



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 – 2

TEACHING-LEARNING AND EVALUATION

SUBMITTED BY

IQAC

INTERNAL QUALITY ASSURANCE CELL
INDRA GANESAN COLLEGE OF ENGINEERING





Criteria2

Teaching-Learning and Evaluation

350

KeyIndicator-2.3.Teaching-Learning Process(40)

2021-2022

PARTICIPATIVE LEARNING

MASTER OF BUSINESS ADMINISTRATION

Activity	Number of Students Attended	Page No.
Value Added Course(VAC)	84	3
TOTAL STUDENTS ATTENDED	84	-



Criteria2

Teaching-Learning and Evaluation

350

KeyIndicator-2.3.Teaching-Learning Process (40)

2021-2022

MASTER OF BUSINESS ADMINISTRATION

PARTICIPATIVE LEARNING

VALUE ADDED COURSE



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012

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NAAC Accredited, 2(F) Status Institution by UGC



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



Indra Ganesan

COLLEGE OF ENGINEERING

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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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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


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NAAC Accredited, ISO 9001 Registered by DGC.



Report on Value Added Course

Title: **Preparation of Payroll for an Organisation**

Resource Person: **Mr.Sudharsan / MD
Trytax Professionals
Trichy**

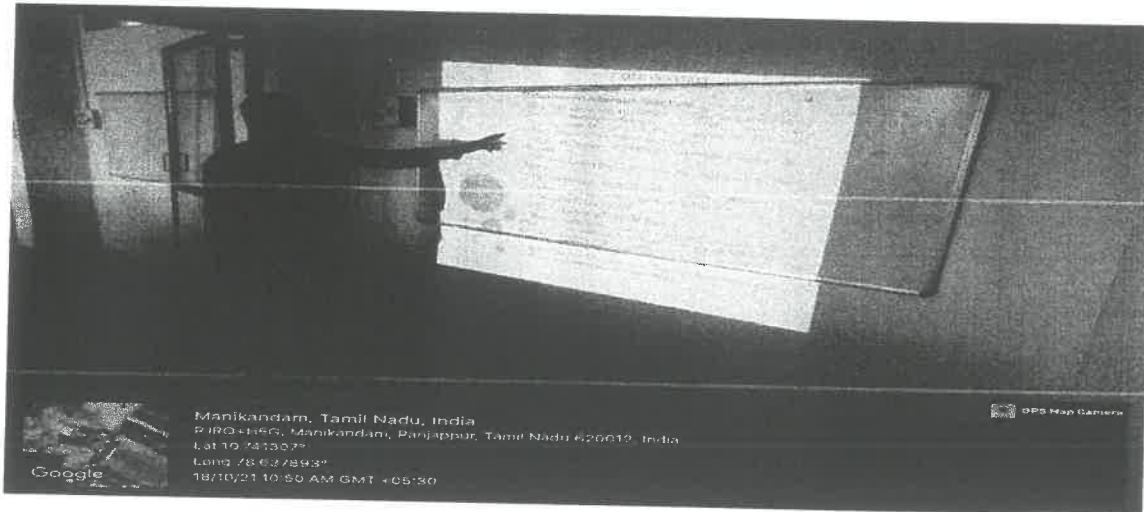
Date of conduct from : **18.10.2021** To: **22.10.2021** Duration: **30 Hours**

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.,

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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 = $(0.5 * \text{Attendance in VAC out of 100 percentage} + 0.5 * \text{Test mark in VAC out of 100 marks})$

VAC Coordinator

HoD/MBA

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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

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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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	<i>[Signature]</i>
2	811220631002	K.Arun	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
3	811220631005	S.Dinesh Antony	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
4	811220631006	J.Diviya	II MBA	/	/	/	/	/	/	/	/	/	/	27	<i>[Signature]</i>
5	811220631009	S.George	II MBA	/	/	/	/	A	/	/	/	/	/	24	<i>[Signature]</i>
6	811220631011	M.Honestraj	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
7	811220631012	T.Jeyarani	II MBA	/	/	/	/	/	/	/	/	/	/	27	<i>[Signature]</i>
8	811220631013	S.Jeevaraj	II MBA	/	/	/	/	/	/	/	/	/	/	27	<i>[Signature]</i>
9	811220631014	P.Kalaiselvan	II MBA	/	/	/	/	/	/	A	/	/	/	24	<i>[Signature]</i>
10	811220631015	R.Kalaivendan	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
11	811220631016	D.Kanimozhi	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
12	811220631017	M.Karunamoorthy	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
13	811220631018	P.Lavanya	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
14	811220631019	M.Maheshwari	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
15	811220631021	R.Nandhiga	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>
16	811220631022	V.Nandhini	II MBA	/	/	/	/	/	/	/	/	/	/	24	<i>[Signature]</i>
17	811220631023	K.Rajakarthi	II MBA	/	/	/	/	/	/	/	/	A	A	24	<i>[Signature]</i>
18	811220631024	S.Sakthipriya	II MBA	/	/	/	/	/	/	/	/	/	/	24	<i>[Signature]</i>
19	811220631025	S.Sathyaseelan	II MBA	/	/	/	/	/	/	/	/	/	/	30	<i>[Signature]</i>



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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



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DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that *Mr/Ms/Mrs.* *Geroge S*

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, 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.* *Honest Raj M*

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“Preparation of Payroll for an Organisation” Conducted by Department of
MASTER OF BUSINESS ADMINISTRATION From 18.10.2021 to
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C. Sundar Raj H

HOD/MBA

D. G. Balakrishnan

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

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Indra Ganesan College of Engineering
IG Valley, Madurai Main Road

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[Signature]

PRINCIPAL



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DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that *Mr/Ms/Mrs.* *Kanimozhi D*

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. Ganesan Pillai

HOD/MBA

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

Principal

Indra Ganesan College of Engineering
IG Valley, Madurai Main Road

PRINCIPAL



Indra Ganesan

COLLEGE OF ENGINEERING

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



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.

C. Pandey

HOD/MBA

Dr. G. Balakrishnan

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

Principal

Indra Ganesan College of Engineering
IG Valley, Madurai Main Road

Manikandam, Trichy-620 012.

Dr. G. Balakrishnan

PRINCIPAL



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COLLEGE OF ENGINEERING

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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

Dr. G. Balakrishnan

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

Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikarocham, Tiruchirappalli - 620 012

Dr. G. Balakrishnan

PRINCIPAL



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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 13th 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
Total Hours		30	


HOD/MBA


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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


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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	SanthoshalanrajA	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


VACCoordinator


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

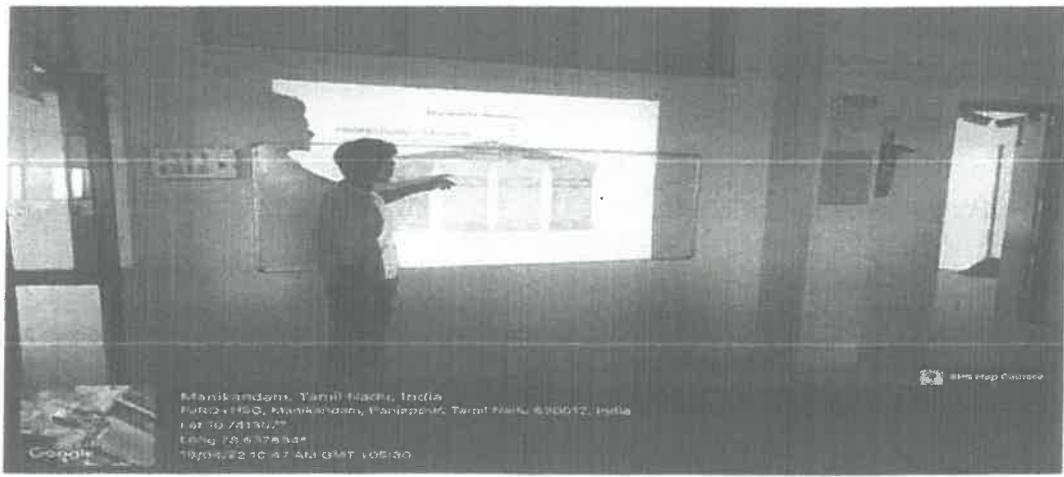
COLLEGE OF ENGINEERING




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:	I Year MBA		No. of Students Registered :	58	
Venue:	MBA Seminar Hall				

Sample Photo




VAC Coordinator


Ho/MBA


Principal


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



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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


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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
Total	50

B) Presentation

Description	Marks
Powerpoint Presentation	20
Communication Skills	20
Session Handling	10
Total	50

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Principal

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IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.



21-210
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	AbithaA	
3	811221631003	AlbertS	I/MBA	/	/	/	/	/	/	/	/	/	30	AlbertS	
4	811221631004	AmalaMaryV	I/MBA	/	/	/	/	/	/	/	/	/	30	AmalaMary.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	BalaguruJ	
8	811221631008	Dhinesha	I/MBA	/	/	/	/	/	/	/	/	A	27	Dhinesha	
9	811221631009	Dhivya A	I/MBA	/	/	/	/	/	/	/	/	/	30	Dhivya A	
10	811221631010	EbinesarPaulA	I/MBA	/	/	/	/	/	/	/	/	/	30	EbinesarPaul A	
11	811221631011	EzhilmathiM	I/MBA	/	/	/	/	/	/	/	/	/	30	Ezhilmathi M	
12	811221631012	GanesanM	I/MBA	/	/	/	/	/	/	/	/	/	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	/	/	/	/	/	/	/	/	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	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	27	Ganesh
42	811221631043	SaranL	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Saran
43	811221631044	SarathaC	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Saratha
44	811221631045	Sathiyar	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Sathy
45	811221631046	SharmilaKV	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	27	Sharma
46	811221631047	Sheelaranin	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Sheela
47	811221631048	Sivaparamaleshwari B	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Sivaparam
48	811221631049	SivasangariS	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	Sivasangari
49	811221631051	SubashP	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	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	Vasanth
54	811221631056	VigneswarIG	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	27	Vigneswar
55	811221631057	VijayaSasthiraik	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	VijayaSasthiraik
56	811221631058	VijayalakshmiM	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	24	Vijayalakshmi
57	811221631059	VimalT	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	30	VimalT
58	811221631060	VimalRajP	I/MBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	30	VimalRajP

N.S.F.

VAC Coordinator

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

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IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.

Head/MBA



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Manikandam, Trichy-620 012

STUDENTS MARKSLIST MARKSHEET-ETIQUETTESFORMANAGERS

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

VAC Coordinator

10/11

Dr. G. Balakrishnan
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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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. Ganesan

HOD/MBA

Dr. G. Balakrishnan

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

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

Dr. G. Balakrishnan

PRINCIPAL



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DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs. *Dhirvya 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. Ganesan

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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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited, 3171 Status Institution by UGC



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

“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. Sundarajan

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This is to certify that Mr/Ms/Mrs. *Ramya S*
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Academic Year 2021-2022.

C. Ganesan Raju

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PRINCIPAL