

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



COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE, NewDelhi & Affiliated to Anna University, Chemnal NAAC Accredited, 2(E) 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-ordinatorMrs.Nisha Martina L for this program on or before 13th October 2021.

MD onals
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НФД/МВА

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
- II -Year MBA Students
- Notice Board



Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AfCTE, NewDelhi & Affiliated to Anna University, Chemnai NAAC Accredited, 2(F) Status Institution by UGC

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	18/10/202
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%	24/10/2021

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

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



COLLEGE OF ENGINEERING

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



STUDENTS PARTICIPATION LIST

VAC PROGRAM- Preparation of Payroll for an Organisation

			C
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	
17	811220631023	K.Rajakarthi	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
_	011440031033	о. у шош	II/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.



Report on Value Added Course

Title:

Preparation of Payroll for an Organisation

Resource

Mr.Sudharsan / MD

Person:

Trytax Professionals

Trichy

Date of conduct from:

18.10.2021

To: 22.10.2021

Duration:

30 Hours

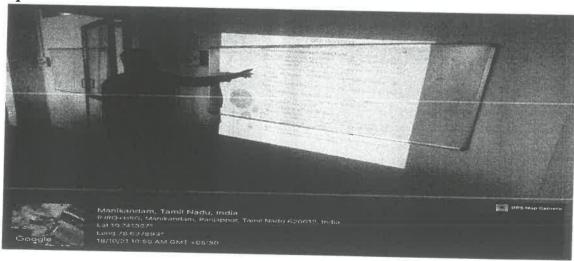
Organized Department: MANAGEMENT STUDIES

Participant Year: II Year MBA

No. of Students Registered: 26

Venue: MBA-Seminar Hall & Computer Lab

Sample Photo



VAC Coordinator

Principal

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

Principal

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



COLLEGE OF ENGINEERING

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			Report on V	Value	e Ad	ded C	ourse	
Title:	Prepai	ation	of Payroll for an (
Resource	Person:	Mr.	Sudharsan / MD					
		Tryt	ax Professionals					
		Tric	hy					
Date of co	nduct fro	m:	18.10.2021	To:	22.10).2021	Duration:	30 Hours
Organized	Departn	nent:	MANAGEMENT	STUD	IES			
Participan	t Year:	II yea	arMBA			No. of S	tudents Registe	red: 26
Venue:	MBA – S	Semin	ar Hall & Comput	er 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.,

Principal

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



Time of payment

D)None of the above

C) (A) or (B), whichever is earlier

Indra Ganesan

COLLEGE OF ENGINEERING





Name of the Student: Nandliga 12 AU Register Number: 8112 2063 102

Year/Sem: II_MBA

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

MCO OUESTIONS (25X4 = 100 Marks)
1) Bank advice letter send to
A.Employee
B.Normal Bank a/c
Master Bank
D. None of the above
2) LWP stands for
A.Labour Work Policy
B. Labour Welfare Policy
CLeave Without Pay
D. None of the above
3) In Payslip to create holiday we have to createfirst
A.Employee
(B).Location
C .Emolument
D .All the above
4) There aresalary 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 isof the salary.
A.TU/0
B.45%
© .50%
D.20%
6) There aretypes of leave in Payroll.
A. 3
U.4
D.1
7) At the time of deduction of tax at source, surcharge and cess, is added in which
of the following cases ?
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



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

- 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 employingpersons

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

Amount (annual data)
2,00,000
1,00,000
50,000
24,000 (2,000 P.M.)
36,000 (3,000 P.M.)

Calculate HRA exemption.

£38000

B)9000

(2)6000

D)10000

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

A)1961

B)1923

C11972

D)1976

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

Principal

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

- 20) Which of the following benefits is covered under social security schemes?
- A) Medical facilities
- B)Retirement benefits
- C)Compensation facilities
- 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

8)2½ days

C)3 days

D) 41/2 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



Time of payment

D)None of the above

C) (A) or (B), whichever is earlier

Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE, NewDelni & Affiliated to Anna University, Chemnal NAAC Accredited, 2(E) Status Institution by UGC



Name of the Student: TEYARANI.T

AU Register Number: 811220631012.

Year/Sem: II_ MBA

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

MCO OUESTIONS (25X4 = 100 Mar	·ke)
1) Bank advice letter send to	<u> 1851</u>
A.Employee	
B.Normal Bank a/c	10
Master Bank	
D. None of the above	
2) LWP stands for	Dr. G. Balakrishnan, M.E., Ph.D.,
A.Labour Work Policy	Principal
B. Labour Welfare Policy	Indra Ganesan College of Engineering
Cheave Without Pay	IG Valley, Madurai Main Road
D. None of the above	Manikandam, Trichy-620 012.
3) In Payslip to create holiday we have to createfirst	, Than 920 022.
A.Employee	
B Location	
C.Emolument	
D .All the above	
4) There aresalary 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 salars
42.7070	or the salary.
B .45%	
C.50%	
D.20%	
6) There aretypes 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 of the following cases?	13.14
Where the resident assessee receives any income in the	1
B) Where the recipient is an Indian company	lary
C) Both (A) and (B)	
D) Neither (A) nor (B)	
8) Any person responsible for paying salaries shall be required to d	educt tay at source at the
	reduct tax at source at the
A) Time of credit of account of employee	



COLLEGE OF ENGINEERING





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Maternity Benefit Act

C)Industrial Disputes Act

D)Trade Unions Act

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

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

Particular	
Basic	Amount (annual data)
	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	
Calculate HRA everytion	36,000 (3,000 P.M.)

Calculate HRA exemption.

A)8000

B)9000

(2)6000

D)10000

19) The Payment of Gratuity Act was introduced in the year Dr. G. Balakrishnan, M.E., Ph.D., A)1961

Principal

B)1923 C 1972

D)1976

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

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C)Compensation facilities

D) All of the above

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B) 2½ days

C) 3 days

D) 41/2 days

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A)extraordinary leave

B)dies non

(C) Both A and B

D) None of the above





Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE, NewDelhi & Affiliated to Anna University, Chemiai NAAC Accredited, 2(F) Status Institution by EGC

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

ANSWER KEY

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

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

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



Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE, NewDelbi & Affiliated to Anna University, Cheumai NAAC Accredited, 2(F) Scatur Institution by UCC



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

Indra Ganesan College of Engineering IG Valley, Madurai Main Road

STUDENTS ATTENDANCE SHEET

VAC PROGRAM - Preparation of Payroll for an Organisation

	Student's Name	Year/	DA 18.1	DATE: 18.10.21	DA 19.1	DATE: 19.10.21	DATE: 20.10.21		DATE: 21.10.21		DATE: 22.10.21	NO OF	SIGNATURE
		Dialicii	FN	AN	FN	AN	FN	NA	EN AN	+		ATTENDED	OF THE
811220631001	I.Anusha	II MBA	1	,	•				-	-	rn An	THE PERIOD EN	STODENT
811220631002	+	II MRA	-		1	1	1	1		(\	30	Charles .
811220631005	+	II MRA			1	1	1	1	1		1	350	A Property
811220631006	-	II MBA	1		1	1	1	1	1	,	1	08	To G
811220631009		II MRA	,	-			\	1	1	1	`	27	9
811220631011		II MRA	-	1	1	1	ŧ	į,			1	34	0
811220631012	\vdash	II MRA	,	-		~				1	\	30	The state of the s
811220631013	\vdash	II MRA	-	1	\	4	1	\	1			27	1
811220631014	-	II MRA	-	(1			1	<	1	`	7	
811220631015		II MRA			1		4	4	1		\	A.4	10 X
811220631016	\vdash	II MRA			1	1	1	1	\		1	8	
811220631017	M.Karunamoorthy	II MRA	1		1	\	\				1	280	
811220631018	P.Lavanya	II MBA	-		\		1.	1	\			cu O	N. C.
811220631019	M.Maheshwari	II MBA				\			1		\	30	
811220631021	R.Nandhiga	II MBA	-			1	1		1		\	000	0
811220631022	V.Nandhini	II MRA	,			1			1	1	\	30	0
811220631023	K.Rajakarthi	II MBA		-					1	∢.	Þ	4	AL YOU
811220631024	S.Sakthipriya	II MRA				1	t	t.		1	\	46	Parch
811220631025	S.Sathyaseelan	II MRA		1		1	1	,			\	300	Carage Ja
		A A A SA A A A A A A A A A A A A A A A	_	_	\	_	1		`	١	,	9	1



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

Indra Ganesan College of Engineering IG Valley, Madurai Main Road

Marikandam, Trick, COD 013

STUDENTS MARK LIST

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

7	;	i	Voor/	Attendar	Attendance Details	VAC-M	VAC-MCQ TEST	OVERALL
	Keg.No	Student's Name	Branch	No. of Session Attended	Attendance Mark(100)	No of Correct Answers	MCQ Mark(100)	MARK(100) (50% of A + 50% of B)
-	811220631001	J.Anusha	II MBA	30	100	2.1	84	00
2	811220631002	K.Arun	II MBA	30	100	22	× ×	77
က	811220631005	S.Dinesh Antony	II MBA	30	100	21	80 80	5
4	811220631006	J.Diviya	II MBA	27	06	22	000	76
ഹ	811220631009	S.George	II MBA	27	06	22	0 00	60
9	811220631011	M.Honestraj	II MBA	30	100	10	92	600
7	811220631012	T.Jeyarani	II MBA	27	06	000	27	00
∞	811220631013	S.Jeevaraj	II MBA	27	06	20	7/08	10
6	811220631014	P.Kalaiselvan	II MBA	24	80	21	20 00	6
10	811220631015	R.Kalaivendan	II MBA	30	100	10	75	70
11	811220631016	D.Kanimozhi	II MBA	30	100	10	0/	× ×
12	811220631017	M.Karunamoorthy	II MBA	30	100	21	0/	× ×
13	811220631018	P.Lavanya	II MBA	30	100	20	40	92
14	811220631019	M.Maheshwari	II MBA	30	100	22	00	96
15	811220631021	R.Nandhiga	II MBA	30	100	23	00	94
16	811220631022	V.Nandhini	II MBA	27	06	21	84	50
17	811220631023	K.Rajakarthi	II MBA	24	80	22	- ×	/0
18	811220631024	S.Sakthipriya	II MBA	30	100	22	2 %	70





DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs.

..... year MBA has 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 Near 2021-2022.

HOD/MBA

C. Send Part

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



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

Honest Raj M

..... year MBA has has successfully completed the Value Added Course to certify that Mr/Ms/Mrs. This is

"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.

1

C. Burd Zeit HOD/MBA

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

IG Valley, Madurai Main Road



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

"Preparation of Payroll for an Organisation" Conducted by Department of year MBA has has successfully completed the Value Added Course MASTEROF BUSINESS ADMINISTRATION From 18.10.2021 to Kanimozhi D This is to certify that Mr/Ms/Mrs.

C. Sand Zent

22.10.2021 during the Academic Year 2021-2022.

HOD/MBA

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





DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs.

Maheswari M

..... year MBA has has successfully completed the Value Added Course

"Preparation of Payroll for an Organisation" Conducted by Department of

MASTEROF 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., Indra Ganesan College of Engineering IG Valley, Madurai Main Road





DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs.

Vimala N

..... year MBA has fucessfully 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.

Sand Zeigh

HOD/MBA

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

Indra Ganesan College of Engineering IG Valley, Madurai Main Road Principal



Indra Ganesan COLLEGE OF ENGINEERING

Madurai Mein Road (NH-45B), Manikandam, Tiruchirappelli - 620 012 Approved by AICTE, NewDelin & Affiliated to Anna University, Chemnal NAAC Accredited, 2(R) Status Institution by UGC



Department of Management Studies

AcademicYear2021-2022-EvenSemester

08.04.2022

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

DEPARTMENT CIRCULAR

Department of Management Studies and IQACIGCE in association with M/sWhite & 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 before13th April2022.

Resource Person:	Mr.V.Arunkumar/ MD M/sWhite&BlackDigitalMarketing Trichy
Venue:	MBA SeminarHall

нормва

9...

PRINCIPAL

Cc:

- · PrincipalOffice
- IQACCo-Ordinator
- HoD/MBA
- I-YearMBAStudents
- NoticeBoard

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





Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE, NewDellit & Affiliated to Anna University, Chemnal NAAC Accredited, 2(F) Status Institution by UGC

ValueAddedCourseon"EtiquettesForManagers"SYLLABUS

S.NO	TOPICCOVERED	DURATION (inhours)	DATE
1	IceBreaking Session	3	18/04/2022
2	GreetingandConversation	3	18/04/2022
3	WorkPlaceCommunication-Formal	3	19/04/2022
4	WorkPlaceCommunication-Informal	3	19/04/2022
5	ResumeWriting	2	20/04/2022
6	Group Discussion	2	20/04/2022
7	Timemanagementandeffectiveplanning	2	20/04/2022
8	Mock Interview	5	21/10/2022
9	PresentationSkills	1	21/10/2022
10	CaseStudySolvingwithPresentations	3	22/10/2022
11	CaseStudySolvingwithPresentations	3	22/10/2022
namentalistis.	TotalHours	30	

НОР/МВА

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

Principal

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



COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappelli - 620 012 Approved by AICTE, NewDelth & Affiliated to Anna University, Chemnal NAAC Accredited, 2(F) Status Institution by UGC



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

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



COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappaili - 620 012 Appaved by AICTE, NewDelhi & Affiliated to Anna University, Chemai NAAC Accredited. 2(F) Status Institution by UGC



S.No.	D'.	Student'sName	Year/Branch
33	811221631033	Ramachandran	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
	811221631051	SubashP	I/MBA
PARTITION TO THE PARTITION OF THE PARTIT	811221631052	SwarnamughiG	I/MBA
	811221631053	ThulasimaniM	I/MBA
-	811221631054	Vasanth G	I/MBA
	811221631055	VasanthapriyaS	I/MBA
1944 14	811221631056	VigneswariG	I/MBA
	311221631057	VijayaSasthiriraiK	I/MBA
-	311221631058	VijayalakshmiM	I/MBA
*****	311221631059	VimalT	I/MBA
8 8	311221631060	VimalRajP	I/MBA

VACCoordinator

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

HoD/MBA

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



Report on Value Added Course

Title:

Etiquettes For Managers

Resource

Mr.V.Arunkumar MD

Person:

M/s White & Black Digital Marketing

Trichy.

Date of conduct from:

18.04.2022

To: 22.04.2022 Duration:

30 Hours

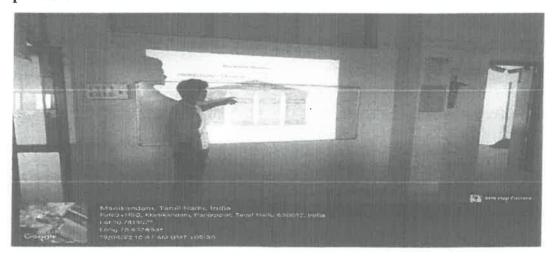
Organized Department: MANAGEMENT STUDIES

Participant Year: I Year MBA

No. of Students Registered: 58

Venue: MBA Seminar Hall

Sample Photo



VAC Coordinator

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

Principal

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







	ugest. Voga ,	<u>Reporte</u>	onValu	eAd	dedCo	urse		
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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.



COLLEGE OF ENGINEERING

Madurzi Main Road (NH-45B), Manikandam, Tiruchirappali - 620 012 Apparwed by AICTE, NewDelhi & Affiliated to Arma University, Chemnal NAAC Accredited, 2(F) Status Institution by UCC



Name of the Student : AU Register Number:

Year/Sem:

ASSESSMENTQUESTIONS(1X100=100 Marks)

A) Mock Interview

Description	Marks
ResumePresentation	20
InterpersonalSkills	20
BodyLanguage	10
Total	50

B)Presentation

Description	Marks
PowerpointPresentation	20
CommunicationSkills	20
SessionHandling	10
Total	50

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

Principal

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

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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Medural Mein Road (MH-45B), Manhandem, Tiruchirespeill - 620 012
Approved by ALCTE, NewDelti & Alfflanct to Anna University, Chennal
NAAC Accredited, 2(P) Status Institution by UGC

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STUDENTSATTENDANCE SHEET

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S.No.	Reg.No	Student'sName		DATE: 18.10.21	TE: 0.21	DATE: 19.10.21	1 20 1 20	DATE: 20.10.21	DA 21.1	DATE: 21.10.21	DATE: 22.10.22	FE: 0.22	NO OF	SIGNATURE
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COLLEGE OF ENGINEERING Madural Main Road (NH-45B), Manikandem, Tinuchirappali - 620 012 Approved by AICTE, NewDolld& Affiliated to Alma University, Chaumal NAAC Accredited, 1(F) Status Institution by UCC



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44	811221631045	SathiyaR	I/MBA	1111	
45	811221631046	SharmilaKV	I/MBA	11111	000
46	811221631047	SheelaraniN	I/MBA	/ A / /	27
47	811221631048	Sivaparamaleshwari R	I/MBA	1111	30 General
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49	811221631051	SubashP	I/MBA	A. / / / /	18 (8) a 1.
20	811221631052	SwarnamughiG	I/MBA	1711+	ar ar
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25	811221631054	VasanthG	I/MBA	11111	S. Leaves C.
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Dr. G. Balakrishnan, M.E., Ph.D.,

VAC Coordinator

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

Principal



Medurai Main Roed (NH-45B), Menikandem, Truchirappatii - 620 012 Approved by ALCTE, NewDolla & Attuinted to Arms University, Chemnal NAAC Averedited, 2(F) Status Ipartitatina by UGC

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

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

STUDENTSMARKSLIST MARKSHEET-ETIOIIFTTESFORMANGEDS

S.No.	Reg.No	Student'sName	Year/	Attenda	AttendanceDetails	VAC-	ASSESSA	VAC-ASSESSMENTSCORE	OVERALL
			Branch	No. of	Attendance	A(50)	RISM	TOTALGAM	(50%ofA+
-	811221631001	Aashiki	I/MDA	Session	Mark(100)				50% of B)
2	811221631002	Ahithad	ACM/I	30	100	21	84	92	too odd total the tax management
m	811221631003	Alborts	/MDA	17	96	22	00 00	68	Priminalisa - Provincia III ambabba III priminalia.
4	811221621003	-	I/MBA	30	100	22	88	94	Transference Activities man of the circumstance
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2 4	011221031005	Arun AK	I/MBA	30	100	23	06	96	
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,	811221631007	Balaguru J	I/MBA	27	06	10	7,2	20	phone ; seems discounting
α	811221631008	DhineshA	I/MBA	27	00	16	2 0	93	erropentum dandam
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10	811221631010	EbinesarPaulA	I/MRA	30	2001	07	08	06	
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15	811221631015	lambulingamD	I/MRA	200	007	22	88	94	Befreite Befreite den ber bei befreite ber bei
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Indra Ganesan COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandem, Truchirappali - 620 012 Approved by ALCTE, New Delia & Attlaned to Amas University, Chemnal NAAC Accredited, 2(P) States Inelitation by UGC



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VAC Coordinator

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

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



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Certificate of Completion

This is to certify that Mr/Ms/Mrs.

Albert S

year MBA has 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. Sunday HOD/MBA

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





DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

..... year MBA has 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 Dhivya A This is to certify that Mr/Ms/Mrs. Academic Year 2021-2022.

HOD/MBA

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

Manikandam, Trichy-620 012.



DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

"Etiquettes For Managers" Conducted by Department of MASTER OF BUSINESS ADMINISTRATION From 18.04.2022 to 22.04.2022 during the Kaviya R to certify that Mr/Ms/Mrs. Academic Year 2021-2022. This is

C. Sand Part

HOD/MBA

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

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









DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

to certify that Mr/Ms/Mrs. This is

Ramya S

..... year MBA has 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. Sudant

HOD/MBA

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

TO DELICITATION OF THE PROPERTY OF THE PROPERT PRINCIPAL





DEPARTMENT OF MANAGEMENT STUDIES

Certificate of Completion

This is to certify that Mr/Ms/Mrs.

Rubini P

of year MBA has has successfully completed the Value Added Course

BUSINESS ADMINISTRATION From 18.04.2022 to 22.04.2022 during the "Etiquettes For Managers" Conducted by Department of MASTER OF

Academic Year 2021-2022.

C. Suday

HOD/MBA

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

Indra Ganesan College of Engineering