



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

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

Date:24/03/2022

## **Report of Certificate Course on “Office Management”**

### **1. Event Details**

- a. **Date of Event** : **Certificate Course on Office Management**  
b. **Details of Resource Person** : **P G Faculties**  
c. **No. of participants** : **26**

2. **Venue** : **Class room –Function hall**

### **3. Objective:**

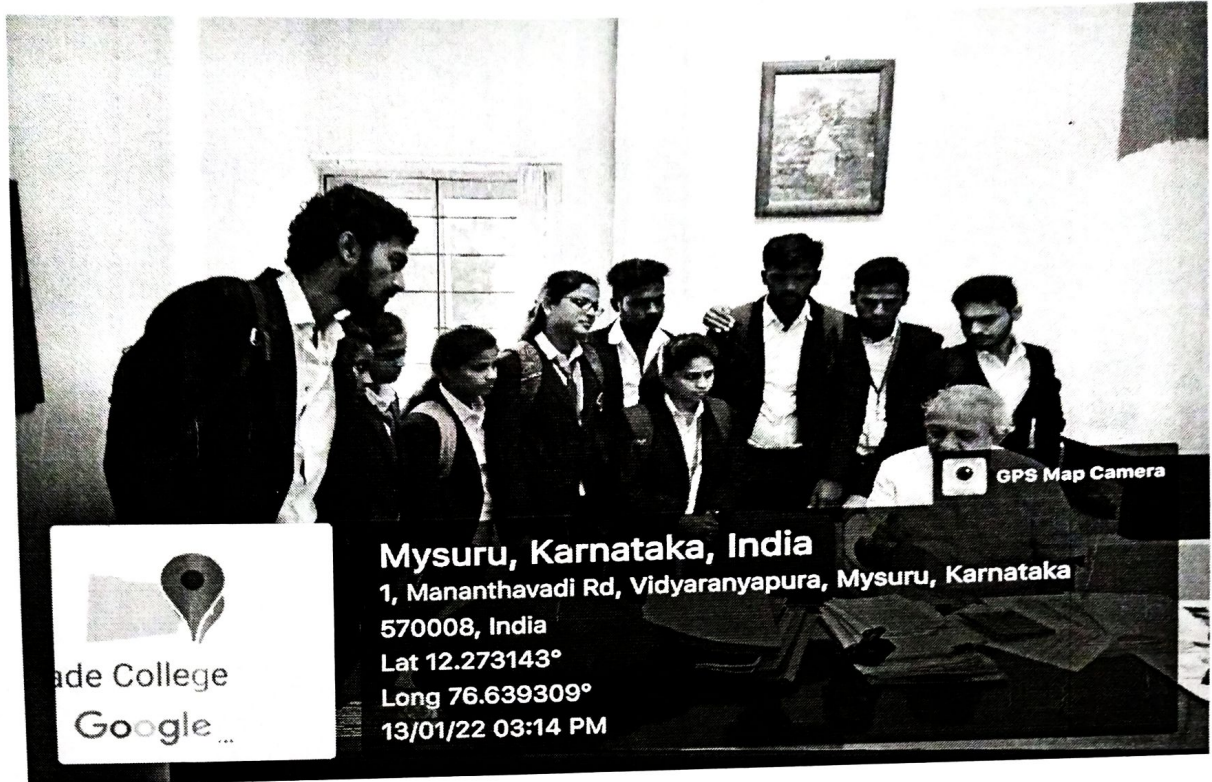
- To create awareness on the office work culture and knowledge on documentation
- To provide practical exposure on the financial areas and its modes of operations.


### **4. Outcome of the session:**

Students gained practical exposure to the areas of office management and modes of operations, policies and procedures that are adopted in an office while performing the administrative activities.

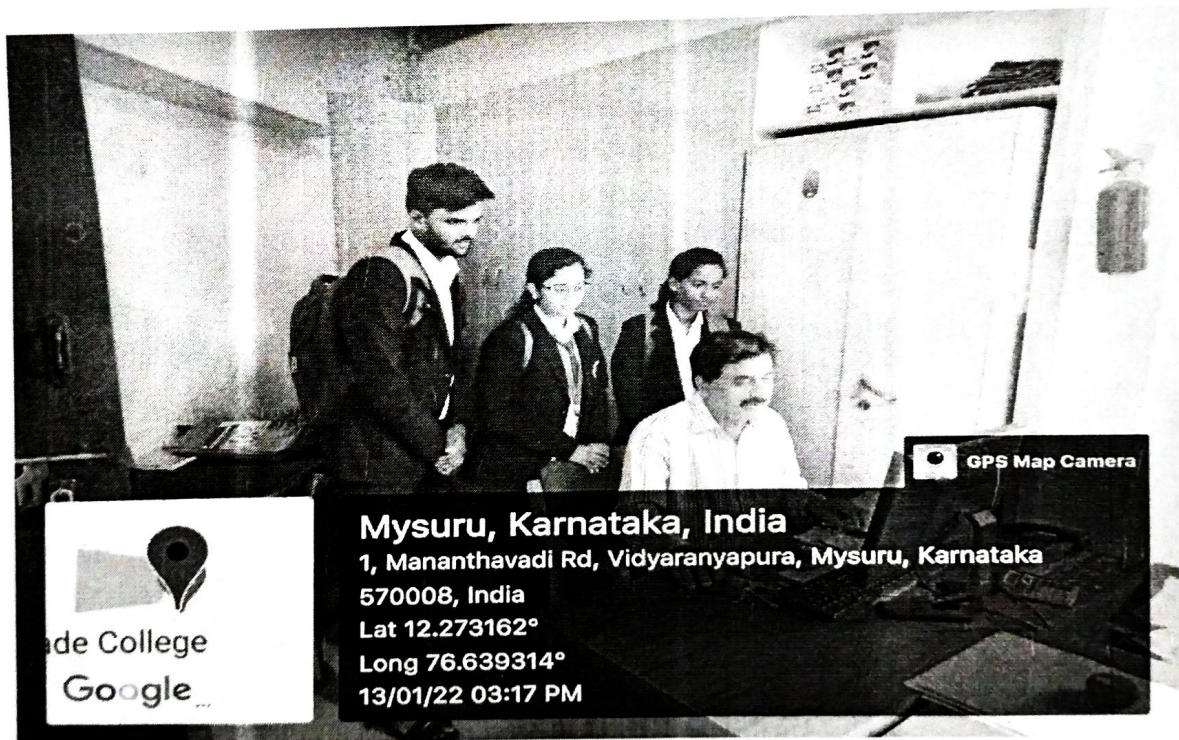
### **Summary**


The course incorporated to provide insight on office management theoretical and practical aspects. The course was offered to all the students of III semester M Com students of 2020-21 batch. There was theoretical, practical and written examination conducted for the course. All the students were provided with course completion certificate.



  
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**Event Coordinators**  
**Arun Kumar k**  
**MisbaSabreen S**



  
**HOD**  
**S P Sunitha**



**Principal**  
**Prof. K Nage Gowda**  
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