

PERIYAR CENTENARY POLYTECHNIC COLLEGE

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR
DEPARTMENT OF MODERN OFFICE PRACTICE

ACHIEVEMENTS AND ACTIVITIES REPORT 2017 – 2018

AWARDS

“COMPLETION 25 YEARS SERVICE” - DOTE & MANAGEMENT AWARD

The following Staff members received the DOTE and MANAGEMENT Award for the Completion of 25 years Service.

- 👉 **Dr. K. Malarkodi, HOD Received the DOTE and Management Award for Completion of 25 years Service.**



- 👉 **Ms. T. Vijayalakshmi, Lecturer/(S. Gr.) Received the DOTE and Management Award for Completion of 25 years Service.**



- 👉 **Ms. M. Maheswari, Junior Mechanic(Spl. Gr.) Received the DOTE and Management Award for Completion of 25 years Service.**



- **Ms. K. Rajam, Skilled Asst., (Spl.Gr.) Received the DOTE and Management Award for Completion of 25 years Service.**



PRODUCING 100 % RESULT

- The following faculty members produced 100 % Result and received Cash Award of Rs.1000/- during April 2016, October 2016 and April 2017 Examinations.
- 100% of Result produced in 17 Subjects for April 2017, 15 Subjects for October 2016 and 20 subjects for April 2017 Examinations.



THE BEST OUTGOING STUDENT AWARDS

	Year/ Sem.	Name of the Student	Name of the Award	Award
1	I/I	P. KRISHNAN	Saroja Thiagarajan Memorial Award	Deserving student
2	II Year	D.AJITH KUMAR	Ayyanar Rajammal Scholarship Award	Deserving student
3	III/VI	P. MANIKANDAN	Sri Meenakshi – Sivasamy Memorial Award	Best Out going Student Award 2016
4	III/VI	P. MANIKANDAN T. VIJAYKUMAR S. SATHISKUMAR	Muthukumarasamy Award	Best Project Award
5	III/VI	G. SURIYA	----	Best Hostel Room



SPORTS AWARDS - SILAMBAM COMPETITION

Sl. No.	Name of the Student	Date	Event	Prize	Venue
1	B. Adhavan- III Year	18.09.2016 to 21.09.2016.	National Level “Silambam Competition”	Gold Medal	Patna
2					

Annual Sports Meet - 2017

Sl.No.	Name of the Student	Event	Place	Venue
1	S. Sona, I Year	Discuss Throw	II prize	Annual Sports Meet 2017 PCPC, Vallam
2	G. Suriya, II Year	Kho-kho	Winner	

OTHER COLLEGES

Sl.No.	Name of the Student	Event	Place	Venue
1	A. Suresh , I year	Basket Ball	State Level I Place	Vetri Vinayaga Polytechnic College, Namakkal
2			District Level – I Place	Arasu Engineering College, Kumbakonam
3			Divisional Level	Ramya Sathiyathan Polytechnic College, Pudukudi, Budalur



DEPARTMENT ACTIVITIES

PROGRAMME ADVISORY COMMITTEE MEETING (PAC)

Programme Advisory committee was held on 29.03.2016. The members review the Department Activities.



APEX

Apex Committee Meeting was held on 13.04.2016. The members of all the Departments of PAC and APEX Committee have gone through the present “C” scheme syllabus and approved the same.

ACADEMIC BOARD

Academic Board meeting was held on 07.09.2016 . The members reviewed the activities of the Department.



ISO AUDIT

DNV. GL SECOND PERIODIC AUDIT was conducted on 30.08.2016 and 31.08.2016. Mr. S. Anandha Subramaniyan , Lead Auditor from DNV.GL, Chennai conducted audit under Quality Management System.



RESULT - APRIL 2017

I YEAR – II SEMESTER

Sl.No	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	Communication English - II	Ms. S. Rojamy	10	10	Nil	100 %
2.	Business Organisation	Dr. K. Malarkodi	9	9	Nil	100 %
3.	Financial Accounting	Ms. T. Malathi	9	9	Nil	100 %
4.	Type Writing - English– GTE Pre Junior	Mr.P.K.Sachidanandam	9	9	Nil	100 %
5.	Type Writing - Tamil – GTE Pre Junior	Ms. M. Maheswari	9	9	Nil	100 %
6.	Office Automation Lab - II and Commercial Practice Lab	Ms. T. Vijayalakshmi & Ms. T. Malathi	9	9	Nil	100 %
7.	Banking	Ms. R. Lalitha	9	9	Nil	100 %
OVERALL			10	9	1*	90%

* 1 Absent

II YEAR - IV SEMESTER

Sl.No	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	English – II	Mr. K.D.Suresh	14	14	Nil	100 %
2.	Partnership Accounting	Ms. R. Lalitha	14	13	1	93 %
3.	Cost Accounting	Ms. T. Vijayalakshmi	14	14	Nil	100 %
4.	Typewriting – English – GTE Junior – Paper II	Ms. K. Rajam	14	14	Nil	100 %
5.	Typewriting – Tamil – GTE Junior – Paper II	Ms. M. Maheswari	14	14	Nil	100 %
6.	Elective: Marketing	Dr. K. Malarkodi	14	14	Nil	100 %
7.	Oracle - Lab	Dr. K. Malarkodi	14	14	Nil	100 %
OVERALL			14	13	1	93%

III YEAR - VI SEMESTER

Sl.No	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	Business Communication	Mr. K.D.Suresh	17	17	Nil	100 %
2.	Auditing	Ms. R. Lalitha	17	17	Nil	100 %
3.	Management Accounting	Ms. T. Vijayalakshmi	17	17	Nil	100 %
4.	Advanced Accountancy - IV	Ms. T. Malathi	17	17	Nil	100 %
5.	Typewriting English / Tamil Senior Paper II (GTE)	Ms. K. Rajam	17	17	Nil	100 %
6.	Tally – Lab	Ms. R. Lalitha	17	17	Nil	100 %
7.	Project Work and Entrepreneurship	Dr. K. Malarkodi	17	17	Nil	100 %
OVERALL			17	17	Nil	100 %

❖ **2013 – 2016 BATCH STUDENTS DETAILS**

SEMESTER	I SEM	All clear	II SEM	All clear	III SEM	All clear	IV SEM	All clear	V SEM	All clear	VI SEM	All clear
APPEARED	12	9	12	11	20	14	20	20	20	19*	20	20
PASSED	9		11		15		20		19		20	
PERCENTAGE	75		91.7		75		100		95		20	

❖ **2014 – 2017 BATCH STUDENTS**

SEMESTER	I SEM	All clear	II SEM	All clear	III SEM	All clear	IV SEM	All clear	v SEM	All clear	VI SEM	All clear
APPEARED	12	10	12	11	18	18	17	17	17	14	18	18
PASSED	10		11		18		17		14		18	
PERCENTAGE	83		92		100		100		82		100	

HIGHER STUDIES OF STUDENTS

- 3 Students have joined Lateral entry (Regular) in B.Com., B.B.A., at various Universities.
- 14 Students have joined Lateral entry in B.Com., B.B.A., through Distance Education at various Universities.

PLACEMENT AND CAMPUS INTERVIEW

- **Campus Interview**

Campus interview was conducted at our Polytechnic College.

Sl.No.	Name of the Students	Organisation	No. of students Attended	No. of students Selected
1	III Year	TVS Lucas, Pondicherry	18	18
2		IDBI	12	2
3		AVALON Technologies (P) Ltd., Chennai	12	9
4		Juravis Technologies	7	1
5		Myoung Shin Automotive (P) Ltd., Chennai	3	1
6		EUREKA Forbes	1	1



➤ **Off Campus**

Sl.No.	Year /sem.	Organisation	No of students Attended	No. of students Selected
1	III Year/ VI sem.	Laksheet, Chennai	12	7

➤ **APPRENTISHIP TRAINING**

Our final year students were selected in the Apprenticeship Training at Tamil Nadu News Print and Papers Ltd., Kagithapuram, Karur.

Sl.No.	Name of the Students	Organisation	No of students Attended	No. of students Selected
1	III Year	Tamil Nadu News Print and Papers Ltd., Karur	18	18

❖ **PROJECTS – FINAL YEAR**

The following project title have been selected for final year students of 2014 -17 batch.

Project No.	Name of the Student	Project Title	Faculty Guide
1	M. Ibrahim S. Sivasubramaniyan R. Baranan K. Kalaivanan	A STUDY ON “ONLINE MARKETING”.	Dr. K. Malarkodi Head of the Department
2	B. Adhavan A. Ajithkumar S. Santhosh M. Vijay	A STUDY ON “DAIRY PRODUCTS MARKETING IN THANJAVUR”.	Ms. T.Vijayalakshmi Lecturer/Sr.Grade
3	S. Leo Richard P. Manikandan S. Sathishkumar T. Vijaykumar	TRANSPORTATION AND MARKETING - WITH SPECIAL REFERENCE TO PADDY AT THANJAVUR	Ms. T.Malathi Lecturer/Sr. Grade
4	K.B.Bharanika V. Dhivya S. Sathya R. Kiruba G. Suriya	A STUDY ON “IMPACT OF SOCIAL NETWORKING SITES ON CONSUMER BEHAVIOR”	Ms.R.Lalitha Lecturer



GUEST LECTURES

Sl. No.	Date	Topic	Resource Person
1	13.06.2016	Preparing Yourself for Job Market	Mr. GK.Mariappan HOD/Seberang Perai Polytechnic Penang, MALAYSIA
			Ms. Shobna, Students Representative Seberang Perai Polytechnic Penang, MALAYSIA
2	26.07.2016	Communication Skills and Self Introduction	Mr.B.K.Balaji, HRD Trainer Ren Academy, Thanjavur
3	27.07.2016	Goal Setting and Taxation	P. Annamalai, Chartered Accountant Pudukkottai
4	09.09.2016	Job opportunity of MOP	U. Rajiv, Lead Auditor (ISO) Trichy
5	27.09.2016	Interview Techniques	Mr.B.K.Balaji, HRD Trainer Ren Academy, Thanjavur
6	10.02.2017	Communication Skill	Mr.B.K.Balaji, HRD Trainer Ren Academy, Thanjavur
7	13.02.2017	Personality Development	I. Gnanaseelan, Assistant Professor Parisutham College of Engineering



INDUSTRIAL VISIT

Sl.No.	Name of the Organisation	Year
1	Tamil Nadu News Print and Papers Ltd., Kagithapuram, Karur	I, II and III

❖ **PERIYAR TECHNO-MEET 2016 - State Level Paper Presentation**

Under Industry Institute Interaction (III) Cell, Periyar Techno Meet-2016 was organized on 29.12.2016. Our students were participated and submit their papers in various topics.

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1	G. Malarvannan G. Murugendra Adhithiyaraj	Change Management in Institution	I Year	II Prize
2	M. Shaina Banu J. Sowndharya	Global climate changes	II Year	Participation
3	P.Manikandan T. Vijaykumar	Global climate changes	III Year	Participation
4	S. Leo Richard S. Sivasubramaniyan	Change Management in Institution		Participation

OTHER POLYTECHNIC

PAC Raja Polytechnic College, Rajapalayam students also participated and won prizes in the State Level paper presentation:

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1	A. Nalladevi G. Gayathri	Global climate changes	II year	I Prize
2	M. Parameswari M. Saranya	High Technology Entrepreneurship		Presented
3	P.Karpagam R. Jayalakshmi	Change Management in Institution		III Prize



❖ **PERIYAR TECHNO EXPO 2017**

The following are the list of Projects for the Periyar Techno Expo'2017 .

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1	S. Leo Richard S. Siva Subramaniyan A. Ajithkumar R. Vijay	Cashless Economy	III Yr.	Displayed
2	S. Sathiya V. Dhivya K.B.Barinika G. Suriya R. Kiruba	Fake Product - Awareness	III Yr.	Displayed
3	P.Manikandan P. Vijaykumar S. Sathishkumar	Air Pollution and Noise Pollution	III Yr.	I Place
4	M. Aruna K. Akana M. Saina Banu J. Sowndaraya	Green House	II Year	Displayed
5	M. Abishek V. Vinishkumar S. Ganesan S. Sabareeswaran T. Ajithkumar	Agricultural Development, Organic Plant and Chemical Plant	II Year	Display
6	G. Malarvanna S. Ragul P. Krsihnan R. Kalaiselvan	Natural Fertilizer	I Year	Displayed





❖ **FOUNDER'S DAY CELEBRATION**

a) Blood Donation Camp

In View of the 84th Birthday celebration of our Founder Chairperson, the following students were donated Blood to the Blood Bank of Thanjavur Medical College Hospital, Thanjavur on 02.12.2016.

S. Sivasubramaniyan - III Year

P. Manikandan – III Year



❖ **Tree Plantation**

Our NSS Volunteers participated in the sapling planted at our campus.



❖ Competitions

- Our students participated in Oratorical, Essay, Drawing and Verse Competition.

UNDER MODERACT ASSOCIATION

➤ Seminars

1	04.06.2016	Principles of Accountancy	II & III Year
2	24.06.2016	Cost Price and Selling Price	II & III Year
3	01.07.2016	Functions of Management	I, II & III Year
4	15.07.2016	Commerce Overview	I, II & III Year
5	29.07.2016	Environmental Management	I, II & III Year
6	12.08.2016	Banking Function	I, II & III Year
7	15.012.2016	RBI – Function	I, II & III Year
8	23.01.2017	Marketing technique	I, II & III Year
9	10.02.2017	Retail Marketing	I, II & III Year

➤ Group Discussion

1	17.06.2016	Opportunities - Entrepreneur	II & III Year
2	28.07.2016	Organic Product Trade - Opportunities	I, II & III Year
3	29.02.2016	Fundamental Rights of Consumers	I, II & III Year
4	31.01.2017	Identify the Fake products	I, II & III Year
5	24.02.2017	Rules – Road and Traffic	I, II & III Year

PARENT – TEACHERS MEETING

- Parents Meeting was conducted on 13.01.2016 and 12.01.2017. The Parents expressed their satisfaction about the faculty involvement to the students, Placement, Entrepreneurship Management Development Programme (EMDP), Technical Project Exhibition, Paper Presentation, arrangement for Guest Lectures and other developmental Programmes of the students.



Programmes for Students

Continuing Education Programme

The following continuing Education Programmes were organized for the II & III year Students.

Sl.No.	Year/Sem.	Name of the Course	Duration	Resource person
1	III Yr./ VI Sem.	Linux	June'16 to Aug'16	Ms. A. Karthiga

❖ Entrepreneurship Management Development Programmes (EMDP)

Sl. No.	Date	Topic	Resource Person
1	27.07.2016	Goal Setting and Taxation	Mr. P. Annamalai Chartered Accountant State Bank Colony, Pudukkottai
2	09.09.2016	Job opportunity of MOP	U. Rajiv Lead Auditor (ISO), Trichy
3	27.09.2016	Interview Techniques	Mr.B.K.Balaji HRD Trainer, Ren Academy, Thanjavur
4	27.02.2017	Personality Development	I. Gnanaseelan Assistant Professor Parisutham College of Engineering Thanjavur



❖ IE(I) CHAPTER

Guest Lectures, Seminars, Group Discussions were organised under IE(I) Students Chapter.

STAFF DEVELOPMENT PROGRAMME

➤ STAFF TRAINING

Sl.No	Name of the Staff	Date	Programme	Organiser	Venue
1	Ms. R. Lalitha	08.09.16	Transition from ISO 9001:2008 to ISO 9001:2015	VUV SUDI South Asia Pvt. Ltd., Trichy	Hotel Sangam Thanjavur
2	Dr. K. Malarkodi Ms. T. Vijayalaskhmi Ms. T. Malathi Ms. R. Lalitha	08.10.16	Transition from ISO 9001:2008 to ISO 9001:2015	Mr. R.Ramesh, Tutor from DNV GL, Chennai	Periyar Maniammai University VALLAM
3	Dr. K. Malarkodi Ms. T. Vijayalaskhmi Ms. T. Malathi Ms. R. Lalitha	24.11.16 & 25.11.16	Internal Quality audit (IQA) in Line with ISO 9001:2015	Mr. S.Selvaraju, Lead Auditor, SS Consultancy Services, Trichy	PCPC Vallam
4	Ms. R. Lalitha Ms. M. Maheswari Ms. K. Rajam	27.12.16	Transition from ISO 9001:2008 to ISO 9001:2015	Mr. S.Selvaraju, Lead Auditor, SS Consultancy Services, Trichy	PCPC Vallam
5	Dr. K. Malarkodi	27.01.17	Swot Analysis, Risk and Change Management	Principal PCPC, Vallam	PCPC Vallam

AUDIO VISUAL CLASS

Sl.No.	Name of the Staff	Date	Topic	Participants	Venue
	Ms. T. Malathi	04.08.2016	Departmental Accounts	I, II & III Year	PCPC VALLAM
2	Dr. K. Malarkodi	11.08.2016	Management		
3	Ms. T. Vijayalakshmi	18.08.2016	Cost Accounting		
4	Ms. R. Lalitha	19.08.2016	Principles of Accountancy		
5	Dr. K. Malarkodi	15.12.2016	Principles of Management		
6	Ms. T. Vijayalakshmi	22.12.2016	Budget and Budgetary Control		
7	Ms. T. Malathi	25.01.2017	Final Accounts		
8	Ms. R. Lalitha	26.01.2017	Auditing		



❖ **STAFF ACTED AS RESOURCE PERSON**

The following faculty member acted as Resource Person

Sl. No.	Name of the Staff	Name of the Programme	Date	Venue
1	Dr. K.Malarkodi, Head of the Department	ISO 9001:2015 Awareness Programme	02.01.2017	PCPC, Vallam

❖ **WOMEN IN DEVELOPMENTS (WID)**

Sl.No.	Name of the Programmes	Date	Resource Person	Participants	Venue
1	YOGA	15.08.2016	Ms. Malliga Rejendran	All Women staff Members	PCPC, Vallam
2		21.06.2017		All Women Students	
3	Awareness Programme	03.08.2016			

➤ **Training programme Attended - Students**

Sl. No.	Resource Person	No. of Students	Name of the Programme	Date	Venue
1	Dr. A. Hemalatha Dean/Academic Programmes	6 students	ISO 9001:2015 Awareness Programme	01.02.2017	PCPC, Vallam

Extra Curricular Activities

NATIONAL SERVICE SCHEME (NSS)

- The following students attended NSS special camp at Vallamputhur, Maruthakkudi and Sennampatti Village.

M. Abishek
T. Ajith kumar
R. Kalaiselvan
G. Durai Selvi
S. Gayathri

- Our department students participated various NSS programmes –

- Awareness Rally
- Campus Cleaning
- Awareness Guest Lectures etc.,



❖ NATIONAL CADET CORPS (NCC)

Sl.No	Name of the Students	Date	Programme	Venue
1	1. R. Baranan - III Yr. 2. S. Sivasubramaniyan 3. K. Kalaivanan	26.07.2016.	RDC(SELECTION) CAMP	34 (TN) Unit, Thanjavur
2	1. M. Vijay- III Yr.	12.08.2016.	Independence day celebration Training Camp	Police Ground, Thanjavur
3	1. S. Ganesan - II Year 2. M. Vijai - III Year	14.09.2016 to 22.09.2016.	CATC-CUM GP RD LAUNCH CAMP	Periyar Maniammai University, Vallam
4	1. R. Baranan - III Yr. 2. S. Sivasubramaniyan 3. K. Kalaivanan 4. M. Vijai 5. B. Adhavan	31.01.2017 to 17.02.2017	CATC-CUM GP RD LAUNCH CAMP	Secundrabad



RED RIBBON CLUB (RRC)

- Our students participated in the RRC meeting held at our Polytechnic College, Vallam.

ALUMNI MEETING

Alumni Meeting was conducted on 24.12.2016 at our Polytechnic Campus.


