

**PERIYAR CENTENARY POLYTECHNIC COLLEGE**

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

(AUTONOMOUS INSTITUTION)

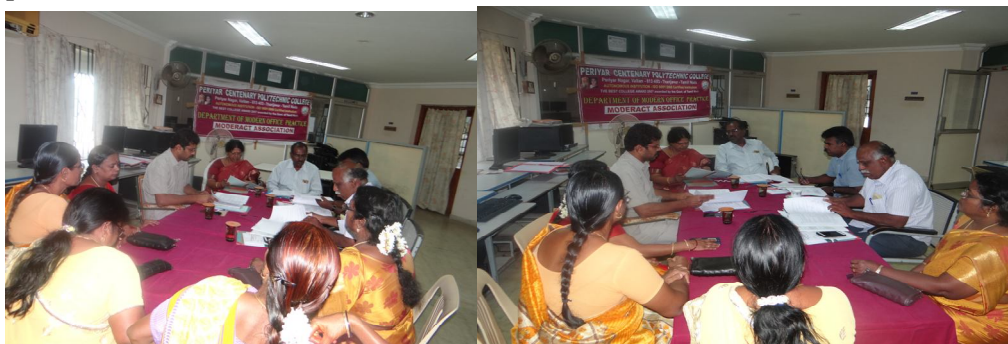
**DEPARTMENT OF MODERN OFFICE PRACTICE**

# **Activities**

**2018 – 2019**

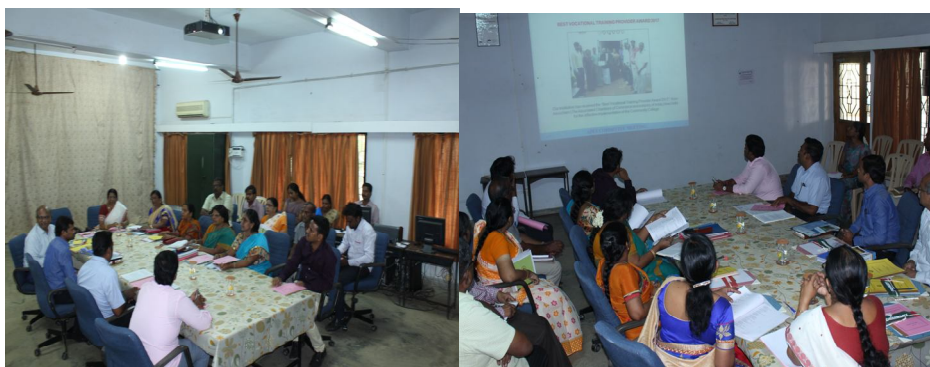
❖ **PROGRAMME ADVISORY COMMITTEE MEETING (PAC)**

Programme Advisory committee was held on 12.07.2018. The members review the Department Activities.



❖ **APEX COMMITTEE MEETING**

Apex Committee Meeting was held on 25.07.2018. 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 COMMITTEE MEETING**

Academic Board meeting was held on 06.08.2018. The members reviewed the activities of the Department.



## ❖ QMS AUDIT – ISO 9001:2015

DNV. GL RE-CERTIFICATION AUDIT was conducted on 05.09.2018. Mr. Ramesh Rajagopalan, Lead Auditor, and Mr. Vijai from DNV.GL, Chennai conducted audit under Quality Management System.



## 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 October 2018 and April 2019 Examinations.
- 100% of Result produced in 21 Subjects for October 2018, and 20 Subjects for April 2019 Examinations.

**OCTOBER 2018**

S.No.	I SEMESTER	Name of the Staff
1	Communication English - I	Ms. D. Britishiya
2	Elements of Commerce	Dr. K. Malarkodi
3	Principles of Accountancy	Ms.T. Vijayalakshmi
4	Principles of Economics	Ms. T. Malathi
5	Typewriting-English Level -I	Ms. R. Lalitha
6	Typewriting-Tamil Level -I	Ms. M. Maheswari
7	Office Automation Lab - I	Ms.T. Vijayalakshmi & Ms. T. Malathi
	<b>III SEMESTER</b>	
8	English	Ms. D. Britishiya
9	Business Management	Ms. T. Malathi
10	Advanced Financial Accounting	Ms. R. Lalitha
11	Business Statistics	Dr. K. Malarkodi
12	Typewriting English GTE Junior–Paper I	Ms. K. Rajam
13	Typewriting Tamil GTE Junior – Paper I	Ms. M. Maheswari
14	Desktop Publishing Lab	Ms.T. Vijayalakshmi
	<b>V SEMESTER</b>	
15	Business Law	Ms. R. Lalitha
16	Corporate Accounting	Ms. T. Malathi
17	Management Accounting	Ms.T. Vijayalakshmi
18	Typewriting English GTE Senior – Paper I	Ms. K. Rajam
19	Elective: Auditing	Dr. K. Malarkodi
20	Accounting Package and Commercial Practice Lab	Ms. R. Lalitha
21	Life and employability Skill Practical	Ms. D. Britishiya

**APRIL 2019**

S.No	II SEMESTER	Name of the Staff
1.	Communication English - II	Ms.D.Britishya
2.	Business Organisation	Dr.K.Malarkodi

3.	Financial Accounting	Ms.T.Malathi
4.	Type Writing - English- GTE Pre Junior	Ms.R.Lalitha
5.	Type Writing - Tamil – GTE Pre Junior	Ms.M.Maheswari
6.	Office Automation Lab - II and Commercial Practice Lab	Ms.T.Malathi
7.	ELECTIVE: Banking	Ms.T.Vijayalakshmi
<b>IV SEMESTER</b>		
8	English – II	Ms.D.Britishya
9	Partnership Accounting	Ms.R.Lalitha
10	Cost Accounting	Ms.T.Vijayalakshmi
14	Typewriting – English – GTE Junior – Paper II	Ms.K.Rajam
12	Typewriting – Tamil – GTE Junior – Paper II	Ms.M.Maheswari
13	Elective: Marketing	Dr.K.Malarkodi
14	Oracle - Lab	Ms. R.Karthika
<b>VI SEMESTER</b>		
15.	Business Communication	Ms.D.Britishya
16.	Business Accounting	Ms.T.Malathi
17.	Income Tax (Law & Practice)	Ms.T.Vijayalakshmi
18.	Environmental Science	Ms.R.Lalitha
19.	Typewriting – English – GTE Senior – Paper II	Ms.K.Rajam
20.	Office Machineries and Equipments – Lab	Ms.R.Lalitha
21.	Project Work	Dr.K.Malarkodi

➤ **BEST OUTGOING STUDENT AWARDS**

Sl.No.	Name of the Student	Year	Name of the Award
1	Malarvannan. G	III	Sri Meenakshi –Sivasamy Memorial Award
2	Vasanthkumar. NA	II	Ayyanar Rajammal Scholarship Award
3	Priya. S	I	Saroja Thiagarajan Memorial Award



➤ **SPORTS – OTHER COLLEGE**

Sl. No.	Date	Name of the Students	Year /Sem.	Event	Venue	Prize
1	27.12.18 to 29.12.18	Nivashini. B Keerthana. B	II/IV	Volley Ball	Kongunadu Polytechnic College at Thottiyam- District Level	III
				Hand Ball		III
				Basket Ball		I

2	9.1.19 to 12.1.19	Shalini. R	III/VI	Ball Badminton	Inter Polytechnic Athletic Association APAA Divisional Tournament for Women (Idayarpatti) (TN & Pondicherry)	III
3	10.01.19	Malarvannan. G Suresh. A	III/VI	Basket Ball	Kongunadu Polytechnic College, Namakkal State Level	III
4	29.1.19 to 31.1.19	Keerthana. B	II/IV	Basket Ball	Kongunadu Polytechnic College, Namakkal	III

❖ **ANNUAL SPORTS MEET – 2017-18, PCPC**

**OVERALL CHAMPIONSHIP AWARD**

- **Selvi R. Shalini, III Year received Susila Nedunchezhiyan Scholarship for Individual Overall Championship Award.**

Sl. No.	Date	Name of the Students	Yr./Sem	Event	Venue	Prize
1	28.02.19	Keerthana. B	II/IV	Relay	PCPC, Vallam	III
				800 mts.		III
				200 mts.		III
2		Abinaya. R	III/VI	Relay		III
3		Gayathri. S		200 mts.		I
4		Shalini. R		Relay		I
			800 mts.	I		
			100 mts.	I		
			400 mts.	I		
			Long Jumb	I		
				Throw Ball	I	



**OUTCOME BASED EDUCATION (OBE), INSTITUTION VISION AND MISSION, DEPARTMENT VISION , MISSION POS, PSOS, PEOS, COS AND CURRICULUM**

The PAC members may review the Outcome Based Education (OBE), Institution Vision and Mission, Department Vision ,Mission POs, PSOs, PEOs ,COs and curriculum in detail.

**SUGGESTIONS TO REDUCE CURRICULAR GAPS**

As per the curricular gaps, the PAC members may give suggestions to reduce the Curricular gaps. The members may review the delivery details of content beyond the syllabus.

### **DISCUSS ABOUT COURSE OUTCOME ATTAINMENT AND PO ATTAINMENT**

Members may review the course outcome attainment and PO attainment of the courses

### **RESULT - OCTOBER 2018**

#### **I YEAR / I SEMESTER**

<b>S.No</b>	<b>Subject</b>	<b>Appeared</b>	<b>Passed</b>	<b>% Pass</b>	<b>Faculty</b>
1.	Communication English - I	9	9	100	Ms. D. Britishiya
2.	Elements of Commerce	9	9	100	Dr. K. Malarkodi
3.	Principles of Accountancy	9	9	100	Ms.T. Vijayalakshmi
4.	Principles of Economics	9	9	100	Ms. T. Malathi
5.	Typewriting-English Level -I	9	9	100	Ms. R. Lalitha
6.	Typewriting-Tamil Level -I	9	9	100	Ms. M. Maheswari
7.	Office Automation Lab - I	9	9	100	Ms.T. Vijayalakshmi & Ms. T. Malathi
	<b>OVERALL</b>	<b>9</b>	<b>9</b>	100	

#### **II YEAR/III SEMESTER**

<b>S.No</b>	<b>Subject</b>	<b>Appeared</b>	<b>Passed</b>	<b>% Pass</b>	<b>Faculty</b>
1.	English	18	18	100	Ms. D. Britishiya
2.	Business Management	18	18	100	Ms. T. Malathi
3.	Advanced Financial Accounting	18	18	100	Ms. R. Lalitha
4.	Business Statistics	18	18	100	Dr. K. Malarkodi
5.	Typewriting English GTE Junior Paper I	18	18	100	Ms. K. Rajam
6.	Typewriting Tamil GTE Junior Paper I	18	18	100	Ms. M. Maheswari
7.	Desktop Publishing Lab	18	18	100	Ms T.Vijayalakshmi
	<b>OVERALL</b>	<b>18</b>	<b>18</b>	100	

#### **III YEAR / V SEMESTER**

<b>S. No</b>	<b>Subject</b>	<b>Appeared</b>	<b>Passed</b>	<b>% Pass</b>	<b>Faculty</b>
1.	Business Law	14	14	100	Ms. R. Lalitha
2.	Corporate Accounting	14	14	100	Ms. T. Malathi
3.	Management Accounting	14	14	100	Ms.T. Vijayalakshmi
4.	Typewriting English GTE Senior Paper I	14	14	100	Ms. K. Rajam
5.	Elective: Auditing	14	14	100	Dr. K. Malarkodi
6.	Accounting Package and Commercial Practice Lab	14	14	100	Ms. R. Lalitha

7.	Life and employability Skill Practical	13	13	100	Ms. D. Britishiya
	<b>OVERALL</b>	<b>14</b>	<b>13*</b>	100	

\* 1 Absent

**APRIL 2019**

**II SEMESTER**

S.No	Subject	Appeared	Passed	% Pass	Faculty
1.	Communication English - II	09	09	100	Ms.D.Britishya
2.	Business Organisation	09	09	100	Dr.K.Malarkodi
3.	Financial Accounting	09	09	100	Ms.T.Malathi
4.	Type Writing English GTE Pre Junior	09	09	100	Ms.R.Lalitha
5.	Type Writing Tamil GTE Pre Junior	09	09	100	Ms.M.Maheswari
6.	Office Automation Lab - II and Commercial Practice Lab	09	09	100	Ms.T.Malathi
7.	ELECTIVE: Banking	09	09	100	Ms.T.Vijayalakshmi
	<b>OVERALL</b>			<b>100</b>	



#### IV SEMESTER

S.No	Subject	Appeared	Passed	% Pass	Faculty
1.	English – II	18	18	100	Ms.D.Britishya
2.	Partnership Accounting	18	18	100	Ms.R.Lalitha
3.	Cost Accounting	18	18	100	Ms.T.Vijayalakshmi
4.	Typewriting – English – GTE Junior – Paper II	18	18	100	Ms.K.Rajam
5.	Typewriting – Tamil – GTE Junior – Paper II	18	18	100	Ms.M.Maheswari
6.	Elective: Marketing	18	18	100	Dr.K.Malarkodi
7.	Oracle - Lab	18	18	100	Ms. R.Karthika
<b>OVERALL</b>				100	

#### VI SEMESTER

S. No	Subject	Appeared	Passed	% Pass	Faculty
1.	Business Communication	14	14	100	Ms.D.Britishya
2.	Business Accounting	14	14	100	Ms.T.Malathi
3.	Income Tax (Law & Practice)	14	14	100	Ms.T.Vijayalakshmi
4.	Environmental Science	14	14	100	Ms.R.Lalitha
5.	Typewriting – English – GTE Senior – Paper II	14	14	100	Ms.K.Rajam
6.	Office Machineries and Equipments – Lab	14	14	100	Ms.R.Lalitha
7.	Project Work	14	14	100	Dr.K.Malarkodi
<b>OVERALL</b>				100	

#### ACADEMIC PERFORMANCE 2016 – 2019 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
<b>APPEARED</b>	<b>10</b>	<b>07</b>	<b>10</b>	<b>08</b>	<b>14</b>	<b>12</b>	<b>14</b>	<b>13</b>	<b>14</b>	<b>13</b>	<b>14</b>	<b>14</b>
<b>PASSED</b>	<b>07</b>		<b>09</b>		<b>12</b>		<b>13</b>		<b>13</b>		<b>14</b>	
<b>PERCENTAGE</b>	<b>70</b>		<b>90</b>		<b>87</b>		<b>92.86</b>		<b>92.86</b>		<b>100</b>	

#### 2017 – 2020 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
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<b>APPEARED</b>	<b>12</b>		<b>12</b>		<b>18</b>		<b>18</b>					
<b>PASSED</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>				
<b>PERCENTAGE</b>	<b>92</b>		<b>83.3</b>		<b>100</b>		<b>100</b>					

#### 2018 – 2021 BATCH STUDENTS

<b>SEMESTER</b>	<b>I SEM</b>	<b>All clear</b>	<b>II SEM</b>	<b>All clear</b>	<b>III SEM</b>	<b>All clear</b>	<b>IV SEM</b>	<b>All clear</b>	<b>V SEM</b>	<b>All clear</b>	<b>VI SEM</b>	<b>All clear</b>
<b>APPEARED</b>	<b>09</b>		<b>09</b>									
<b>PASSED</b>	<b>09</b>	<b>09</b>	<b>09</b>	<b>09</b>								
<b>PERCENTAGE</b>	<b>100</b>		<b>100</b>									

#### ❖ HIGHER STUDIES OF STUDENTS

- 4 Students have joined Lateral entry (Regular) in B.Com., B.B.A., at various University Colleges.
- 10 Students have joined Lateral entry in B.Com., B.B.A., through Distance Education at various University.

#### ACTIVITIES UNDER MODERACT ASSOCIATION

##### ➤ Seminars

1	21.06.2018	Ledger	II & III Year
2	28.06.2018	Marketing Mix	II & III Year
3	13.07.2018	Functions of Management	I, II & III Year
4	20.07.2018	Overview of Marketing	I, II & III Year
5	14.08.2018	Marketing Management	I, II & III Year
6	22.08.2018	Commercial Bank Function	I, II & III Year
7	18.12.2018	Forms of Different Insurances	I, II & III Year
8	08.01.2019	Warehousing	I, II & III Year
9	20.02.2019	Advertising	I, II & III Year

##### ➤ Group Discussion

1	22.06.2018	Goods and Service Tax (GST)	II & III Year
2	19.07.2018	Factors of Production	I, II & III Year
3	13.12.2018	Sales man Born or Made	I, II & III Year
4	12.02.2019	Natural Calamities	I, II & III Year

5	24.02.2019	Health Awareness	I, II & III Year
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❖ **PARENT – TEACHERS MEETING**

Parents Meeting was conducted on 11.01.2019. 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.

**OTHER PROGRAMMES FOR STUDENTS**

❖ **TRAINING PROGRAMME FOR STUDENTS**

Sl.No.	Date	Dept.	Name of the Industry/Organisation	Selected Students
1	02.07.2018 & 07.07.2018	MOP	Mahendra Pride School, Chennai at PCPC, Vallam	All students (14 students)

❖ **INPLANT TRAINING & PLACEMENT**

❖ **Inplant Training :**

Sl. No.	Name of the Students	Name of the Industry/Organisation	Area of Training	Duration
1	NA. Vasanthakumar	Dr. P. Annamalai, Chartered Accountant Pudukkottai	Filing and Indexing	09.05.2019 To 07.06.2019
2	S. Aravindhana	Trademark Office, Korattur, Chennai	Filing	24.4.2019 to 07.06.2019
3	G. Abitha	T.Baskaran & Co., Chartered Accountant Anandabhavan, Ashok Nagar, Chennai	Filing	11.5.2019 to 20.05.2019

❖ **PLACEMENT AND CAMPUS INTERVIEW**

❖ **PLACEMENT**

Sl.No.	Date	Dept.	Name of the Industry/Organisation	Selected Students
1	10.03.2019	MOP	Tamil Nadu News Print and Papers Ltd., Kagithapuram, Karur	All students



## ❖ PROJECTS – FINAL YEAR

The following project have been done by final year students of 2015 -18 batch.

S. NO	NAME OF THE STUDENTS	FACULTY	TITLE
1	P.Krishnan G. Malarvannan G.Muru gendra Adthiyaraj	Dr. K. Malarkodi, Head of the Department	A Study on Factors influencing Entrepreneurial Performance in Small Scale Business in Thanjavur .
2	S. Ragul A.Suresh R.Manikandan	Ms. T.Vijayalakshmi, Lecturer/Sr. Grade	A study on Customer Perception on Credit cards.
3	R. Kalaiselvan R.Jagadeeswaran A.Saravanan	Ms. T.Malathi, Lecturer/Sr. Grade	A study on Customer Satisfaction in Public Transport.
4	S.Gayathri S.Sona S.Vigneswari A.Reena R.Shalini	Ms. R.Lalitha, Lecturer	A study on “An Indian Education System”.

❖ **GUEST LECTURES**

Sl.No	Year / Sem	Date	Topic	Resource Person
1.	I, II & III Year	09.08.2018	Communication Skill	Mr. C. Chandrasekaran Trainer
2.		10.08.2018	Life Study	Mr.B.K.Balaji HRD Trainer, Ren Academy Thanjavur
3		26.12.2018	Soft Skill	Mr.B.K.Balaji HRD Trainer, Ren Academy Thanjavur
4		05.03.2019	Technology as a Third Language in the Modern Business Ero.	Dr. R. Prakash Associate Professor/Commerce PMIST, Vallam



❖ **INDUSTRIAL VISIT**

Sl.No.	Name of the Organisation	Year	Date
1	Neyveli Lignite Corporation, Neyveli	I, II and III	22.06.2018



❖ **PERIYAR TECHNO-MEET 2018**

➤ **State Level Paper Presentation**

Under Industry Institute Interaction Cell, Periyar Techno Meet – 2018 a State Level Paper presentation was organized on 31.08.2018. 12 batch of students participated and presented papers.

Sl.No.	Name of the students	Department	Institution	Prize
1	G.Malarvanan R. Manikandan	MOP	PCPC, VAllam	I Prize
2	R. Shalini R. Abinaya	MOP		Presented



➤ **PERIYAR TECHNO EXPO 2019**

Under Periyar Science Club, Periyar Techno Expo - 2019 was organised on 10.01.2019 and 11.01.2019. The following students were participated and displayed their Projects and won prize.

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1	Malarvannan. G Manikandan. R	GST	I / II	II Prize
2	Abitha. G Anu. S Aravindan. S Aswin Ram. S Ragul. V Saminathan. R	Art from Waste		I Prize
3	Aarthi. M Abinaya.R	Plastic Road	II/IV	Display

	Uvarshini. P			
4	Keerthana. B Dharshini . A Nivashini. B Surya. R	Air Pollution		Display
5	Rajkumar. M Srinivas. V Muthukrishnan. B			Display
6	Kumaresan. G Skanthamathavan.B Suresh. P	Water Level		Display
7	Vasanthkumar. N.A Prakash. P	Method of Marketing		Display
8	Gunasekaran. P Srinivasan. M G Chandru. S	Seed Formation		Display
9	Malarvannan. G Murugendra Adithya Raj.G Manikandan. R Jagadheeswaran. R	ATM Machine		Display
10	Vigneswari. S Sona. S	Projector	III.VI	Display
11	Gayathri. S Shallini. R Reena. A	Art from Waste		Display

➤ **BEST PROJECT AWARD**

Sl.No.	Name of the Students	Year	Name of the Award
1	Abitha. G Anu. S Aravindan. S Aswin Ram. S Ragul. V Saminathan. R	I Year	Ramasamy Rajeshwari Memorial Award for BEST PROJECT “ Art from Waste”



❖ **PAPER PRESENTATION**

Sl. No.	Date	Name of the Students	Year /Sem.	Topic	Venue	Prize
1	23.01.19	Malar Vannan. G Manikandan. R	III/VI	Browser Security	Govt. Polytechnic College at Purasaivakkam, Chennai	Submitted
2	01.02.19	Vasanthkumar. N.A Kumaresan. G	II/IV	Green Computing		Presented

➤ **National Level Inter College FEST Commerce – CISTA 2K19**

Sl. No.	Date	Name of the Students	Year /Sem.	Topic	Venue	Prize
1	26.2.19	Malar Vannan. G Manikandan. R	III/VI	B-Quiz	Periyar Maniammai Institute of Science and Technology, (PMIST) Vallam	I
2		Abinaya.R Keerthana. B Shallini. R	II/IV III/VI	Food Fete		I
3		Vasanthkumar. N.A Kumaresan. G	II/IV	Poster Presentation		II
4		Aswin Ram. S Ragul. V	I / II	Wealth From Waste		II

❖ **FOUNDER'S DAY CELEBRATION**

**Blood Donation Camp**

In View of the 85<sup>th</sup> Birthday Celebration of our Founder Chairperson, the students were donated Blood to the Blood Bank of Thanjavur Medical College Hospital, Thanjavur on 02.12.2018.

❖ **Tree Plantation**

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





❖ **Competitions**

- Students participated in Oratorical, Essay, Drawing and Verse Competition.

❖ **PERIYAR BIRTHDAY CELEBRATION**

Sl. No.	Name of the Students	Year /Sem.	Event	Venue	Prize
1	Shalini. R	III/VI	Verse Competition	PCPC, Vallam	Sengadu Pulavar Neelakandan Memorial Scholarship Award

❖ **ANNUAL DAY FUNCTION – CULTURAL PROGRAMME**

Selvi M. Aarthi, II Year dancing in “Bharathanattiyam” of our college annual day function on 28.02.19.



❖ **PERIYAR BIRTHDAY CELEBRATION**

Sl. No.	Name of the Students	Yr /Sem.	Event	Venue	Prize
1	Shalini. R	III/VI	Verse Competition	PCPC, Vallam	Sengadu Pulavar Neelakandan Memorial

					Scholarship Award
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**❖ PARENT – TEACHERS MEETING**

Parents Meeting was conducted on 11.01.2019. 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.



❖ **Entrepreneurship Management Development Programmes (EMDP)**

Sl.No	Year / Sem	Date	Topic	Resource Person
1	I, II & III Year	13.07.2018	S. Unnamalai Trainer/Handworks	Handmade Jewelers and Ornaments
		20.08.2018	Dr. M. Rajamaheswari, Managing Director, Jeyam Industries, Thuvakkudi, Trichy	How to become a Entrepreneur
3.		07.01.2019	Entrepreneur Skill	Mr. G. Senthil Kumar PRIM Institute, Trichy
4.		08.01.2019	Hand work from Waste	S. Unnamalai Trainer/Handworks



❖ **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	Name of the Programme	Date	Resource Person	Venue
1	Ms. T. Vijayalakshmi Ms. R. Lalitha	An Overview of Quality Management System.	16.07.2018	Vice - Principal	PCPC, Vallam
2	Dr. K.Malarkodi, Ms. T. Vijayalakshmi Ms. R. Lalitha	Risk Management	19.07.2018	Mr. K.B.Velliyangiri HOD/AA	
3	Ms. R. Lalitha	Tally ERP9 with GST	May 2019 to June'19	CSC, Computer Centre, Thanjavur	Thanjavur

❖ **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,	Awareness on Employment Opportunity	06.02.2018	Alakkudi Thanjavur
2	Ms. T. Vijayalakshmi	Various Welfare Scheme	08.02.2018	
3	Ms. R. Lalitha	Tally ERP9 with GST	May & June 2019	PCPC, Vallam

➤ **PAPER PRESENTATION BY STAFF**

Sl. No.	Name of the Staff	TITLE	Date	Venue
1	Dr. K.Malarkodi, Ms. T. Vijayalakshmi	Financial Performance Evaluation of Entrepreneur in Thanjavur District.	21.03.2019	Periyar Maniammai Institute of Science & Technology, Vallam, Thanjavur
2	Dr. K.Malarkodi, Ms. T. Vijayalakshmi	Work life of Women Employees in Education sectors at Thanjavur District.	21.03.2019	Periyar Maniammai Institute of Science & Technology, Vallam, Thanjavur

❖ **JOURNAL PUBLICATIONS**

Sl. No.	Name of the Staff	TITLE	Name of the Journal	ISSN NO.
1	Dr. K.Malarkodi, Ms. T. Vijayalakshmi	Work life of Women Employees in Education sectors at Thanjavur District.	International Journal of Research and Analytical Reviews – UGC Approved Research Journal	2349-5138

❖ **WOMEN IN DEVELOPMENT**

Sl. No.	Name of the Staff	Name of the Programme	Venue	Date
1	Dr. K.Malarkodi, Ms. T. Vijayalakshmi Ms. M.Maheswari Ms. K. Rajam	Health Checkup	Meenakshi Hospital, Thanjavur	Mar, 2019

## EXTRA CURRICULAR ACTIVITIES

### ❖ NATIONAL SERVICE SCHEME (NSS)

Students participated various NSS programme activities.

- Awareness Rally
- Campus Cleaning
- Guest Lectures

### ❖ NATIONAL CADET CORPS (NCC)

Sl.No	Name of the Students	Date	Program me	Venue
1	M. Arthi, II Yr. B. Abinaya, II Yr. B. Suriya, II Yr. R. Shalini, III Yr.	21.06.2018 to 30.06.2018	ATC Camp	Periyar Maniammai Institute of Science and Technology, Vallam
2	Murugendra Adithya Raj.G Ragul . S	25.11.18 to 04.12.18	CATC	Periyar Maniammai Institute of Science and Technology, (PMIST) Vallam
3	Keerthana. B Abinaya. R Suriya. R Aarthi. M	18.1.19 to 27.01.19	ATC	Idayarpatti, Madurai

### ❖ RED RIBBON CLUB (RRC)

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

### ❖ ALUMNI MEETING

2000 Batch Alumni meeting was organized at our Institution on 26.01.2019 and 7.5.2019. About 80 Alumni participated and shared their views and experiences in this programme.



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