | 16UMAT079 | Gowri Shankar.D | / | / | / | / | / | / | / | a | a | a |
| 20 | 16UMAT112 | Ranjit Kumar.P | / | / | / | / | / | / | / | / | a | a |
| 21 | 16UBAC054 | Sheikkhadar.S | / | / | / | / | / | / | / | / | a | a |
| 22 | 16UCCA005 | Deepan.V | / | a | / | / | / | a | a | / | a | a |
| 23 | 16UCCA060 | Tamilarasan.P | / | / | / | / | / | / | / | / | / | / |
| 24 | 16UCCA099 | Meiyarasu.T | / | / | / | / | / | / | / | / | / | / |
| 25 | 16UCBI016 | KasthuriRaja.D | / | / | / | / | / | / | a | a | a | / |



Dr. N. RAMAN
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KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107

DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 10/7 | | 11/7 | | 12/7 | | 13/7 | | 14/7 | | 17/7 | | 18/7 | | 19/7 | | 20/7 | | 21/7 | |
|-------|-----------|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 |
| 26 | 16UCBI035 | Naveen Kumar.M | a | a | / | / | a | a | a | / | / | / | / | / | / | / | / | / | / | / | / | |
| 27 | 16UCBI037 | Pavithiran.V | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 28 | 16UCBI040 | Prakash.A | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | |
| 29 | 16UCBI047 | Raagesh.G | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 30 | 16UCBI048 | Ram kumar.S | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 31 | 16UCBI052 | Sangeeth.C | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | a | / | |
| 32 | 16UCBI053 | Sanjay Venkata Giri.S | / | / | a | / | / | a | / | / | a | / | / | / | / | / | / | / | / | / | / | |
| 33 | 16UCOM012 | Gobinath.P.S | / | a | a | a | / | / | a | a | / | / | / | / | / | / | / | / | / | / | / | |
| 34 | 16UCOM057 | Yogesh.M | a | / | / | / | p | p | a | a | a | a | a | a | a | a | a | a | a | a | a | |
| 35 | 16UCOM058 | Yuvaraj.S | / | / | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | |
| 36 | 16UCOM064 | Ashok Raj.L | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 37 | 16UCOM115 | Vignesh Kumar.N | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 38 | 17UCCA004 | Aravinth.R | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 39 | 17UCCA025 | Karthik Vasanth | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 40 | 17UCCA014 | Dhivagar.G | p | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 41 | 17UCOM034 | Narendra Kumar.K | p | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 42 | 17UCOM036 | Om Prakash.S | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 43 | 17UCOM053 | Senthil Prabhu.C.R | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 44 | 17UCOM062 | Suriya Prakash.K | p | / | a | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 45 | 17UCOM066 | Arun Balajee A.P | p | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 46 | 17UCOM085 | Karthikeyan V | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 47 | 17UCOM091 | Manoj Kumar.J | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 48 | 17UCOM096 | Mohammed Faizan | p | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 49 | 17UCOM102 | Nirmal.G | p | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |
| 50 | 17UCOM130 | Yuvaraja Prasanna.M | p | a | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | |



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DEPARTMENT OF MATHEMATICS

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 10/7/17 | 11/7/17 | 12/7/17 | 13/7/17 | 14/7/17 | 17/7/17 | 18/7/17 | 19/7/17 | 20/7/17 | 21/7/17 |
|----------------------------|-----------|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 51 | 17UCDR002 | Afron.A | P | / | / | / | P | a | / | / | / | / |
| 52 | 17UCDV001 | Aswathkumar.M | P | / | / | / | / | / | / | / | / | P |
| 53 | 17UCDR003 | Aswin.P | P | / | / | / | a | / | / | / | / | / |
| 54 | 17UCDV004 | Dinesh.P | P | / | / | / | a | / | / | / | / | / |
| 55 | 17UCDR008 | Dineshkumar.P | P | / | / | / | / | / | a | / | / | / |
| 56 | 17UCDV006 | Gokul.P | P | / | / | / | / | / | / | / | / | / |
| 57 | 17UCDV010 | Kesavan.P | P | / | / | / | / | / | / | / | / | / |
| 58 | 17UCDR022 | Nithish.G | P | / | / | / | / | / | / | / | / | / |
| 59 | 17UCDV020 | Pranesh Kumar.S | P | / | / | / | / | / | / | / | / | / |
| 60 | 17UCDR026 | Santhosh Prabu.S | P | / | / | / | / | / | / | / | / | / |
| 61 | 17UCDR032 | Tamilselvan.D | P | / | / | / | / | / | / | / | / | / |
| 62 | 17UCDV029 | Varun.S | P | / | / | / | / | / | / | / | / | / |
| 63 | 17UCDR035 | Vignesh.M | P | / | / | / | / | / | / | / | / | / |
| 64 | 17UCDR037 | Yogeshwaran.A | P | / | / | / | / | / | / | / | / | / |
| 65 | 17UBIC002 | Arnav Pandey.J | P | / | / | / | / | / | / | / | / | / |
| 66 | 17UBIC021 | Jelince Dinakar.J | P | / | / | / | / | / | / | / | / | / |
| Faculty Handling the Class | | | R | R | R | R | R | R | R | R | R | R |
| | | | RM | CR | RM | CR | RM | RM | CR | RM | CR | RM |

Continued

R. [Signature]
Course coordinator

Head of the department

Dr. N. RAMAN
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HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
KONGU ARTS AND SCIENCE COLLEGE
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DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 31/7/17 | 1/8/17 | 2/8/17 | 4/8/17 | 7/8/17 | 8/8/17 | 9/8/17 | 10/8/17 | 16/8/17 | 17/8/17 |
|-------|-----------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 1 | 15UBCA001 | Arun Kumar.P | / | / | a | / | OD | / | OD | OD | / | / |
| 2 | 15UBCA002 | Azanudeen.M | / | / | a | / | / | / | OD | OD | / | a |
| 3 | 15UBCA003 | Bharath.K | / | / | a | a | / | a | OD | OD | / | a |
| 4 | 15UBCA004 | Dhanabal.M | / | / | a | / | / | / | OD | OD | / | a |
| 5 | 15UBCA008 | Dhinesh.V | / | / | / | / | a | a | OD | OD | / | a |
| 6 | 15UBCA012 | Hariram Mohan.C | / | / | a | a | a | a | OD | OD | a | a |
| 7 | 15UBCA021 | Maithreyan.T | a | / | / | a | / | a | OD | OD | / | a |
| 8 | 15UBCA026 | Mohamed Arish.S | / | / | a | / | / | / | OD | OD | / | a |
| 9 | 15UBCA022 | Manikanth N.M | / | / | a | / | / | / | OD | OD | / | / |
| 10 | 15UBCA024 | Maythilan.V | / | a | a | a | a | a | OD | OD | a | a |
| 11 | 15UBCA031 | Naveena Priyan.D | / | / | / | / | / | / | OD | OD | / | a |
| 12 | 15UBCA041 | Ravichandran.M | / | / | / | OD | OD | a | OD | OD | / | a |
| 13 | 15UBCA051 | Srithar.A | / | OD | a | a | OD | a | OD | OD | / | a |
| 14 | 15UBCA059 | Vijay.M | / | / | a | / | a | a | OD | OD | / | a |
| 15 | 15UCEC002 | Akilan.V.B | / | / | a | / | / | / | a | OD | / | a |
| 16 | 15UCEC029 | Ranjith Kumar.E | a | / | / | a | / | / | a | OD | a | a |
| 17 | 16UMAT072 | Boobesh.M | / | / | / | / | a | a | a | a | / | a |
| 18 | 16UMAT073 | Dhamotharan.M | / | / | / | / | a | a | a | a | / | a |
| 19 | 16UMAT079 | Gowri Shankar.D | / | / | / | / | a | a | a | / | / | a |
| 20 | 16UMAT112 | Ranjit Kumar.P | / | / | / | / | a | a | / | / | / | a |
| 21 | 16UBAC054 | Sheikkhadar.S | / | / | a | a | a | / | / | / | / | OD |
| 22 | 16UCCA005 | Deepan.V | a | / | a | a | / | a | a | a | / | / |
| 23 | 16UCCA060 | Tamilarasan.P | / | / | / | / | / | / | / | / | / | / |
| 24 | 16UCCA099 | Meiyarasu.T | / | / | / | / | / | a | a | a | / | / |
| 25 | 16UCBI016 | KasthuriRaja.D | / | / | a | / | / | / | / | a | / | / |



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DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 3/17 | | 1/8 | | 2/8 | | 4/8 | | 7/8 | | 8/8 | | 9/8 | | 10/8 | | 16/8 | | 17/8 | |
|-------|-----------|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 |
| 26 | 16UCBI035 | Naveen Kumar.M | a | | | | | | a | | | | | | | | | | | | | |
| 27 | 16UCBI037 | Pavithiran.V | a | | | | | | | | | | 00 | | | | | | | | | |
| 28 | 16UCBI040 | Prakash.A | a | | | | | | | | | | | | | | | | | | | |
| 29 | 16UCBI047 | Raagesh.G | | | | | | | | | | | | | | | | | | | | |
| 30 | 16UCBI048 | Ram kumar.S | | | | | | | | | | | | | | | | | | | | |
| 31 | 16UCBI052 | Sangeeth.C | a | | | | | | | | | | | | | | | | | | | |
| 32 | 16UCBI053 | Sanjay Venkata Giri.S | | | | | | | | | | | | | | | | | | | | |
| 33 | 16UCOM012 | Gobinath.P.S | | | | | | | | | | | | | | | | | | | | |
| 34 | 16UCOM057 | Yogesh.M | a | | | | | | | | | | | | | | | | | | | |
| 35 | 16UCOM058 | Yuvaraj.S | | | | | | | | | | | | | | | | | | | | |
| 36 | 16UCOM064 | Ashok Raj.L | | | | | | | | | | | | | | | | | | | | |
| 37 | 16UCOM115 | Vignesh Kumar.N | | | | | | | | | | | | | | | | | | | | |
| 38 | 17UCCA004 | Aravinth.R | | | | | | | | | | | | | | | | | | | | |
| 39 | 17UCCA025 | Karthik Vasanth | | | | | | | | | | | | | | | | | | | | |
| 40 | 17UCCA014 | Dhivagar.G | | | | | | | | | | | | | | | | | | | | |
| 41 | 17UCOM034 | Narendra Kumar.K | | | | | | | | | | | | | | | | | | | | |
| 42 | 17UCOM036 | Om Prakash.S | | | | | | | | | | | | | | | | | | | | |
| 43 | 17UCOM053 | Senthil Prabhu.C.R | | | | | | | | | | | | | | | | | | | | |
| 44 | 17UCOM062 | Suriya Prakas.K | | | | | | | | | | | | | | | | | | | | |
| 45 | 17UCOM066 | Arun Balajee A.P | | | | | | | | | | | | | | | | | | | | |
| 46 | 17UCOM085 | Karthikeyan V | | | | | | | | | | | | | | | | | | | | |
| 47 | 17UCOM091 | Manoj Kumar.J | | | | | | | | | | | | | | | | | | | | |
| 48 | 17UCOM096 | Mohammed Faizan | | | | | | | | | | | | | | | | | | | | |
| 49 | 17UCOM102 | Nirmal.G | | | | | | | | | | | | | | | | | | | | |
| 50 | 17UCOM130 | Yuvaraja Prasanna.M | a | | | | | | | | | | | | | | | | | | 00 | 00 |



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DEPARTMENT OF MATHEMATICS

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 3/7/17 | 1/8/17 | 2/8/17 | 4/8/17 | 7/8/17 | 8/8/17 | 9/8/17 | 10/8/17 | 16/8/17 | 17/8/17 |
|----------------------------|-----------|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 51 | 17UCDR002 | Afron.A | a | OD | l | OD | l | l | OD | a | OD | OD |
| 52 | 17UCDV001 | Aswathkumar.M | l | l | l | l | l | l | l | a | OD | OD |
| 53 | 17UCDR003 | Aswin.P | l | l | l | l | l | a | a | l | OD | OD |
| 54 | 17UCDV004 | Dinesh.P | l | l | l | l | l | l | l | a | OD | OD |
| 55 | 17UCDR008 | Dineshkumar.P | l | l | a | l | l | l | a | a | OD | OD |
| 56 | 17UCDV006 | Gokul.P | l | l | l | l | l | l | l | l | OD | OD |
| 57 | 17UCDV010 | Kesavan.P | l | l | l | l | l | l | l | l | OD | OD |
| 58 | 17UCDR022 | Nithish.G | l | l | l | a | l | l | l | l | OD | OD |
| 59 | 17UCDV020 | Pranesh Kumar.S | l | l | l | a | l | l | l | l | OD | OD |
| 60 | 17UCDR026 | Santhosh Prabu.S | l | l | l | l | l | l | l | l | OD | OD |
| 61 | 17UCDR032 | Tamilselvan.D | l | l | l | l | l | l | l | l | OD | OD |
| 62 | 17UCDV029 | Varun.S | l | l | l | a | l | l | l | l | OD | OD |
| 63 | 17UCDR035 | Vignesh.M | l | l | l | l | l | l | l | a | OD | OD |
| 64 | 17UCDR037 | Yogeshwaran.A | l | l | l | l | l | l | l | a | OD | OD |
| 65 | 17UBIC002 | Arnav Pandey.J | l | l | a | l | l | l | l | l | l | l |
| 66 | 17UBIC021 | Jelince Dinakar.J | l | l | l | l | l | l | l | l | l | l |
| Faculty Handling the Class | | | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> | <i>R</i> |
| | | | CR | RM | RM | RM | CR | CR | RM | CR | RM | CR |

Dr. N. RAMAN

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R. [Signature]
Course coordinator

[Signature]
Head of the department

[Signature]
Principal

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCIAL STUDIES
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DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 18/8/17 | 21/8/17 | 22/8/17 | 23/8/17 | 24/8/17 | 5/9/17 | 7/9/17 | 8/9/17 | 11/9/17 | 12/9/17 |
|-------|-----------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 1 | 15UBCA001 | Arun Kumar.P | a | a | a | / | a | a | / | a | / | / |
| 2 | 15UBCA002 | Azarudeen.M | a | a | a | a | a | a | a | a | a | / |
| 3 | 15UBCA003 | Bharath.K | a | a | a | a | a | a | a | a | a | a |
| 4 | 15UBCA004 | Dhanabal.M | a | a | a | / | a | a | / | a | / | / |
| 5 | 15UBCA008 | Dhinesh.V | a | a | a | / | a | a | a | a | a | / |
| 6 | 15UBCA012 | Hariram Mohan.C | a | a | a | / | a | a | a | a | a | a |
| 7 | 15UBCA021 | Maithreyan.T | a | a | a | / | a | a | a | a | / | / |
| 8 | 15UBCA026 | Mohamed Arish.S | a | a | a | / | a | a | a | a | / | / |
| 9 | 15UBCA022 | Manikanth N.M | a | a | a | / | a | a | a | a | / | / |
| 10 | 15UBCA024 | Maythilan.V | a | a | a | a | a | a | a | a | / | / |
| 11 | 15UBCA031 | Naveena Priyan.D | a | a | a | / | a | a | / | a | / | / |
| 12 | 15UBCA041 | Ravichandran.M | a | a | a | / | a | a | / | a | / | / |
| 13 | 15UBCA051 | Srithar.A | a | a | a | / | a | a | a | a | / | a |
| 14 | 15UBCA059 | Vijay.M | a | a | a | a | a | a | a | a | / | / |
| 15 | 15UCEC002 | Akilan.V.B | a | a | / | / | / | a | / | a | / | / |
| 16 | 15UCEC029 | Ranjith Kumar.E | a | a | / | / | / | a | / | a | a | a |
| 17 | 16UMAT072 | Boobesh.M | a | a | a | a | a | a | / | / | / | / |
| 18 | 16UMAT073 | Dhamotharan.M | a | a | a | a | a | a | / | / | / | / |
| 19 | 16UMAT079 | Gowri Shankar.D | a | a | a | / | a | a | / | / | / | / |
| 20 | 16UMAT112 | Ranjit Kumar.P | a | / | a | / | / | a | a | a | / | / |
| 21 | 16UBAC054 | Sheikkhadar.S | OD | / | / | / | / | / | / | / | / | a |
| 22 | 16UCCA005 | Deepan.V | OD | OD | / | a | / | a | a | / | / | a |
| 23 | 16UCCA060 | Tamilarasan.P | OD | / | / | / | / | / | / | / | / | / |
| 24 | 16UCCA099 | Meiyarasu.T | OD | OD | / | / | / | / | a | / | / | / |
| 25 | 16UCBI016 | KasthuriRaja.D | a | / | / | a | a | / | a | / | / | / |



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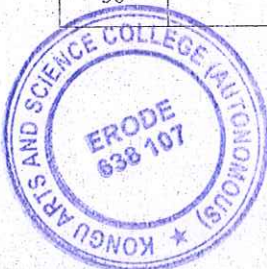
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ERODE - 638 107

DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 18/8 | | 21/8 | | 22/8 | | 23/8 | | 24/8 | | 5/9 | | 7/9 | | 8/9 | | 11/9 | | 12/9 | |
|-------|-----------|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 |
| 26 | 16UCBI035 | Naveen Kumar.M | a | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 27 | 16UCBI037 | Pavithiran.V | a | / | a | OD | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 28 | 16UCBI040 | Prakash.A | a | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 29 | 16UCBI047 | Raagesh.G | a | / | / | / | / | / | / | a | a | a | / | / | / | / | / | / | / | / | / | / |
| 30 | 16UCBI048 | Ram kumar.S | a | / | a | a | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 31 | 16UCBI052 | Sangeeth.C | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a | a |
| 32 | 16UCBI053 | Sanjay Venkata Giri.S | a | / | / | / | / | / | / | a | a | / | OD | OD | OD | OD | OD | OD | OD | OD | OD | OD |
| 33 | 16UCOM012 | Gobinath.P.S | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 34 | 16UCOM057 | Yogesh.M | a | a | a | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 35 | 16UCOM058 | Yuvaraj.S | / | a | / | / | / | / | / | a | / | a | a | a | a | a | a | a | a | a | a | a |
| 36 | 16UCOM064 | Ashok Raj.L | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 37 | 16UCOM115 | Vignesh Kumar.N | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 38 | 17UCCA004 | Aravinth.R | / | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 39 | 17UCCA025 | Karthik Vasanth | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 40 | 17UCCA014 | Dhivagar.G | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 41 | 17UCOM034 | Narendra Kumar.K | / | / | a | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / |
| 42 | 17UCOM036 | Om Prakash.S | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 43 | 17UCOM053 | Senthil Prabhu.C.R | / | / | a | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / |
| 44 | 17UCOM062 | Suriya Prakas.K | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 45 | 17UCOM066 | Arun Balajee A.P | a | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / |
| 46 | 17UCOM085 | Karthikeyan V | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 47 | 17UCOM091 | Manoj Kumar.J | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 48 | 17UCOM096 | Mohammed Faizan | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 49 | 17UCOM102 | Nirmal.G | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 50 | 17UCOM130 | Yuvaraja Prasanna.M | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |



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ERODE - 638 107

DEPARTMENT OF MATHEMATICS

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 18/8/17 | | 21/8/17 | | 22/8/17 | | 23/8/17 | | 24/8/17 | | 5/9/17 | | 7/9/17 | | 8/9/17 | | 11/9/17 | | 12/9/17 | |
|----------------------------|-----------|-------------------|---------|------|---------|------|---------|------|---------|------|---------|------|--------|------|--------|------|--------|------|---------|------|---------|------|
| | | | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 |
| 51 | 17UCDR002 | Afron.A | OD | OD | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 52 | 17UCDV001 | Aswathkumar.M | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 53 | 17UCDR003 | Aswin.P | a | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 54 | 17UCDV004 | Dinesh.P | a | / | / | / | / | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 55 | 17UCDR008 | Dineshkumar.P | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 56 | 17UCDV006 | Gokul.P | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 57 | 17UCDV010 | Kesavan.P | / | / | / | / | / | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 58 | 17UCDR022 | Nithish.G | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 59 | 17UCDV020 | Pranesh Kumar.S | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | a | / | / | / | / |
| 60 | 17UCDR026 | Santhosh Prabu.S | / | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 61 | 17UCDR032 | Tamilselvan.D | / | / | / | / | / | / | / | / | / | / | / | / | a | / | / | / | / | / | / | / |
| 62 | 17UCDV029 | Varun.S | a | a | / | / | / | / | a | / | / | / | / | / | / | / | / | a | / | / | / | / |
| 63 | 17UCDR035 | Vignesh.M | a | a | / | / | / | / | a | / | / | / | / | / | / | / | / | a | / | / | / | / |
| 64 | 17UCDR037 | Yogeshwaran.A | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 65 | 17UBIC002 | Arnav Pandey.J | / | OD | / | / | / | / | / | / | / | / | / | / | / | / | / | a | / | / | / | / |
| 66 | 17UBIC021 | Jelince Dinakar.J | / | / | / | / | a | a | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Faculty Handling the Class | | | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| | | | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK | RM | CK |

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NANJANAPURAM, ERODE - 638 107.

R. [Signature]
Course Coordinator

[Signature]
Head of the department

[Signature]
Principal

PRINCIPAL,

HEAD OF THE DEPARTMENT KONGU ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

(AUTONOMOUS)

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

(AUTONOMOUS)

ERODE - 638 107.





KONGU ARTS AND SCIENCE COLLEGE

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ERODE - 638 107

DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 13/9/17 | | 14/9/17 | | 15/9/17 | | 18/9/17 | | 19/9/17 | | 20/9/17 | | 21/9/17 | | 22/9/17 | | 23/9/17 | | 25/9/17 | |
|-------|-----------|------------------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|
| | | | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 | 3:20 | 4:20 |
| 1 | 15UBCA001 | Arun Kumar.P | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 2 | 15UBCA002 | Azarudeen.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 3 | 15UBCA003 | Bharath.K | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 4 | 15UBCA004 | Dhanabal.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 5 | 15UBCA008 | Dhinesh.V | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 6 | 15UBCA012 | Hariram Mohan.C | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 7 | 15UBCA021 | Maithreya.T | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 8 | 15UBCA026 | Mohamed Arish.S | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 9 | 15UBCA022 | Manikanth N.M | / | / | OD | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 10 | 15UBCA024 | Maythilan.V | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 11 | 15UBCA031 | Naveena Priyan.D | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 12 | 15UBCA041 | Ravichandran.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 13 | 15UBCA051 | Srithar.A | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 14 | 15UBCA059 | Vijay.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 15 | 15UCEC002 | Akilan.V.B | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 16 | 15UCEC029 | Ranjith Kumar.E | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 17 | 16UMAT072 | Boobesh.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 18 | 16UMAT073 | Dhamotharan.M | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 19 | 16UMAT079 | Gowri Shankar.D | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 20 | 16UMAT112 | Ranjit Kumar.P | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 21 | 16UBAC054 | Sheikkhadar.S | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 22 | 16UCCA005 | Deepan.V | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 23 | 16UCCA060 | Tamilarasan.P | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 24 | 16UCCA099 | Meiyarasu.T | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 25 | 16UCBI016 | KasthuriRaja.D | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |



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ERODE - 638 107

DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 | 3/20 |
|-------|-----------|-----------------------|------|------|------|------|------|------|------|------|------|------|------|
| | | | 13/9 | 14/9 | 15/9 | 18/9 | 19/9 | 20/9 | 21/9 | 22/9 | 23/9 | 25/9 | 25/9 |
| 26 | 16UCBI035 | Naveen Kumar.M | a | / | / | / | a | a | / | a | a | a | a |
| 27 | 16UCBI037 | Pavithiran.V | / | / | / | / | / | / | / | a | / | / | a |
| 28 | 16UCBI040 | Prakash.A | / | / | / | / | / | / | / | a | / | / | a |
| 29 | 16UCBI047 | Raagesh.G | / | / | a | / | / | / | / | / | / | / | / |
| 30 | 16UCBI048 | Ram kumar.S | / | / | / | / | / | / | / | a | / | / | / |
| 31 | 16UCBI052 | Sangeeth.C | a | a | a | a | a | a | a | a | a | a | a |
| 32 | 16UCBI053 | Sanjay Venkata Giri.S | OD | OD | OD | / | / | a | / | a | / | / | / |
| 33 | 16UCOM012 | Gobinath.P.S | / | / | a | / | / | / | / | / | / | / | a |
| 34 | 16UCOM057 | Yogesh.M | / | / | / | / | / | / | / | / | / | / | / |
| 35 | 16UCOM058 | Yuvaraj.S | / | / | a | / | a | / | / | / | a | / | / |
| 36 | 16UCOM064 | Ashok Raj.L | / | / | / | / | / | / | a | / | a | / | / |
| 37 | 16UCOM115 | Vignesh Kumar.N | / | / | / | / | / | / | / | / | / | / | / |
| 38 | 17UCCA004 | Aravinth.R | / | / | / | / | / | a | / | / | a | / | / |
| 39 | 17UCCA025 | Karthik Vasanth | a | a | a | / | / | / | / | / | / | / | / |
| 40 | 17UCCA014 | Dhivagar.G | / | / | / | / | / | / | / | / | / | / | / |
| 41 | 17UCOM034 | Narendra Kumar.K | / | / | / | / | / | a | / | / | a | / | / |
| 42 | 17UCOM036 | Om Prakash.S | / | / | / | / | / | / | / | / | / | / | / |
| 43 | 17UCOM053 | Senthil Prabhu.C.R | / | / | / | / | / | / | / | / | / | / | / |
| 44 | 17UCOM062 | Suriya Prakas.K | / | / | / | / | / | / | / | / | / | / | / |
| 45 | 17UCOM066 | Arun Balajee A.P | / | a | / | / | a | / | / | / | a | / | / |
| 46 | 17UCOM085 | Karthikeyan V | / | / | / | / | / | a | a | / | / | / | / |
| 47 | 17UCOM091 | Manoj Kumar.J | / | / | / | / | a | / | / | / | / | / | / |
| 48 | 17UCOM096 | Mohammed Faizan | OD | OD | / | / | / | / | / | / | a | a | a |
| 49 | 17UCOM102 | Nirmal.G | / | a | / | / | / | / | / | / | / | / | / |
| 50 | 17UCOM130 | Yuvaraja Prasanna.M | / | / | / | a | / | / | / | / | / | / | / |



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ERODE - 638 107

DEPARTMENT OF MATHEMATICS

17VCMOM - OFFICE MANAGEMENT SYSTEMS - ATTENDANCE

| S.No. | REG. NO. | NAME | 13/9/17 | 14/9/17 | 15/9/17 | 18/9/17 | 19/9/17 | 20/9/17 | 21/9/17 | 22/9/17 | 23/9/17 | 25/9/17 |
|----------------------------|-----------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 | 3:20 4:20 |
| 51 | 17UCDR002 | Afron.A | a | a | a | / | / | / | / | / | a | a |
| 52 | 17UCDV001 | Aswathkumar.M | / | / | / | / | / | / | / | / | / | / |
| 53 | 17UCDR003 | Aswin.P | / | / | / | / | / | / | / | / | / | / |
| 54 | 17UCDV004 | Dinesh.P | / | / | / | / | / | a | / | / | / | / |
| 55 | 17UCDR008 | Dineshkumar.P | / | a | / | / | / | / | / | / | / | / |
| 56 | 17UCDV006 | Gokul.P | / | / | / | / | / | / | / | / | / | / |
| 57 | 17UCDV010 | Kesavan.P | / | / | / | / | / | / | / | / | / | / |
| 58 | 17UCDR022 | Nithish.G | / | / | / | / | / | / | / | / | / | / |
| 59 | 17UCDV020 | Pranesh Kumar.S | / | / | / | / | / | / | / | / | / | / |
| 60 | 17UCDR026 | Santhosh Prabu.S | / | / | / | / | / | / | / | / | / | / |
| 61 | 17UCDR032 | Tamilselvan.D | / | / | / | a | / | / | / | / | / | / |
| 62 | 17UCDV029 | Varun.S | a | a | / | / | a | a | / | / | / | a |
| 63 | 17UCDR035 | Vignesh.M | / | / | / | / | a | / | / | / | a | a |
| 64 | 17UCDR037 | Yogeshwaran.A | / | / | / | a | / | / | / | / | a | a |
| 65 | 17UBIC002 | Arnav Pandey.J | / | OD | / | / | / | / | a | OD | / | / |
| 66 | 17UBIC021 | Jelince Dinakar.J | / | a | / | / | / | / | / | / | / | / |
| Faculty Handling the Class | | | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| | | | CK | RM | CL | RM | RM | CK | RM | RM | CK | CK |

[Signature]
Course Coordinator

[Signature]
Head of the department

Dr. N. RAMAN
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Principal

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
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DEPARTMENT OF COMMERCE

17VCMOM - OFFICE MANAGEMENT SYSTEMS - QUESTION PAPER

PAPER - I : OFFICE MANAGEMENT AND FILING

Time:3hrs

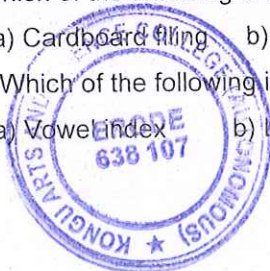
Max.Marks:100

Section-A (25x1=25)

Answer all the questions

Choose the correct answer

- The duty and _____ are the interrelated in an organization.
a) Responsibility b) Authority c) Coordination d) Dedication
- When a report is prepared in accordance with the requirement of a status or order and is in compliance with the presented procedure, it is known as _____.
a) Compliance report b) Formal report c) Status report d) Order report
- _____ enable the employee to get training under the same work environment and with the same process.
a) Supervisory training b) Off the job training
c) On the job training d) Promotional training
- Promotion means _____.
a) Lower post with lower responsibilities
b) Higher post with lower responsibilities
c) Higher post with no responsibilities
d) Higher post with greater responsibilities
- Possible sources of noise in an office include the following:
a) Slamming of doors b) Snoring of employees
c) Squeaking of mouse d) Chirping of birds
- The choice of proper and adequate office accommodation means _____.
a) Experienced staffs b) Office layout c) Modern office d) Trained labors
- Which one of the following can determine the location of a business unit ?
a) Availability of houses b) Availability of schools
c) Availability of raw materials d) Nearness to hospitals
- Before planning and designing the office layout, it is necessary to determine the _____.
a) Budget available b) Employee available c) Efficiency available d) Space available
- Which of the following is not a method of filing ?
a) Cardboard filing b) Vertical filing c) Rotary filing d) Flat filing
- Which of the following is an improved form of book index ?
a) Vowel index b) Loose leaf book index c) Strip index d) Card index



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Fill in the blanks

11. The characteristics of a system is _____.
12. Increment is a _____ incentive of an employee.
13. The strategic planning is done at _____ level management.
14. Planning and control are _____ functions of an office.
15. An idle filing system should be simple and _____.

Say True or False

16. Every business needs an office.
17. The orientation training is given to newly recruited employees.
18. Layout means placement of persons and properties in a given space.
19. Automation refers to self regulating process.
20. Centralized filing is suggested for confidential records.

Match the following

21. Primary function of office - according to the subject
22. Manpower planning - sequence of operations
23. Group layout - adequate number of staffs
24. Process layout - similar work can be grouped
25. Centralized filing system - collecting and receiving information

Section-B

(5x15=75)

Answer all the questions

26. a) Explain the factors which affect smooth flow of work.
(or)
b) Describe the types of office manual.
27. a) Explain the principles of effective supervision.
(or)
b) Discuss the duties and responsibilities of office supervisor.
28. a) Elucidate the importance of office accommodation.
(or)
b) Explain the nature of office work.
29. a) Explain the factors to be considered for selecting office location.
(or)
b) Explain the components of office environment.
30. a) Explain the different types of office machines.
(or)
b) Explain the advantages of filing.



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DEPARTMENT OF COMMERCE

17VCMOM-OFFICE MANAGEMENT SYSTEMS – QUESTION PAPER

PAPER – II: OFFICE SYSTEM AND PRACTICE

Time: 3hrs

Max.Marks:100

Section – A (25x1=25) Answer All the Questions

Choose the Correct Answer

- _____ is of basic importance for efficient and smooth running of business.
a) Office accommodation b) Equipments c) Transport d) Time machine
- Labours are very cheap in _____.
a) Urban b) Rural c) Semi urban d) Metropolitan
- Planning means _____.
a) Deciding during the action b) Finalizing the course of action
c) Deciding in advance d) Taking decision after the plan
- _____ refers to the task of assigning job to the employees.
a) Promotion b) Training c) Motivation d) Placement
- An organization manual is usually prepared in the form of a _____.
a) Loose leaf book b) Book index c) Vowel index d) Card index
- An organization chart depicts the positions held by different individuals is known as _____.
a) General organization chart b) Personal organization chart
c) Group organization chart d) Controlling chart
- Which of the following is not a filing means _____ ?
a) Supplying records internally b) Protecting records
c) Reveals to strangers d) Maintaining records
- Low cost filing method is _____.
a) Vertical filing b) Visible card filing c) Rotary filing d) Horizontal filing
- The candidate should do during the interview _____.
a) Sell yourself b) Being late c) Using slang words d) Using mobile phones
- The final stage of the interview will be _____.
a) Group interview b) Personal interview c) General interview d) Group discussion

Fill in the blanks

- Office layout is the arrangement of furniture and equipment within the _____ space.



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12. _____ is a guidebook in handy form regarding policies and procedures of an organization.
13. _____ means a person who supervises the work of junior employees.
14. Filing department is an independent service department is headed by a _____
15. Eye contact is important in the _____ type of an interview.

Match the following

21. Minimum distance travelled - steel pay masters
22. Time recording machines - specimen signature
23. Payroll machines - office layout
24. Protect graph cheque writer - automatic recording of the time
25. Tod cheque signer - shred

Section-B

(5x15=75)

Answer all the questions

26. a) Draw up a plan of office layout for a company.
(or)
b) State the principles should be kept in mind before drawing a layout.
27. a) Draw a model for office planning.
(or)
b) Draw a model for planning of bank.
28. a) Draw a chart of organization structure.
(or)
b) Draw a divisional organization chart of an organization.
29. a) Draw the following reports of an organization:
(i) Students admission form
(ii) Students exam application form
(or)
b) Draw a performance appraisal report of an employee in an organization.
30. a) Explain any two types of interviews.
(or)
b) Discuss the qualities necessary for the job seekers.



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17VCMOM – OFFICE MANAGEMENT SYSTEMS– MARK STATEMENT

| S.NO. | REG.NO. | THEORY - I | THEORY - II | AVERAGE % | RESULT | GRADE |
|-------|-----------|---------------|----------------|--------------|--------|-------|
| 1 | 15UBCA001 | 15 | 27 | 21 | FAIL | RA |
| 2 | 15UBCA002 | 16 | AB | 16 | RA | RA |
| 3 | 15UBCA003 | NE | NE | NE | FAIL | RA |
| 4 | 15UBCA004 | 40 | 7 | 23.5 | FAIL | RA |
| 5 | 15UBCA008 | NE | NE | NE | FAIL | RA |
| 6 | 15UBCA012 | NE | NE | NE | FAIL | RA |
| 7 | 15UBCA021 | 14 | 12 | 13 | FAIL | RA |
| 8 | 15UBCA026 | 16 | AB | 16 | FAIL | RA |
| 9 | 15UBCA022 | 17 | 19 | 18 | FAIL | RA |
| 10 | 15UBCA024 | NE | NE | NE | FAIL | RA |
| 11 | 15UBCA031 | 20 | 14 | 17 | FAIL | RA |
| 12 | 15UBCA041 | 11 | AB | 11 | FAIL | RA |
| 13 | 15UBCA051 | NE | NE | NE | FAIL | RA |
| 14 | 15UBCA059 | NE | NE | NE | FAIL | RA |
| 15 | 15UCEC002 | 40 | 40 | 40 | PASS | C |
| 16 | 15UCEC029 | 17 | AB | 17 | FAIL | RA |
| 17 | 16UMAT072 | NE | NE | NE | FAIL | RA |
| 18 | 16UMAT073 | NE | NE | NE | FAIL | RA |
| 19 | 16UMAT079 | NE | NE | NE | FAIL | RA |
| 20 | 16UMAT112 | 41 | 42 | 41.5 | PASS | C |
| 21 | 16UBAC054 | 45 | 47 | 46 | PASS | C |
| 22 | 16UCCA005 | NE | NE | NE | FAIL | RA |
| 23 | 16UCCA060 | 40 | 48 | 44 | PASS | C |
| 24 | 16UCCA099 | AB | 44 | 44 | FAIL | RA |
| 25 | 16UCBI016 | 45 | 61 | 53 | PASS | B |
| 26 | 16UCBI035 | 47 | 47 | 47 | PASS | A |
| 27 | 16UCBI037 | 42 | 44 | 43 | PASS | A |



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17VCMOM-OFFICE MANAGEMENT SYSTEMS – MARK STATEMENT

| SI NO. | REG.N O. | THEOR Y - I | THEOR Y - II | AVERA GE % | RESU LT | GRAD E |
|--------|-----------|-------------|--------------|------------|---------|--------|
| 28 | 16UCBI040 | 47 | 40 | 43.5 | PASS | C |
| 29 | 16UCBI047 | 45 | 41 | 43 | PASS | C |
| 30 | 16UCBI048 | 44 | 42 | 43 | PASS | C |
| 31 | 16UCBI052 | NE | NE | NE | FAIL | RA |
| 32 | 16UCBI053 | 40 | 42 | 41 | PASS | C |
| 33 | 16UCOM012 | AB | AB | AB | FAIL | RA |
| 34 | 16UCOM057 | 40 | 43 | 41.5 | PASS | C |
| 35 | 16UCOM058 | 46 | 42 | 43 | PASS | C |
| 36 | 16UCOM064 | 44 | 55 | 49.5 | PASS | C |
| 37 | 16UCOM115 | 40 | 40 | 40 | PASS | C |
| 38 | 17UCCA004 | 40 | 43 | 41.5 | PASS | C |
| 39 | 17UCCA025 | 45 | 58 | 51.5 | PASS | B |
| 40 | 17UCCA014 | 40 | 40 | 40 | PASS | C |
| 41 | 17UCOM034 | 41 | 15 | 28 | FAIL | RA |
| 42 | 17UCOM036 | 53 | 40 | 46.5 | PASS | C |
| 43 | 17UCOM053 | 40 | 42 | 41 | PASS | C |
| 44 | 17UCOM062 | 40 | 17 | 28.5 | FAIL | RA |
| 45 | 17UCOM066 | 40 | 40 | 40 | PASS | C |
| 46 | 17UCOM085 | 25 | 11 | 18 | FAIL | RA |
| 47 | 17UCOM091 | 27 | 16 | 21.5 | FAIL | RA |
| 48 | 17UCOM096 | 45 | 50 | 47.5 | PASS | C |
| 49 | 17UCOM102 | 34 | 17 | 25.5 | FAIL | RA |
| 50 | 17UCOM130 | 42 | 41 | 41.5 | PASS | C |
| 51 | 17UCDR002 | 45 | 49 | 47 | PASS | C |
| 52 | 17UCDV001 | 44 | 40 | 42 | PASS | C |



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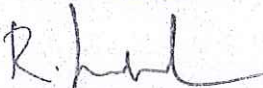
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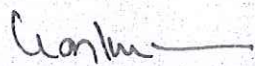
17VCMOM-OFFICE MANAGEMENT SYSTEMS - MARK STATEMENT


| SI NO. | REG.NO. | THEORY - I | THEORY - II | AVERAGE % | RESULT | GRADE |
|--------|-------------------|------------|-------------|-----------|--------|------------------|
| 53 | 17UCDR003 | 42 | 40 | 41 | PASS | C |
| 54 | 17UCDV004 | 40 | 40 | 40 | PASS | C |
| 55 | 17UCDR008 | 56 | 76 | 66 | PASS | B+ |
| 56 | 17UCDV006 | 41 | 46 | 43.5 | PASS | C |
| 57 | 17UCDV010 | 50 | 67 | 58.5 | PASS | B |
| 58 | 17UCDR022 | 40 | 45 | 42.5 | PASS | C |
| 59 | 17UCDV020 | 40 | 45 | 42.5 | PASS | C |
| 60 | 17UCDR026 | 49 | 53 | 51 | PASS | B |
| 61 | 17UCDR032 | 40 | 40 | 40 | PASS | C |
| 62 | 17UCDV029 | 46 | 47 | 46.5 | PASS | C |
| 63 | 17UCDR035 | 26 | 28 | 27 | FAIL | RA |
| 64 | 17UCDR037 | 40 | 42 | 41 | PASS | C |
| 65 | 17UBIC002 | 52 | 62 | 57 | PASS | B |
| 66 | 17UBIC021 | 55 | 60 | 57.5 | PASS | B |
| 90-100 | A++ - Outstanding | | | | 60-69 | B+ - Good |
| 80-89 | A+ - Excellent | | | | 50-59 | B - Average |
| 70-79 | A - Very Good | | | | 40-49 | C - Satisfactory |


SUBJECT DETAILS

| CODE | SUBJECT | MAX.MARKS |
|-------------|------------------------------|-----------|
| Theory - I | OFFICE MANAGEMENT AND FILING | 100 |
| Theory - II | OFFICE SYSTEM AND PRACTICE | 100 |


Course Coordinator


Head of the Department
HEAD OF THE DEPARTMENT
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Principal
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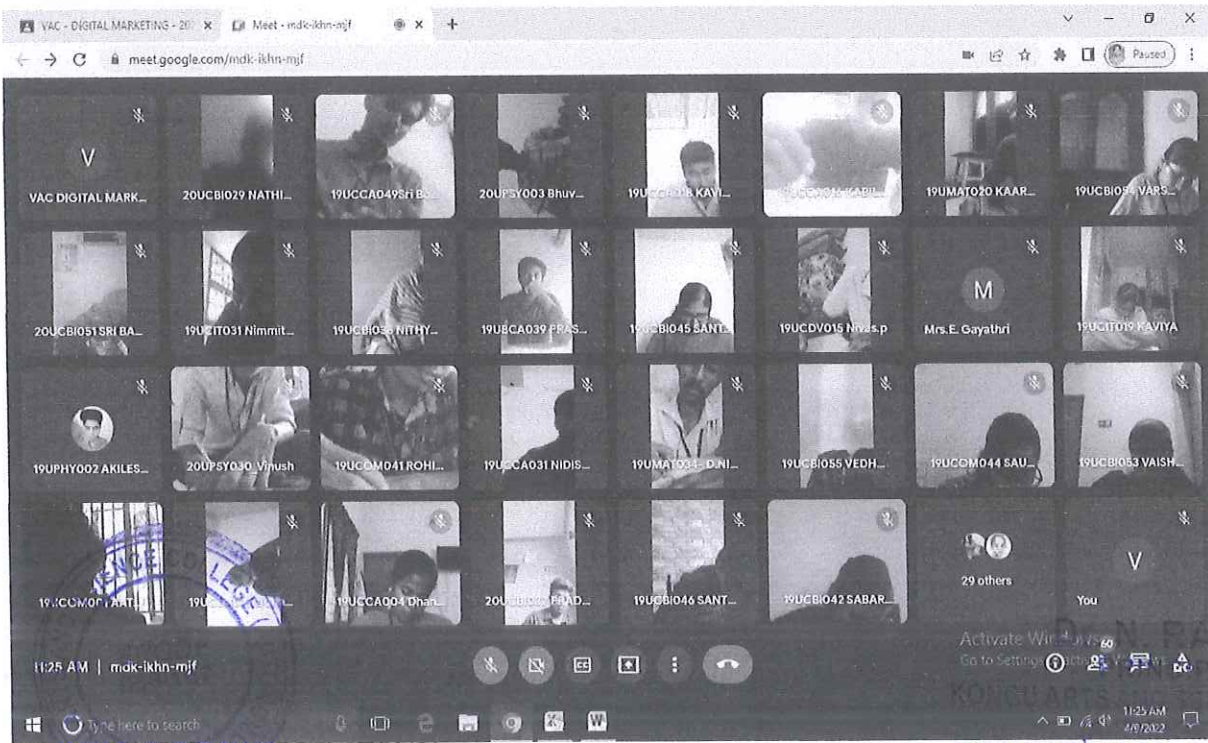
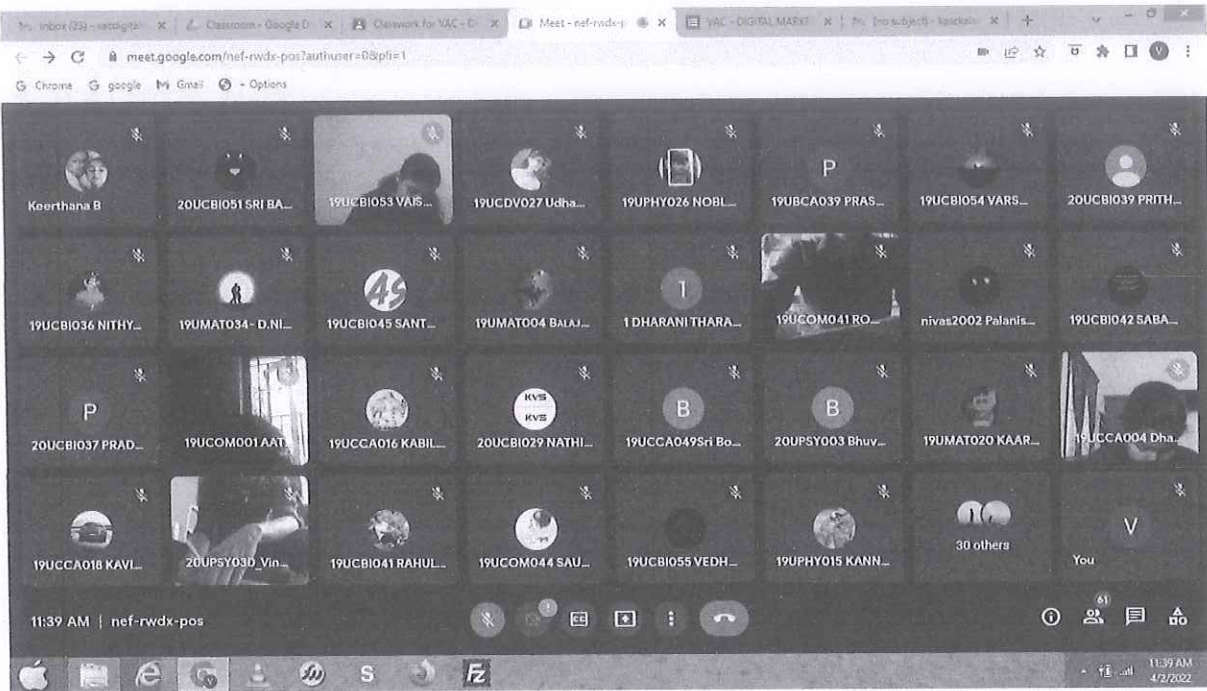
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17VCMOM-OFFICE MANAGEMENT SYSTEMS - PHOTOGRAPH



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DEPARTMENT OF COSTUME DESIGN AND FASHION

VALUE ADDED COURSE (2017-2018)


17VCDBC –BASIC B EAUTY CARE – STUDENTS FEEDBACK

| | |
|---------------------|--|
| Name of the Student | |
| Register Number | |
| Department | |
| Year | |

| Parameters | Yes | No | |
|--|-----------|------|---------|
| The Course content was in line with my expectations | Yes | No | |
| General content of the Course | Excellent | Good | Average |
| The Course provided additional knowledge and skill | Yes | No | |
| Well-designed Practical sessions | Yes | No | |
| Schedule of the classes and other relevant details have been informed promptly | Yes | No | |
| Course materials provided were useful | Yes | No | |
| Provides scope for self-employment and fulfills the industrial needs | Yes | No | |

Student Signature




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17VCMOM-OFFICE MANAGEMENT SYSTEMS- STUDENTS FEEDBACK

| | |
|---------------------|---------------------|
| Name of the Student | Senthil Prabhu.C.R. |
| Register Number | 17VUCOM053 |
| Department | Commerce |
| Year | 2017-2018 |

| Parameters | Yes | No | |
|--|-------------|------|---------|
| The Course content was in line with my expectations | ✓ Yes | No | |
| General content of the Course | ✓ Excellent | Good | Average |
| The Course provided additional knowledge and skill | ✓ Yes | No | |
| Well-designed Practical sessions | ✓ Yes | No | |
| Schedule of the classes and other relevant details have been informed promptly | ✓ Yes | No | |
| Course materials provided were useful | ✓ Yes | No | |
| Provides scope for self-employment and fulfills the industrial needs | ✓ Yes | No | |



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Senthil Prabhu.
Student Signature



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17VCMOM-OFFICE MANAGEMENT SYSTEMS- STUDENTS FEEDBACK

| | |
|---------------------|--------------------|
| Name of the Student | Narendra Kumar, K. |
| Register Number | 17VCMOM03A |
| Department | Commerce |
| Year | 2017-2018 |

| Parameters | Yes | No | |
|--|-----------|--------|---------|
| The Course content was in line with my expectations | ✓ Yes | No | |
| General content of the Course | Excellent | ✓ Good | Average |
| The Course provided additional knowledge and skill | ✓ Yes | No | |
| Well-designed Practical sessions | ✓ Yes | No | |
| Schedule of the classes and other relevant details have been informed promptly | ✓ Yes | No | |
| Course materials provided were useful | ✓ Yes | No | |
| Provides scope for self-employment and fulfills the industrial needs | ✓ Yes | No | |



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Narendra Kumar
Student Signature



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Certificate

This Certificate is awarded to



YUVARAJA PRASANNA.M
I B.Com

for the successful completion of the Certificate Course in
OFFICE MANAGEMENT SYSTEMS
with C Grade conducted by the
Department of Commerce
during the Academic Year 2017 -2018



R. Sub
Course Coordinator

Dr. N. Ram
Convenor
Academy of Excellence

[Signature]
Principal

[Signature]
Correspondent

90 - 100 : A++ - Outstanding
80 - 89 : A+ - Excellent

70 - 79 : A - Very Good
60 - 69 : B+ - Good

50 - 59 : B - Average
40 - 49 : C - Satisfactory



[Signature]
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