



Est. 2016

in collaboration with IQAC

Certificate of Merit

This is to certify that

Mr./Ms..... has
successfully completedweeks of

Office Management and Secretarial Practices

Duration from to

under the Certificate (Skill Enhancement) Program.

He/She has secured Grade:.....

IQAC Coordinator

Ex. Controller

Principal

Sd-

Course Instructor

St. Xavier's College, Simdega

P.O. Gotra, Dt. Simdega, JH (India)-835235

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