



Maharaja Education Trust ®  
**MIT First Grade College**

(Affiliated to University of Mysore)  
Industrial Suburb, Manandavadi Road, Mysuru -570008

Dated:- 8/12/2021

To

Mr. Arun Kumar K  
Assistant Professor  
PG Department of Commerce  
MIT First Grade College  
Mysore-570008.

Respected Madam, <sup>srj</sup>

Sub: Letter of Appointment for Office Management-Certificate Course.

We are pleased to inform you about your selection to teach Office Management Certificate course to the first year Post-Graduation students of commerce. Further you are directed to contribute in framing the course syllabus, engage the number of hours of class allotted, completion of syllabus and maintain the attendance for the same. This letter will be effective from the time of acceptance and reporting to the duty.

Thanking you

Yours sincerely

Principal

**PRINCIPAL**  
**M.I.T. FIRST GRADE COLLEGE**  
# F-29/1, 3rd Stage, Industrial Suburb  
Fort Mohalla, Mysuru-570 008



Maharaja Education Trust®  
**MIT First Grade College**

(Affiliated to University of Mysore)  
Industrial Suburb, Manandavadi Road, Mysuru -570008

Dated:- 8/12/2021

To

Mrs. S P Sunitha  
Assistant Professor & P G Coordinator  
PG Department of Commerce  
MIT First Grade College  
Mysore-570008.

Respected Madam,

Sub: Letter of Appointment for Office Management-Certificate Course.

We are pleased to inform you about your selection to teach Office Management Certificate course to the first year Post-Graduation students of commerce. Further you are directed to contribute in framing the course syllabus, engage the number of hours of class allotted, completion of syllabus and maintain the attendance for the same. This letter will be effective from the time of acceptance and reporting to the duty.

Thanking you

Yours sincerely

Principal

**PRINCIPAL**  
**M.I.T. FIRST GRADE COLLEGE**  
# F-29/1, 2nd Stage, Industrial Suburb  
Fort Mohalla, Mysuru-570 008



Maharaja Education Trust ®  
**MIT First Grade College**

(Affiliated to University of Mysore)  
Industrial Suburb, Manandavadi Road, Mysuru -570008

Dated:- 8/12/2021

To

Mrs. MisbaSabreen S  
Assistant Professor  
PG Department of Commerce  
MIT First Grade College  
Mysore-570008.

Respected Madam,

Sub: Letter of Appointment for Office Management-Certificate Course.

We are pleased to inform you about your selection to teach Office Management Certificate course to the first year Post-Graduation students of commerce. Further you are directed to contribute in framing the course syllabus, engage the number of hours of class allotted, completion of syllabus and maintain the attendance for the same. This letter will be effective from the time of acceptance and reporting to the duty.

Thanking you

Yours sincerely

Principal

**PRINCIPAL**  
**M.I.T. FIRST GRADE COLLEGE**  
# F-29/1, 3rd Stage, Industrial Suburb  
Fort Mohalla, Mysuru-570 008