

**PERIYAR CENTENARY POLYTECHNIC COLLEGE**

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

(AUTONOMOUS INSTITUTION)

**DEPARTMENT OF MODERN OFFICE PRACTICE**

**ACTIVITIES**

**2020 - 2021**

## 1. AWARDS RECEIVED BY FACULTY AND STUDENTS

### ❖ PRODUCING 100 % RESULT

- All the faculty members produced 100 % Result for October 2020 Examinations.

### ❖ CERTIFICATE OF APPRECIATION

- Dr. K.Malarkodi, HOD/MOP received a “Certificate of Appreciation for the Best Paper” at the 8<sup>th</sup> ISTE Tamil Nadu Section Annual Polytechnic Faculty Convention on theme “Education Technology in New Normal – Role of Industries in Technical Education” on 27<sup>th</sup> February 2021 at Thiagarajar Polytechnic College, Salem.

### ❖ ISTE BEST POLYTECHNIC TEACHER AWARD 2020

- Ms. T.Vijayalakshmi, Lecturer (Sr.G) received ISTE Best Teacher Award at the 8<sup>th</sup> ISTE Tamil Nadu Section Annual Polytechnic Faculty Convention on 27<sup>th</sup> February 2021 at Thiagarajar Polytechnic College, Salem.



### ❖ PERIYAR TECHNO EXPO - 2021

- The following students won the First Prize for Project Competition held on 19.03.2021 under Periyar Techno Expo 2021.

Sl.No.	Year/Sem.	Name of the students	Project Title	Prize
1	III/VI	Aswinram. S Swaminathan. R Aravindan. S Ragul. V Mohamed Riaz Khan. S Arunkumar. N	Rain Water Harvesting and Energy Saving	First Prize

## 2. RESULTS

### OCTOBER- 2020 - I SEMESTER

Subject Code	Subject	Appeared	Passed	% Pass	Faculty
MOPD101	Communication English - I	3	3	100	Ms. S.Uma
MOPD102	Elements of Commerce	3	3	100	Dr. K.Malarkodi
MOPD103	Principles of Accountancy	3	3	100	Ms.T.Malathi
MOPD104	Principles of Economics	3	3	100	Ms.T.Vijayalakshmi
MOPD105	Basics of Computer	3	3	100	Dr. K.Malarkodi & Ms.T.Vijayalakshmi
MOPD106	Typewriting English Level –I	3	3	100	Ms.M.Maheswari
MOPD107	Office Automation Lab - I	3	3	100	Ms.T.Malathi
<b>OVERALL</b>				<b>100</b>	

### III SEMESTER

Subject Code	Subject	Appeared	Passed	% Pass	Faculty
MOPC301	English	9	9	100	Ms. S.Uma
MOPC302	Business Management	9	9	100	Dr. K.Malarkodi
MOPC303	Advanced Financial Accounting	9	9	100	Ms.R.Lalitha
MOPC304	Business Statistics	9	9	100	Ms.R.Lalitha
MOPC305	Typewriting – English – GTE Junior – Paper – I	9	9	100	Ms.K.Rajam
MOPC306	Typewriting – Tamil – GTE Junior – Paper – I	9	9	100	Ms. M.Maheswari
MOPC307	Desktop Publishing – Lab	9	9	100	Ms. T.Malathi
<b>OVERALL</b>				<b>100</b>	

### V SEMESTER

Subject Code	Subject	Appeared	Passed	% Pass	Faculty
MOPC501	Business Law	12	12	100	Ms.R.Lalitha
MOPC502	Corporate Accounting	12	12	100	Ms.T.Malathi
MOPC503	Management Accounting	12	12	100	Ms.T.Vijayalakshmi
MOPC504	Typewriting – English – GTE Senior – Paper I	12	12	100	Ms.K.Rajam
MOPC505	Elective : Auditing	12	12	100	Ms.T.Vijayalakshmi
MOPC506	Accounting Package and Commercial Practice - Lab	12	12	100	Ms.R.Lalitha
MOPC507	Life and Employability Skill - Practical	12	12	100	Ms. S.Uma
<b>OVERALL</b>				<b>100</b>	

## 3. DEPARTMENT ACTIVITIES

❖ **PLACEMENT AND CAMPUS INTERVIEWS**

- 14 students have attended the campus interview conducted by TVS LUCAS Pondicherry, organized by III Cell on 23.02.2021. 9 students were selected.
- 14 students have attended the campus interview conducted by TVS TS CHENNAI, organized by III Cell 16.02.2021. 9 students were selected.

❖ **FINAL YEAR – PROJECT TITLE 2020-21**

S.NO	NAME OF THE STUDENTS	FACULTY	TITLE
1	Aswin Ram. S (1918004) Ragul V (1918007) Saminathan R (1918008)	Dr. K. Malarkodi Head of the Department	A study on “Start up as a tool for sustainable Employment”
2	Aravindan S (1918003) Arunkumar .N (2919010) Mohamed Riazkhan.S (2919012)	Ms. T.Vijayalakshmi Lecturer/Sr.Grade	A Study on Green Marketing and Sustainable Development
3	Abitha G (1918001) Keerthana A (1918005) Anu. S (1918002)	Ms. T.Malathi Lecturer/Sr. Grade	A study on Reuse in Agricultural waste
4	Swethajanaki. R - 1918009 Priya. S - 1918005 Devika. M - 2919011	Ms. R.Lalitha Lecturer	A Study on “The impact and role of start-up on the economic growth”.

❖ **GUEST LECTURES**

Sl.No	Year / Sem	Date	Topics	Resource Persons
1	I, II & III Year	18.02.2020	Product Promotion on Creative Advertisement	Mrs.K.Suganthi Associate Professor/Commerce PMIST, Vallam
2	I, II & III Year	26.02.2020	How to prepare a project Report?.	Dr.H.Bama HOD/Asst. Prof. Bharath College, Thanjavur
3	I, II & III Year	31.12.2020	An Overview of Stock Exchange and Share Market (Online)	Dr. K.Suganthi Associate Professor/Commerce PMIST, Vallam
4	I, II & III Year	06.01.2021	Recent Trends in Marketing (Online)	Ms.B.Nalini Associate Professor/Commerce PMIST, Vallam

❖ **CAREER GUIDANCE PROGRAMME**

Sl.No.	Year	Date	Topics	Resource Person
1	III Year	29.01.2021	Career Opportunities & Startups	Mr. Vignesh ARMADA Industrial Automation , Thanjavur

**PERIYAR TECHNO MEET – 2021 - Virtual Mode**

The following students are participated in a State Level Technical Symposium Organised by the Indian Society for Technical Education (ISTE) & Institute of Engineers–IE(I) on 05.03.2021.

Sl.No.	Name of the Students	Year/ Semester	Title
1	S. Aswin Ram R. Saminathan	III / VI	Start-up is a tool for Sustainable Employment
2	S. Anu R. Swetha Janaki	III / VI	
3	S. Sivanesan S. Vadivel	II / IV	

❖ **PERIYAR TECHNO EXPO - 2021**

Periyar Techno Expo was organized on 19.03.2021.

Sl.No.	Year/Sem.	Name of the students	Project Title	Prize
1	III/VI	Aswinram. S Swaminathan. R Aravindan. S Ragul. V Mohamed Riaz Khan. S Arunkumar. N	Rain Water Harvesting and Energy Saving	First Prize
2.	III / VI	Abitha. G Swetha Janaki. R Keerthana. A Priya. S Devika.M Anu. S	Art from Waste	Exhibited
3.	II / IV	Sivanesan.S Vadivel S Vignesh R Ajith Kumar. D Kiruthika. K Devikala. S	Organic Farming in Agriculture	Exhibited

#### 4. OTHER PROGRAMMES FOR STUDENTS

##### ENTREPREMEURSHIP MANAGEMENT DEVELOPMENT PROGRAMMES (EMDP)

Sl.No	Year / Sem.	Date	Topics	Resource Person
1	I, II & III Year	30.01.2020	Digital Marketing(Online)	Mr. Stephen Yoga Design and Development Officer, Thanjavur
2		05.01.2021	Entrepreneurship Skill (Online)	Mr.G.Senthil kumar Executive Trainer & Placement Officer, PRIM institute, Trichy.

##### INDIAN SOCIETY FOR TECHNICAL EDUCATION (ISTE)

###### Paper presentation in 7<sup>th</sup> ISTE Annual Convention at PACR, Rajapalayam.

Sl.No	Year / Sem.	Date	Topics	Participants	Venue	Prize
1	II / II	13.03.2021	Impact of Corona virus on Retail Business	S.Sivanesan S. Vadivel	PACR, Rajapalayam	Selected
2.	III / VI	13.03.2021	Impact of Corona virus on Retail Business	S. Aswinram A. Saminathan		Submitted

##### ❖ NATIONAL CADET CORPS (NCC)

- Sgt. V.Rahul attended ATC at Raja Sarfoji College at Thanjavur from 03..03-.2021 to 07.03.2021.
- Sgt. V.Rahul attended C Certificate Exam at Town Hr. Sec. School, Kumbakonam from 27.03.2021 and 28.03.2020

##### ❖ ALUMNI MEET – GOOGLE MEET

Alumni meeting was organized on 04.02.2021.

- Whatsapp group of Alumni was created.
- Alumni meeting was conducted through Google meet .
- Welcome Address was delivered by Dr. K.Malarkodi, Head of the Department
- Interactions with the students were Dr. K. Malarkodi, HOD, Ms.T.Vijayalakshmi, (Lecturer Sr.G) Ms. T. Malathi, (Lecturer Sr.G) Ms. R. Lalitha, (Lecturer S.Gr.) and Ms. K. Rajam, Dept. Alumni incharge.

Batch : 2008 to 2017 (10 YEARS)

Enrolled : 127 Nos.

Participated through Google meet : 60 Nos.

## 5. STAFF DEVELOPMENT PROGRAMMES

### ➤ STAFF TRAINING

Sl. No.	Name of the Staff	Topics	Date	Organiser	Venue
1	Dr. K.Malarkodi, HOD	Empowering Teachers with Multi-Dimensional Teaching Skills	27.01.2021 to 03.02.2021	Periyar Maniammai Institute of Science and Technology, (PMIST), Vallam	Online
2	Ms. T.Vijayalakshmi Lecturer S.Gr.				
3	Ms. T.Malathi Lecturer S.Gr				
4	Ms. R. Lalitha Lecturer				
5	Dr. K.Malarkodi, HOD	Soft Skills for capacity building	22.02.2021 to 26.02.2021	Joseph's Academy of Soft Skills, St. Joseph's College Autonomous, Trichy	Online
6	Ms. T.Vijayalakshmi Lecturer S.Gr.				
7	Ms. T.Malathi Lecturer S.Gr.				
8	Ms. R. Lalitha Lecturer				
9	Dr. K. Malarkodi, HOD/MOP Ms.T.Vijiyalakshmi, Lect (Sr.G)/MOP Ms.R.Lalitha, Lect/MOP	Teaching Learning Process and Online Education	09.02.2021	Dr.Sharmila Begam. B.E M.E. Ph.D (CSE), Associate Professor/CSE, PMIST, Vallam.	Online

### ➤ PAPER PRESENTATION BY STAFF – UNDER ISTE

Sl. No.	Name of the Staff	Topics	Date	Organiser	Venue
1	Dr. K.Malarkodi, HOD	Role of Industries in Technical Education	27.02.2021	8 <sup>th</sup> ISTE TN Section Annual Polytechnic Faculty Convention	Thiagarajar Polytechnic College, Salem.
2	Ms. T.Vijayalakshmi Lecturer S.Gr.	Innovative Methodology for Teaching Learning Process			
3	Ms. T.Malathi Lecturer S.Gr.	Role of Industries in Technical Education			
4	Ms. R. Lalitha Lecturer	On line learning			

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