# Sadakathullah Appa College

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

# CRITERION VII

## INSTITUTIONAL VALUES AND BEST PRACTICES

# 7.3.1

# Students' Empowerment

# Typewriting

*Submitted to*

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022

## 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.

# List of Beneficiaries

| S.No. | Academic Year | Total No. of Beneficiaries | |
|-------|---------------|-------|-------|
| | | Aided | Unaided |
| 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 |

Principal

# TYPE WRITING COURSE