



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 / ODD 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

VAC Title:	Preparation of Payroll for an Organisation				
Resource Person:	Mr.Sudharsan / MD Trytax Professionals Trichy				
Date of conduct from:	18.10.2021	To:	22.10.2021	Duration:	30 Hours
Organized Department:	MANAGEMENT STUDIES				
Participant Year:	II MBA	Semester:	ODD	No. of Students Registered:	26
Venue:	MBA Seminar Hall & Computer Lab				

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Department of Management Studies

Academic Year 2021-2022 – Odd Semester

04.10.2021

Ref: IGCE/MBA/2021-22/VAC/01


DEPARTMENT CIRCULAR

Department of Management Studies and IQAC, IGCE in association with **Trytax Professionals** organizing Value Added Course for all Final year students on “**Preparation of Payroll for an Organisation**” from 18.10.2021 to 22.10.2021. 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 13th October 2021.

Resource Person:	Mr. Sudharsan / MD Trytax Professionals Trichy
Venue:	MBA Seminar Hall


HOD/MBA


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.

PRINCIPAL

Cc:

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



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Value Added Course on "Preparation of Payroll for an Organisation"

SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE
1	Introduction to payroll management	1	18/10/2021
2	Requirements for record keeping	1	18/10/2021
3	Summarising salary payments	1	18/10/2021
4	Deductions	1	18/10/2021
5	Payslips	2	18/10/2021
6	Tax considerations	1	19/10/2021
7	Handling sick and parental leaves	1	19/10/2021
8	Dealing with financial errors	1	19/10/2021
9	Income under the salaries head u/s 17 (1) of Income Tax Act	1	19/10/2021
10	Salary components in terms of fixed and variable	1	19/10/2021
11	Claim and reimbursement management	1	19/10/2021
12	Employee Provided Fund and Employee State Insurance (ESI)	1	20/10/2021
13	Employee State Insurance (ESI)	1	20/10/2021
14	Labor Welfare Fund and Professional Tax	1	20/10/2021
15	Taxable and non-taxable allowances	1	20/10/2021
16	Tax Deduction at Source	2	20/10/2021
17	LTA, HRA, Leave encashment and Gratuity calculations	3	21/10/2021
18	Full and final Calculation	3	21/10/2021
19	Income Tax Formulas in Excel	2	22/10/2021
20	Practice and Calculation of Payroll in Excel	3	22/10/2021
21	Assessment	1	22/10/2021
Total Hours		30	

HOD/MBA

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

Principal

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Manikandam, Trichy-620 012.

PRINCIPAL



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STUDENTS PARTICIPATION LIST

VAC PROGRAM- Preparation of Payroll for an Organisation

S.No.	Reg.No	Student's Name	Year/ Branch
1	811220631001	J.Anusha	II/MBA
2	811220631002	K.Arun	II/MBA
3	811220631005	S.Dinesh Antony	II/MBA
4	811220631006	J.Diviya	II/MBA
5	811220631009	S.George	II/MBA
6	811220631011	M.Honestraj	II/MBA
7	811220631012	T.Jeyarani	II/MBA
8	811220631013	S.Jeevaraj	II/MBA
9	811220631014	P.Kalaiselvan	II/MBA
10	811220631015	R.Kalaivendan	II/MBA
11	811220631016	D.Kanimozhi	II/MBA
12	811220631017	M.Karunamoorthy	II/MBA
13	811220631018	P.Lavanya	II/MBA
14	811220631019	M.Maheshwari	II/MBA
15	811220631021	R.Nandhiga	II/MBA
16	811220631022	V.Nandhini	II/MBA
17	811220631023	K.Rajakarathi	II/MBA
18	811220631024	S.Sakthipriya	II/MBA
19	811220631025	S.Sathyaseelan	II/MBA
20	811220631026	K.Siranjeevi	II/MBA
21	811220631027	R.Soundarya	II/MBA
22	811220631028	K.Tamilarasan	II/MBA
23	811220631029	V.Thiruppathi	II/MBA
24	811220631030	Y.Vergine Saina	II/MBA
25	811220631031	N.Vimala	II/MBA
26	811220631033	S.Vinoth	II/MBA


VAC Coordinator


HOD/MBA


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

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



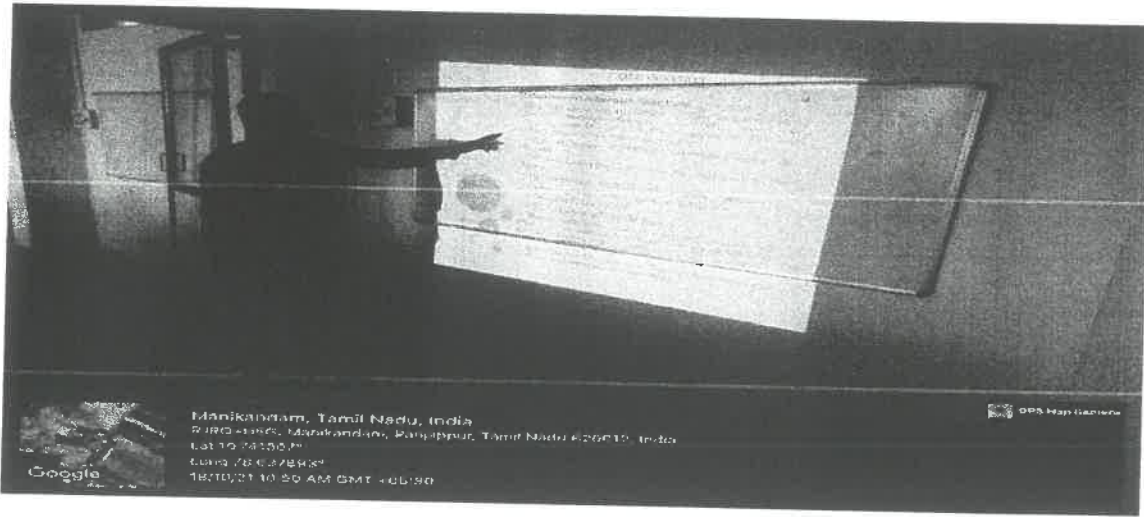
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 Madurai Main Road (NH-458), Manikandam, Trichinopoly - 620 012
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Report on Value Added Course

Title:	Preparation of Payroll for an Organisation				
Resource Person:	Mr.Sudharsan / MD Trytax Professionals Trichy				
Date of conduct from :	18.10.2021	To:	22.10.2021	Duration:	30 Hours
Organized Department :	MANAGEMENT STUDIES				
Participant Year:	II Year MBA		No. of Students Registered :	26	
Venue:	MBA-Seminar Hall & Computer Lab				


Sample Photo




VAC Coordinator


HoD/MBA


Principal


Dr. G. Balakrishnan, M.E., Ph.D.,
 Principal
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 IG Valley, Madurai Main Road
 Manikandam, Trichy-620 012.



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Report on Value Added Course

Title:

Preparation of Payroll for an Organisation

Resource Person:

Mr.Sudharsan / MD
Trytax Professionals
Trichy

Date of conduct from :

18.10.2021

To:

22.10.2021

Duration:

30 Hours

Organized Department :

MANAGEMENT STUDIES

Participant Year:

II yearMBA

No. of Students Registered :

26

Venue:

MBA – Seminar Hall & Computer Lab

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

- Recognize and Explain Indian Payroll.
- Formulate LTA, HRA, Leave encashment and Gratuity
- Classify Various Deductions in Payroll.
- Implement Employee Provided Fund and Employee State Insurance (ESI).
- Design Payslip.

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 *Attendance in VAC out of 100 percentage + 0.5 *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 : Nandhiga.R
AU Register Number: 8112 20631021

23/25

Year/Sem: II - MBA

Value Added Course on "Preparation of Payroll for an Organisation"

MCO QUESTIONS (25X4 = 100 Marks)

- 1) Bank advice letter send to _____
A. Employee
B. Normal Bank a/c
 C. Master Bank
D. None of the above
- 2) LWP stands for _____
A. Labour Work Policy
B. Labour Welfare Policy
 C. Leave Without Pay
D. None of the above
- 3) In Payslip to create holiday we have to create _____ first
A. Employee
 B. Location
C. Emolument
D. All the above
- 4) There are _____ salary components by default in Payslip.
A. 10
 B. 14
C. 20
D. 9
- 5) If the house of the employee is situated at Chennai the HRA is ____ of the salary.
A. 40%
B. 45%
 C. 50%
D. 20%
- 6) There are ____ types of leave in Payroll.
A. 3
 B. 2
C. 4
D. 1
- 7) At the time of deduction of tax at source, surcharge and cess, is added in which of the following cases ?
 A) Where the resident assessee receives any income in the nature of salary
B) Where the recipient is an Indian company
C) Both (A) and (B)
D) Neither (A) nor (B)
- 8) Any person responsible for paying salaries shall be required to deduct tax at source at the _____.
A) Time of credit of account of employee
 B) Time of payment
C) (A) or (B), whichever is earlier
D) None of the above



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16) Which of the following labour legislations is implemented only by the Central Implementation Machinery?

- A) Employees' State Insurance Act
- B) Maternity Benefit Act
- C) Industrial Disputes Act
- D) Trade Unions Act

17) Under Section 2(12) the Act is applicable to non-seasonal factories employing ----- persons

18) Manoj receives salary for the year 2014-15. He resides at Rajkot. The data for salary is given below:

Particular	Amount (annual data)
Basic	2,00,000
DA (included as per terms of employment)	1,00,000
Bonus	50,000
House rent allowance (HRA)	24,000 (2,000 P.M.)
Rent paid during the year	36,000 (3,000 P.M.)

Calculate HRA exemption.

- A) 8000
- B) 9000
- C) 6000
- D) 10000

19) The Payment of Gratuity Act was introduced in the year

- A) 1961
- B) 1923
- C) 1972
- D) 1976

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

Principal

Indra Ganesan College of Engineering
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20) Which of the following benefits is covered under social security schemes?

- A) Medical facilities
- B) Retirement benefits
- C) Compensation facilities
- D) All of the above

21) Under Half pay leave, The leave shall be credited to the said leave account at the rate of _____ days for each completed calendar month of service?

- A) 5/3 days
- B) 2½ days
- C) 3 days
- D) 4½ days

22) Under which of the following circumstances, credit to be afforded to leave account of a Govt. Servant at the commencement of the next half-year be reduced by 1/10th of the period of such leave?

- A) extraordinary leave
- B) dies non
- C) Both A and B
- D) None of the above



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Name of the Student : JEYARANI.T

AU Register Number: 811220631012.

18/25

Year/Sem: II - MBA

Value Added Course on "Preparation of Payroll for an Organisation"

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Value Added Course on “Preparation of Payroll for an Organisation”

ANSWER KEY

1	C	6	B	11	B	16	A	21	A
2	C	7	A	12	A	17	A	22	C
3	B	8	B	13	A	18	C	23	B
4	B	9	B	14	B	19	C	24	D
5	C	10	C	15	A	20	D	25	C

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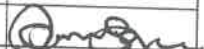
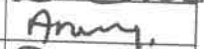


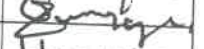
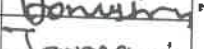
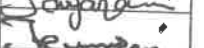
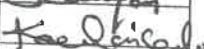
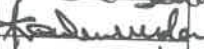
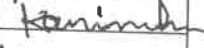
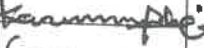
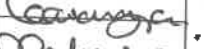
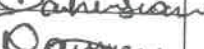

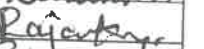
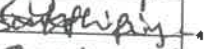



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STUDENTS ATTENDANCE SHEET

VAC PROGRAM - Preparation of Payroll for an Organisation

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: 22.10.21		NO OF SESSIONS ATTENDED	SIGNATURE OF THE STUDENT
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
1	811220631001	J.Anusha	II MBA	/	/	/	/	/	/	/	/	/	/	30	
2	811220631002	K.Arun	II MBA	/	/	/	/	/	/	/	/	/	/	30	
3	811220631005	S.Dinesh Antony	II MBA	/	/	/	/	/	/	/	/	/	/	30	
4	811220631006	J.Diviya	II MBA	/	/	/	/	/	/	/	/	/	/	30	
5	811220631009	S.George	II MBA	/	/	/	/	A	A	/	/	A	/	27	
6	811220631011	M.Honestraj	II MBA	/	/	/	/	/	/	/	/	/	/	24	
7	811220631012	T.Jeyarani	II MBA	/	/	/	A	/	/	/	/	/	/	30	
8	811220631013	S.Jeevaraj	II MBA	/	/	/	/	/	/	/	/	/	/	27	
9	811220631014	P.Kalaiselvan	II MBA	/	/	/	/	/	/	A	/	/	/	27	
10	811220631015	R.Kalaivendan	II MBA	/	/	/	/	A	A	/	/	/	/	24	
11	811220631016	D.Kanimozhi	II MBA	/	/	/	/	/	/	/	/	/	/	30	
12	811220631017	M.Karunamoorthy	II MBA	/	/	/	/	/	/	/	/	/	/	30	
13	811220631018	P.Lavanya	II MBA	/	/	/	/	/	/	/	/	/	/	30	
14	811220631019	M.Maheshwari	II MBA	/	/	/	/	/	/	/	/	/	/	30	
15	811220631021	R.Nandhiga	II MBA	/	/	/	/	/	/	/	/	/	/	30	
16	811220631022	V.Nandhini	II MBA	/	/	/	/	/	/	/	/	/	/	30	
17	811220631023	K.Rajakarthy	II MBA	/	/	/	/	A	A	/	/	A	A	24	
18	811220631024	S.Sakthipriya	II MBA	/	/	/	/	/	/	/	/	/	/	24	
19	811220631025	S.Sathyaseelan	II MBA	/	/	/	/	/	/	/	/	/	/	30	



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STUDENTS MARK LIST

MARK SHEET FOR VALUE ADDED COURSE PROGRAM - Preparation of Payroll for an Organisation

S.No.	Reg.No	Student's Name	Year/ Branch	Attendance Details		VAC-MCQ TEST		OVERALL MARK(100) (50% of A + 50% of B)
				No. of Session Attended	Attendance Mark(100) (A)	No of Correct Answers	MCQ Mark(100) (B)	
1	811220631001	J.Anusha	II MBA	30	100	21	84	92
2	811220631002	K.Arun	II MBA	30	100	22	88	94
3	811220631005	S.Dinesh Antony	II MBA	30	100	21	84	92
4	811220631006	J.Diviya	II MBA	27	90	22	88	89
5	811220631009	S.George	II MBA	27	90	22	88	89
6	811220631011	M.Honestraj	II MBA	30	100	19	76	88
7	811220631012	T.Jeyarani	II MBA	27	90	18	72	81
8	811220631013	S.Jeevaraj	II MBA	27	90	20	80	85
9	811220631014	P.Kalaiselvan	II MBA	24	80	21	84	82
10	811220631015	R.Kalaivendan	II MBA	30	100	19	76	88
11	811220631016	D.Kanimozhi	II MBA	30	100	19	76	88
12	811220631017	M.Karunamoorthy	II MBA	30	100	21	84	92
13	811220631018	P.Lavanya	II MBA	30	100	20	80	90
14	811220631019	M.Maheshwari	II MBA	30	100	22	88	94
15	811220631021	R.Nandhiga	II MBA	30	100	23	90	95
16	811220631022	V.Nandhini	II MBA	27	90	21	84	87
17	811220631023	K.Rajakarthi	II MBA	24	80	22	88	84
18	811220631024	S.Sakthipriya	II MBA	30	100	22	88	94



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited. 2(C) Status Institution by UGC



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Geroge S*
of ^{II}..... year MBA has successfully completed the Value Added Course
"Preparation of Payroll for an Organisation" Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.

HOD/MBA

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

Principal

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Manikandam, Trichy-620 012.

PRINCIPAL



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NAAC Accredited, 3(P) Status Institution by 15/20



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

Honest Raj M

This is to certify that Mr/Ms/Mrs.
of year MBA has successfully completed the Value Added Course
“Preparation of Payroll for an Organisation” Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.

C. Sankar Raj

HOD/MBA

Dr. G. Balakrishnan

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

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PRINCIPAL



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DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Kanimozhi D*
of *II* year MBA has successfully completed the Value Added Course
"Preparation of Payroll for an Organisation" Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.

C. Suresh Raj
HOD/MBA

(Signature)
Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichirappalli - 620 012

(Signature)
PRINCIPAL



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DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Maheswari M*
.....
of *II* year MBA has successfully completed the Value Added Course
"Preparation of Payroll for an Organisation" Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.

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Dr. G. Balakrishnan

PRINCIPAL



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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited, APE Status Institution by UGC



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Vimala N*
of year MBA has successfully completed the Value Added Course
"Preparation of Payroll for an Organisation" Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.

C. Sankar Raj

HOD/MBA

(Signature)

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

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NAAC Accredited, ISO 9001:2015 Certified by LSG



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. **JAYARANI S**
of **II** year MBA has successfully completed the Value Added Course
"Preparation of Payroll for an Organisation" Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
22.10.2021 during the Academic Year 2021-2022.



HOD/MBA


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

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PRINCIPAL