M. O. P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
Chennai - 600 034, India.

Criteria 6.3.3

Professional Development and Administrative Training Programmes

2020 - 2021

National Assessment and Accreditation Council

14th May 2021

Notification to all Higher Education Institutions (HEIs)

Academic Year 2020-2021

(Considering COVID 19 pandemic)

In continuation to NAAC notification dated 10th July 2020 notified in the NAAC website which is available in the following *web link*
http://www.naac.gov.in/images/docs/notification/Notification-to-HEIs-Academic-Year-2019-2020-Considering-COVID-19-pandemic.pdf

And in continuation to NAAC notification dated 31st December 2020 notified in the NAAC website which is available in the following *web link*
http://www.naac.gov.in/images/docs/notification/Consideration-of-2019-2020-Academic-Data-for-AA-Covid-19.pdf

It is hereby notified to all Higher Education Institutions (HEIs) that the definition for the academic year 2020-2021 is from 1st June 2020 to 31st December 2021 for **NAAC Self-Study Report (SSR) and Data Validation Verification (DVV) purposes only**, due to COVID 19 pandemic. However, If the HEI submits the SSR before 31 December 2021 then the data submitted in the SSR will be frozen as on date of submission of SSR and HEI can not include the activities conducted beyond the date of submission of the SSR.

Sd/-

Director, NAAC

Date	Title of the Professional Development/ Administrative Training Programmes Organised for Teaching Staff and Non-teaching staff	No. of Participants
2020 - 2021		
20.06.2020	Yoga	89
28.06.2020	Effective Teaching Learning Using Google Classroom	94
10.09.2020	Advanced Concepts in MS Excel	16
10.11.2020	Working with MS Word	12
28.11.2020	Framing and Attainment of POs, PSOs and COs for NAAC Requirement	87
18.01.2021 - 25.01.2021	8 Days Capacity Building Program	99
10.02.2021	Effective Communication	7
03.03.2021	Social Etiquette	14
18.03.2021	Importance of Vaccination	102
24.07.2021	Tally	13
06.08.2021	Importance of Observing Covid 19 Protocols	37
09.08.2021	Covid Prevention Practices	37
07.09.2021	Emergency Control	84
23.09.2021	MS Access	14
23.10.2021	Advanced MS Excel	16

Signature of the IQAC Coordinator

COORDINATOR
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Signature of the Principal

Principal
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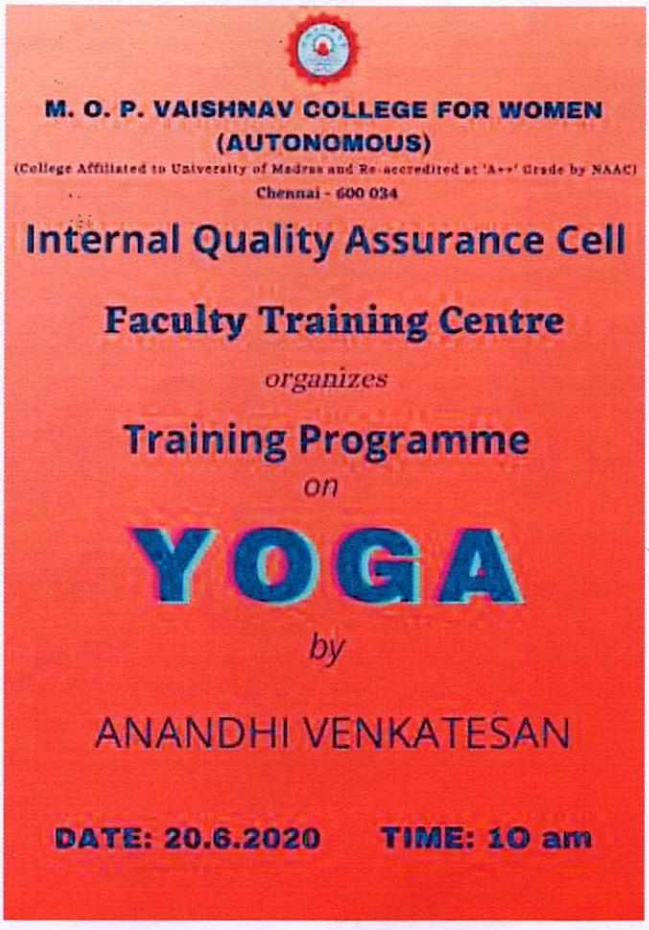
20.6.2020

Yoga

Date	Title of the Programme	Resource Person	Number of participants
20.06.2020	Yoga	Dr. Anandhi Venkatesan, Founder & Director, Studio Chakra(Yoga and Wellness Studio)	89



Programme Objectives:

- To Enable an individual to have sound body and mind
- To possess emotional stability.
- To attain higher level of consciousness

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Programme Brief:

Yoga can enhance all the activities of an individual. Yoga techniques provide improved attention,better stamina and co-ordination for a balanced attitude for social activity

Programme Outcomes:

- Creates mental clarity and calmness
- Relieves chronic stress patterns
- Relaxes the mind

20.6.2020 - The resource person, Dr. Anandhi Venkatesan conducting the session

20.6.2020 - Dr. Anandhi Venkatesan demonstrating yoga to the participants

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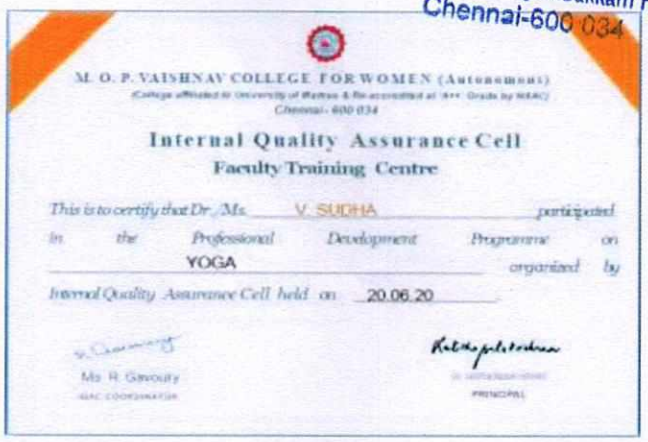

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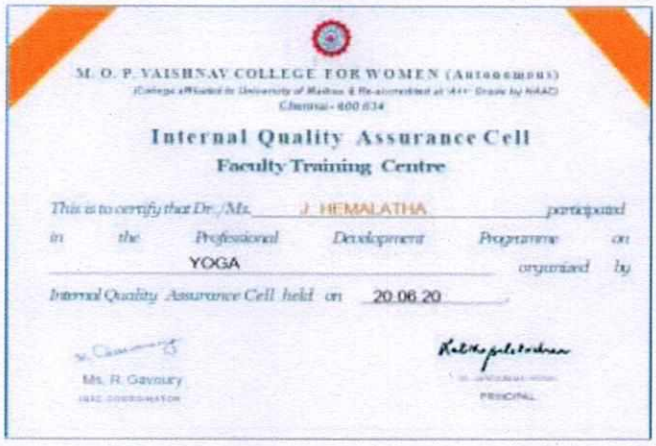
This is to certify that Dr./Ms. V. SUDHA participated in the Professional Development Programme on YOGA organized by Internal Quality Assurance Cell held on 20.06.20

Ms. R. Gavoury
IQAC COORDINATOR

PRINCIPAL



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Ms. R. Gavoury
IQAC COORDINATOR

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Ms. R. Gavoury
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Participants:

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Yoga
20.06.2020

S.No.	Name
1	DR. LALITHA BALAKRISHNAN
2	DR. ARCHNA PRASAD
3	MS. SANGEETHA MANOJ
4	MS. ADITI A SAMANT
5	MS. RAMYA RAMAN
6	MS. KRUPA N
7	MS. C. ALAMELU
8	DR. LATHA D.S.
9	DR. KAVIN MARY S
10	MS. RAMYA V
11	MS. VINODHINI G
12	Dr. D. UTHIRA
13	MS. V. SUDHA
14	DR. R. A. RABIKA BEGUM
15	MS. GITANJALI JINDGER
16	MS. VIJAYALAKSHMI SAILAPATHY
17	DR. C.S. SRIVIDHYA PRATHIBA
18	DR. SINDHU K
19	MS. S. SASIKALADEVI
20	DR. M. HEMALATHA
21	DR. NISHA U
22	MS. S. GOWRI
23	MS. NISHA M
24	MS. J. HEMALATHA
25	MS. K. J. RACHEL
26	DR. E. NIRUPAMA
27	DR. SUMANGALA DEVI K C
28	MS. V. KAMATCHI PREETHI
29	MS. VIVITHA S
30	Dr. M. MADHUMATHY
31	MS. VAISHNAVI C.S.D.
32	MS. C. NANDINI
33	MS. HUMSA T.N.
34	MS. PRIYANKA R
35	MS. SOUNDARYA M.S.
36	MS. KIRAN VARMA
37	MS. SEEMA THOMAS
38	Dr. FERNANDES JEYASHREE FELIX
39	DR. S.KRISHNAVENI

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20.06.2020

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40	MS. B. RAMANI
41	MS. ALAMELU M R
42	MS. JAMUNA CHEZHIAN R
43	MS. RENUGA E
44	DR. SIMMI JAIN
45	MS. A. HARI PRIYA
46	MS. SINI JADEESH
47	MS. LAKSHMYPRIYA S
48	MS. REKHA MAHIZHNAN
49	MS. S.R. PRIYA
50	MS. A.UMA MAHESWARI
51	DR. SUDHA KRISHNA KUMAR
52	MS. R.A. GHAYATHRI SWETHA KUMARI
53	MS. VATSALA MRNALINI R
54	Dr. DEEPIKA KRISHNAN P.K.
55	MS. RAJALAKSHMI P.S.
56	MS. GAVOURY R
57	MS. A.ANGAYARKANNI
58	DR.A.MUTHULAKSHMI
59	DR. T. SUNITHA RANI
60	DR. BRINDA RAMANUJAM
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73	MS. PRIYAVADHANI. M
74	DR. SUSAN SRIDHAR
75	MS. VIDYA PADMANABHAN
76	MS. AARTHI JAYARAM
77	MS. ARPITA MAITRA
78	DR. R. PREETHA

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FACULTY TRAINING CENTRE

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20.06.2020

S.No.	Name
79	MS. GAYATHRI KRISHNAMOORTHY
80	MS. R. HARINEE
81	MS. DEVIKA RANI L
82	MS. S. MALARVIZHI
83	MS. R. JAYALAKSHMI
84	DR. SUDHA TRIVEDI
85	DR. R. RAJESWARI
86	MS. R. ANUPAMA
87	MS. SOWMIYA R
88	DR. B. SAHANA
89	MS. G. PADMAPRIYA

R Gaurang
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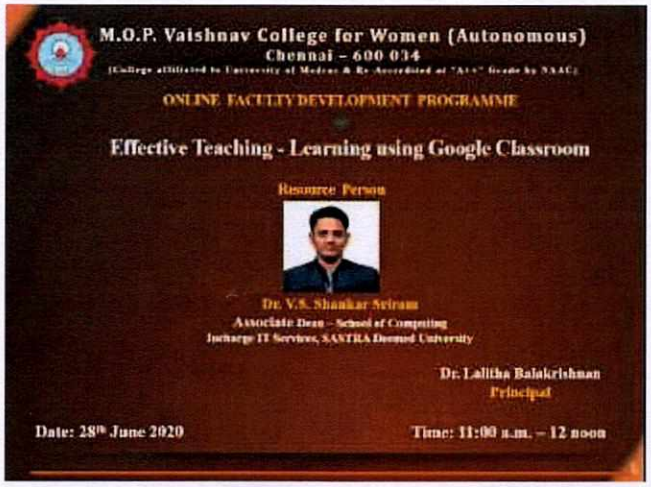
28.6.2020

Effective Teaching - Learning using Google Classroom

Date	Title of the Programme	Resource Person	Number of participants
28.06.2020	Learning using Google Classroom	Dr. V.S. Shankar Sriram, Associate Dean-School of Computing, Incharge IT Services, SASTRA Deemed University	94



Program Objectives:

- To teach and to learn effectively using Google Classroom.
- Teaching methods and techniques when using the Online platform.
- How to make use of the available tools in Google Classroom for effective teaching.

Programme Brief:

An online FDP for Effective Teaching-Learning using Google classroom was conducted for the faculty members. Dr.V.S Shankar Sriram , Associate Dean, School of Computing, Incharge IT services, SASTRA Deemed university was the chairperson for the session. He demonstrated the ways to utilise the tools available in Google classroom for effective usage.

Programme Outcomes:

- The impact of the pandemic on learning was highlighted.
- The effective utilization of the Google Classroom tools.
- To teach effectively on an online platform.

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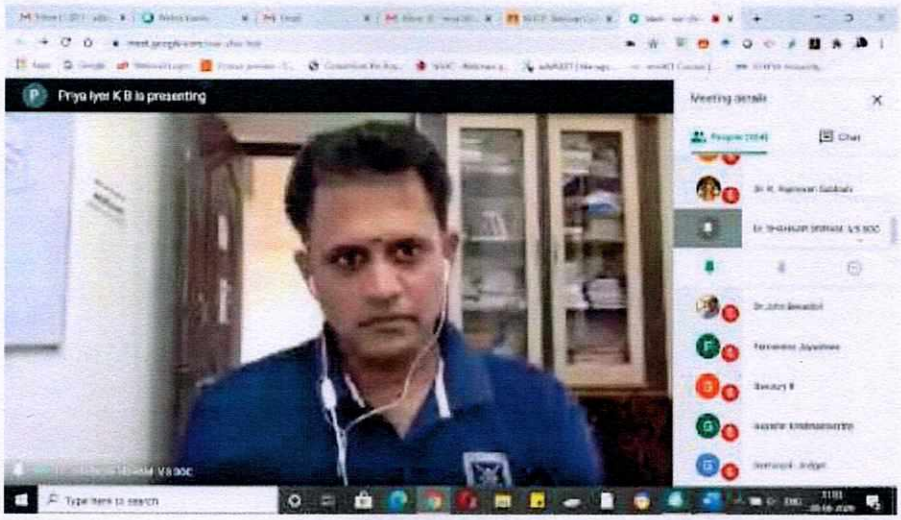
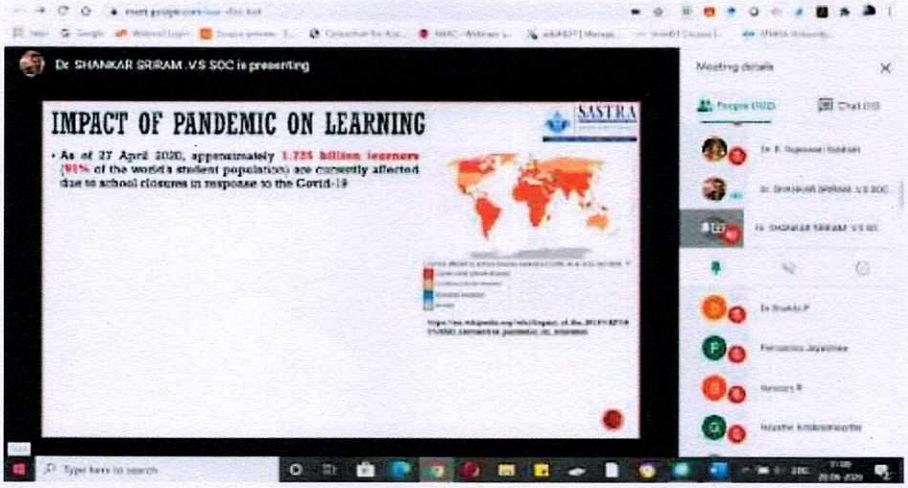
28.6.2020 – Online Session on how to use google classroom for learning



28.6.2020 - The resource person, Dr. V.S. Shankar Sriram



28.6.2020 - Dr. V.S. Shankar Sriram emphasizing the impact of pandemic on learning

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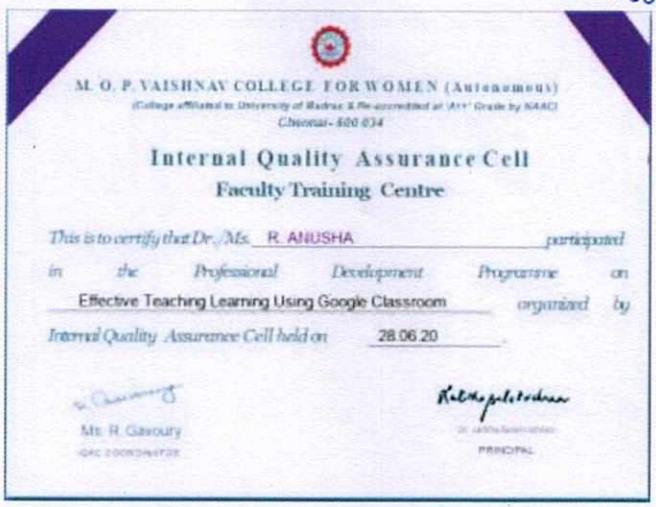
Certificates:



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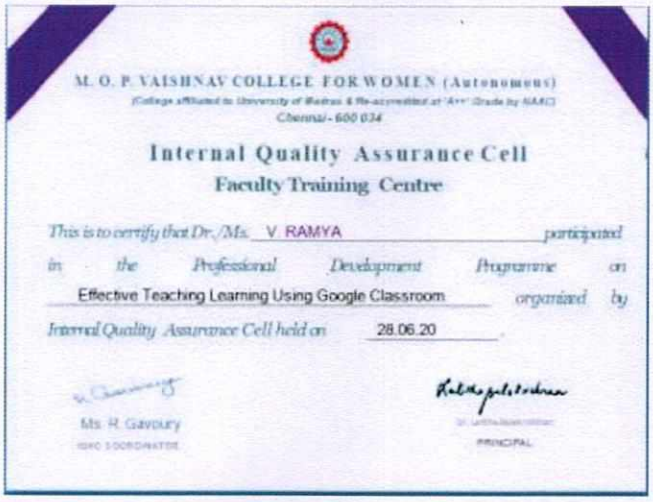
Internal Quality Assurance Cell

Faculty Training Centre

This is to certify that Dr./Ms. R. ANUSHA participated in the Professional Development Programme on Effective Teaching Learning Using Google Classroom organized by Internal Quality Assurance Cell held on 28.06.20.

Ms. R. Gavoury
IQAC COORDINATOR

PRINCIPAL



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Ms. R. Gavoury
IQAC COORDINATOR

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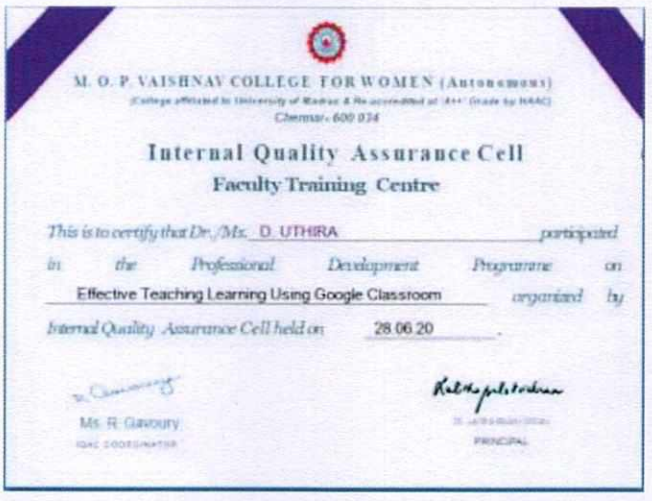

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Faculty Training Centre

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Ms. R. Gavoury
IQAC COORDINATOR

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Participants:

M.O.P. VAISHNAV COLLEGE FOR WOMEN,
CHENNAI - 600 034

28.6.2020 - EFFECTIVE TEACHING LEARNING USING GOOGLE CLASSROOM

S.NO.	NAME OF THE FACULTY
1	DR. LALITHA BALAKRISHNAN
2	Dr. D. UTHIRA
3	DR. R. A. RABIKA BEGUM
4	DR. E. NIRUPAMA
5	DR. C.S. SRIVIDHYA PRATHIBA
6	MS. GITANJALI JINDGER
7	MS. VIJAYALAKSHMI SAILAPATHY
8	DR. M. HEMALATHA
9	DR. SHAKILA P
10	MS. SOUNDARYA M.S.
11	MS. ABINAYA M
12	MS. ARCHANA KAMESH
13	MS. J. HEMALATHA
14	MS. ASHWINI V
15	DR. SINDHU K
16	DR. SUMANGALA DEVI K C
17	MS. S. SASIKALADEVI
18	MS. S. GOWRI
19	MS. PRIYANKA R
20	DR. NISHA U
21	MS. NISHA M
22	MS. VAISHNAVI C.S.D.
23	MS. V. SUDHA
24	MS. HUMSA T.N.
25	MS. K. J. RACHEL
26	Dr. M. MADHUMATHY
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31	DR. R. RAJESWARI
32	MS. G. PADMAPRIYA
33	DR. SUDHA TRIVEDI
34	MS. R. JAYALAKSHMI
35	MS. R. ANUPAMA
36	MS. LAKSHMI V
37	DR. B. SAHANA
38	Dr. FERNANDES JEYASHREE FELIX
39	Dr. S.KRISHNAVENI
40	MS. ALAMELU M R
41	DR. JAMUNA CHEZHIAN R
42	MS. B. RAMANI
43	MS. RENUGA E
44	DR. ARCHNA PRASAD
45	MS. SANGEETHA MANOJ
46	MS. ADITI A SAMANT

R Gowry
R. GOWRY
IQAC Co-ordinator

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28.6.2020 - EFFECTIVE TEACHING LEARNING USING GOOGLE CLASSROOM

S.NO.	NAME OF THE FACULTY
47	DR. M. VIJAYA LAKSHMI
48	MS. RAMYA RAMAN
49	MS. KRUPA N
50	MS. RAMYA V
51	MS. C. ALAMELU
52	DR. LATHA D.S.
53	DR. KAVIN MARY S
54	MS. VINODHINI G
55	MS. SINI JADEESH
56	DR. SIMMI JAIN
57	MS. A. HARI PRIYA
58	MS. LAKSHMYPRIYA S
59	MS. REKHA MAHIZHNAN
60	MS. S.R. PRIYA
61	MS. S.P. ABIRAMI
62	MS. R.A. GHAYATHRI SWETHA KUMARI
63	MS. VATSALA MIRNALINI R
64	MS. SRUTHY ANAND
65	MS. GAVOURY R
66	MS. A.ANGAYARKANNI
67	DR. K.B. PRIYA IYER
68	DR. SAKTHI KUMARESH
69	DR. T. SUNITHA RANI
70	DR. BRINDA RAMANUJAM
71	MS. C.S. PADMASINI
72	MS. V. SINDHU
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76	MS. A.UMA MAHESWARI
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87	MS. R. HARINEE
88	DR. S. JAISHREE
89	MS. PRIYAVADHANI. M
90	MS. AARTHI JAYARAM
91	MS. DEVIKA RANI L
92	MS. N. MEENAKSHI
93	DR. R. PREETHA
94	MS. S. MALARVIZHI

R Gavoury
R. Gavoury
IQAC Coordinator

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10.9.2020

Advanced Concepts in MS EXCEL

Date	Title of the Programme	Resource Person	Number of participants
10.09.2020	Advanced Concepts in MS EXCEL	Ms. Sarala, Bharath infotech	16

Programme Objectives:

- To familiarize with the tools of Advanced MS Excel.
- Advanced Excel users to gather, structure & present their data so that it looks impressive.
- To have a good understanding of Excel features like Power Query (Get & Transform Data), Tables, cell styles, formatting options is necessary to make awesome Excel workbooks.
- Use of various tools available in MS Excel.

Programme Brief:

A training programme for administrative faculty on the advanced concepts in MS EXCEL was conducted on 10.9.2020 to reiterate and appreciate the usage of tools in MS-EXCEL. Ms. Sarala of Bharath infotech was the resource person for the workshop.

Programme Outcomes:

- The session was an interactive one where advanced concepts in MS Excel were clearly demonstrated.

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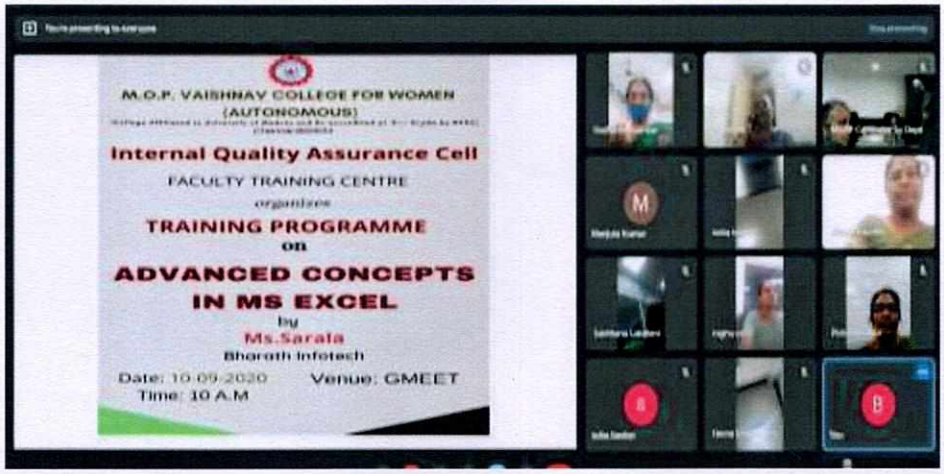
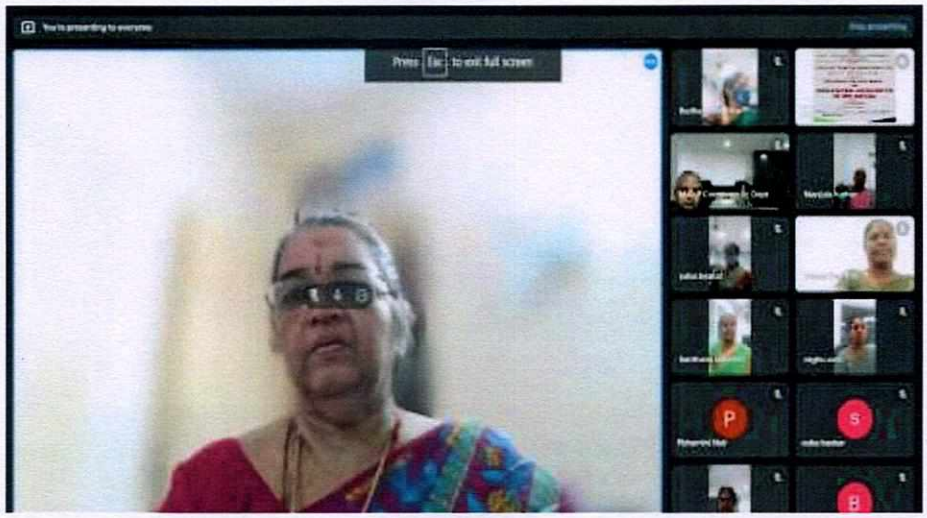
- The different types of functions in MS Excel were clearly explained.
- Usage of MS Excel effectively.



10.9.2020 – An online session on Advanced Concepts in MS Excel



10.9.2020 - The resource person, Ms. Sarala, handling the session on the concepts of MS Excel

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Certificates:

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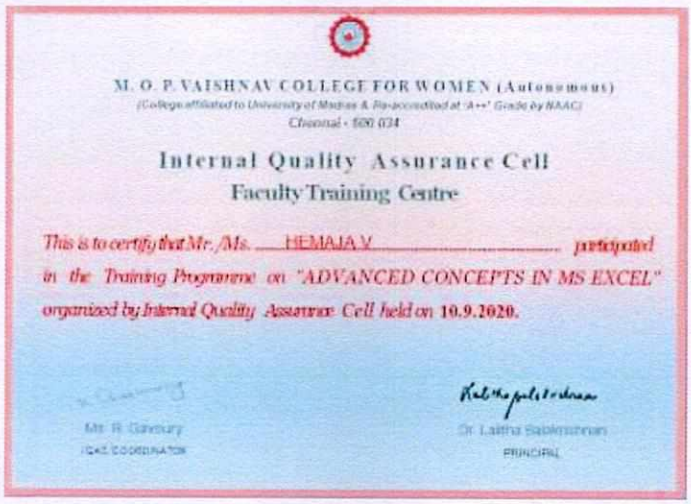
Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr. /Ms. BHAMIJI P *participated in the Training Programme on "ADVANCED CONCEPTS IN MS EXCEL" organized by Internal Quality Assurance Cell held on* **10.9.2020.**

Ms. R. Gayatry
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL



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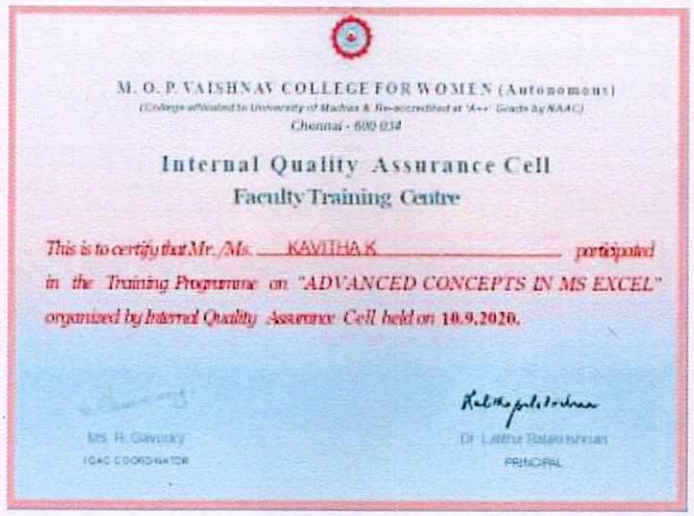
This is to certify that Mr. /Ms. HEMAJA V *participated in the Training Programme on "ADVANCED CONCEPTS IN MS EXCEL" organized by Internal Quality Assurance Cell held on* **10.9.2020.**

Ms. R. Gayatry
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL



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This is to certify that Mr. /Ms. KAVITHA K *participated in the Training Programme on "ADVANCED CONCEPTS IN MS EXCEL" organized by Internal Quality Assurance Cell held on* **10.9.2020.**

Ms. R. Gayatry
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

FACULTY TRAINING CENTRE

Advanced Concepts in MS Excel

10.9.2020

S.No.	Name
1	PRIYA V KRISHNA
2	VIJAYALAKSHMI H.K.
3	CHAMUNDEESWARI C.J.
4	DEVI VISWANATHAN
5	RADHA RAVISHANKAR
6	SUBASHINI B
7	HEMAJA V
8	SWETHA G
9	BHAMINI P
10	MANJULA K
11	SANTHANALAKSHMI G
12	SAROJA R
13	KAVITHA K
14	PADMA G
15	RANJANI M
16	THAMIZHARASI P

R Gavoury
R. GAVOURY
IQAC Co-ordinator

COORDINATOR
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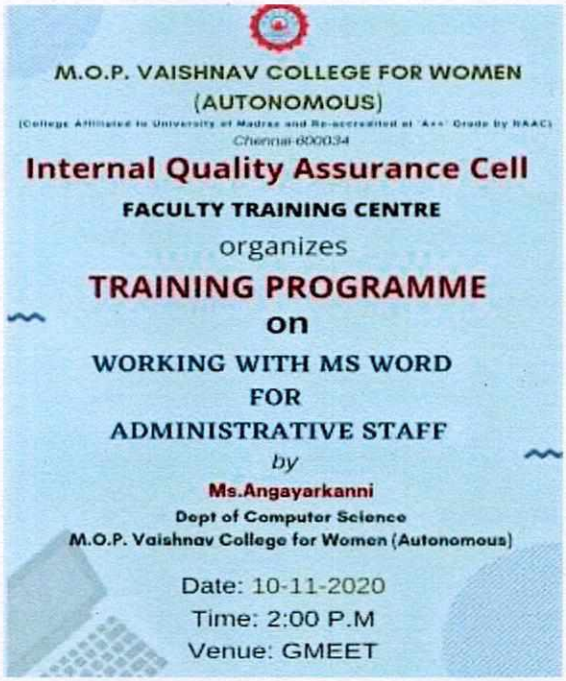
10.11.2020

Working with MS WORD

Date	Title of the Programme	Resource Person	Number of participants
10.11.2020	Working with MS WORD	Ms.Angayarkanni, Asst.Prof, Department of Computer Science, M.O.P. Vaishnav College for Women	12



Programme Objectives:

- To discuss the importance of MS Word.
- To demonstrate the use of various features of MS Word.
- To handle MS Word with ease.

Programme Brief:

The IQAC cell of the college conducted a training programme on Working with MS word for the administrative staff. The essential features of MS word was highlighted and its usage was demonstrated by the resource person Ms. Angayarkanni, faculty of the Department of Computer Science

Programme Outcomes:

- This session gave additional knowledge on the features of MS Word.
- It highlighted the importance of using MS Word.
- Usage of tools in and shortcut keys in MSWord was learnt

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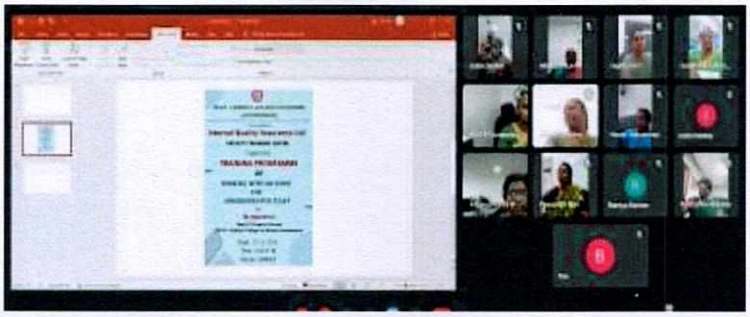
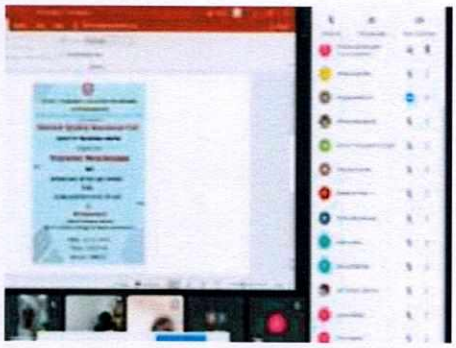
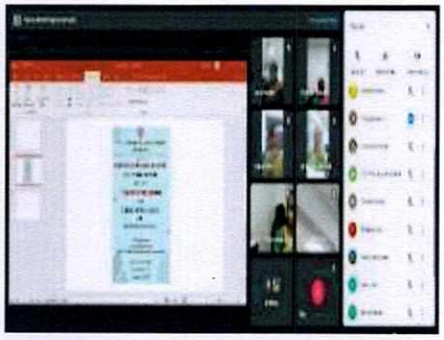
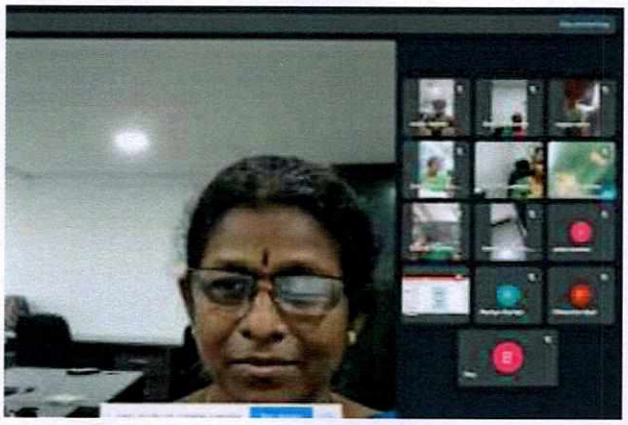


10.11.2020 – Online Session on how to work with MS Word





10.11.2020 - The resource person, Ms.Angayarkanni, explaining the use of MS Word



10.11.2020 - The resource person, Ms.Angayarkanni

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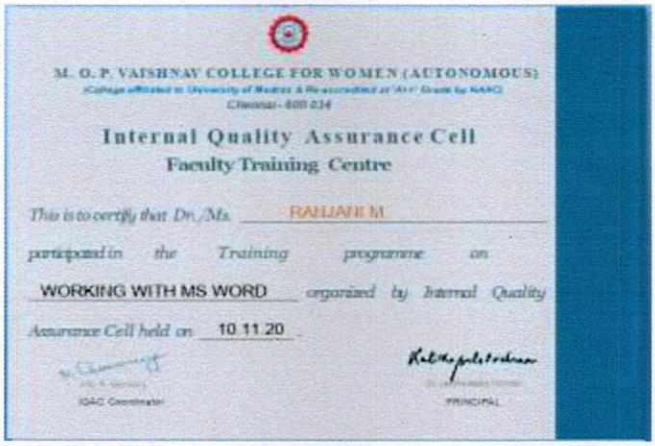

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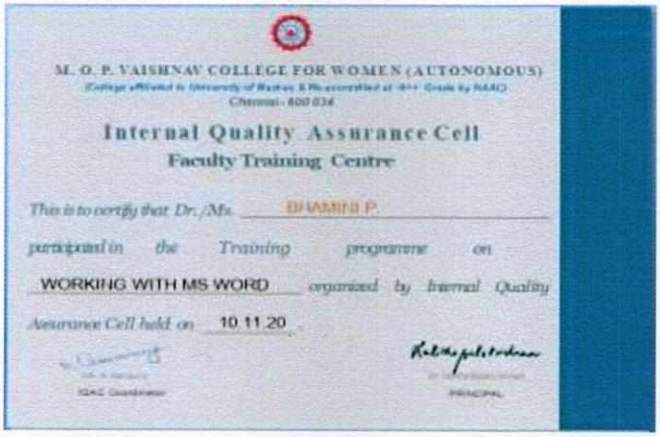
Faculty Training Centre

This is to certify that Dr./Ms. RANJANI M
participated in the Training programme on
WORKING WITH MS WORD organized by Internal Quality
Assurance Cell held on 10.11.20

IQAC Coordinator PRINCIPAL



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Faculty Training Centre

This is to certify that Dr./Ms. BHAMINI P
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IQAC Coordinator PRINCIPAL

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This is to certify that Dr./Ms. SANTHANALAKSHMI G
participated in the Training programme on
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Assurance Cell held on 10.11.20

IQAC Coordinator PRINCIPAL

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Chennai-600 034

Participants:

M.O.P. Vaishnav College for Women (Autonomous)

Chennai - 600 034

INTERNAL QUALITY ASSURANCE CELL

FACULTY TRAINING CENTRE

Working with MS Word

10.11.2020

S.No.	Name
1	RADHA RAVISHANKAR
2	SUBASHINI B
3	HEMAJA V
4	SWETHA G
5	BHAMINI P
6	MANJULA K
7	SANTHANALAKSHMI G
8	SAROJA R
9	KAVITHA K
10	PADMA G
11	RANJANI M
12	THAMIZHARASI P

R Leavoury
R-CHAVOURY
IQAC Co-ordinator

COORDINATOR
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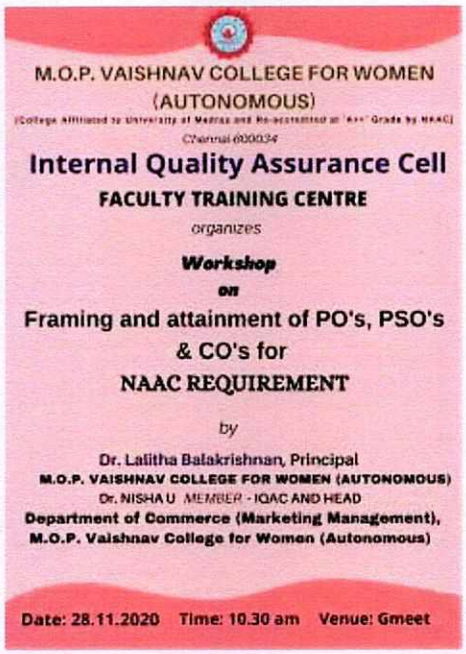
28.11.2020

Framing of PO's, PSO's & CO's Pos for NAAC requirement

Date	Title of the Programme	Resource Person	Number of participants
28.11.2020	Framing and attainment of PO's, PSO's and CO's for NAAC requirement	Dr. Lalitha Balakrishnan, Principal, M.O.P. Vaishnav College for Women(Autonomous) Dr. Nisha U, Member-IQAC and Head, Department of Commerce (Marketing Management) , M.O.P. Vaishnav College for Women(Autonomous)	87



Programme Objectives:

- To visualise the need to frame the Programme specific outcomes.
- To understand the objective to frame Course Outcomes for NAAC requirements.
- To achieve outcome based teaching and learning.

Programme Brief:

The IQAC of the college conducted a workshop for the faculty members on the topic "Framing and attainment of POs, PSOS and COs for NAAC requirement on 28.11.2020 on the gmeet platform.

This workshop emphasized the importance of framing PSOs and COS. Dr. Lalitha Balakrishnan, Principal, and Dr. Nisha .U, Member and IQAC head were the resource persons for the same.

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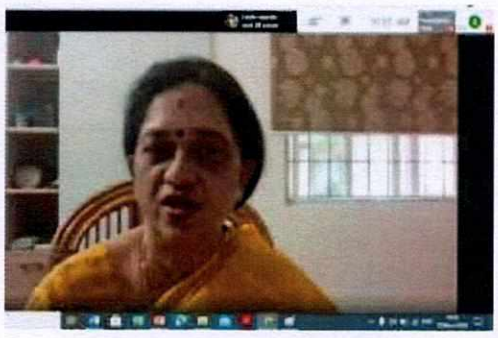
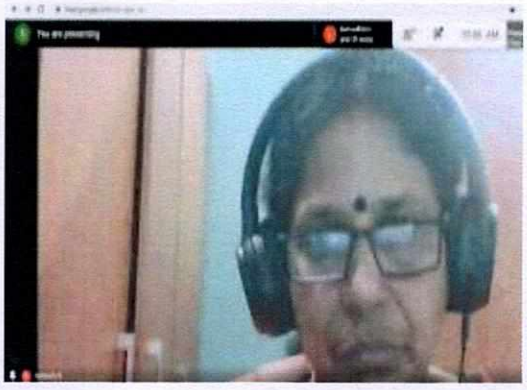
Programme Outcomes:

- In this session, the importance of NAAC requirements was discussed.
- Techniques for framing POs and Cos were highlighted
- An insight on how COs are mapped to POs was illustrated

28.11.2020 - The resource person, Dr. Lalitha Balakrishnan, explaining the framing and attainment for NAAC requirement





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Certificates:

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Dr. /Ms. B.SAHANA *participated in the Professional Development Programme on " FRAMING AND ATTAINMENT OF Pos, PSOs AND Cos FOR NAAC REQUIREMENT " organized by Internal Quality Assurance Cell held on* **28.11.2020.**

Ms. R. Gavoury
IQAC COORDINATOR

PRINCIPAL

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Ms. R. Gavoury
IQAC COORDINATOR

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Ms. R. Gavoury
IQAC COORDINATOR

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Participants:

M.O.P. VAISHNAV COLLEGE FOR WOMEN,
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28.11.2020 - FRAMING AND ATTAINMENT OF POs, PSOs and COs for NAAC requirement

S.NO.	NAME OF THE FACULTY
1	DR. LALITHA BALAKRISHNAN
2	Dr. D. UTHIRA
3	DR. R. A. RABIKA BEGUM
4	DR. E. NIRUPAMA
5	DR. C.S. SRIVIDHYA PRATHIBA
6	MS. GITANJALI JINDGER
7	MS. VIJAYALAKSHMI SAILAPATHY
8	DR. M. HEMALATHA
9	MS. SOUNDARYA M.S.
10	MS. ABINAYA M
11	MS. ARCHANA KAMESH
12	MS. J. HEMALATHA
13	MS. ASHWINI V
14	DR. SINDHU K
15	DR. SUMANGALA DEVI K C
16	MS. S. SASIKALADEVI
17	MS. S. GOWRI
18	MS. PRIYANKA R
19	DR. NISHA U
20	MS. NISHA M
21	MS. VAISHNAVI C.S.D.
22	MS. V. SUDHA
23	MS. HUMSA T.N.
24	MS. K. J. RACHEL
25	MS. KIRAN VARMA
26	MS. SEEMA THOMAS
27	MS. SRUTHI KESH
28	MS. SOWMIYA R
29	DR. R. RAJESWARI
30	DR. SUDHA TRIVEDI
31	MS. R. JAYALAKSHMI
32	MS. R. ANUPAMA
33	MS. LAKSHMI V
34	DR. B. SAHANA
35	Dr. FERNANDES JEYASHREE FELIX
36	Dr. S.KRISHNAVENI
37	MS. ALAMELU M R
38	DR. JAMUNA CHEZHIAN R
39	MS. B. RAMANI
40	MS. RENUGA E
41	DR. ARCHNA PRASAD
42	MS. SANGEETHA MANOJ
43	MS. ADITI A SAMANT
44	MS. RAMYA RAMAN
45	MS. KRUPA N
46	MS. RAMYA V
47	MS. C. ALAMELU
48	DR. LATHA D.S.

(R. Gayoway)
IQAC Co-ordinator

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CHENNAI - 600 034

28.11.2020 - FRAMING AND ATTAINMENT OF POs, PSOs and COs for NAAC requirement

S.NO.	NAME OF THE FACULTY
49	DR. KAVIN MARY S
50	MS. VINODHINI G
51	MS. SINI JADEESH
52	DR. SIMMI JAIN
53	MS. A. HARI PRIYA
54	MS. LAKSHMYPRIYA S
55	MS. REKHA MAHIZHNAN
56	MS. S.R. PRIYA
57	MS. R.A. GHAYATHRI SWETHA KUMARI
58	MS. VATSALA MIRNALINI R
59	MS. SRUTHY ANAND
60	MS. GAVOURY R
61	MS. A.ANGAYARKANNI
62	DR. K.B. PRIYA IYER
63	DR. SAKTHI KUMARESH
64	DR. T. SUNITHA RANI
65	DR. BRINDA RAMANUJAM
66	MS. C.S. PADMASINI
67	MS. V. SINDHU
68	DR. R. ANUSHA
69	MS. JAYANTHI J
70	MS. ANNU
71	MS. A.UMA MAHESWARI
72	DR. SUDHA KRISHNA KUMAR
73	Dr. DEEPIKA KRISHNAN P.K.
74	DR. ANUREKHA S.
75	MS. ARPITA MAITRA
76	DR. SUSAN SRIDHAR
77	MS. GAYATHRI KRISHNAMOORTHY
78	Dr. SANDHYA RAJASEKHAR
79	MS. VIDYA PADMANABHAN
80	MS. SATYABAMA OPPILI
81	DR. S. JAISHREE
82	MS. PRIYAVADHANI M
83	MS. AARTHI JAYARAM
84	MS. DEVIKA RANI L
85	MS. N. MEENAKSHI
86	DR. R. PREETHA
87	MS. S. MALARVIZHI

R Gavoury
(R. GAVOURY)
IQAC Co-ordinator

COORDINATOR
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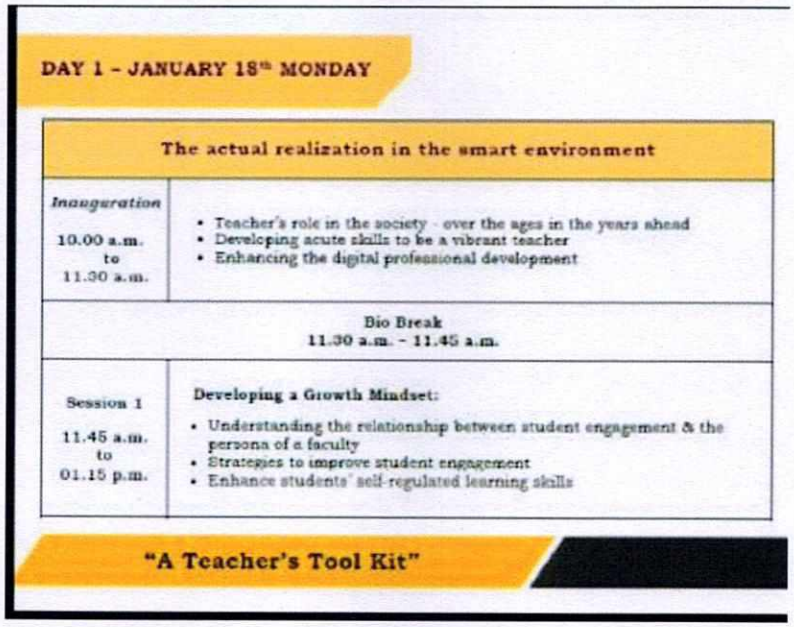
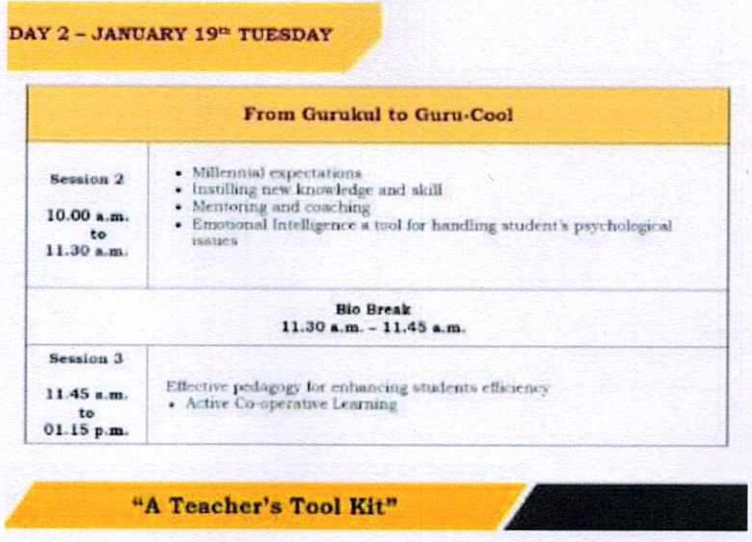
18.01.2021-25.01.2021

IQAC – Teacher's Tool Kit- Capacity building

Date	Title of the Programme	Resource Person	Number of participants
18.01.2021-25.01.2021	A Teacher's Tool Kit - Capacity building	Mr. Ramkumar Ramamoorthy, Pro-Vice Chancellor, Krea University Dr. M.S.Shyam Sundar, Advisor NAAC	99





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DAY 3 – JANUARY 20th WEDNESDAY

Assessment & Evaluation	
Session 4 **10.00 a.m.** **to** **11.30 a.m.**	Assessment as learning • Meta-Cognitive Skills • Design Meta-cognitive in-class activities for various courses
Bio Break - 11.30 a.m. – 11.45 a.m.	
Session 5 **11.45 a.m.** **to** **01.15 p.m.**	Assessment for learning (Formative assessment) Gamification vs. Game-Based Learning • Points or experience systems • Badges & leader boards online Gamification Strategies • Discussion boards • Quizzes - Kahoot In-class gamification strategies • Jeopardy • Classroom response systems out-of-class gamification strategies • Game-based learning environments • Game-enhanced learning environments Assessment of learning (Summative assessment) • Balanced model & learning Goals • Sign board for the industry

"A Teacher's Tool Kit"

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DAY 4 – JANUARY 21st THURSDAY

Academics – Teaching Plan	
Session 6 **09.00 a.m.** **to** **10.30 a.m.**	Preparation of Lesson Plan – Fink Think • Fink Think – 6 Dimensions of Significant Learning • Creating significant learning goals • Determining learning outcomes • Using Fink's Taxonomy in Course Design
Bio Break **10.30 a.m. – 10.45 a.m.**	
Session 7 **10.45 a.m.** **to** **12.15 p.m.**	Using Rubrics for Evaluating: • Assignment Papers • Exhibits • Performances/Presentations • Portfolios of student work

"A Teacher's Tool Kit"

DAY 5 – JANUARY 22nd FRIDAY

Access and Assess	
Session 8 **10.00 a.m.** **to** **11.30 a.m.**	Learning Management System – Open Source • Moodle • Edmodo • Absorb LMS- with e-learning content libraries • Use of Plickers
Bio Break **11.30 a.m. – 11.45 a.m.**	
Session 9 **11.45 a.m.** **to** **01.15 p.m.**	Workshop on E-resources • OER • Institutional repositories • National repositories • Virtual libraries

"A Teacher's Tool Kit"

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DAY 6 – JANUARY 23rd SATURDAY

Research and Publication	
Session 10 10.00 a.m. to 11.30 a.m.	Institution - Industry Interface • Collaboration with industry • Academic Research
Bio Break 11.30 a.m. – 11.45 a.m.	
Session 11 11.45 a.m. to 01.15 p.m.	• Publication Ethics • Writing for Journals

"A Teacher's Tool Kit"

DAY 7 – JANUARY 24th SUNDAY

Handling challenges	
Session 12 10.00 a.m. to 11.30 a.m.	• Empowering Beyond classroom teaching • Discussion on handling challenges in classroom and beyond

DAY 8 – JANUARY 25th MONDAY

Leaving behind a Legacy	
Valedictory 10.30 a.m. to 11.30 a.m.	Academic Leadership & the legacy of creating makers, innovators and builders

"A Teacher's Tool Kit"

Programme Objectives:

- The objective of the programme was to build and develop strategies to improve student attention.
- To empower the students beyond classroom teaching and academic leadership.
- To handle challenges leaving a legacy.

Programme Brief:

An 8 day capacity building workshop for the faculty members was inaugurated by Mr.Ramkumar Ramamoorthy, Pro-Vice Chancellor, Krea University. This workshop aimed to enhance the teaching techniques, methodologies and adaptation to new innovative methods during the pandemic. The valedictory address was given by Dr.M.S.Shyam Sundar, Advisor NAAC

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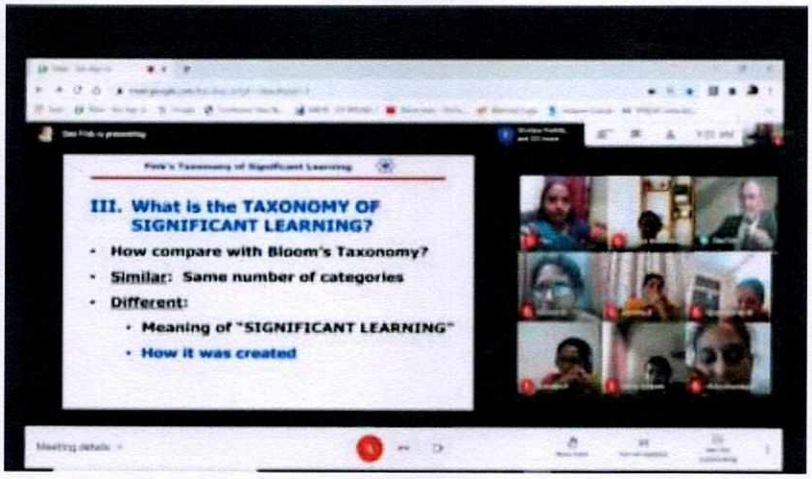
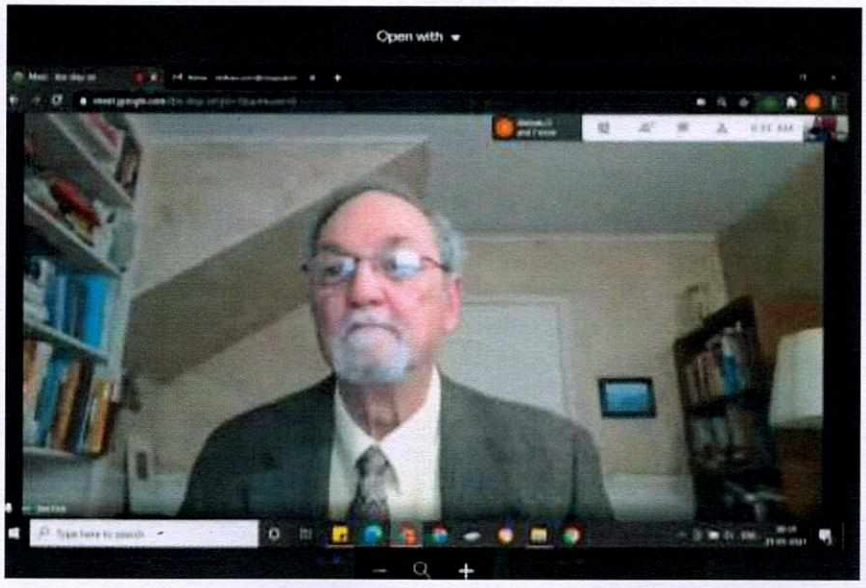
Programme Outcomes:

- The sessions highlighted the important factors for grabbing the attention of the students and to engage them effectively.
- Learning management system, assessment and effective access to E-resources were also discussed.
- It also gave an insight on how to handle challenges beyond the classroom



18.01.2021-25.01.2021 – Participants at the online session on how to improve teaching techniques and methodologies



18.01.2021-25.01.2021 - The resource person explaining on strategies to improve students' attention and how to empower them

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Internal Quality Assurance Cell

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Chennai - 600034
(College affiliated to University of Madras & Re-Accredited at A++ Grade by NAAC)

Certificate of Participation

Capacity Building Programme

This is to certify that **Mrs.BABITA ELIZABETH TITUS, Assistant Professor** of **M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)** has attended the **8 Days National Level Capacity Building Programme "A TEACHER'S TOOL KIT"** conducted from 18th January 2021 to 25th January 2021.

Dr.Lalitha Balakrishnan
Principal

Internal Quality Assurance Cell

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Certificate of Participation

Capacity Building Programme

This is to certify that Ms. MALARVIZHI.S, Assistant Professor of M.O.P. Vaishnav college for women has attended the **8 Days National Level Capacity Building Programme "A TEACHER'S TOOL KIT"** conducted from 18th January 2021 to 25th January 2021.

Dr.Lalitha Balakrishnan
Principal

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Certificate of Participation

Capacity Building Programme

This is to certify that **Ms.MEENAKSHI N, HEAD AND ASSISTANT PROFESSOR** of **M.O.P.VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)** has attended the **8 Days National Level Capacity Building Programme "A TEACHER'S TOOL KIT"** conducted from 18th January 2021 to 25th January 2021.

Dr.Lalitha Balakrishnan
Principal

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POST GRADUATE DEPARTMENT OF COMMERCE

8 Days National Level Capacity Building Programme On "A TEACHER'S TOOL KIT" 18.01.2021 - 25.01.2021

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1	Aarthi Jayaram	P	P	P	P	P	P	P	P	—		P	P	P	P
2	Abinaya M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Abirami S P	P	P	—		P	P	P	P	P	P	P	P	P	P
4	Aditi Arun Samant	P	P	P	P	P	P	P	P	P	P	P	—	P	P
5	Aiswarya Nair	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Alamelu C	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Alamelu M R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Angayarkanni A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Annu soni	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Anupama Ragavendran	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Anurekha Thyagrajan	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Anusha R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Archana Kamesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Archna Prasad		—			P	P	P	P	P	P	P	P	P	P
15	Arpita Maitra	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Ashwini V	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Babitha Elizabeth	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Bhavana John	P	P	P	P	P	P	—		P	P	P	P	P	P
19	Brinda Ramanujam	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Deepika Krishnan P K	P	P	P	P	P	P	P	—			P	P	P	P
21	Devika Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P

R.Gavoury
R-Gavoury
IQAC Co-ordinator

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22	Jayashree Fernandes	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Gavoury R		—			P	P	P	P	P	P	P	P	P	P
24	Gayathri Krishnamoorthy	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Geetanjali Jindger	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Ghayathri swetha kumari RA	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Gowri S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Harini R	P	P	P	P	P	P	P	P	—		P	P	P	P
29	Haripriya A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Hemalatha J	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Hemalatha M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Humsa T N	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Jaishree S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Jamuna Chezhian R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Jayalakshmi R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Jayanthi Jayanth	P	P	P	P	P	P	—		P	P	P	P	P	P
37	Kavin Mary	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Kiran Varma	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Krishnaveni S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Kruga N	P	P	—		P	P	P	P	P	P	P	P	P	P
41	Lakshmi priya S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Lakshmi Varadarajan	P	P	P	P	P	P	P	P	P	P	P	P	P	P

R Gavoury
(R-Gavoury)
IQAC Co-ordinator

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43	Latha D.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	Madhumathy M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Malarvizhi Shankaran	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Meenakshi N	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Nandhini C	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	Neetu Jawahar	P	P	P	P	P	P	P	P	P	P	P	P	AAA	P
49	Nirupama E	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Nisha M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	Nisha U	—				P	P	P	P	P	P	P	P	P	P
52	Padmasini C S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Padma Priya	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	Pavitra Davey	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	Preetha R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Priya Iyer K B	—				P	P	P	P	P	P	P	P	P	P
57	Priya S R	P	P	P	P	P	P	P	P	P	P	—		P	P
58	Priyavadhani	P	P	P	P	—		—		P	P	P	P	P	P
59	Priyanka R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	Rabika Begum R A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Rajalakshmi P S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	Rajeswari R	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	Ramani B	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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64	Ramya Raman	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	Ramya Venkat	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Rathi Chithra	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	Rekha Mahizhnan	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	Renuga E	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	Sahana Bhaskar	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	Sakthi Kumaresh	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	Sandhya Rajasekhar	P	P	P	P	P	P	P	P	P	P	P	P	AAA	P
72	Sangeetha Manoj	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	Sasikala devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	Sathyabama Oppili	P	P	—		P	P	P	P	P	P	P	P	P	P
75	Seema Thomas	P	P	P	P	—		P	P	P	P	P	P	P	P
76	Shakila P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	Shruthi kesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	Shyamala K	P	P	P	P	—		P	P	P	P	CL		P	P
79	Simmi Jain	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	Sindhu K	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	Sindhu V	—		P	P	CL								P	P
82	Sini Jadeesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P
83	Soundarya M S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	Sowmiya R	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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85	Srividya Prathiba C S	P	P	P	P	P	P	P	P	P	P	P	P	P	P
86	Sudha K	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	Sudha Trivedi	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	Sudha V	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	Sumangala devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	Sunitha Rani T	P	P	P	P	P	P	P	P	P	P	P	P	P	P
91	Susan Sridhar	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	Uma Maheswari A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	Uthira D	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	Vaishnavi CSD	P	P	P	P	—		P	P	P	P	P	P	P	P
95	Vatsala R Mirnaalini	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Vidya Padmanabhan	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	Vijayalakshmi M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
98	Vijayalakshmi N Sailapathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	Vinodhini Senthil Manian	P	P	P	P	P	P	P	P	P	P	P	P	P	P

R Gavoury
(R GAVOURY)
IQAC Co-ordinator

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10.2.2021

Effective Communication

Date	Title of the Programme	Resource Person	Number of participants
10.02.2021	Effective Communication	Ms. R. Jayalakshmi, Department of English, M.O.P. Vaishnav College for Women	7

Programme Objectives:

- To enhance communication skills among non-teaching faculty.
- Developing interpersonal skills.
- To improve communication flow.

Programme Brief:

An IQAC workshop on Effective communication for the Administrative faculty was conducted by Ms. R. Jayalakshmi, Department of English. The workshop aimed to enhance the communication skills and improve verbal and oral communication amongst the members of the administrative staff

Programme Outcomes:

- This session was an interactive session with the non-teaching faculty.
- They learnt to communicate with an ease.
- Enhancement of their interpersonal skills.

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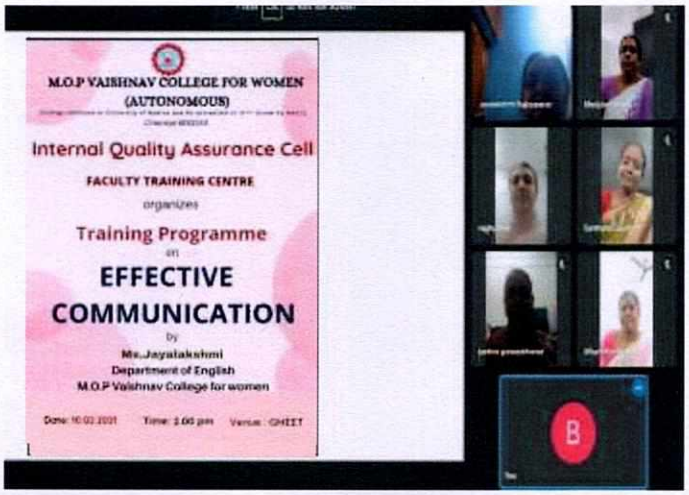

10.2.2021 - The resource person, Ms. R. Jayalakshmi, on how to enhance communication skills

Certificates:

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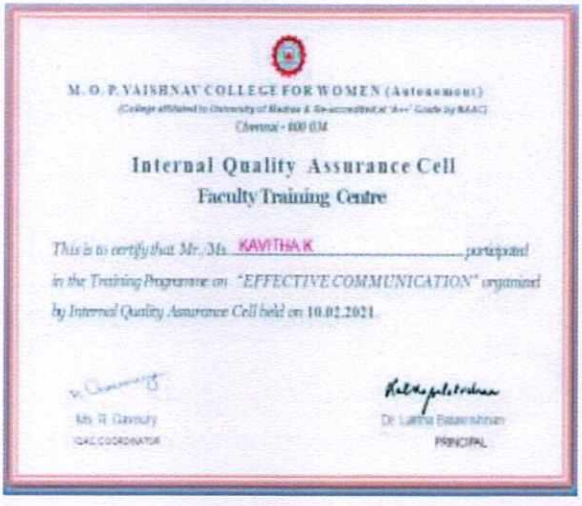
Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Ms. SAROJA R participated in the Training Programme on "EFFECTIVE COMMUNICATION" organised by Internal Quality Assurance Cell held on 10.02.2021.

Ms. R. Gayoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Ms. KAVITHA K participated in the Training Programme on "EFFECTIVE COMMUNICATION" organised by Internal Quality Assurance Cell held on 10.02.2021.

Ms. R. Gayoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
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Internal Quality Assurance Cell

Faculty Training Centre

This is to certify that Mr./Ms. MANJULA K *participated in the Training Programme on "EFFECTIVE COMMUNICATION" organized by Internal Quality Assurance Cell held on* 10.02.2021.

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Latha Balakrishnan
PRINCIPAL

Participants:

M.O.P. Vaishnav College for Women (Autonomous)
Chennai – 600 034
INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Effective Communication
10.02.2021

S.No.	Name
1	MANJULA K
2	SANTHANALAKSHMI G
3	SAROJA R
4	KAVITHA K
5	PADMA G
6	RANJANI M
7	THAMIZHARASI P

R. Gavoury
IQAC Coordinator

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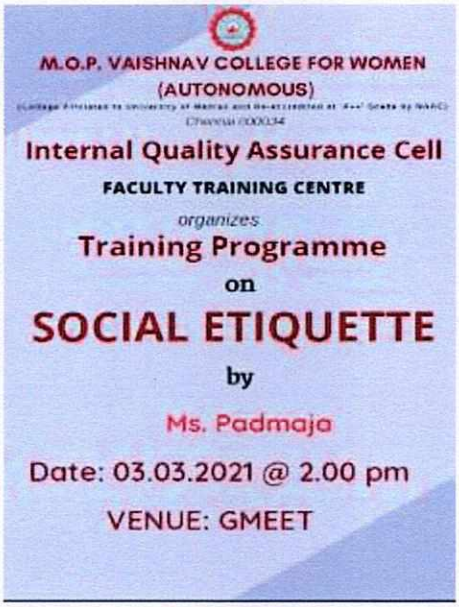
03.03.2021

Social Etiquette

Date	Title of the Programme	Resource Person	Number of participants
03.03.2021	Social Etiquette	Ms. Padmaja, Softskills Trainer	14



Programme Objectives:

The objective of the programme was to impart

- The importance of Social Etiquettes.
- Confidence during difficult situations

Programme Brief:

The IQAC cell and faculty training centre conducted a workshop on Social etiquette by Ms.Padmaja for the administrative faculty members. The training focused on behaviour and resortment to social situations and how social etiquette influences the society.

Programme Outcomes:

- This session was an interactive session for the non-faculty members.
- The ethical behaviours which are accepted by the society were discussed.
- The essential factors in social etiquette were also discussed.

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3.3.2021 - The resource person, Ms. Padmaja, explaining about social etiquettes and its importance

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Ms. SUBASHINI B *participated in the Training programme on "SOCIAL ETIQUETTE" organized by Internal Quality Assurance Cell held on* 03.03.2021.

Ms. R. Divyaraj
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Ms. RADHA RAVISHANKAR *participated in the Training programme on "SOCIAL ETIQUETTE" organized by Internal Quality Assurance Cell held on* 03.03.2021.

Ms. R. Divyaraj
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Ms. DEVI VISWANATHAN *participated in the Training programme on "SOCIAL ETIQUETTE" organized by Internal Quality Assurance Cell held on* 03.03.2021.

Ms. R. Gavoury
IQAC COORDINATOR

Dr.Lalitha Balakrishnan
PRINCIPAL

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Participants:

M.O.P. Vaishnav College for Women (Autonomous)
Chennai - 600 034
INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Social Etiquette
03.03.2021

S.No.	Name
1	CHAMUNDEESWARI C J
2	DEVI VISWANATHAN
3	RADHA RAVISHANKAR
4	SUBASHINI B
5	HEMAJA V
6	SWETHA G
7	BHAMINI P
8	MANJULA K
9	SANTHANALAKSHMI G
10	SAROJA R
11	KAVITHA K
12	PADMA G
13	RANJANI M
14	THAMIZHARASI P

R Gavoury
R-GAVOURY
IQAC Co-ordinator

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COORDINATOR
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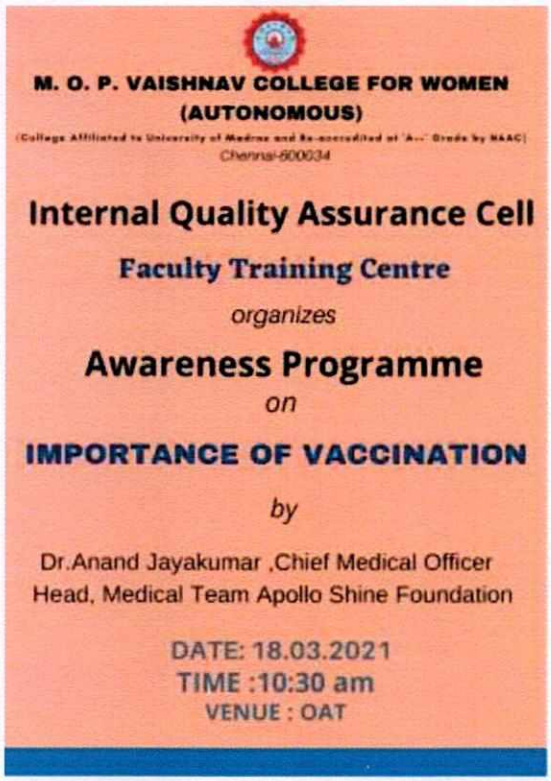
18.3.2021

IMPORTANCE OF VACCINATION

Date	Title of the Programme	Resource Person	Number of participants
18.03.2021	Importance Of Vaccination	Dr. Anand Jayakumar, Chief Medical Officer Head, Medical Team Apollo Shine Foundation	102



Programme Objectives:

- To emphasize the importance of getting vaccinated
- To learn the benefits of COVID-19 vaccination based on experts knowledge
- To protect yourself and to protect those around

Programme Brief:

Vaccination is the most cost-effective medical intervention for preventing mortality and morbidity against infectious diseases. Dr. Anand Jayakumar from Apollo hospitals suggested the effectiveness and safety of vaccines that are currently available and highlighted the significant medical importance.

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Progamme Outcomes:

- Faculty and staff were recommended to be vaccinated at the earliest
- Vaccination camps would be conducted in campus for beneficiaries

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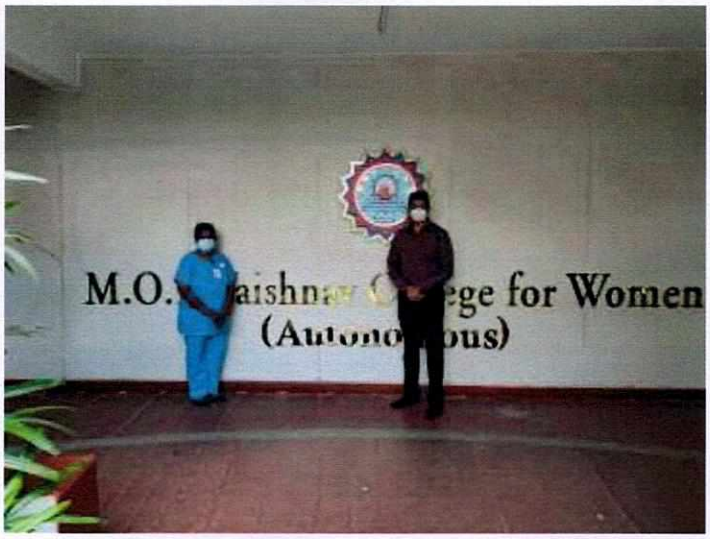

18.3.2021 - Dr. Anand Jayakumar and nursing Officer Ms. Uma Maheswari

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Participants:

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Chennai - 600 034
INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Importance of Vaccination
18.03.2021

S.No.	Name
1	DR. LALITHA BALAKRISHNAN
2	DR. ARCHNA PRASAD
3	MS. SANGEETHA MANOJ
4	MS. ADITI A SAMANT
5	MS. RAMYA RAMAN
6	MS. KRUPA N
7	MS. C. ALAMELU
8	DR. LATHA D.S.
9	DR. KAVIN MARY S
10	MS. RAMYA V
11	MS. VINODHINI G
12	Dr. D. UTHIRA
13	MS. V. SUDHA
14	DR. R. A. RABIKA BEGUM
15	MS. GITANJALI JINDGER
16	MS. VIJAYALAKSHMI SAILAPATHY
17	DR. C.S. SRIVIDHYA PRATHIBA
18	DR. SINDHU K
19	MS. S. SASIKALADEVI
20	DR. M. HEMALATHA
21	DR. NISHA U
22	MS. S. GOWRI
23	MS. NISHA M
24	MS. J. HEMALATHA
25	MS. K. J. RACHEL
26	DR. E. NIRUPAMA
27	DR. SUMANGALA DEVI K C
28	MS. V. KAMATCHI PREETHI
29	MS. VIVITHA S
30	Dr. M. MADHUMATHY
31	MS. VAISHNAVI C.S.D.
32	MS. C. NANDINI
33	MS. HUMSA T.N.
34	MS. PRIYANKA R
35	MS. SOUNDARYA M.S.
36	MS. KIRAN VARMA
37	MS. SEEMA THOMAS
38	Dr. FERNANDES JEYASHREE FELIX
39	DR. S.KRISHNAVENI

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL

FACULTY TRAINING CENTRE

Importance of Vaccination

18.03.2021

S.No.	Name
40	MS. B. RAMANI
41	MS. ALAMELU M R
42	MS. JAMUNA CHEZHIAN R
43	MS. RENUGA E
44	DR. SIMMI JAIN
45	MS. A. HARI PRIYA
46	MS. SINI JADEESH
47	MS. LAKSHMYPRIYA S
48	MS. REKHA MAHIZHNAN
49	MS. S.R. PRIYA
50	MS. A.UMA MAHESWARI
51	DR. SUDHA KRISHNA KUMAR
52	MS. R.A. GHAYATHRI SWETHA KUMARI
53	MS. VATSALA MIRNALINI R
54	Dr. DEEPIKA KRISHNAN P.K.
55	MS. RAJALAKSHMI P.S.
56	MS. GAVOURY R
57	MS. A.ANGAYARKANNI
58	DR.A.MUTHULAKSHMI
59	DR. T. SUNITHA RANI
60	DR. BRINDA RAMANUJAM
61	DR. SAKTHI KUMARESH
62	MS. C.S. PADMASINI
63	MS. V. SINDHU
64	DR. K.B. PRIYA IYER
65	MS. JAYANTHI J
66	DR. R. ANUSHA
67	MS. ANNU
68	DR. ANUREKHA S.
69	MS. N. MEENAKSHI
70	Dr. SANDHYA RAJASEKHAR
71	MS. SATYABAMA OPPILI
72	DR. S. JAISHREE
73	MS. PRIYAVADHANI. M
74	DR. SUSAN SRIDHAR
75	MS. VIDYA PADMANABHAN
76	MS. AARTHI JAYARAM
77	MS. ARPITA MAITRA
78	DR. R. PREETHA

R Gaurory
IQAC Co-ordinator

COORDINATOR
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INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Importance of Vaccination
18.03.2021

S.No.	Name
79	MS. GAYATHRI KRISHNAMOORTHY
80	MS. R. HARINEE
81	MS. DEVIKA RANI L
82	MS. S. MALARVIZHI
83	MS. R. JAYALAKSHMI
84	DR. SUDHA TRIVEDI
85	DR. R. RAJESWARI
86	MS. R. ANUPAMA
87	MS. SOWMIYA R
88	DR. B. SAHANA
89	MS. G. PADMAPRIYA
90	PRIYA V KRISHNA
91	VIJAYALAKSHMI H.K.
92	CHAMUNDEESWARI C.J.
93	DEVI VISWANATHAN
94	RADHA RAVISHANKAR
95	SUBASHINI B
96	HEMAJA V
97	SWETHA G
98	BHAMINI P
99	MANJULA K
100	SANTHANALAKSHMI G
101	SAROJA R
102	KAVITHA K

IQAC Co-ordinator

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24.7.2021

Tally

Date	Title of the Programme	Resource Person	Number of participants
24.07.2021	Tally	Ms. Humsa T N	13

Programme Objectives:

- To explore and learn Tally as an accounting package
- To impart knowledge in automation of financial accounting
- To record business activities in a systematic manner

Programme Brief:

A training programme for the administrative staff on the concepts of TALLY was conducted on 24/07/2021. Ms. Humsa T N, Asst Professor, guided the staff in automation and organization of the accounts operations.

Programme Outcomes:

- The session started with the importance of Tally.
- It gave an insight on the features of Tally.
- A practical exposure of the Tally Environment was showcased.

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24.7.2021 - The resource person, Ms. Humsa T N, training the administrative staff on Tally for accounting

24.7.2021 - Ms. Humsa T N , explaining about the automation of financial accounting

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Dr./Ms. R. SAROJA participated in the Professional Development Programme on TALLY organized by Internal Quality Assurance Cell held on 24.07.21.

Ms. R. Gavoury
IQAC COORDINATOR

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This is to certify that Dr./Ms. K. KAVITHA participated in the Professional Development Programme on TALLY organized by Internal Quality Assurance Cell held on 24.07.21.

Ms. R. Gavoury
IQAC COORDINATOR

PRINCIPAL

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Ms. R. Gavoury
IQAC COORDINATOR

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Participants:

M.O.P. Vaishnav College for Women (Autonomous)

Chennai - 600 034
INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Tally
24.07.2021

S.No.	Name	Signature
1	PRIYA V KRISHNA	
2	VIJAYALAKSHMI H.K.	
3	CHAMUNDEESWARI C.J.	
4	RADHA RAVISHANKAR	
5	SUBASHINI B	
6	HEMAJA V	
7	SWETHA G	
8	SAI KALA BALAJI	
9	BHAMINI P	
10	MANJULA K	
11	SANTHANALAKSHMI G	
12	SAROJA R	
13	KAVITHA K	

IQAC Co-ordinator

COORDINATOR
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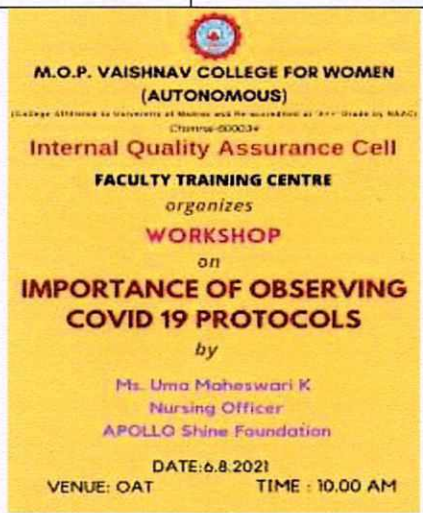
6.8.2021

IMPORTANCE OF OBSERVING COVID 19 PROTOCOLS

Date	Title of the Programme	Resource Person	Number of participants
06.08.2021	Importance of observing Covid 19 Protocols	Ms. Uma Maheswari K, Nursing Officer, Apollo Shine Foundation	37



Programme Objectives:

- To create an awareness of COVID -19 Protocols.
- To understand the importance of observing the COVID -19 protocols.
- Importance of measures to prevent COVID-19.

Programme Brief:

As the Lockdown was slowly lifted, it was essential to emphasize the importance of following the protocols of covid 19. The IQAC cell along with Apollo Shine conducted a workshop for the Non-teaching faculty to understand the importance of following the protocols.

Programme Outcomes:

- The session focussed on the important aspects of following the COVID-19 protocols
- All the protocols were explained clearly to the non-teaching faculty.

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6.8.2021 - Dr. Anand Jayakumar and nursing Officer Ms. Uma Maheswari

6.8.2021 - Ms. Uma Maheswari K demonstrating the measures to prevent COVID 19

6.8.2021 - Ms. Uma Maheswari explaining the importance of observing COVID-19 protocols

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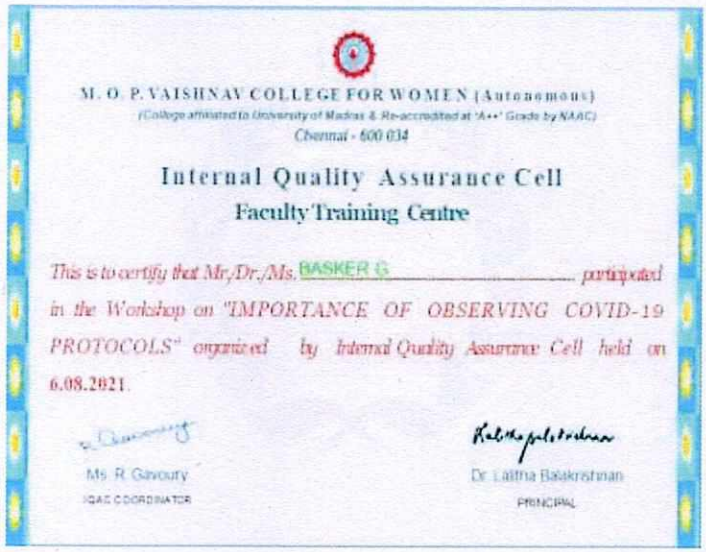
Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr./Dr./Ms. ANBU G participated in the Workshop on "IMPORTANCE OF OBSERVING COVID-19 PROTOCOLS" organized by Internal Quality Assurance Cell held on 6.08.2021.

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL



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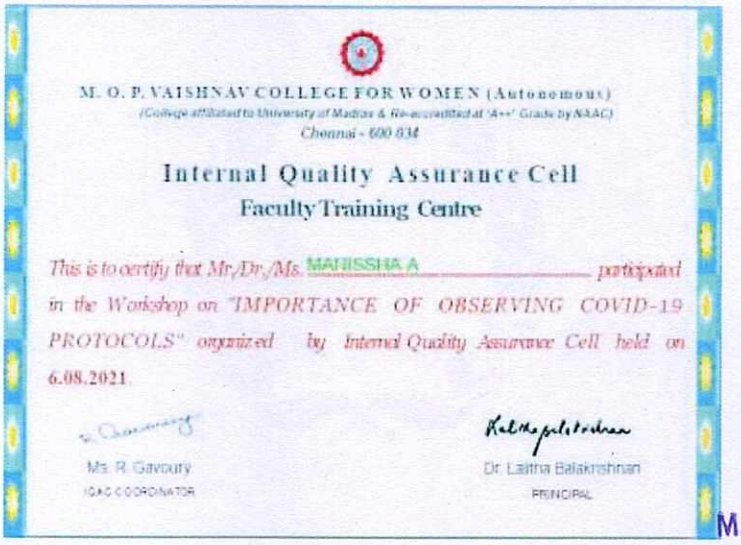
This is to certify that Mr./Dr./Ms. BASKER G participated in the Workshop on "IMPORTANCE OF OBSERVING COVID-19 PROTOCOLS" organized by Internal Quality Assurance Cell held on 6.08.2021.

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL



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Faculty Training Centre

This is to certify that Mr./Dr./Ms. MANISSHA A participated in the Workshop on "IMPORTANCE OF OBSERVING COVID-19 PROTOCOLS" organized by Internal Quality Assurance Cell held on 6.08.2021.

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
PRINCIPAL

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Participants:

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INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
Importance of Observing Covid 19 Protocols
6.8.2021

S.No.	Name	Signature
1	PRIYA V KRISHNA	
2	VIJAYALAKSHMI H.K.	
3	CHAMUNDEESWARI C.J.	
4	DEVI VISWANATHAN	
5	RADHA RAVISHANKAR	
6	SUBASHINI B	
7	HEMAJA V	
8	SWETHA G	
9	SAI KALA BALAJI	
10	SUDHA N.S.	
11	BHAMINI P	
12	MANJULA K	
13	SANTHANALAKSHMI G	
14	SAROJA R	
15	KAVITHA K	
16	MANISSHA A	
17	JEEVARAJ L	
18	BALASUBRAMANIAM M	
19	KARUNAKARAN M	
20	KAVIYARASU M	
21	PADMA G	
22	TAMIL ILAKIYA	
23	RADHA R	
24	RANJANI M	
25	THAMIZHARASI P	
26	ANU PRIYA T	
27	SRINIVASAN V	
28	BASKER G	
29	JACQUELIN J	
30	ANBU G	
31	YOGANANTHAM K	
32	ASHOK K	
33	VENKATESAN J	
34	RAJAPANDIAN V	
35	RUPAN KUMAR P	
36	SATHISH H	
37	VICKY J	

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38	SATHISH KUMAR N	
39	UMA C	
40	UMAVATHY	
41	RAMANAMMA G	
42	BAKKYALAKSHMI P	

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R CHAVOURY
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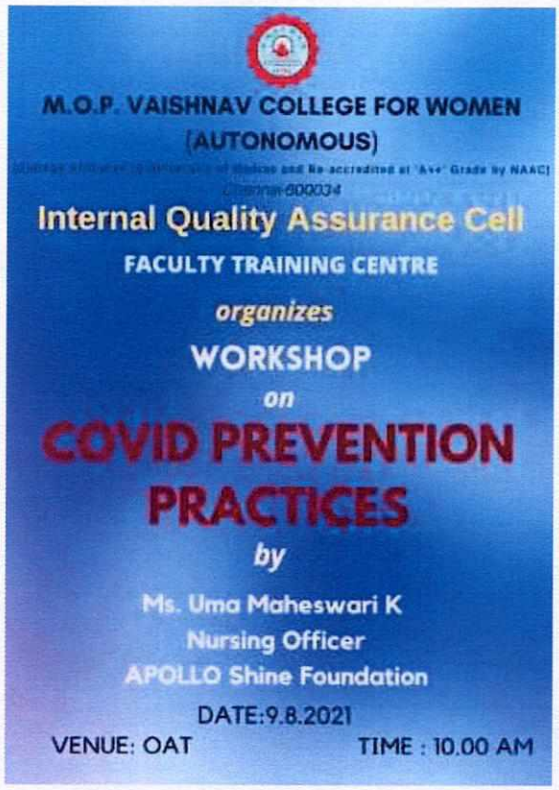
9.8.2021

Covid Prevention Practices

Date	Title of the Programme	Resource Person	Number of participants
09.08.2021	Covid Prevention Practices	Ms. Uma Maheswari K, Nursing Officer, Apollo Shine Foundation	37



Programme Objectives:

- To demonstrate the preventive measures for SARS-COVID-19
- To highlight the importance of social distancing.
- To emphasize the importance of masking and sanitization.

Programme Brief:

A workshop on Covid Prevention practices was conducted by the IQAC cell collaborating with Apollo shine foundation. Ms.Uma Maheswari, Nursing officer demonstrated the prevention practices to the faculty members and elaborated the preventive measures like masking, social distancing and sanitization

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Programme Outcomes:

- It was a session on how to protect ourselves from SARS COVID-19.
- The session enabled faculty members to know more about the preventive measures that should be followed on a daily basis.
- Best practices to be followed for avoiding COVID-19 were well demonstrated.

9.8.2021 - Ms. Uma Maheswari explaining the importance of social distancing

9.8.2021 - Ms. Uma Maheswari demonstrating the preventive practices for COVID-19

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9.8.2021 - Ms. Uma Maheswari highlighting the importance of masking and sanitization

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Dr./Ms. E. NIRUPAMA *participated in the Workshop on "COVID PREVENTION PRACTICES" organized by Internal Quality Assurance Cell held on* **09.08.2021**.

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
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Internal Quality Assurance Cell

Faculty Training Centre

This is to certify that Dr./Ms. NISHA U *participated in the Workshop on "COVID PREVENTION PRACTICES" organized by Internal Quality Assurance Cell held on* **09.08.2021.**

Ms. R. Gavoury
IQAC COORDINATOR

Dr. Lalitha Balakrishnan
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This is to certify that Dr./Ms. SIMMI JAIN *participated in the Workshop on "COVID PREVENTION PRACTICES" organized by Internal Quality Assurance Cell held on* **09.08.2021.**

Ms. R. Gavoury
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Dr. Lalitha Balakrishnan
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Covid Prevention Practices
9.8.2021

S.No.	Name	Signature
1	DR. ARCHNA PRASAD	
2	MS. ADITI A SAMANT	
3	MS. RAMYA RAMAN	
4	MS. KRUPA N	
5	DR. LATHA D.S.	
6	MS. VINODHINI G	
7	Dr. D. UTHIRA	
8	MS. V. SUDHA	
9	DR. R. A. RABIKA BEGUM	
10	DR. C.S. SRIVIDHYA PRATHIBA	
11	MS. S. SASIKALADEVI	
12	DR. M. HEMALATHA	
13	DR. NISHA U	
14	DR. E. NIRUPAMA	
15	DR. SUMANGALA DEVI K C	
16	MS. SOUNDARYA M.S.	
17	MS. KIRAN VARMA	
18	MS. SEEMA THOMAS	
19	Dr. FERNANDES JEYASHREE FELIX	
20	DR. SIMMI JAIN	
21	MS. SINI JADEESH	
22	MS. LAKSHMYPRIYA S	
23	MS. A.UMA MAHESWARI	
24	DR. SUDHA KRISHNA KUMAR	
25	MS. GAVOURY R	
26	MS. A.ANGAYARKANNI	
27	DR.A.MUTHULAKSHMI	
28	DR. T. SUNITHA RANI	
29	DR. BRINDA RAMANUJAM	
30	DR. SAKTHI KUMARESH	
31	DR. K.B. PRIYA IYER	
32	DR. ANUREKHA S.	
33	MS. N. MEENAKSHI	
34	Dr. SANDHYA RAJASEKHAR	
35	MS. SATYABAMA OPPILI	
36	DR. S. JAISHREE	
37	MS. PRIYAVADHANI. M	
38	DR. SUSAN SRIDHAR	

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40	MS. ARPITA MAITRA	
41	DR. R. PREETHA	
42	DR. SUDHA TRIVEDI	
43	DR. R. RAJESWARI	
44	DR. LATHA J.K.	
45	MS. SOWMIYA R	
46	DR. B. SAHANA	
47	MS. MEENAKSHI IYER	

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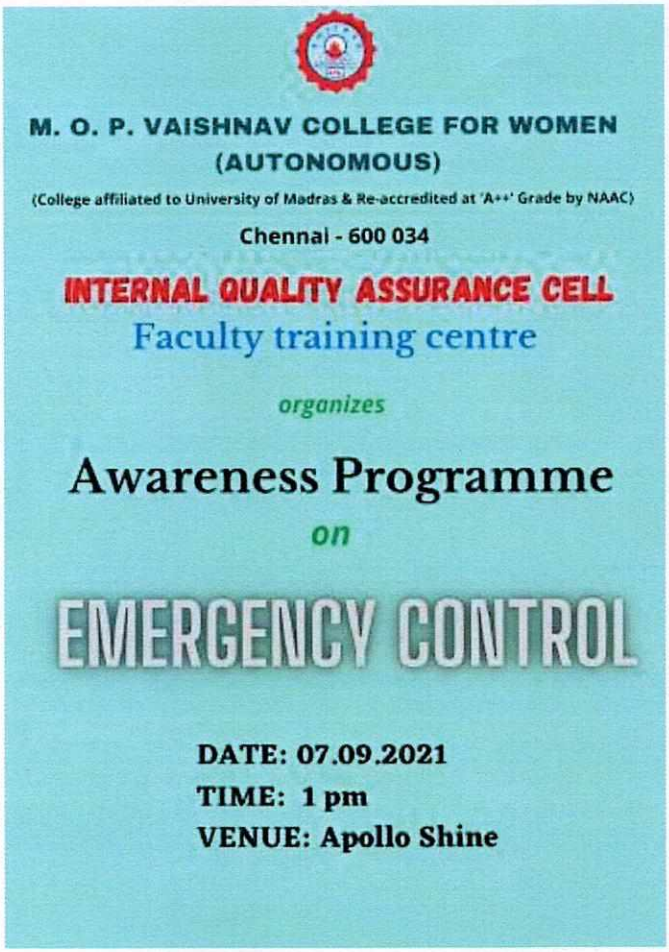
07.09.2021

Emergency Control

Date	Title of the Programme	Resource Person	Number of participants
07.09.2021	Emergency Control	Ms. Uma Maheswari Nursing officer, Apollo shine foundation	84



Programme Objectives:

- To enable actions to be taken during emergency situations
- To create awareness and make them prepared to handle emergencies

Programme Brief:

Emergency management is the organization and management of the resources and responsibilities for dealing with all humanitarian aspects of emergencies. Faculty are guided and trained to handle emergencies, help in First aid before seeking attention from Apollo shine.

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As the responders are faculty first on scene, any emergency such as medical, fire, or evacuation preparedness is essential

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Programme Outcomes:

- Improved organization
- Better preparedness
- Consistent adherence

7.9.2021 - Ms. Uma Maheswari demonstrating on how to take actions during emergencies

7.9.2021 - Ms. Uma Maheswari explaining about how to be prepared for any emergency

Participants:

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EMERGENCY CONTROL
7.09.2021

S.No.	Name	Signature
1	MS. ADITI A SAMANT	
2	MS. RAMYA RAMAN	
3	MS. KRUPA N	
4	MS. C. ALAMELU	
5	DR. LATHA D.S.	
6	DR. KAVIN MARY S	
7	MS. LAMYA V	
8	MS. VINODHINI G	
9	Dr. D. UTHIRA	
10	MS. V. SUDHA	
11	DR. R. A. RABIKA BEGUM	
12	MS. GITANJALI JINDGER	
13	MS. VIJAYALAKSHMI SAILAPATHY	
14	DR. C.S. SRIVIDHYA PRATHIBA	
15	DR. SINDHU K	
16	MS. S. SASIKALADEVI	
17	DR. M. HEMALATHA	
18	DR. NISHA U	
19	MS. S. GOWRI	
20	MS. NISHA M	
21	MS. J. HEMALATHA	
22	MS. K. J. RACHEL	
23	DR. E. NIRUPAMA	
24	DR. SUMANGALA DEVI K C	
25	MS. V. KAMATCHI PREETHI	
26	MS. VAISHNAVI C.S.D.	
27	MS. C. NANDINI	
28	MS. HUMSA T.N.	
29	MS. PRIYANKA R	
30	MS. SOUNDARYA M.S.	
31	MS. KIRAN VARMA	
32	MS. SEEMA THOMAS	
33	DR. S.KRISHNAVENI	
34	MS. B. RAMANI	
35	MS. ALAMELU M R	
36	MS. JAMUNA CHEZHIAN R	
37	MS. RENUGA E	
38	DR. SIMMI JAIN	
39	MS. A. HARI PRIYA	

R. Gayoorey
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S.No.	Name	Signature
40	MS. S.R. PRIYA	
41	MS. SINI JADEESH	
42	MS. LAKSHMYPRIYA S	
43	MS. REKHA MAHIZHNAN	
44	MS. A.UMA MAHESWARI	
45	MS. R.A. GHAYATHRI SWETHA KUMARI	
46	MS. VATSALA MIRNALINI R	
47	Dr. DEEPIKA KRISHNAN P.K.	
48	MS. RAJALAKSHMI P.S.	
49	MS. GAVOURY R	
50	MS. A.ANGAYARKANNI	
51	DR.A.MUTHULAKSHMI	
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68	MS. ARPITA MAITRA	
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70	MS. R. HARINEE	
71	MS. DEVIKA RANI L	
72	MS. R. JAYALAKSHMI	
73	DR. R. RAJESWARI	
74	MS. R. ANUPAMA	
75	MS. SOWMIYA R	
76	DR. B. SAHANA	
77	PRIYA V KRISHNA	
78	VIJAYALAKSHMI H.K.	

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23.09.2021

MS Access

Date	Title of the Programme	Resource Person	Number of participants
23.09.2021	MS Access	Dr. Muthulakshmi A	14

Programme Objectives:

- To give knowledge about MS Access features.
- To highlighted the importance of using MS Access.
- To teach how to plan, design, create and query databases.

Programme Brief:

The IQAC cell of the college conducted a training programme on MS Access for the staff. The essential features of MS Access was highlighted and its usage was demonstrated by the resource person Dr. Muthulakshmi A.

Programme Outcomes:

- The training enabled participants to plan, design, create, design and query a database in MS Access.
- Use database tools to navigate and edit simple applications
- Design and create elements of a database table

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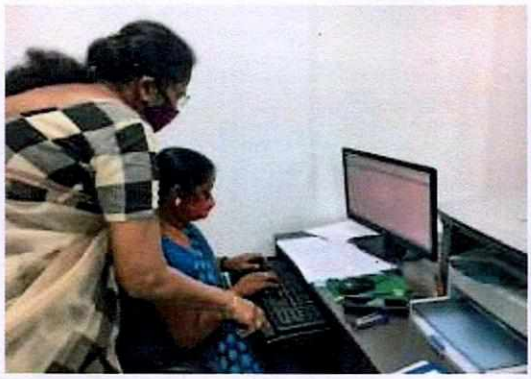

23.9.2021 - The resource person, Dr. Muthulakshmi , explaining the importance of MS Access

Certificates:

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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Mr. /Ms. SANTHANALAKSHMI G
participated in the Training programme on MS ACCESS *organized by Internal Quality Assurance Cell held on* 23.09.21 .

Ms. R. Gayoury
IQAC Coordinator

Dr. Lalitha Balakrishnan
PRINCIPAL

Principal
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Internal Quality Assurance Cell

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This is to certify that Mr. /Ms. BHAMINI P

participated in the Training programme on MS ACCESS organized by Internal Quality Assurance Cell held on 23.09.21.

Ms. R. Gayoury
IQAC Coordinator

Dr. Lalitha Balakrishnan
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Internal Quality Assurance Cell

Faculty Training Centre

This is to certify that Mr. /Ms. HEMAJA V

participated in the Training programme on MS ACCESS organized by Internal Quality Assurance Cell held on 23.09.21.

Ms. R. Gayoury
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Participants:

M.O.P. Vaishnav College for Women (Autonomous)

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INTERNAL QUALITY ASSURANCE CELL
FACULTY TRAINING CENTRE
MS ACCESS
23.09.2021

S.No.	Name	Signature
1	PRIYA V KRISHNA	
2	VIJAYALAKSHMI H.K.	
3	CHAMUNDEESWARI C.J.	
4	RADHA RAVISHANKAR	
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14	KAVITHA K	

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23.10.2021

IQAC Workshop on Advanced Excel

Date	Title of the Programme	Resource Person	Number of participants
23.10.2021	Advanced MS Excel	Mr. Bharath, Bharath Infotech	16

Programme Objectives:

- To introduce Advanced MS Excel concepts.
- The usage of MS Excel effectively.
- Construct formulae, including the use of built-in functions, and relative and absolute references.

Programme Brief:

A training programme was conducted for the faculty on the advanced concepts in MS EXCEL. Mr. Bharath, Bharath Infotech, was the resource person for the workshop. He demonstrated the usage of tools in MS Excel.

Programme Outcomes:

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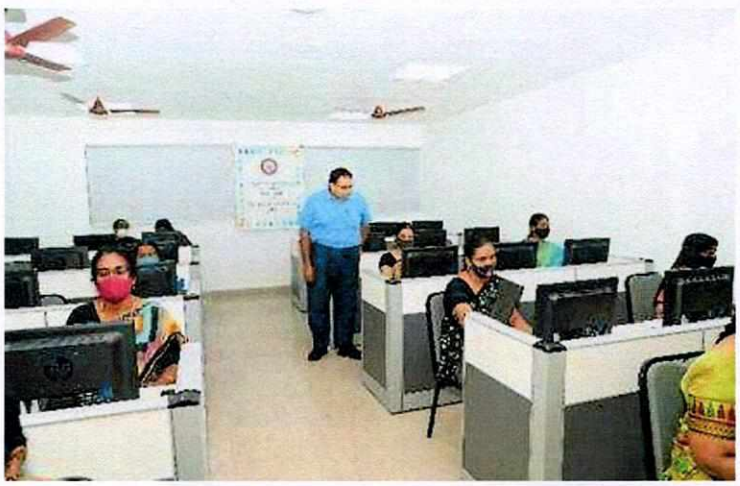
- In this session advanced concepts in MS Excel were clearly demonstrated.
- How to use MS Excel effectively.
- The methods for entering formulas and doing calculations were clearly explained.

23.10.2021 - The resource person, Mr. Bharath, introducing advanced concepts in MS Excel



23.10.2021 - Mr. Bharath demonstrating the usage of MS Excel

Principal
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(Autonomous)
No. 20, IV Lane, Nungambakkam High Road
Chennai-600 034

Certificates:

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(Autonomous)
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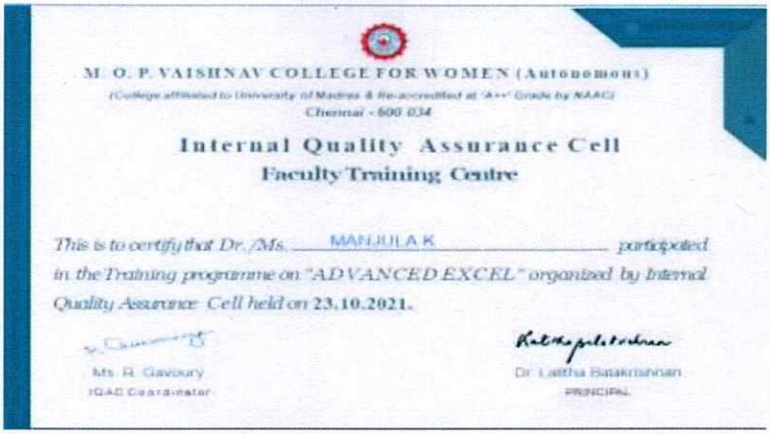

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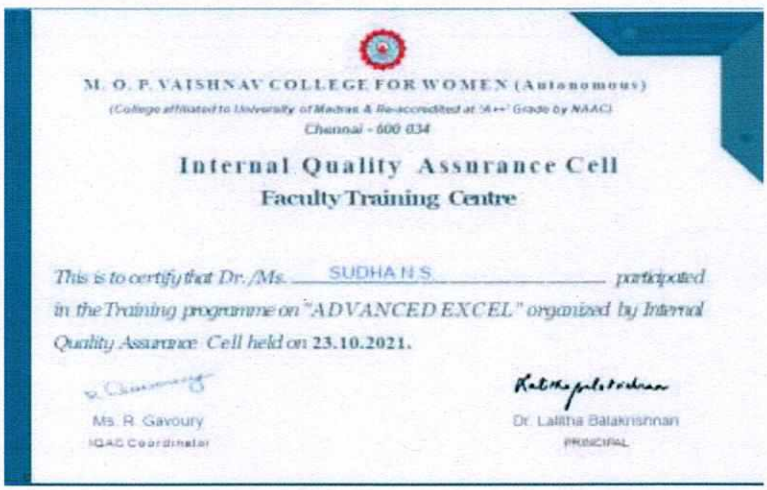
Faculty Training Centre

This is to certify that Dr. /Ms. MANJULA K *participated in the Training programme on "ADVANCED EXCEL" organized by Internal Quality Assurance Cell held on* **23.10.2021.**

Ms. R. Gavoury
IQAC Coordinator

Dr. Lalitha Balakrishnan
PRINCIPAL



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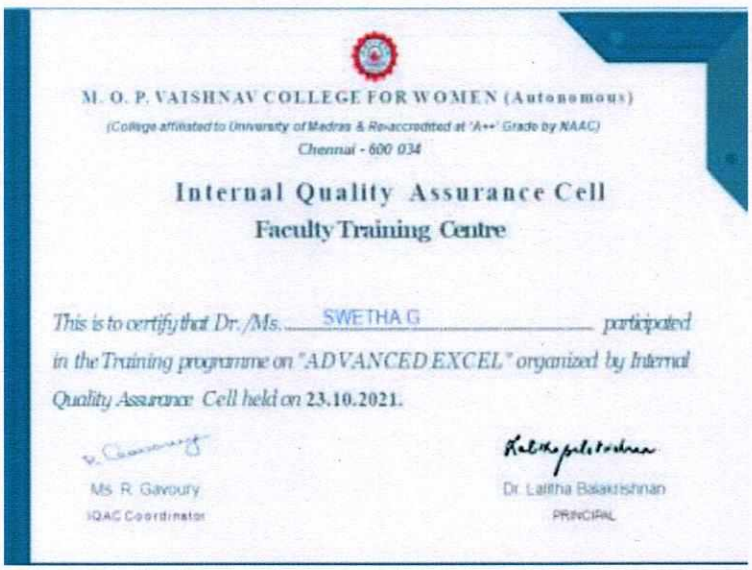
Faculty Training Centre

This is to certify that Dr. /Ms. SUDHA N S *participated in the Training programme on "ADVANCED EXCEL" organized by Internal Quality Assurance Cell held on* **23.10.2021.**

Ms. R. Gavoury
IQAC Coordinator

Dr. Lalitha Balakrishnan
PRINCIPAL



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Internal Quality Assurance Cell
Faculty Training Centre

This is to certify that Dr. /Ms. SWETHA G *participated in the Training programme on "ADVANCED EXCEL" organized by Internal Quality Assurance Cell held on* **23.10.2021.**

Ms. R. Gavoury
IQAC Coordinator

Dr. Lalitha Balakrishnan
PRINCIPAL

Principal
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Chennai-600 034

Participants:

M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI - 600 034		
NON - TEACHING ADVANCED EXCEL WORKSHOP - 23.10.2021		
VENUE : M.SC I.T LAB	TIMING : 10.00 A.M - 12.00 NOON	
S.No.	Name	Signature
1	Priya V Krishna	
2	Vijayalakshmi H K	
3	Chamundeeswari C J	
4	Radha Ravishankar	
5	Subashini B	
6	Hemaja V	
7	Sai Kala Balaji	
8	Sudha N S	
9	Bhamini P	
10	Manjula K	
11	Santhanalakshmi G	
12	Saroja R	
13	Kavitha K	
14	A.Manissha	
15	Thamizharasi P	
16	Anupriya.T	
17	Jayasree V	

R Gavoury
[R.GAVOURY]

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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