



# Indra Ganesan

## COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NAAC with 'B+' Grade, 2(f) & 12B Status Institution by UGC

IG Valley, Madurai Main Road, Manikandam, Tiruchirappalli - 620012

# NAAC DOCUMENTS

## QUALITY INDICATOR FRAME WORK

### CRITERION – 1

## CURRICULAR ASPECTS

SUBMITTED BY

**IQAC**

INTERNAL QUALITY ASSURANCE CELL

**INDRA GANESAN COLLEGE OF ENGINEERING**





**DEPARTMENT OF MANAGEMENT STUDIES**  
**ACADEMIC YEAR 2021-2022 / EVEN SEMESTER**

**Academic Flexibility (30)**

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

**AND**

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

<b>VAC Title:</b>	<b>Etiquettes For Managers</b>				
<b>Resource Person:</b>	Mr.V.Arunkumar MD M/sWhite&BlackDigitalMarketing Trichy.				
<b>Date of conduct from:</b>	<b>18.04.2022</b>	<b>To:</b>	<b>22.04.2022</b>	<b>Duration:</b>	<b>30 Hours</b>
<b>Organized Department:</b>	<b>MANAGEMENT STUDIES</b>				
<b>Participant Year:</b>	<b>I MBA</b>	<b>Semester:</b>	<b>EVEN</b>	<b>No. of Students Registered:</b>	<b>58</b>
<b>Venue:</b>	<b>MBA Seminar Hall</b>				

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# Indra Ganesan

## COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012  
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### Department of Management Studies

Academic Year 2021-2022 - Even Semester

08.04.2022

Ref: IGCE/MBA/2021-22/VAC/02

#### DEPARTMENT CIRCULAR

Department of Management Studies and IQACIGCE in association with M/s White & Black Digital Marketing organizing Value Added Course for all First year students on "Etiquettes For Managers" from 18.04.2022 to 22.04.2022. Certificates will be issued to the eligible participants at the end of the Course. This training is to be provided in our campus.

Interested students can register their names with the VAC Co-ordinator Mrs. Nisha Martina L for this program on or before 13<sup>th</sup> April 2022.

Resource Person:	Mr. V. Arunkumar/ MD M/s White & Black Digital Marketing Trichy
Venue:	MBA Seminar Hall

  
HOD/MBA



  
PRINCIPAL

Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal

Indra Ganesan College of Engineering  
IG Valley, Madurai Main Road  
Manikandam, Trichy-620 012.

Cc:

- Principal Office
- IQAC Co-Ordinator
- HoD/ MBA
- I-Year MBA Students
- Notice Board



# Indra Ganesan

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### Value Added Course on "Etiquettes For Managers" SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE
1	Ice Breaking Session	3	18/04/2022
2	Greeting and Conversation	3	18/04/2022
3	Work Place Communication-Formal	3	19/04/2022
4	Work Place Communication- Informal	3	19/04/2022
5	Resume Writing	2	20/04/2022
6	Group Discussion	2	20/04/2022
7	Time management and effective planning	2	20/04/2022
8	Mock Interview	5	21/10/2022
9	Presentation Skills	1	21/10/2022
10	Case Study Solving with Presentations	3	22/10/2022
11	Case Study Solving with Presentations	3	22/10/2022
<b>Total Hours</b>		<b>30</b>	

  
HOD/MBA

  
Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal

Indra Ganesan College of Engineering  
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Manikandam, Trichy-620 012.

  
PRINCIPAL



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### STUDENTSPARTICIPATIONLIST

### VACPROGRAM-"EtiquettesForManagers"

S.No.	Reg.No	Student'sName	Year/Branch
1	811221631001	AashikI	I/MBA
2	811221631002	AbithaA	I/MBA
3	811221631003	AlbertS	I/MBA
4	811221631004	AmalaMaryV	I/MBA
5	811221631005	Arun AK	I/MBA
6	811221631006	Arun N	I/MBA
7	811221631007	Balaguru J	I/MBA
8	811221631008	DhineshA	I/MBA
9	811221631009	DhivyaA	I/MBA
10	811221631010	EbinesarPaulA	I/MBA
11	811221631011	EzhilmathiM	I/MBA
12	811221631012	GanesanM	I/MBA
13	811221631013	GayathriK	I/MBA
14	811221631014	HarishRajaG	I/MBA
15	811221631015	JambulingamD	I/MBA
16	811221631016	Jeevitha R	I/MBA
17	811221631017	KaviyaR	I/MBA
18	811221631018	KesavanT	I/MBA
19	811221631019	KishorekumarM	I/MBA
20	811221631020	Lavanya M	I/MBA
21	811221631021	LoganathanP	I/MBA
22	811221631022	MadhubalaM	I/MBA
23	811221631023	MohammadRiyasU	I/MBA
24	811221631024	MohanasundaramK	I/MBA
25	811221631025	MukeshT	I/MBA
26	811221631026	MukeshKannanK	I/MBA
27	811221631027	NanthaKumarS	I/MBA
28	811221631028	NirmalaM	I/MBA
29	811221631029	PavithranP	I/MBA
30	811221631030	PrasanthR	I/MBA
31	811221631031	PrathiushaR	I/MBA
32	811221631032	Rajendar S	I/MBA

Dr. G. Balakrishnan, M.E., Ph.D.,

Principal

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S.No.	Reg.No	Student'sName	Year/Branch
33	811221631033	RamachandranJ	I/MBA
34	811221631034	RamyaS	I/MBA
35	811221631035	RubinBharathiB	I/MBA
36	811221631036	RubiniP	I/MBA
37	811221631037	SakthivelT	I/MBA
38	811221631038	SandhiyaS	I/MBA
39	811221631039	SangeethaS	I/MBA
40	811221631040	SangiliandavanN	I/MBA
41	811221631042	SanthoshalanrajaA	I/MBA
42	811221631043	SaranL	I/MBA
43	811221631044	SarathaC	I/MBA
44	811221631045	Sathiyar	I/MBA
45	811221631046	SharmilaKV	I/MBA
46	811221631047	SheelaraniN	I/MBA
47	811221631048	SivaparamaleshwariB	I/MBA
48	811221631049	SivasangariS	I/MBA
49	811221631051	SubashP	I/MBA
50	811221631052	SwarnamughiG	I/MBA
51	811221631053	ThulasimaniM	I/MBA
52	811221631054	Vasanth G	I/MBA
53	811221631055	VasanthapriyaS	I/MBA
54	811221631056	VigneswariG	I/MBA
55	811221631057	VijayaSasthiriraiK	I/MBA
56	811221631058	VijayalakshmiM	I/MBA
57	811221631059	VimalT	I/MBA
58	811221631060	VimalRajP	I/MBA

  
VAC Coordinator

  
Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal

Indra Ganesan College of Engineering  
IG Valley, Madurai Main Road  
Manikandam, Trichy-620 012.

  
HoD MBA



**Indra Ganesan**  
COLLEGE OF ENGINEERING

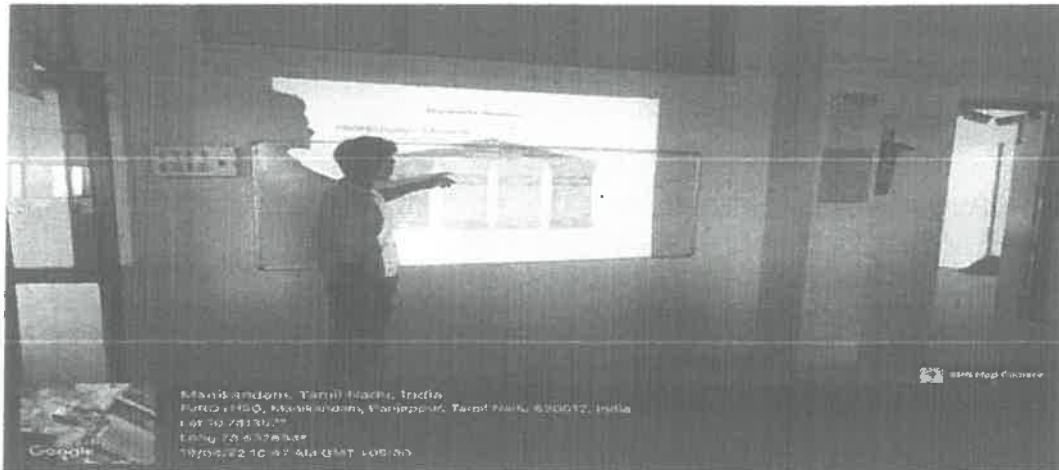
Suburban, Madurai, Pincode: 625 012, Madurai, Tamil Nadu, India  
Established in 1987, A. U. Government Engineering College, Madurai, India  
Approved by AICTE, T. A. Government Engineering College, Madurai, India



## Report on Value Added Course

Title:	<b>Etiquettes For Managers</b>				
Resource Person:	Mr.V.Arunkumar MD M/s White & Black Digital Marketing Trichy.				
Date of conduct from :	<b>18.04.2022</b>	To:	<b>22.04.2022</b>	Duration:	<b>30 Hours</b>
Organized Department :	<b>MANAGEMENT STUDIES</b>				
Participant Year:	<b>I Year MBA</b>		No. of Students Registered :	<b>58</b>	
Venue:	<b>MBA Seminar Hall</b>				

### Sample Photo



  
**VAC Coordinator**

  
**Ho/MBA**

  
**Principal**

  
**Dr. G. Balakrishnan, M.E., Ph.D.,**  
**Principal**  
Indra Ganesan College of Engineering  
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### Report on Value Added Course

Title: **Etiquettes For Managers**

Resource Person: Mr. V. Arunkumar  
MD  
M/s White & Black Digital Marketing  
Trichy.

Date of conduct from: **18.04.2022** To: **22.04.2022** Duration: **30 Hours**

Organized Department: **MANAGEMENT STUDIES**

Participant Year: **1 Year MBA** No. of Students Registered: **58**

Venue: **MBA Seminar Hall**

**Outcome of Value Added Course (VAC): At the end of the course, students can able to**

- Familiarize participants with the mechanics of writing
- Make them write in English precisely and effectively
- Make them speak fluently and flawlessly in all kinds of communicative contexts with all nationalities.

#### Assessment Process

- Students, who are securing more than 70% on total score and secured more than 75% in attendance is eligible to receive the certificate for the VAC course conducted
- Total Score =  $(0.5 * \text{Attendance in VAC out of 100 percentage} + 0.5 * \text{Test mark in VAC out of 100 marks})$

  
VAC Coordinator

  
HoD/MBA

  
Principal

  
Dr. G. Balakrishnan, M.E., Ph.D.,  
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Name of the Student :  
AU Register Number:

Year/Sem:

### ASSESSMENT QUESTIONS (1X100=100 Marks)

#### A) Mock Interview

Description	Marks
Resume Presentation	20
Interpersonal Skills	20
Body Language	10
<b>Total</b>	<b>50</b>

#### B) Presentation

Description	Marks
Powerpoint Presentation	20
Communication Skills	20
Session Handling	10
<b>Total</b>	<b>50</b>

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21-20  
Even

### STUDENTS ATTENDANCE SHEET

#### VAC PROGRAM - Etiquettes For Managers

S.No.	Reg.No	Student's Name	Year/ Branch	DATE: 18.10.21		DATE: 19.10.21		DATE: 20.10.21		DATE: 21.10.21		DATE: 22.10.22		NO OF SESSIONS ATTENDED	SIGNATURE OF THE STUDENT
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
1	811221631001	Aashiki	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Aashiki
2	811221631002	AbithaA	I/MBA	/	/	/	/	/	/	A	/	/	/	27	Abitha A
3	811221631003	AlbertS	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Albert S
4	811221631004	AmalaMaryV	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Amala Mary V
5	811221631005	ArunAK	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Arun A.K.
6	811221631006	ArunN	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Arun N
7	811221631007	BalaguruJ	I/MBA	/	/	/	/	A	/	/	/	/	/	27	Balaguru J
8	811221631008	Dhinesha	I/MBA	/	/	/	/	/	/	/	/	A	/	27	Dhinesha
9	811221631009	Dhivya A	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Dhivya A
10	811221631010	EbinesarPaul A	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Ebinesar Paul A
11	811221631011	EzhilmathiM	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Ezhilmathi M
12	811221631012	GanesanM	I/MBA	/	/	/	/	A	A	/	/	/	/	24	Ganesan M
13	811221631013	GayathriK	I/MBA	/	/	/	A	/	/	/	/	/	/	27	Gayathri K
14	811221631014	HarishRajaG	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Harish Raja G
15	811221631015	JambulingamD	I/MBA	A	A	/	/	/	/	/	/	/	/	24	Jambulingam D
16	811221631016	JeevithaR	I/MBA	/	/	/	/	/	/	/	/	/	/	30	Jeevitha R
17	811221631017	KaviyaR	I/MBA	/	/	/	/	/	/	A	/	/	/	27	Kaviya R



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41	811221631042	Santhoshalanraja	I/MBA	/	/	A	/	/	/	/	/	/	/	/	27	Ganesh
42	811221631043	SaranL	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Saran
43	811221631044	SarathaC	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Saratha
44	811221631045	SathiyaR	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Sathiya
45	811221631046	SharmilaKV	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Sharmila
46	811221631047	SheelaraniN	I/MBA	/	/	/	/	/	/	A	/	/	/	/	27	Sheela
47	811221631048	Sivaparamaleshwari B	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Sivaparama
48	811221631049	SivasangariS	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Sivasangari
49	811221631051	SubashP	I/MBA	/	/	/	/	A	A	/	/	/	/	/	24	Subash
50	811221631052	SwarnamughiG	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Swarnamughi
51	811221631053	ThulasimaniM	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Thulasimani
52	811221631054	VasanthG	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Vasanth
53	811221631055	VasanthapriyaS	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Vasanthapriya
54	811221631056	VigneswariG	I/MBA	/	/	/	/	/	/	A	/	/	/	/	27	Vigneswari
55	811221631057	VijayaSasthiriraiK	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	VijayaSasthirirai
56	811221631058	VijayalakshmiM	I/MBA	/	/	/	/	/	/	/	/	A	A	/	24	Vijayalakshmi
57	811221631059	VimalT	I/MBA	/	/	/	/	/	/	/	/	/	/	/	30	Vimal
58	811221631060	VimalRajP	I/MBA	/	/	/	A	/	/	/	/	/	/	/	30	VimalRaj
				/	/	/	/	/	/	/	/	/	/	/	27	

VAC Coordinator

Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal  
Indra Ganesan College of Engineering  
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HOD/MBA



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Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal

Indra Ganesan College of Engineering  
IG Valley, Madurai Main Road  
Manikandam, Trichy-620 012

### STUDENTS MARKS LIST MARKSHEET-ETIQUETTES FORMANAGERS

S.No.	Reg.No	Student's Name	Year/ Branch	Attendance Details		VAC-ASSESSMENT SCORE			OVERALL MARK(100) (50% of A + 50% of B)
				No. of Session	Attendance Mark(100)	A(50)	B(50)	TOTAL(100)	
1	811221631001	AashikI	I/MBA	30	100	21	84	92	
2	811221631002	AbithaA	I/MBA	27	90	22	88	89	
3	811221631003	AlbertS	I/MBA	30	100	22	88	94	
4	811221631004	AmalaMaryV	I/MBA	30	100	21	84	92	
5	811221631005	Arun AK	I/MBA	30	100	23	90	95	
6	811221631006	Arun N	I/MBA	30	100	20	80	90	
7	811221631007	Balaguru J	I/MBA	27	90	19	76	83	
8	811221631008	DhineshA	I/MBA	27	90	21	84	87	
9	811221631009	DhivyaA	I/MBA	30	100	20	80	90	
10	811221631010	EbinesarPaulA	I/MBA	30	100	18	72	86	
11	811221631011	EzhilmathiM	I/MBA	30	100	20	80	90	
12	811221631012	GanesanM	I/MBA	24	80	22	88	84	
13	811221631013	GayathriK	I/MBA	27	90	21	84	87	
14	811221631014	HarishRajaG	I/MBA	30	100	22	88	94	
15	811221631015	JambulingamD	I/MBA	24	80	22	88	84	
16	811221631016	Jeevitha R	I/MBA	30	100	22	88	94	
17	811221631017	KaviyaR	I/MBA	27	90	21	84	87	
18	811221631018	KesavanT	I/MBA	30	100	20	80	90	
19	811221631019	KishorekumarM	I/MBA	30	100	20	80	90	
20	811221631020	Lavanya M	I/MBA	30	100	22	88	94	



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48	811221631049	SivasangariS	I/MBA	24	80	21	84	82
49	811221631051	SubashP	I/MBA	30	100	21	84	92
50	811221631052	SwarnamughiG	I/MBA	30	100	22	88	94
51	811221631053	ThulasimaniM	I/MBA	30	100	24	96	98
52	811221631054	Vasanth G	I/MBA	30	100	19	76	88
53	811221631055	VasanthapriyaS	I/MBA	27	90	18	72	81
54	811221631056	VigneswariG	I/MBA	30	100	20	80	90
55	811221631057	VijayaSasthiriraiK	I/MBA	24	80	22	88	84
56	811221631058	VijayalakshmiM	I/MBA	30	100	24	96	98
57	811221631059	VimalT	I/MBA	30	100	19	76	88
58	811221631060	VimalRajP	I/MBA	27	90	18	72	81

  
VAC Coordinator

  
Dr. G. Balakrishnan, M.E., Ph.D.,  
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HoD/MBA



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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Albert S*  
.....  
of ..... year MBA has successfully completed the Value Added Course  
“Etiquettes For Managers” Conducted by Department of MASTER OF  
BUSINESS ADMINISTRATION From 18.04.2022 to 22.04.2022 during the  
Academic Year 2021-2022.

*C. Suresh Reddy*

HOD/MBA

*Dr. G. Balakrishnan*

Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal

Indra Ganesan College of Engineering  
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*Dr. G. Balakrishnan*

PRINCIPAL



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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Dhivya A* .....  
of ..... year MBA has successfully completed the Value Added Course  
"Etiquettes For Managers" Conducted by Department of MASTER OF  
BUSINESS ADMINISTRATION From 18.04.2022 to 22.04.2022 during the  
Academic Year 2021-2022.

*C. Sankar Raj*  
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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Kaviya R*  
.....  
of ..... year MBA has successfully completed the Value Added Course  
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This is to certify that Mr/Ms/Mrs. *Ramya S*  
.....  
of ..... year MBA has has successfully completed the Value Added Course  
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This is to certify that Mr/Ms/Mrs. Rubini P  
of ..... year MBA has successfully completed the Value Added Course  
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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Aashik I* .....  
of ..... year MBA has successfully completed the Value Added Course  
"Etiquettes For Managers" Conducted by Department of MASTER OF  
BUSINESS ADMINISTRATION From 18.04.2022 to 22.04.2022 during the  
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