

PERIYAR CENTENARY POLYTECHNIC COLLEGE

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

(AUTONOMOUS INSTITUTION)

DEPARTMENT OF MODERN OFFICE PRACTICE

Activities

2019 - 2020

PROGRAMME ADVISORY COMMITTEE MEETING (PAC)

- ❖ Programme Advisory Committee Meeting was held on 14.06.2019 at our Institution for Syllabus validation and review of academic activities. The members may go through the Minutes and approve the same.



❖ APEX COMMITTEE MEETING

Apex Committee Meeting was held on 19.06.2019. The members of all the Departments of APEX Committee have gone through the present “C” scheme syllabus and approved the same.

❖ ISO AUDIT

DNV. GL SECOND PERIODIC AUDIT was conducted on 05.09.2019 Mr. Ramesh Rajagopalan, Lead Auditor and Mr, Vijaysai Auditor from DNV.GL, Chennai conducted the audit under Quality Management System.



3. AWARDS

❖ PRODUCING 100 % RESULT

- The following faculty members produced 100 % Result and received Cash Award of Rs.1000/- during April 2020, October 2019 Examinations.

4. RESULT - APRIL 2020

I YEAR – II SEMESTER

Sl.No.	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	Communication English - II	Ms.S.Uma	8	8	-	100
2.	Business Organisation	Dr.K.Malarkodi	8	8	-	100
3.	Financial Accounting	Ms.T.Malathi	8	8	-	100
4.	Typewriting - English– GTE Pre Junior	Ms.M.Maheswari	8	8	-	100
5.	Typewriting – Tamil – GTE Pre Junior	Ms.M.Maheswari	8	8	-	100
6.	Office Automation Lab – II and Commercial Practice Lab	Ms.T.Vijayalakshmi &Ms.T. Malathi	8	8	-	100
7.	Banking	Ms.R.Lalitha	8	8	-	100
OVERALL			8	8	-	100

II YEAR - IV SEMESTER

Sl.No.	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	English –II	Ms.S.Uma	12	12	-	100
2.	Partnership Accounting	Ms.R.Lalitha	12	12	-	100
3.	Cost Accounting	Ms.T.Vijayalakshmi	12	12	-	100
4.	Typewriting - English– GTE Junior –Paper II	Ms.K.Rajam	12	12	-	100
5.	Typewriting - Tamil – GTE GTE Junior –Paper II	Ms.M.Maheswari	12	12	-	100
6.	Elective Marketing	Ms.T.Malathi	12	12	-	100
7.	Oracle lab	Dr.K.Malarkodi	12	12	-	100
OVERALL			12	12	-	100

III YEAR – VI SEMESTER

S.No	Subject	Staff	Appeared	Passed	Failed	% of Pass
1.	Business Communication	Ms.S.Uma	18	18	-	100
2.	Business Accounting	Ms.T.Malathi	18	18	-	100
3.	Income Tax (Law and Practice)	Ms.T.Vijayalakshmi	18	18	-	100
4.	Environmental Science	Ms.R.Lalitha	18	18	-	100
5.	Typewriting - English– GTE Senior –Paper II	Ms.K.Rajam	18	18	-	100
6.	Office Machineries and Equipment -Lab	Ms.R.Lalitha	18	18	-	100
7.	Project Work	Dr.K.Malarkodi	18	18	-	100
OVERALL			18	18	-	100

OCTOBER 2019- I SEMESTER

S.No	Subject	Faculty	Appeared	Passed	Failed	% Pass
1.	Communication English - I	Ms.D.Britishya	08	08	-	100

2.	Elements of Commerce	Dr. K.Malarkodi	08	08	-	100
3.	Principles of Accountancy	Ms.T.Malathi	07	07	-	100
4.	Principles of Economics	Ms.T.Vijayalakshmi	08	07	1	100
5.	Typewriting English –Level-I	Ms.M.Maheswari	08	07	1	100
6.	Typewriting Tamil –Level -I	Ms.M.Maheswari	08	08	-	100
7.	Office Automation Lab - I	Dr. K.Malarkodi	07	07	-	100
OVERALL						87.5

III SEMESTER

S.No	Subject	Faculty	Appeared	Passed	Failed	% Pass
1.	English	Ms.D.Britishya	13	13	-	100
2.	Business Management	Dr.K.Malarkodi	12	12	-	100
3.	Advanced financial Accounting	Ms.R.Lalitha	12	12	-	100
4.	Business Statistics	Ms.R.Lalitha	12	12	-	100
5.	Typewriting – English – Junior – Paper – I (GTE)	Ms.K.Rajam	13	11	-	84.6
6.	Typewriting – Tamil – Junior – Paper – I (GTE)	Ms.M.Maheswari	13	13	-	100
7.	Desktop Publishing – Lab	Ms.T.Malathi	12	12	-	100
OVERALL						76.9

V SEMESTER

S. No	Subject	Faculty	Appeared	Passed	Failed	% Pass
1.	Business Law	Ms.R.Lalitha	18	17	1	94
2.	Corporate Accounting	Ms.T.Malathi	18	18	-	100
3.	Management Accounting	Ms.T.Vijayalakshmi	18	18	-	100
4.	Typewriting – English – Senior – Paper I (GTE)	Ms.K.Rajam	18	16	2	88.9
5.	Elective : Auditing	Ms.T.Vijayalakshmi	17	17	-	100
6.	Accounting Package and Commercial Practice - Lab	Ms.R.Lalitha	18	18	-	100
7.	Life and Employability Skill - Practical	Ms.D.Britishya	18	18	-	100
OVERALL						77.8

ACADEMIC PERFORMANCE

	BATCH STUDENTS (in No.)		
	2019 - 22	2018 – 2021	2017 – 2020
Students Appeared	8	12	18
Students Passed	8	12	18
Students failed	--	--	--
All Clear	7	11	14

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
APPEARED	12		12		18		18		18		18	
PASSED	11	11	10	10	18	18	18	18	14	14	18	14
PERCENTAGE	92		83.3		100		100		77.8		100	

2018 – 2021 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	09		09		13		12					
PASSED	09	09	09	09	10	10	12	11				
PERCENTAGE	100		100		76.9		100					

2019 – 2022 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	08		08									
PASSED	07	07	08	07								
PERCENTAGE	87.5		100									

HIGHER STUDIES OF STUDENTS

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

5. DEPARTMENT ACTIVITIES

❖ INPLANT TRAINING

Sl.No.	Name of the Students	Name of the Industry/Organisation	Duration
1	Aarthi. M	T. Baskaran & Co Chartered Accountant F-10, Anand Avenue, Ashok Nagar, Chennai	15.11.19 to 30.11.19
2	NA. Vasanthakumar	M/s. Shanmuga Polimer (p) SIPCOT, Trichy Road, Pudukottai – 622001	
3	Kumaresan. G	M/s Balaji Bhavan Hotel(p) Ltd., Kattangkulathur, Chennai	
4	Srinivas. V	Mr. Lenin Elamaran SS Entrance automation Mukaperu West, Chennai -808	
5	Prakash. P	Tamil Nadu Cement Corporation Ltd., Ariyalur – 621 705	
6	Gunasekaran.P Srinivasan. MG Suresh.P Skanthamathavan. B Muthukrishnan. B Rajkumar. M	Pillai & Sons, Medical College Road, Thanjavur	15.11.19 to 30.11.19
7	Abinaya. R Surya. R Uvarshini. P Dharshini. A Niviashini. B	MR. Hospital Cauvery Nagar, Thanjavur	
8	Abitha. G	T. Baskaran & Co, Chartered Accountant F-10, Anand Avenue, Ashok Nagar, Chennai	
9	Anu. S	Uma Cooling , Bishop Road Puthur, Trichy	15.11.19 to 30.11.19
10	S. Aravindhan	Law office of B.Karthik 22, 3 rd Cross Street, Srinivasapuram Korattur, Chennai - 076	
11	Keerthana. A Priya. S Sweetha Janaki. R Devika. M	Delta Mart 333, Mullai Nagar, New Housing Unit Thanjavur 613 005	
12	Aswin Ram. S Ragul. V Saminathan. R	M/s.Aim Foundation Academy 2981, Anandhan Apartments Karnataka Bank Upstairs Srinivasampillai Road, Thanjavur -1	
13	Arun Kumar.N Mahames Rias Khan. S	Pillai & Sons, Medical College Road, Thanjavur	

❖ PLACEMENT AND CAMPUS INTERVIEW

❖ Campus Interview

- ❖ 18 students attended the campus interview conducted by TNPL, Karur organized by III Cell. 14 students were selected.
- ❖ 18 students attended the campus interview conducted by TVS LUCAS Pondicherry, organized by III Cell. 06 students were selected.
- ❖ One student was placed in TVS LUCAS Chennai.



FINAL YEAR – PROJECT TITLE 2019-20

S.NO	NAME OF THE STUDENTS	FACULTY	TITLE
1	Kumaresan. G (1917005) Skantha Mathavan.B (1917007) Vasanthkumar. N.A (1917012) Chandru.S.S (2918013) Muthukrishnan. B (2918015) Suresh.P (2918018)	Dr. K. Malarkodi, M.Com., B.Ed, PGDCA, MBA, M.Phil, Ph.D. Head of the Department	A case study on Customer Satisfaction towards the Ford India (p) Ltd and Pillai & Sons, Thanjavur
2	Gunasekaran.P (1917003) Rajkumar. M (1917006) Srinivas. V (1917008) Srinivasan.MG (1917009) Prakash.P (2918017)	Ms. T.Vijayalakshmi, M.Com, M.Phil, MBA, Lecturer/Sr.Grade	A study on Change in Buying Behaviour by E – Commerce.
3	Abinaya. R (1917002) Keerthana. B (1917004) Uvarshini. P (1917011) Dharshini.A (2918014)	Ms. T.Malathi, M.Com., B.Ed , M.Phil, Lecturer/Sr. Grade	A study on Start-up in Thanjavur.
4	Aarthi. M (1917001) Surya. R (1917010) Nivashini. B (2918016)	Ms. R.Lalitha, M.Com., M.Ed, M.Phil, PGDCA, MBA. Lecturer	Assessment of Biodegradable waste Management Techniques for Rural Communities

❖ GUEST LECTURES

Sl.No	Year / Sem	Date	Topic	Resource Person
1.	I, II & III Year	03.07.2019	Technology as a Third Language in the Modern Business Era.	Dr. R. Prakash Associate Professor/Commerce PMIST, Vallam
2			Soft Skill and Interview Techniques	Mrs. Valli Associate Professor/Commerce PMIST, Vallam

Career Guidance

Sl.No.	Year	Date	Topic	Resource Person
1	III	07.08.2019 & 08.08.2019	Personality development	Mr. R. Ayyanathan, Lecturer, English/Manager/ III
2		20.12.2019	Interview Techniques & Resume Writing	Mr. R. Ayyanathan Lecturer/English PCPC, Vallam The Manager District Industries Centre Thanjavur

INDUSTRIAL VISIT

Students with four staff members visited to Indian Institute of Food Processing Technology, Thanjavur. They learnt how the food products are processed.



PERIYAR TECHNO MEET 2019

Periyar Techno Meet - 2019 was organised on 21.08.2019. The following students participated and presented papers and won prize.



❖ PERIYAR TECHNO MEET

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1	Vasanthkumar. N.A Srinivasan. M G	Startup	I / II	I Prize
2	Sivanesan. S Vignesh. R	Startup		II Prize
3	Aswin Ram. S Saminathan. R	Startup		
4	Aarthi. M Abinaya.R	Startup	II/IV	Presented
5	Dharshini . A Nivashini. B	Startup		Presented
6	Rajkumar. M Kumaresan. G	Startup		Presented

❖ **PERIYAR TECHNO EXPO**

Periyar Techno Expo was organized on 10.01.2020 and 11 .01.2020. Students participated and won the prize.

Sl.No.	NAME OF THE STUDENT	TOPIC	Year	Prize
1.	Aarathi. M Abinaya.R Nivashini	Model for preparation of vermin composing	11I / VI	Prize Winners
2.	Keerthana.b Uvershini.B Dharshini . A Suriya.R	Art from waste things		
3.	Vasanthakumar.N.A Kumaresan.G Gunasekaran.P Suresh.P Prakash.p	Rain water harvesting		
4.	Skanthamadhavan.B Srinivasan.M.G Srinivas.V Muthukrishnan.B Rajkumar. M	Causes and Prevention of Air pollution		
5	Abitha.G Sweetha janaki.R Keerthana.A Priya.S Devika.M	Art from waste Papers		
6	Rahul.V Aravindan.S Mohamed Riyazkhan.S	Handicrafts work		
7.	Aswin Ram. S Saminathan. R Arunkumar.N	Recycling of Plastic Products	II/IV	
8.	Jayasheeba.A Abinaya.R Devikala.S Kiruthika.K	Recycling of Waste Material	I/II	
9.	Sivanesh.S Vadivel.S Venkatesh.S Vignesh.R	Natural fertilizers for Agriculture		

❖ **FOUNDER'S DAY CELEBRATION**

Blood Donation Camp

In View of the 86th Birthday Celebration of our Founder Chairperson, the students donated Blood to the Blood Bank of Thanjavur Medical College Hospital, Thanjavur on 02.12.2019.

❖ **Tree Plantation**

NSS Volunteers participated in the Tree Plantation Programme at our campus.

❖ **PERIYAR BIRTHDAY CELEBRATION**

Sl. No.	Date	Name of the Students	Year /Sem.	Event	Venue	Prize
1	17.09.2019	Abinaya. R	III/V	Verse Competition	PCPC, Vallam	Sengadu Pulavar Neelakandan Memorial Scholarship Award

❖ **ANNAI MANIYAMMAIYAR 100TH BIRTHDAY CELEBRATION :**

- First Year students planted saplings in our college campus during Annai Maniammaiyyar 100th Birthday celebration.
- Principal addressed the students of I year regarding Annai Maniammaiyyar Contribution towards society.



ACTIVITIES UNDER MODERACT ASSOCIATION

❖ **Seminars**

1	04.06.2019	Principles of Accountancy	II & III Year
2	24.06.2019	Cost Price and Selling Price	II & III Year
3	01.07.2019	Functions of Management	I, II & III Year
4	15.07.2019	Commerce Overview	I, II & III Year
5	29.07.2019	Environmental Management	I, II & III Year
6	12.08.2019	Commercial Banking Function	I, II & III Year
7	15.012.2016	RBI – Function	I, II & III Year

❖ **Group Discussion**

1	17.06.2019	Opportunities - Entrepreneur	II & III Year
2	28.07.2019	Organic Product Trade - Opportunities	I, II & III Year
3	29.02.2020	Fundamental Rights of Consumers	I, II & III Year
4	31.01.2020	Identify the Fake products	I, II & III Year
5	24.02.2020	Rules – Road and Traffic	I, II & III Year

6. Other Programmes for Students

CONTINUING EDUCATION

The following Continuing Education programmes were conducted.

SI.No	Year	Topic	Resource Person
1	II	Shorthand English	Ms. M. Maheswari
2	III	Tally, ERP	Kalvi Computer Education, Thanjavur

❖ **ENTREPRENEURSHIP MANAGEMENT DEVELOPMENT PROGRAMMES (EMDP)**

SI.No	Year / Sem	Date	Topic	Resource Person
1	I, II & III Year	02.07.2019	S. Unnamalai Trainer/Handworks	Handmade Jewelers and Ornaments
2		03.07.2019	Business Communication Skill	Mr. R. Ayyanathan Lecturer/English PCPC, Vallam
3.		18.07.2019	Entrepreneur Skill	Mr. G. Senthil Kumar PRIM Institute, Trichy



❖ **INDIAN SOCIETY FOR TECHNICAL EDUCATION (ISTE)**

➤ **Paper presented in 7th ISTE Annual Convention**

SI.No	Year / Sem	Date	Topic	Participants	Venue
1	I / II	25.01.2019	Need for Entrepreneurship in Society	Sivanesan and S.Venkatesh	Athigaman Engineering College, Hosue
2.	III / VI	25.01.2019	-do-	V.A.Vasanth Kumar and P. Gunasekaran	

➤ **Paper Submitted**

SI.No	Year / Sem	Date	Topic	Participants	Venue
1	I / II	25/01.2019	INNAVTION OF PLASTIC MONEY – VIABLE OR INVIABLE	Sivanasan and Vigesh	PACR, Rajapalayam
2.	III / VI			V.A.Vasanth Kumar and P. Gunasekaran	

➤ **TECHNICALSYMPOSIUM**

SI.No	Year / Sem	Date	Topic	Participants	Venue
1	III / VI	01.02.2019	Need for Entrepreneurship	V.A.Vasanth Kumar G.Kumarasan	GPT, Pursawalkam Chennai- Xperia 2019
2.	I/II	23.01.2019 & 24.01.2019	Project Exhibits-Open House 2020	Sivanesh and S.Venkatesh, R.Vignesh	PMU, Vallam

❖ **IE(I) CHAPTER**

The following program was arranged in association with IE (I).

SI.No.	Date	Year /Sem.	Resource person
1	16.09.2019	I/I	Er. Chinthanaiselvi Assistant Engineer PWD/Thiruchirappalli

❖ **STAFF DEVELOPMENT PROGRAMME**

STAFF TRAINING

Sl. No.	Name of the Staff	Topic	Date	Organiser	Venue
1	Dr. K.Malarkodi, HOD	Teaching Learning Process	16.08.2019 & 17.08.2019	Periyar Maniammai Institute of Science and Technology (PMIST),	Vallam, Thanjavur
2.	Dr. K.Malarkodi, HOD	How to handle online classes in an effective way	4 th ,5 th and 7 th August 2020	Knowledge Institute of Technology, Salem	Online
3.	Ms. T.Vijayalakshmi Lecturer S.Gr.				
4	Ms. R. Lalitha Lecturer				
5	Ms. T.Vijayalakshmi Lecturer S.Gr.	ICT Tools for Effective Teaching and Learning	08.06.2020 - 14.06.2020	Murugappa polytechnic College, Chennai	Online
6	Ms. T.Malathi Lecturer S.Gr.				

❖ PAPER PRESENTATION BY STAFF – Under ISTE

Sl. No.	Name of the Staff	Topic	Date	Organiser	Venue
1	Dr. K.Malarkodi, HOD	Importanc of Industry- Institute in Technical Education/ Development of Methodology	29.11.2019 & 30.11.2019	ISTE 49 th National Annual Faculty Convention 2019	Siksha 'O' Anusandhan Deemed to be University Campus, Bhubaneswar
2	Ms. T.Vijayalakshmi Lecturer S.Gr.	Quality Assurance in Technical Education			
3	Ms. T.Malathi Lecturer S.Gr.	Industry-Institute Interaction in Technical Education			
4	Ms. R. Lalitha Lecturer	Role and Importance & NBA Accreditation in Technical Education			

❖ E-QUIZ THROUGH WEBINER PROGRAMME

SL.NO	TOPIC	DATE	NO. OF PARTICIPANTS
1.	Management - ISTE	15.06.2020-19.06.2020	38
2.	Cost Accounting- National Level - IE(I)	09.07.2020 -13.07.2020	40
3.	ManagementAccounting- State Level - IE (I)	14.07.2020-18.07.2020	37

PARENT – TEACHERS MEETING

Parents Meeting was conducted on 10.01.2020 . 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



7. EXTRA CURRICULAR ACTIVITIES

❖ NATIONAL SERVICE SCHEME (NSS)

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

Our department students participated various NSS programmes –

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



❖ **NATIONAL CADET CORPS (NCC)**

- 4 Cadets attended ATC Camp at IDAYAPPATTI, MADURAI from 18.01.2019 to 27.01.2019
- 2 Cadets attended B Certificate examination at Jamal Mohammed Ilege Trichy from 16.02.2019 and 17.02.2019
- One Cadet attended world water day seminar programme at ppc Vallam on 22.03.2019
- 7 Cadets attended ATC Camp at PMIST, VALLAM from 18.09.2019 to 27.09.2019
- 6 Cadets attended B certificate exam at national college from 14.02.2020 and 15.2.2020
- 4 Cadets attended C certificate exam at st.joseph college from 29.02.2020 and 1.3.2020



❖ **RED RIBBON CLUB (RRC)**

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