



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \*ISO 9001 : 2015 Certified\*

## AQAR

(2021– 2022)

### CRITERION VII

### INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.3.1

### Students' Empowerment

### Typewriting





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## 7.3.1 Typewriting

Typewriting skill is developed in coordination with external experts. The students are trained to appear for the Typewriting Examination conducted by the Department of Technical Education. Sixty-four typewriters are at the disposal for the purpose. The classes are conducted in 5 batches. A total of 1363 students got benefited from this Programme. The classes are conducted in tie-up with the School of Commerce, Palayamkottai. The Department of Commerce takes care of the smooth conduct of the classes.



<b>List of Beneficiaries</b>			
<b>S.No.</b>	<b>Academic Year</b>	<b>Total No. of Beneficiaries</b>	
		<b>Aided</b>	<b>Unaided</b>
1.	2016-2017	85	176
2.	2017-2018	70	179
3.	2018-2019	84	218
4.	2019-2020	76	184
5.	2020-2021	Pandemic Period	Pandemic Period
6.	2021-2022	60	192

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**Principal**



## **TYPE WRITING COURSE**

