

PERIYAR CENTENARY POLYTECHNIC COLLEGE

PERIYAR NAGAR, VALLAM – 613 403, THANJAVUR

(AUTONOMOUS INSTITUTION)

DEPARTMENT OF MODERN OFFICE PRACTICE

ACTIVITIES

2021 - 2022

1. AWARDS & ACHIEVEMENTS

❖ Best outgoing student

Selvan S.Sivanesann III year received the Best outgoing student award for the year 2021-2022.



❖ Producing 100 % Result

➤ All the faculty members produced 100 % Result for April 2021 & October 2021 Examinations.

❖ Best Project Award

Selvan Sivanesan. S, Vadivel .S, Ajith Kumar. D, Selvi Kiruthika K, Devikala S, Jaya Sheeba. A III year students received Best Project Award in the topic “Organic Farming” on 09.05.2022 at our Polytechnic College, Vallam.

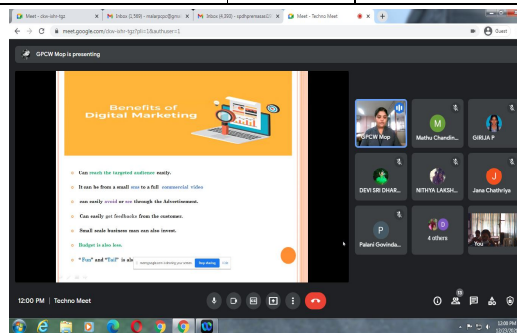


PERIYAR TECHNO MEET – 2022 - Virtual Mode

Periyar Techno Meet 2021

The following II- & III-year students to participate Periyar Techno meet paper presentation on 23.12.2021 at our college. The details of the papers are as follows,

S.NO.	DATE	NAME OF THE STUDENT	YEAR / SEM.	TOPIC	PRIZE / PRESENTED
1		S.Sivanesan D.Ajith kumar	III/V	STARTUP BUSINESS	PARTICIPATED
2		K.Kiruthika s.Devikala		DIGITAL MARKETING	PARTICIPATED
3.		S.Madumitha P.Anitha	II/III I/I	E-COMMERCE IN BUSINESS	PARTICIPATED
4		R.Manikandan M.Mohamed Abdul		DIGITAL MARKETING	PARTICIPATED
5.		N.Priya R.Nevitha		E-COMMERCE IN BUSINESS	PARTICIPATED



❖ PERIYAR TECHNO EXPO - 2022

- The following students participate and display their Project under Periyar Techno Expo 2022 held on 09.05.2022

Sl.No.	Name of the Students	Name of the Projects	Year	Prize
1	Sivanesan. S Vadivel .S Ajith Kumar. D Kiruthika K Devikala S Jaya Sheeba	Organic Farming	III	I
2	Ajith. K Vignesh. R Subramanian. N.S. Anrose. A Mohamed Shahith.S Manikandan. R	Environmental Pollution in Industries	I, II & III	Display
3	Anitha. P Mathumitha. S Priyaa . N Nivetha. R Ashika. S Mohamed Abdul. M	Art from Waste	I & II	Display



2. DEPARTMENT ACTIVITIES

Programmes conducted for content beyond the syllabus for the year 2021 – 2022

S.No	Course	Topic (Content beyond Syllabus)	Date	Resource Person	Programme
1	Marketing	Functions of Marketing and Strategies	09.03.2021	Dr.H.Bama HOD/Asst. Prof. Bharath College, Thanjavur	Guest Lectures
2	Commerce	Shares and Stock Exchange	19.05.2022	Dr. S. Ezhil Raji Asst.Prof/ Commerce Kundavai Nachiar Govt. Arts and Science College(A) Thanjavur	Guest Lectures
3	General	Hand Work	07.10.2021	Ms. S.Unnamalai Trainer/SHG 644, Periyar Nagar, RG Puram, Pudukkottai	EMDP
4	Project	How to become an Entrepreneur	17.12.2021	Ms.M.RAJAMAHESHWARI Managing Partner Jeyam Industries Engineering Fabricators Rayamundanpatti Road Pudukkudi North, Thanjavur 613 402	EMDP
5	Project	Entrepreneurship in Tiny Industries	09.04.2022	Mr. Madhan Consultant Engineer ISM Engineering and Services Plot NO.45, ASM Colony Reddy Palayam Road, Thanjavur – 613 004	EMDP
6	Project	Employability and Entrepreneurship	12.05.2022	Mr.U RAJIV Lead Auditor, British Citification Inc./BCIMSPL 11/ 1, Amma Mandabam	EMDP

				Road, Near AXIS Bank Mambala Salai, Srirangam, Trichy – 620226	
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❖ PLACEMENT AND CAMPUS INTERVIEWS

S.No.	Date	Name of the Industry	No. of students selected
1	05.01.2022	TVS LUCAS Pondicherry	9
2	23.03.2022	Nokia Solution Network, Chennai	4
3	24.03.2022	SK Enterprise, Chennai	5



❖ PARENT – TEACHERS MEETING

Parents Meeting was conducted on 21.05.2022. 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

Feedback collected from the Parents were discussed & analysed

- The feedbacks are collected from the parents were discussed & analysed.
- The students report card is issued to their parents.

OTHER PROGRAMMES FOR THE STUDENTS

❖ CAREER GUIDANCE PROGRAMME

S.No.	Date	Activities	Beneficiaries
1	30.09.2021	Career Opportunities & Startups by Mr. Amirtha Ganesh, Director/ARMADA, Thanjavur	9
2	09.10.2022	Personality Development Programme by Mr. R. Ayyanathan, Sr. Lecturer/English, PCPC, Vallam	9
3	07.06.2022	Industry Preparedness Workshop, Mr. R.Sitharasan, Additional Director, Industrial Safety and Health Trichy	9

MODERACT ASSOCIATION ACTIVITIES

❖ Seminars

S.NO	DATE	NAME OF THE STUDENT	YEAR/SEM	TOPIC
1	19.08.2021	Akash. M	I Year/ I Sem	Principles of Accountancy
2	26.08.2021	Ashika. S	I Year/ I Sem	Cost Price and Selling Price
3	08.09.2021	Manikandan. R	I Year/ I Sem	Functions of Management
4	18.09.2021	Mohamed Abdul.M	I Year/ I Sem	Commerce Overview
5	11.04.2022	Nawin Kumaar.S	I Year/ II Sem	Environmental Management
6	20.04.2022	Nivetha. R	I Year/ II Sem	Commercial Banking Function
7	12.05.2022	Priyaa . N	I Year/ II Sem	RBI – Function

❖ Group Discussion

S.NO	DATE	NAME OF THE STUDENT	YEAR/SEM	TOPIC
1	15.04.2022	Sivanesan. S	III Year/ VI Sem	Opportunities - Entrepreneur
2	28.04.2022	Vadivel .S	III Year/ VI Sem	Organic Product Trade - Opportunities
3	13.05.2022	Vignesh.R	III Year/ VI Sem	Fundamental Rights of Consumers
4	19.05.2022	Ajith Kumar. D	III Year/ VI Sem	Identify the Fake products
5	25.05.2022	Ajith. K	III Year/ VI Sem	Rules – Road and Traffic

EXTRA CURRICULAR ACTIVITIES

❖ NATIONAL SERVICE SCHEME (NSS)

- Our department students participated various NSS programmes –

- Awareness Rally
- Campus Cleaning
- Awareness Programme Covid -19 Injection Camp



❖ SPORTS

The following students participate and won the prizes for the Year 2021-2022

S.No.	Name	Year/Sem.	Event	Prize
1.	A. Jayasheeba	III/VI	100 mts	II
2			200 mts	II
3			Discuss Throw	III
4			4 x 100 mts Relay	I
5			Throw Ball	Winner
6			Volley Ball	Winner
7			Kho-kho	Winner
8	S.Devikala	III/VI	Long Jump	I
9			4 x 100 mts Relay	I
10			Throw Ball	Winner
11			Volley Ball	Winner
12			Kho-kho	Winner
13	P. Anitha	II/IV	Shot put	III
14			Throw Ball	Winner
15			Volley Ball	Winner
16			Kho-kho	Winner
17	K. Kiruthika	III/VI	Volley Ball	Runner
18			Kho-kho	Winner
19	S. Madumitha	II/IV	Kho-kho	Winner

❖ INTERNATIONAL YOGA DAY

Our students participated Yoga day celebrated on 21.06.2022.



❖ ENVIRONMENT DAY

Students participated Environment Day function at our Polytechnic Campus on 05.06.2022.

3. STAFF DEVELOPMENT PROGRAMMES

➤ STAFF TRAINING

Sl. No.	Name of the Staff	Topics	Date	Organiser	Venue
1	Ms. T.Vijayalakshmi Lecturer S.Gr.	Innovation and Entrepreneurship Development	24.08.2021 to 28.08.2021	IED Cell	PCPC Online
		Entrepreneurship and Startups	04.10.2021 to 08.10.2021		
2	Ms. T.Malathi Lecturer S.Gr.	Emerging Trends in Internet of Things	22.11.2021 to 26.11.2021	Tamil Nadu State Govt.	PCPC Online
3	Ms. R. Lalitha Lecturer	Emerging Trends in Internet of Things	22.11.2021 to 26.11.2021	Tamil Nadu State Govt.	PCPC Online

4. AUTONOMOUS EXAMINATION RESULTS

APRIL – 2021- II SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPD201	Communicative English – II	3	3	100	Ms. S.Uma
MOPD202	Business Organisation	3	3	100	Dr. K.Malarkodi
MOPD203	Financial Accounting	3	3	100	Ms.T.Malathi
MOPD204	Type Writing - English – GTE Pre Junior	3	3	100	Ms. M.Maheswari
MOPD205	Type Writing - Tamil – GTE Pre Junior	3	3	100	Ms. M.Maheswari
MOPD206	Office Automation Lab – II	3	3	100	Ms.T.Vijayalakshmi

MOPD207	Communication Skill Practical	3	3	100	Ms. S.Uma
MOPD208	ELECTIVE: Banking	3	3	100	Ms.R.Lalitha
OVERALL				100	

IV SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPC401	English – II	9	9	100	Ms. S.Uma
MOPC402	Partnership Accounting	9	9	100	Ms.R.Lalitha
MOPC403	Cost Accounting	9	9	100	Ms.T.Vijayalakshmi
MOPC404	Typewriting – English – GTE Junior – Paper II	9	9	100	Ms.K.Rajam
MOPC405	Typewriting – Tamil – GTE Junior – Paper II	9	9	100	Ms. M.Maheswari
MOPC406	Elective: Marketing	9	9	100	Ms.T.Malathi
MOPC407	Oracle - Lab	9	9	100	Dr. K.Malarkodi
OVERALL				100	

VI SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPC601	Business Communication	11	11	100	Ms. S.Uma
MOPC602	Business Accounting	11	11	100	Ms.T.Malathi
MOPC603	Income Tax (Law & Practice)	11	11	100	Ms.T.Vijayalakshmi
MOPC604	Environmental Science	11	11	100	Ms.R.Lalitha
MOPC605	Typewriting – English – GTE Senior – Paper II	11	11	100	Ms.K.Rajam
MOPC606	Office Machineries and Equipments – Lab	11	11	100	Dr. K.Malarkodi
MOPC607	Project Work	11	11	100	Dr. K.Malarkodi
OVERALL				100	

OCTOBER 2021 - I SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPD101	Communication English - I	7	7	100	Ms. S.Uma
MOPD102	Elements of Commerce	7	7	100	Dr. K.Malarkodi
MOPD103	Principles of Accountancy	7	7	100	Ms.T.Malathi
MOPD104	Principles of Economics	7	7	100	Ms.T.Vijayalakshmi
MOPD105	Basics of Computer	7	7	100	Dr. K.Malarkodi Ms.T.Vijayalakshmi
MOPD106	Typewriting English – Level -I	7	7	100	Ms.R.Lalitha
MOPD107	Office Automation Lab - I	7	7	100	Dr. K.Malarkodi
OVERALL		7	7	100	

III SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPD301	English	6	6	100	Ms. S.Uma
MOPD302	Advanced Financial Accounting	6	6	100	Ms.R.Lalitha
MOPD303	Business Statistics	5	5	100	Ms.R.Lalitha
MOPD304	Typewriting – English Junior – Paper - I (GTE)	6	6	100	Ms.T.Malathi
MOPD306	Marketing	5	5	100	Ms.T.Malathi
MOPD307	Data Analytical – Lab	4	4	100	Ms.R.Lalitha
MOPD308	Desktop Publishing – Lab	4	4	100	Ms.T.Malathi
OVERALL		6	4*	66.67	

* 2 Absent

V SEMESTER

Sub.Code	Subject	Appeared	Passed	% Pass	Faculty
MOPC501	Business Law	9	9	100	Ms.T. Vijayalakshmi
MOPC502	Corporate Accounting	9	9	100	Ms.T.Malathi
MOPC503	Management Accounting	9	9	100	Ms.T. Vijayalakshmi
MOPC504	Typewriting – English – GTE Senior – Paper I	9	9	100	Ms.T. Vijayalakshmi
MOPC505	Elective : Auditing	9	9	100	Dr. K.Malarkodi
MOPC506	Accounting Package and Commercial Practice - Lab	9	9	100	Ms.R.Lalitha
MOPC507	Life and Employability Skill - Practical	8	8	100	Ms. S.Uma
OVERALL		9	8*	88.89	

* 1 Absent
