



M. O. P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

(Affiliated to University of Madras and Re-accredited at "A++" grade by NAAC)

Chennai - 600 034, India.

2.3 TEACHING – LEARNING PROCESS

2.3.4 Preparation and adherence to Academic Calendar and Teaching Plans by the institution during the year 2022-2023

- **Academic Calendar of the college**
- **Activity Planner of the programmes**
- **Sample Lesson Plans**



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

(College affiliated to University of Madras & Re-accredited at 'A++' Grade by NAAC)
#20, IV Lane, Nungambakkam High Road,
Chennai - 600 034, Tamil Nadu, India.

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**STUDENT HANDBOOK & CALENDAR
2022-2023**

ANTI RAGGING COMMITTEE

Dr. Lalitha Balakrishnan - Principal
M.O.P. Vaishnav College for Women

Dr. Uthira .D - Vice Principal
M.O.P. Vaishnav College for Women

Prime Minister - Student Cabinet - 2022 - 2023
M.O.P. Vaishnav College for Women

Inspector
Thousand Lights Police Station, Tel - 044 - 2345 2684

**Ragging in any form is strictly forbidden under law.
Students found guilty of the same shall
face legal action and will be liable to be
expelled from the college immediately.**

STUDENT DATA SHEET

(College Copy)

(To be filled by the student in CAPITAL Letters)
NAME (as per +2 Marksheet)

Photo to be
pasted here

D.O.B (DD/MM/YYYY) _____

Blood Group : _____

Year of Study : I / II / III _____

Name of the Degree : _____

College Register No. : _____

Student Mobile No. _____

Student E-mail ID : _____

(Use of Mobile phones is strictly prohibited on campus. This information is sought to be used as a means of communication with the student beyond working hours)

RESIDENTIAL ADDRESS :
(for communication)

**PERSON TO BE CONTACTED
IN CASE OF EMERGENCY**

_____ Name _____

_____ Tel No. (O) _____

_____ Res. _____

Tel No. _____ Mobile : _____

Relationship with the Student:

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Relationship with the Student:

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COLLEGE PRAYER

*Gananaatham lambodaram ekadantam upasmahe//
Deenanaatha dayaanidhe vakratundam upasmahe /
Sundara vinaayaka ekadantam upasmahe//1//
Paarvatisuta paahi maam dayaakara karunaakara/
Sarva vighna vinaashaka ekadantam upasmahe//2//*

TRANSLATION

Oh! The Lord of the ganas! the one with a huge belly !
One who has a single tusk! I contemplate on Thee!
Saviour of the distressed ! An ocean of compassion, with
a curved trunk !
I contemplate on Thee!
Charming one! The spiritual preceptor!
One who has a single tusk! contemplate on thee!
Protect me! O son of Parvati!
The ever compassionate and sympathetic one!
The destroyer of all obstacles!
One who has a single tusk! I contemplate on Thee!

M.O.P. ANTHEM

Swabhiman Samman M.O.P. Mahaan Nav Vihaan (2)
M.O.P. Ho Sadha Safal Rache Naye Ithihaz
Nav Vihaan pade likhe Har Beti Bharath maa Ki Shaan Bade

Swabhiman Samman M.O.P. Mahaan nav Vihaan

Safal Saahasi ban Khar M.O.P. Naam Kare (2)
Yahi Udheshya Yahi Kaamna Yahi Sankalp Yahi Sapna
Raha Sadha M.O.P. ka
Utham Siksha Swavilambhan Udhmitha Aur Samaj Seva (2)
Raha Vishwas M.O.P. ka Kala me
Kushal naach Ghaan me nipun
Khel Kudh me Sarwa Pratham
Lakshya M.O.P. ka

Unche Aadharsh Unche Vichar Dhrud Nishchay
Parishramapaar (2)
Lekhar Gaye M.O.P. ko (2)
Desh Videsh ke Uspaar
Desh Videsh ke Uspaar
Desh Videsh ke Uspaar!

QUALITY POLICY

M.O.P. Vaishnav College for Women is committed to:

Facilitate a unique learning experience, which would equip the students to become competent, self-reliant, quality conscious and socially responsible citizens.

Meet the requirements of society and continually improve the effectiveness of Quality Management Systems.

To achieve the above, the following Quality objectives are set:

- ❖ To promote academic excellence by inculcating a proper work culture, adopting customized learner focused methodologies and effective evaluation mechanism.
- ❖ To develop self-reliant and competent women by identifying, tapping, developing and nurturing their potential through appropriate co-curricular and extra curricular activities.
- ❖ To provide career opportunities to student through specialized professional courses and need based training programmes.
- ❖ To inculcate values through service oriented and nation building activities and enable them to become socially responsible citizens.
- ❖ To establish, implement and maintain a well planned Quality Management System and seek for continual improvement.

VISION

To evolve into a University of International repute.

MISSION

“To provide a unique learning experience which will enable the students to realize their innate potential and mould their overall personality”

Mission Goals

- ❖ Promoting Academic Excellence
- ❖ Developing Self - Reliant Individuals
- ❖ Providing Career Opportunities and
- ❖ Creating Socially Responsible Citizens.

INSTITUTIONAL ACCOLADES

- ❖ In the top 150-200 colleges as per National Institutional Ranking Framework (NIRF) 2022
- ❖ Commerce, Science and Arts courses of the college ranked in Top 50 best colleges of India by “The Week”.
- ❖ Commerce, B.C.A and. B.B.A programme of the college ranked in top 6 city colleges by “India Today “and “Outlook”
- ❖ B.B.A Course ranked in Top 60 by “Times of India”
- ❖ The college ranked in the Top 10 in the Best B School by “Career 360”
- ❖ M.B.A Programme ranked 56 by “Business India” in the Best B School Category.
- ❖ District Award for Citizen Consumer club by Government of Tamil Nadu.
- ❖ Community Radio station- National Award in 2016, 2017.
- ❖ Recognized by UNICEF for the ‘END VIOLENCE CAMPAIGN’ to Protect Child Rights.

ACCOLADES IN SPORTS

- ❖ The College has Medalists in Asian games, SAF, Common wealth games.
- ❖ The College has been winning the most prestigious Madras University A.L. Mudaliar Athletic Trophy for 17 years since 2003.
- ❖ The College has won Madras University Sivanthi Adityan rolling trophy consecutively for 19 years since 2003 for contributing maximum number of players to the Madras University teams.
- ❖ The College has won Madras University P. Haridas M.O.P. Trophy consecutively for 16 years since 2005 for winning the maximum number of Inter-collegiate tournaments.
- ❖ The College has won Reliance overall trophy in National Level Athletic Meet consecutively for the past two years.

GENESIS

M.O.P. Vaishnav College for Women (Autonomous) is committed to the goals of attracting and supporting top caliber women students in the areas of higher education. Dewan Bahadur M.O.Parthasarathy Aiyengar a leading barrister, visionary philanthropist of yester years was an advocate of women's education. Sri Vallabhacharya Vidya Sabha, the prominent managing body of D.G.Vaishnav College, in its Silver Jubilee Year in association with Dewan Bahadur M.O.Parthasarathy Aiyengar Charities established this women's college in 1992. This college is a dream realization, the result of the determination and sustained efforts of the two trusts. Both of these organizations have eminent industrialists, administrators and people committed to the cause of women's education. While M.O.P. Charities set apart the prime land in the heart of Chennai, the infrastructure and administrative expertise are being provided by Sri Vallabhacharya Vidya Sabha. Since its inception the college has recorded a phenomenal continual growth.

Initiated with just three courses - B.Com., B.B.A., B.Sc. (Mathematics) the college offers today 17 UG, 8 PG programmes, research programmes in the Departments of Commerce, Communication and Media Studies. The college affiliated to the University of Madras, has strength of 3785 students, thus, recording a qualitative and quantitative growth. The college has been reaccruited by NAAC (National Assessment & Accreditation Council) at "A++" grade scale.

M.O.P. Vaishnav College for Women also has the distinction of being one of the youngest colleges in the country to have been granted Autonomy by the University Grants Commission and University of Madras.

PROGRAMMES OFFERED

Research

- ✧ Ph.D. (Commerce) Full Time & Part Time
- ✧ Ph.D. (Communication & Media Studies) Full Time & Part Time

DEPARTMENT OF MANAGEMENT STUDIES

Postgraduate

- ✧ M.B.A
- ✧ M.A (HRM)

Undergraduate

- ✧ B.B.A. (Shift I & II)

DEPARTMENT OF COMMERCE

Postgraduate

- ✧ M.Com

Undergraduate

- ✧ B.Com Accounting and Finance (Shift I & II)
- ✧ B.Com Finance & Taxation (Shift-I) **Subject to Affiliation*
- ✧ B.Com Marketing Management
- ✧ B.Com Corporate Secretaryship
- ✧ B.Com Honours

DEPARTMENT OF COMMUNICATION AND MEDIA STUDIES

Postgraduate

- ✧ M.A. Communication
- ✧ M.A. Media Management

Undergraduate

- ✧ B.Sc. Visual Communication
- ✧ B.Sc. Electronic Media
- ✧ B.A. Journalism

DEPARTMENT OF INFORMATION TECHNOLOGY

Postgraduate

- ✧ M.Sc. Information Technology

Undergraduate

- ✧ B.Sc.Computer Science
- ✧ B.C.A.
- ✧ B.Sc.Data Science

DEPARTMENT OF MATHEMATICS

- ✧ B.Sc. Mathematics

DEPARTMENT OF FOOD SCIENCE

Postgraduate

- ✧ M.Sc. Food Technology & Management

Undergraduate

- ✧ B.Sc. Food Science & Management

DEPARTMENT OF SOCIAL SCIENCE

- ✧ B.A. Sociology
- ✧ B.Sc. Psychology

DEPARTMENT OF ECONOMICS & PUBLIC POLICY

Postgraduate

- ✧ M.A. Public Policy

Undergraduate

- ✧ B.A. Economics

DIPLOMA COURSES

- ✧ Office Management
- ✧ Computer Applications
- ✧ Multimedia
- ✧ Fashion Design

ELIGIBILITY - XII Pass (any stream) **DURATION** - 6 months

CERTIFICATE PROGRAMMES

- ✧ GST and International Taxation
- ✧ GERMAN

ELIGIBILITY - XII Pass (any stream) **DURATION** - 6 months

PG DIPLOMA COURSES

- ✧ Interior Design
- ✧ Tourism Management

ELIGIBILITY - Any UG Degree **DURATION** - One Year

M.O.P's Approach in Empowering Women through Quality Education

M.O.P. Vaishnav College for Women (Autonomous) is committed to the cause of empowering women through holistic education that would enrich their personality and groom them into academically proficient, self-reliant, culturally-rich, responsible and confident individuals.

A student who enters the portals of M.O.P. acquires more than a degree. She is

- ❖ Trained to identify her hidden talents.
- ❖ Skillfully equipped to be economically independent.
- ❖ Aided in developing a holistic personality.
- ❖ Trained to become an effective communicator.
- ❖ Nurtured as a leader with social consciousness.

OUR APPROACH

Student Segmentation: Students are segmented based on learning ability, personality, communication skills, talents, career focus and social consciousness. The programmes of the college are then customised to cater to the needs of each student segment.

Beginning School: All the first year students undergo an intensive training enabling them to have a smooth transition from school to college, help them imbibe the learning philosophy of the institution and kindle in her the curiosity for life-long learning.

Creating an exciting Learning Environment : Innovative Teaching Methodologies such as Check in-Check out, Quiz, Case study, Guest lectures, Role play, Group discussion, Brainstorming, Audio Visual Presentations, Simulations and projects are followed.

Integrating Technology into the classrooms:

- a. Every classroom is a smart classroom with LCD projector, audio-visual equipment, modular furniture, radio and television connectivity.
- b. Campus television - A campus television station of the college connects all classrooms to a base station that relays programmes on 'Channel M.O.P.'.
- c. The College has a conducive atmosphere that comprises the best and latest in technology with a **Wi-Fi enabled campus, 5 fully equipped computer labs, a fully automated library, a digital resource centre, Language Lab and state of-art media labs.**

M.O.P. CRS: The College is the first in the country to have its own community radio channel M.O.P. CRS @ 107.8 MHz. Students in the college are trained in Radio Programming and RJing. The College is the most sought after Talent Hunt destination by leading commercial radio stations.

Industry Institution Interface: The College in its constant endeavour to keep abreast with the latest trends has an active interface with industry through guest lectures, colloquia, seminars and workshops. The College has also signed MOUs with organizations and several other institutions for exchange of expertise and human resources.

Soft Skills Training: Communication skills, Personality Development skills, Leadership and Management skills are being imparted to all the students to make them employable.

Certificate programmes in job oriented skills: Job oriented skills are being imparted in the form of certificate programmes. Students can choose from an array of certificate courses being offered.

Inter-Disciplinary Electives: A cafeteria approach enables students to choose courses from other disciplines in order to benefit from the synergy of an inter-disciplinary curriculum.

Students Training and Development programmes: Students are given an opportunity to explore and develop their hobbies and interests through varied training programmes such as Speciality culinary training, Cosmetology, Fine Arts etc.

Entrepreneurship: The College aims at creating “Job providers” rather than job seekers through a structured Entrepreneurship development programme. The Entrepreneur start up pitch fest and business on campus apart from skill based workshops help in moulding the student Entrepreneurs.

Centre of Excellence: During the Inauguration of the Silver Jubilee celebrations, Centre of Excellence was launched. Under the Centre of Excellence the College has entered into an MOU with Universities in Chicago, Boston, Vancouver and Sydney to enable its students to undergo International Internships certificate programmes in summer.

UG Students will take up two mandatory certificate courses in their second year of study.

Department Clubs: Every programme in all departments has a student club which serves as a healthy platform for intellectual interaction through various intercollegiate and intramural co-curricular competitions.

Journal: The College publishes student journals annually providing opportunities to develop their journalistic skills.

Projects: Real time survey based research projects are an integral part of the course curriculum.

Internship: An intensive 4-6 weeks industrial training enables every student to gain hands on experience.

Practice School: Every student undergoes practical training to relate theory to practice. Students of B.Sc. (Electronic Media) operate and manage M.O.P. CRS@107.8 MHz. B.A. (Journalism) students bring out the college newsletter - M.O.P. NEWS.

NCC: The College has a vibrant NCC unit which has won several accolades. Every year, NCC cadets of the College represent Tamil Nadu at the Republic Day Camp Parade and Thal Sainik Camp. NCC cadets also participate in several International Youth Exchange Programmes.

Community Service: 90 hours of extension and service work during the course of study is a compulsory component to acquire a degree. The College has adopted several schools and communities to be beneficiaries of the extension work. All extension work relates to education and empowerment of the less privileged community. e.g. nutrition awareness, remedial education, financial literacy, entrepreneurship awareness and training.

Counseling : The College has empanelled professional counsellors to support the psychological and emotional wellbeing of the young girl students of the college.

Placement: The College has an active Placement Cell that assists students seeking jobs. During the previous year, around **309 students** received appointment orders from 72 reputed companies at an average **Salary of 3 Lakhs 50 Thousand per annum**. The highest salary recorded for a student has been **7 Lakhs per annum**.

Finishing School: Finishing school is a pioneering effort in grooming all final year students for effective career and home management. It includes modules on work-life balance, professional ethics and etiquette, work and personal relationship management etc.

Extracurricular Activities: The College provides adequate opportunities to display the innate talents of the students in dance, music, debate, dramatics etc. through inter and intracollegiate cultural festivals.

Apollo Shine: The college has entered into an MOU with Apollo Shine to take care of the in campus medical requirements of the staff and students.

Sports: The College has 28 teams in various games and sports. Despite the severe space constraints, the College has a comprehensive sports training programme that has resulted in several accolades. 1645 tournaments have been won at various levels.

Scholarship: The College gives preferential admission to students who have excelled in sports at the National level, deserving students are given scholarship and free boarding and lodging. The college also offers merit cum means scholarships. The total scholarship outlay over the last 5 years has been 4.26 crores.

ALUMNI ASSOCIATION

Alumni Association is now formally registered. The aim of the association is to encourage our alumni to come back and relive their precious college lives through Punarmilan (Alumni Meet). The number of alumni registered till 2021-22 is 22544. The Alumni wall of fame features prominent alumni over the years.

M.O.P KAUSHAL KENDRA

M.O.P Kaushal Kendra is a part of Centre of Excellence was established in the silver jubilee year 2016-17. With the objective of enhancing the quality of life and competitiveness to match global standards M.O.P Kaushal Kendra offers various non-evaluative skill programmes.

Soft Skills

- Presentation Etiquette
- Body Language
- Telephone Etiquette
- Personal SWOT
- Table Etiquette
- People Skills
- Basic Management Skills

Life Skills

- Fitness
- Self Defence
- Yoga
- First Aid
- Work life Balance
- Values and Beliefs
- Self Esteem
- Emotional Quotient

Career Management Skills

- Resume Writing
- Communication and Corporate Culture
- Group Discussion and Interview Skills
- Aptitude
- Reasoning
- Etiquette and Grooming Skills
- Campus to Corporate

Fine Arts Skills

- Language Lab
- Pencil Sketching
- Caricature
- Paper Art

Performing Art Skills

- Dance-Folks
- Contemporary Dance
- Light Music
- Western Music
- Theatre – English, Hindi and Tamil

Vocational Skills

- Jewellery Making
- Embroidery
- Fabric Painting
- Tailoring
- Blouse Designing
- Interior Designing
- Bouquet Making
- Cosmetology
- Hair-Styling and Make-up
- Mehndi Art
- Photography
- Hand-made Paper Products
- Stand-up Comedy
- Vegetable Carving
- Chaat and Chinese Cuisine
- No-Fire Cooking
- Soups and Salads
- Baking

- DJ-ing
- RJ-ing

Technology Related Skills

- Forensic Audit

Academic Writing Skills

Value Added Courses

Value Added courses are given to students over and above the curriculum to enhance their placement opportunities. These courses instill a spirit of Entrepreneurship and also serve as a motivation to progress towards higher education.

List of Value-Added Courses Offered

- Innovation and Entrepreneurship Management
- Quantitative Aptitude
- Visualizing and Copywriting for Advertising
- Social Media and Web Analytics
- Geographical Information System
- Business Journalism
- Interior Design
- Health and Nutrition
- Ecology and Waste Management
- Cyber Security
- Mobile App Development
- Social Etiquette
- Basic Accounting with Accounting Software
- General Awareness
- Customer Relationship Management
- Business Data analysis

- Script Writing
- Women and Society in India
- Spoken Hindi
- Online Trading

DIVYANJGAN POLICY FOR INCLUSION OF STUDENTS WITH DISABILITIES

OBJECTIVE

- ✓ To emphasize and ensure M.O.P. Vaishnav College for Women (Autonomous) as a disabled-friendly institution
- ✓ The college is chosen by students with disabilities for its appropriate amenities, infrastructure, supportive facilities and sensitized ambience to help them feel included and utilize their fullest potential

POLICY

Infrastructure support

- ✓ Altering and upgrading the college infrastructure to make it assessable and disabled-friendly
- ✓ Multiple Elevators
- ✓ Ramps for easy use of Wheelchairs and other Mobility Aids
- ✓ Railings
- ✓ Accessible washrooms
- ✓ Wheelchairs
- ✓ Provision of health & wellness facilities (Apollo Shine Clinic, Mentoring and Counselling Wing) catering to the needs of students with disabilities.

Practicing Inclusion and Anti-Discrimination

- ✓ Ensuring admission of students from all socio-economic environment, and their success through exclusive mentoring and counselling.

- ✓ Implementation of admission policies for students with disabilities in accordance with the UGC updated guidelines for admission.
- ✓ Active and seamless function of The Mentoring and Counselling Wing to create an inclusive, non-discriminative atmosphere for the disabled students.

Mentoring and Counselling

- ✓ Remedial Coaching and additional guidance for students with disabilities.
- ✓ Mentoring and Counselling facilities to improve the wellbeing and mental health of students with disabilities.

Awareness

Hosting campaigns and awareness programs for students and faculty members to make the community more welcoming and inclusive for students with disabilities.

Training faculty members in disabled-friendly teaching practices within and outside the classroom.

Collaborations with external members, experts and agencies to explore learning opportunities and remedial programs for students with disabilities.

CHOICE BASED CREDIT SYSTEM

(From 2004 -2005)

M.O.P Vaishnav College for Women was granted autonomy in the year 2004 by the University Grants Commission and University of Madras. All courses are affiliated to the University of Madras. The College has used its academic autonomy in offering several innovations in curriculum, pedagogy and evaluation.

Outcome Based Education:

The college introduced Outcome Based Education in the academic year 2018 -19, with a view to streamline all its efforts towards achieving the desired graduate attributes. The college has well defined Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). These are communicated to all stakeholders through the college website. The teaching learning and evaluation processes are designed towards attainment of these outcomes. The college has also evolved a system to measure the attainment of PSOs, POs and COs. Through this measurement, steps for qualitative improvements in the curricula, syllabi and pedagogy as well as evaluation mechanism are made.

Objectives

- ❖ International academic compatibility to courses and credits offered.
- ❖ Greater flexibility for the students in their choice and areas of study, through different electives.
- ❖ Opportunities for advanced learners to earn extra credits.
- ❖ Facilitation of institution-industry interaction.
- ❖ Introduces students to inter disciplinary & skill based courses.

Course usually referred as papers comprising of lectures/tutorials/ laboratory work/ field work/ Outreach activities /project work/ vocational training etc. The term Choice refers to the students' choice of a course of study and/or an Elective paper. CBCS provides an opportunity for students to choose from the prescribed courses

comprising core, elective, foundation courses. The courses would be evaluated with the following grading system.

Types of Courses

- ❖ **Core**
- ❖ **Elective**
- ❖ **Foundation**

1. Core Course: Papers under this category are compulsory and cover the basics that a student is expected to study in that particular discipline.
2. Elective course: A course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study.
 - a. Inter Disciplinary Elective (IDE): The College also offers discipline related Elective courses of Inter-disciplinary nature (offered by main discipline/subject of study), referred to as Inter-disciplinary Elective (IDE).
 - b. Choice Based Elective : An elective course chosen from amongst different subject with an intention to seek exposure beyond discipline of choice is called Choice Based Elective.

***Basic Tamil I & II/ Advanced Tamil I & II / Non Major Elective A & B**

- ❖ Basic Tamil I & II - Students who have not studied Tamil upto Std XII and taken a non-Tamil Language under Part I shall take Basic Tamil comprising two courses (6th Std. level)

OR

- ❖ Advanced Tamil I & II - Students who have studied Tamil upto Std XII and taken a non-Tamil Language under Part I shall take Advanced Tamil comprising two courses.

OR

- ❖ Non Major Elective A & B - Students who do not come under both the above mentioned categories can choose Non Major Elective comprising two courses. This will be offered through a cafeteria approach.

All courses are offered under the Choice Based Credit System with the following structure:

UNDERGRADUATE PROGRAMME STRUCTURE

(Applicable to the candidates admitted during the year 2010 - 11 and thereafter)

PART	COMPONENTS	B.Com, B.B.A., B.Sc.(Vis.Com) BCA, B.Sc. (EM), B.Sc.(FSM)			B.A.Journalism, B.A.Sociology, B.A.Economics, B.Sc.Mathematics, B.Sc.Computer Science B.Sc. Psychology, B.Sc. Data Science		
		NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS
PART I FOUNDATION COURSE	Language Tamil/Hindi/Sanskrit/French	2	3	6	4	3	12
PART II FOUNDATION COURSE	English	2	3	6	4	3	12
PART III	Core papers	18	4	72	15	4	60
	Allied papers	4	5	20	4	5	20
	Elective papers	3	5	15	3	5	15
PART IV	Non Major Electives/Basic Tamil/Advanced Tamil*	2	2	4	2	2	4
	Skill Based Elective	4	3	12	4	3	12
	Environmental Studies	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2
PART V	Extension Activities	1	1	1	1	1	1
TOTAL				140			140

Additional credits that can be acquired during the course of study through self-learning mode - 5 courses @ 2 credits =10 credits (maximum)

POSTGRADUATE PROGRAMME STRUCTURE

(Applicable to batch of candidates admitted from 2011-12 and thereafter)

COMPONENTS	MBA			M.Sc. IT & M.Sc. FTM			PG MEDIA			M.Com & M.A. (HRM)			M.A. Public Policy		
	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS
CORE	13	4	52	14	4	56	14	4	56	13	4	52	13	4	52
ELECTIVE	6	3	18	7	3	21	7	3	21	5	3	15	7	3	21
MAJOR PROJECT	1	8	8	1	4	4	1	4	4	1	8	8	1	8	8
SOFT SKILLS	4	2	8	4	2	8	4	2	8	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2	1	2	2	1	2	2	1	2	2
COMPREHENSIVE PAPERS	May be given as a part of the internal assessment component														
EXTRA DISCIPLINARY ELECTIVES	2	3	6	-	-	-	-	-	-	-	2	3	6	-	-
TOTAL			94			91			91			91			91

ASSESSMENT MECHANISM UNDER AUTONOMY

Examination are held twice a year in October / November and March / April

Assessment of English / Language / Core / Allied and Elective Papers.

There is a continuous assessment mechanism comprising 50% Internal Assessment (IA) and 50% External (End Semester) Assessment (ES)

Continuous Internal Assessment

Internal Assessment will be administered and monitored by the course faculty and shall comprise of written tests, test of applied and practical knowledge, projects, seminars, assignments, quiz, article / book reviews, practice schools etc. A student must attend all internal assessment examinations and must secure a minimum of 40% marks to pass. A student will be permitted to take the end semester examination only if she has completed the continuous assessment requirements of test / assignment / seminar / project work, etc.

There will be no provision for additional tests.

No retest is conducted except for those candidates deputed by the college to participate in State/ National sports events and NCC/NSS activities.

External Assessment

The end semester examination will be a comprehensive written examination including practical testing wherever necessary and will have the following features.

- ✓ Will account for 50% of total assessment
- ✓ Question paper setting and evaluation by External Experts.
- ✓ Minimum Pass requirement is 40%

PASSING REQUIREMENT

UNDERGRADUATE STUDENTS:

A student must secure separate pass in Internal (40%) and External (40%) evaluations.

A student must also secure a minimum of 40% in the aggregate (sum total of Internal & External assessment) to be declared pass in a paper.

POSTGRADUATE STUDENTS :

A student must secure separate pass in Internal (50%) and External (50%) evaluations.

A student must also secure a minimum of 50% in the aggregate (sum total of Internal & External assessment) to be declared pass in paper.

SUMMARY OF ASSESSMENT

Assessment Type	Nature of Test	Weightage (%)
INTERNAL	Written Test I	15
	Written Test II	15
	Other Components*	10
	Attendance	5
	Surprise Test	5
	Total	50
EXTERNAL	Comprehensive Examination (at the end of the semester)	50
	Grand Total	100

The other component (accounting for 10 marks) would be evaluation of one or more of the following.

- Project
- Seminar
- Assignment
- Quiz
- Debate
- Article review
- Book review
- Paper relating to subject

Assessment of Internship / Project

This shall be based on the Log Book, Project Report, Employer appraisal and Viva Voce Examination

REVALUATION

Provision for revaluation of end semester answer script is available upon application within the specified time from date of publication of results along with payment of specified fees. Photocopy of transcript will be provided upon payment of required fee.

Maximum time for Completion of a Degree Programme

- UG degree programme has to be completed within 3 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 3+2 years to complete her UG degree failing which fresh admission has to be made for the UG degree programme.
- PG degree programme has to be completed in 2 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 2+2 years to complete her PG degree failing which fresh admission has to be made for the PG degree programme

GRADING SYSTEM

Conversion of marks to Grade points and Letter Grade (Performance in a Course / Paper):

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Classification of a candidate for the entire programme is based on CGPA.

**CGPA = Sum of multiplication of grade points by the
credits of the entire programme**

Sum of the credits of courses of the entire programme

Classification - PG

CGPA	Letter Grade	Description
9.5 - 10.0	O+	First Class Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

* Only candidates who have passed in the First Appearance and in the prescribed Semester are eligible for D and above grade.

Classification-UG

CGPA	Letter Grade	Description
9.5 - 10.0	O+	First Class Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9	D++	First Class with* Distinction
8.0 and above but below 8.5	D+	
7.5 and above but below 8	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

* Only candidates who have passed in the First Appearance and in the prescribed Semester are eligible for D and above grade.

Endowment awards and prizes are given to meritorious and outstanding students.

RULES AND REGULATIONS FOR THE STUDENTS

ATTENDANCE REQUIREMENT

- ◆ Students must have 80% attendance to be permitted to take up end semester examination.
- ◆ Condonation may be permitted if a student has 70% to 80% attendance. In case of Medical Emergencies (supported by sufficient evidence), condonation may be permitted for a student who has 65% attendance.
- ◆ Students whose attendance falls between 70% to 80% due to participation in co-curricular, extracurricular, NCC may be permitted to take the examination on the recommendation of the Head of the Department / Faculty In-Charge.
- ◆ Students with less than 50% attendance will have to repeat the semester.

LEAVE RULES

All leave must be supported by leave letter.

- ◆ In cases of planned leave, leave letter must be submitted prior to availing leave.
- ◆ In case of all other leave (medical and other emergencies), leave letter must be submitted on the date the student reports to the college.
- ◆ All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner.
- ◆ Submission of medical certificate or other documentary evidence does not make the student automatically eligible for condonation of attendance.

The Decision of the Principal will be final in all matters relating to attendance and leave.

STUDENT CODE OF CONDUCT

Being on time to college, maintaining required attendance and active participation in all college activities is mandatory.

- ◆ Students are required to get themselves updated regularly by reading notice boards, reading the hand-book and visiting the college website.
- ◆ Use of mobile phones inside the classrooms during class hours is strictly prohibited. Violation will lead to disciplinary action against the concerned student. Charging of mobile phones in college premises is not allowed.
- ◆ Charging of laptops in college premises is forbidden.
- ◆ Any form of ragging is a punishable offence
- ◆ All students are answerable to the Principal, faculty and other college authorities for their conduct and behaviour.

RULES FOR ISSUE OF CERTIFICATES / DOCUMENTS FROM THE ADMINISTRATIVE OFFICE

- ◆ Students must apply for issue of certificates /documents (TC,Conduct, Bonafide etc.).
Application letters must be addressed to the Principal.
- ◆ The office will require a minimum of 5 working days to process the application.
- ◆ No issues can be initiated in less than 48 hours

Note: Rules are subject to change at the discretion of the Management with the approval of Academic Council.

INTRANET LOGIN AND PASSWORD

Every student is provided with a unique Intranet LOGIN ID and PASSWORD.
The same shall be communicated to the parent also.

This login ID and password can be used.

1. To access the student's performance in the continuous assessment.
2. To access the student's attendance
3. For Online registration of
 - a. Inter Disciplinary Elective and Non Major Elective
 - b. End - Semester Examination.

COMMUNICATION

All communication intimation to the student will be

- ◆ Posted on the college website
- ◆ Made available through intranet

It is the responsibility of the student to see the notice board/ website / intranet for necessary information. Ignorance of particular information cannot be an excuse for non-compliance or non-performance.

ONLINE REGISTRATION

Registration for

- ◆ Inter - Disciplinary Electives
- ◆ End semester examination

is through a process of Online Enrollment. Responsibility for the same lies with the student.

DISCONTINUATION OF COURSE

In cases where a student discontinues her course of study, she shall pay the fees due, for the balance period of the course, to be eligible to receive the Transfer Certificate and the Conduct Certificate.

UNAUTHORISED COLLECTION OF MONEY

The College does not collect any money other than the Tuition and Examination fees.

CHANGE OF PARTICULARS IN STUDENT DATA SHEET

Any change in student data (Name, Address, Telephone number etc.) shall be communicated in writing to the college through the Head of Department within three working days of the change.

REQUEST FOR TESTIMONIALS

Requests for certificates, testimonials or any other attestation should be made in writing addressed to the Principal through the Head of Department. The request shall be effected within 7 working days of submission of the request.

LIBRARY RULES

- ◆ The Library will be open from 8.00 a.m. to 6.00 p.m. during all working days.
- ◆ Students are permitted to borrow two books at a time by producing the student ID card.
- ◆ Books marked 'Reference only' will not be issued.
- ◆ All books should be handled with care and must not be tampered with in any manner.
- ◆ A book may be renewed if available.
- ◆ A fine of Rs.10/- per day per book shall be charged for those who do not return the book on the due date.
- ◆ Students may approach the Librarian / H.O.D / Principal in case of any difficulty using the facilities of the Library.
- ◆ Photocopying facility is available inside the library during specified hours.

DRESS CODE

Obscenity and vulgarity in dressing is strictly prohibited. Simple, modest and comfortable dress in keeping with the dignity and decorum of the college should be worn. T shirts, three fourth pants, sleeveless tops, shorts and miniskirts are not permitted.

IDENTITY CARD

An identity card is issued to every student. The student has to wear the ID card at all times inside the campus. In case of loss of ID card, duplicate ID card may be issued on payment of the prescribed fee.

TRAFFIC AND PARKING RULES

For Two - wheeler users

- ◆ Two wheeler parking is available inside the campus.
- ◆ Both the rider and the pillion rider must wear a helmet.
- ◆ Severe disciplinary action will be taken against a student who does not wear helmet or possess a valid licence.

Four - wheelers are strictly not permitted. Four wheelers cannot be parked even outside the college campus.

ELEVATOR FACILITY

Students are not allowed to use the Elevator. However the facility is available for students who have a genuine disability or ailment. Request to use the elevator must be forwarded to the Vice Principal through the Head of Department accompanied by documentary proof of disability or ailment.

FOOD

- ◆ The college has a cafeteria that supplies healthy and wholesome food at reasonable prices.
- ◆ Students may also bring their own food that can be eaten at the cafeteria.

Only vegetarian food can be brought or consumed within the campus.

LOSS OF PROPERTY

- ◆ Students are requested not to wear heavy or expensive jewellery and accessories.
- ◆ Students are requested not to carry valuables and heavy cash.
- ◆ The Management, Principal and staff shall not be responsible for the loss of any belongings of the student.

MOBILE PHONES

- ◆ Students are not permitted to use mobile phones/iPods inside the college campus. Violation of this rule will lead to serious disciplinary action, including issue of Transfer Certificate.

PARTICIPATION IN MEDIA AND OTHER EVENTS

Prior permission in writing should be obtained from the Principal through the Head of Department.

- ◆ to participate in Radio / TV programmes
- ◆ to participate in Events / Competitions organized by colleges University / TV Channel and any other organization
- ◆ to give interviews to media
- ◆ to appear in public shows
- ◆ to respond to any query from any press regarding any aspect of the college, academic or non-academic.

COVID PROTOCOL - INSTRUCTIONS

The students should follow the Standard Operating Procedures to avoid the spread of Covid-19.

- Students are allowed inside the campus after confirming their normal body temperature.
- Wearing Mask is mandatory inside the campus.
- Students are instructed to use the sanitizers placed at intervals in the respective floors.
- Social distancing to be followed inside the campus strictly.
- Vaccinated students are only allowed for physical classes.
- Students are advised to stay at home if they exhibit symptoms like Cough, Cold or Fever.

DISCIPLINARY ACTION

Malpractices such as copying or attempt to copy in Tests or Exams can lead to the student being debarred from examinations for 3 years.

Principal has the right to suspend or issue a TC to any student who indulges in any such malpractice, who does not abide by the Code of Conduct of the college or fails to maintain dignity and decorum in her interactions with her fellow students, faculty, Administrative staff, Principal and Management of the College.

LIST OF COMMITTEES-2022-2023

S.No	Committees	Members
1	PLANNING & EVALUATION	Dr.Lalitha Balakrishnan, Principal & Chair Person Dr. D Uthira, Vice Principal Dr. Sumangala Devi K C, Controller of Examinations Dr. K.B. Priya Iyer, Additional Controller of Examinations Dr. K. Sindhu, Dean Academics Dr. Archana Prasad, Dean Students
2	INTERNAL QUALITY ASSURANCE CELL	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D. Uthira, Vice Principal Ms. Gavoury R Dr. Nisha U Dr.Archana Prasad Dr.K.B.Priya Iyer Dr.Anurekha Ms.Gitanjali Jindger Ms. Meenakshi Iyer
3	ADMISSION	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D. Uthira, Vice Principal Dr. Sandhya Rajasekhar Dr. V Sudha Dr. Sakthi Kumaresh Dr. Meenakshi N
4	ADMISSION SMS/ DATA ENTRY	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. V. Sindhu Ms. A Angayarkanni Ms. Jayanthi J Ms. Priyanka R Ms. Swetha K
5	RESEARCH ADVISORY	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Dr. Sudha Krishnakumar Dr. Sakthi Kumaresh Dr. Muthulakshmi .A

S.No	Committees	Members
6	ANTI RAGGING	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Dr. Ramya Raman Ms. Aditi A Samant Student Representative
7	GRIEVANCE REDRESSAL	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Dr. Ramya Raman Ms. RA Ghayathri Swetha Kumari Ms. B. Subashini Student Representative
8	INTERNAL ASSESSMENT CONDUCT	Dr. Hemalatha M Ms. R. Anupama Ms. Aditi A Samant Ms. C Nandhini Dr. R. Rajeswari
9	END SEMESTER EXAMINATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K. Sindhu, Dean Academics Dr. Meenakshi Ms. C.S Padmasini Dr. V Sudha Ms. S Sasikala Devi Ms. Arpita Maitra Ms. Haripriya A Ms. Alamelu M.R.
10	VALUATION/ SCRUTINY	Dr. T Sunitha Rani Dr. M Vijayalakshmi Ms. Gitanjali S Jindger Dr. RA Rabika Begum Ms. A Angayarkanni Dr. D S Latha Dr. M Hemalatha Ms. M. Nisha Dr. R. Rajeswari

S.No	Committees	Members
11	ACADEMIC AUDIT	Dr. K. Sindhu, Dean Academics Dr. Anurekha S Ms. Gavoury R Dr. M.Vijayalakshmi Dr. C S Srividya Prathiba
12	MANAGEMENT INFORMATION SYSTEM (MIS)	Dr. K B Priya Iyer, Additional Controller of Examinations Dr. Nisha U Ms. Swetha G
13	PLACEMENT	Dr. Sakthi Kumaresh Dr. Meenakshi N Ms. Aarthi Ms. S. Gowri Ms. Rekha Mahizhnan
14	INFORMATION TECHNOLOGY	Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. Gavoury R Dr. T Sunitha Rani Dr. Sakthi Kumaresh Dr. Anusha R Ms. C. Alamelu
15	LIBRARY	Ms. R Jayalakshmi Ms. Meenaakshi Iyer Ms. Sangeetha Manoj Dr. R Rajeswari Dr. Sahana B
16	STUDENT WELFARE	Dr. Archana Prasad, Dean Students Dr. Sakthi Kumaresh Dr. Meenakshi N Ms. Ramya V Ms. Kiran Varma Ms. Archana Kamesh

S.No	Committees	Members
17	SEXUAL HARASSMENT	Dr. D Uthira, Vice Principal Dr.Susan Sridhar Dr. Ramya Raman Ms. RA Ghayathri Swetha Kumari Ms. B. Subashini
18	CALENDAR	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr.Sumangala Devi K.C. Dr. V Sudha Ms. C S Padmasini
19	SC/ST	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K. Sindhu, Dean Academics Dr. Sandhya Rajasekhar Dr. V. Sudha
20	M.O.P SANSAD	Dr. Archana Prasad, Dean Students Dr. Meenakshi N Ms. S.Gowri Dr. Anusha R Ms. Shankari Ms.Subirthana Ms. Ramya K.Prasad Ms. Swetha K
21	ED/INCUBATION & INNOVATION	Dr. D.Uthira, Vice Principal Dr. M.Vijayalakshmi Ms. Nisha M Ms.Aditi A Samant Ms. Sangeetha Manoj
22	SPORTS	Dr. D.Uthira, Vice Principal Dr. A. Amutha Dr. Brinda Ramanujam Ms. Kiran Varma Dr.V. Sudha Ms. M. Priyavadhani

S.No	Committees	Members
23	M.O.P KAUSHAL KENDRA	Ms.Kiran Varma Dr. T Sunitha Rani Dr. Anusha R Ms. Sudha N.S.
24	OUTREACH ACTIVITIES/ NSS	Ms.Deepika Krishnan P.K. Ms. M.R. Alamelu Ms. Sowmiya R
25	NCC	Dr. Archna Prasad, Dean Students Ms. V. Sindhu Ms. Vivitha S
26	EVS/ VALUE EDUCATION	Dr. D.Uthira, Vice Principal Ms. V Sindhu Ms. M R Alamelu Ms. Angayarkanni A Ms. Vijayalakshmi Sailapathy Dr. Anusha R
27	CONSUMER CLUB	Dr. C S Srividya Prathiba Ms. Vijayalakshmi Sailapathy
28	MAGAZINE & M.O.P. NEWS LETTER	Ms. R Jayalakshmi Dr. Sandhya Rajasekhar Ms. Vidya Padmanabhan Ms. R Anupama Dr. Sahana B
29	INFRA STRUCTURE MAINTENANCE	Dr. D. Uthira, Vice Principal Ms. Priya V Krishna
30	ALUMNI ASSOCIATION	Dr. Lalitha Balakrishnan, Principal President Dr. C S Srividya Prathiba Dr. Archna Prasad Dr. M Vijayalakshmi Dr. Nisha U Ms. C.S. Padmasini

S.No	Committees	Members
31	CULTURAL EVENTS	Dr. S.Jaishree Ms.Shankari Ms. V.Kaveri
32	BULLETIN BOARD	Dr. Sandhya Rajasekhar Dr. A.Muthulakshmi Dr.Sunitha Rani T Ms. M.R. Alamelu Dr. E Nirupama
33	HEALTH AND HYGIENE	Ms.Sini Jadeesh Ms. Lakshmipriya K Ms. Haripriya .A
34	VIP REFRESHMENT	Dr. Simmi Jain Ms. Haripriya .A

BOARD OF STUDIES – CHAIRPERSONS

Dr. Lalitha Balakrishnan, Principal
Dr. D Uthira, Vice Principal
Dr. K. Sindhu, Dean Academics
Dr. Archana Prasad, Dean Students
Dr. Anurekha .S
Ms. Gavoury R
Ms. B. Ramani
Dr. Simmi Jain
Dr. A Uma Maheshwari
Ms. R A Ghayathri Swetha Kumari
Ms. Kiran Varma
Ms. R Jayalakshmi
Dr. Sudha Trivedi

M.O.P SANSAD 2022-2023

S.No.	Name of the Student	Designation	Ministry
1	Divya Padmanathan	Prime Minister	CORE CABINET
2	Charumathi M	Deputy Prime Minister	
3	Nivedita G	Deputy Prime Minister	
4	Sana Ahmed	Minister	HEALTH & HYGIENE
5	Vijhaya Shrie	Minister	
6	Saradha Shruthi G	Minister	ENVIRONMENT
7	Raksha K.S	Minister	
8	Shruti B S	Minister	YOUTH AFFAIRS
9	Deeshma S	Minister	
10	Sneha Raman	Minister	
11	Naveetha Jain Chopra P	Minister	COMMUNICATIONS
12	Vibha Venkatesan	Minister	
13	Juhi R Jain	Minister	SPORTS
14	Rujula A	Minister	
15	Padmapriya K	Minister	
16	Akshita Jagdish Ramchandani	Minister	INNOVATION & DESIGN
17	Srinithi A	Minister	
18	Priya Jain S	Minister	HOME AFFAIRS
19	Dharmini N	Minister	
20	Shereen Samyuktha	Minister	ENTREPRENEURSHIP
21	Stuti Surana	Minister	

BOARD OF GOVERNORS

Dr. M.D. Srinivas	Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
Shri. Govind Das Purushotham Das	Member
Shri. B.S. Raghavan, I.A.S. (Retd.)	Member
Shri. M.V. Cunniiah Chetty	Member
Shri. V. Swaroop	Member
Dr. M. A. Venkatakrishnan	Member
Shri. S.B. Goenka	Member
Shri. Suraj Ratan Damani	Member
Shri. Jai Kishan Jhaver	Member
Shri. Bipin J Nanavati	Member
Shri. Ramesh R Bhatt	Nominee, Shri Gujarati Mandal
Shri. Krishna Kumar Maheshwari	Member
Shri. Rajendrakumar Agarwal	Member
Shri. Hitesh Kanodia	Member
Smt. Nina B Kothari	Member

MANAGEMENT COMMITTEE CUM EXECUTIVE COUNCIL FOR AUTONOMY

Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
Shri. B.S. Raghavan, I.A.S. (Retd.)	Member
Dr. M.A. Venkatakrishnan	Member
Shri. Suraj Ratan Damani	Member
Shri. Bipin J Nanavati	Member
Dr. Thangam Meganathan	Educationalist
Dr. Lalitha Balakrishnan	Principal & Member (Ex-Officio)
Dr. Sumangala Devi .K.C	Staff Representative
Dr. Archana Prasad	Staff Representative

UGC Nominee, State Govt. Nominee, University Nominee

TEACHING STAFF

Dr. Lalitha Balakrishnan , <i>M.Com., M.B.A., M.Phil., Ph.D.</i>	<i>Principal</i>
Dr. Uthira D , <i>M.Com., M.B.A., M.Phil., Ph.D.</i>	<i>Vice Principal & Director MBA</i>
Dr. Sumangala Devi, K.C. , <i>M.Com., M.B.A., M.Phil., Ph.D.</i>	<i>Controller of Examinations</i>
Dr. K. B. Priya Iyer , <i>M.C.A., Ph.D.</i>	<i>Addl. Controller of Examinations</i> <i>Head-B.Sc (Data Science)</i>
Dr. K. Sindhu , <i>M.Com., M.Phil., Ph.D.</i>	<i>Dean (Academics)</i> <i>Head - B.Com (Hons.)</i>
Dr. Archana Prasad , <i>M.Com., M.B.A., Ph.D.</i>	<i>Dean (Students)</i> <i>Head - BBA Shift - I</i>

DEPARTMENT OF MANAGEMENT STUDIES

Dr. Ramya Raman , <i>M.B.A., Ph.D.</i>	<i>Head - M.B.A</i>
Dr. Latha D.S , <i>M.B.A., M.Phil., Ph.D.</i>	<i>Head - M.A HRM</i>
Dr. M. Vijayalakshmi , <i>M.B.A., Ph.D.</i>	<i>Head - B.B.A Shift - II</i>
Ms. Sangeetha Manoj , <i>M.B.A., M.A.</i>	
Ms. Aditi A Samant , <i>M.B.A., M.A.</i>	
Dr. Anuradha Prashant , <i>M.B.A., Ph.D.</i>	
Ms. Krupa N , <i>M.B.A., M.Com.</i>	
Mr. Arun Kumar Davey , <i>M.Com., M.B.A.</i>	
Mr. Mohana Sundaram , <i>ML., ICMA., ACS., CPA</i>	
Mr. Rajesh V , <i>M.B.A.</i>	
Ms. C. Alamelu , <i>M.B.A., M.Phil., M.Sc IT</i>	
Dr. Kavin Mary S , <i>M.B.A., M.Phil., Ph.D.</i>	
Ms. Ramya V , <i>M.M.S.</i>	
Ms. Kamalika Krishmy , <i>M.A., M.B.A.</i>	
Ms. Vinodhini G , <i>M.B.A.</i>	
Ms. Aarth S , <i>B.E., M.B.A.</i>	
Ms. Shankari R.S , <i>M.A.</i>	
Ms. Swetha K , <i>M.B.A.</i>	
Dr. Kolammal K.R. <i>M.B.A., M.Phil., Ph.D.</i>	

DEPARTMENT OF COMMERCE

Dr. C.S.Srividhya Prathiba, M.Com., M.B.A., M.Phil., Ph.D. *Head - B.Com, (A&F) Shift-I*

Ms. Gitanjali Jindger, M.Com. M.B.A., M.Phil. *Head - B.Com, (A&F) Shift-II*

Dr. V. Sudha, M.Com., MPhil., Ph.D. *Head - B.Com CS*

Dr. Nisha U, M.Com., PGDMM., M.B.A., Ph.D. *Head - B.Com MM*

Dr. M. Madhumathy, M.F.C.,M.Phil., Ph.D. *Head-B.Com (F&T)*

Dr. R. A. Rabika Begum, M.Com. M.B.A., M.Phil., Ph.D.

Ms. Vijayalakshmi Sailapathy, M.Com. M.B.A., M.Phil.

Ms. S. Sasikaladevi, M.Com., M.Phil., M.B.A.

Dr. M. Hemalatha, M.Com.,M.Phil., Ph.D.

Ms. S. Gowri, M.Com.,M.Phil.

Ms. Nisha M, M.Com., M.Phil.

Ms. K. J. Rachel, M.Com.,M.B.A.

Dr. E. Nirupama, M.Com.,M.Phil., Ph.D.

Ms. Vivitha S, M.Com.

Dr. Kamatchi Preethi V, M.Com.,M.Phil.,M.B.A.,Ph.D.

Ms. C. Nandhini, M.Com.

Ms. Humsa T.N, M.Com.

Ms. Soundarya M.S, M.Com.

Ms. Archana Kamesh, M.Com.

Ms. Priyanka R, M.Com.

Ms. Ashwini V, M.Com.

Dr. Radha Badrinath, M.Com., M.Phil., Ph.D

Ms. Sree Akshara Mithran, M.Com

Dr. M. Asha Banu, MCS., M.Phil., M.B.A., Ph.D.

Ms. Sreenithgy, C M.Com

Ms. Vidhya, J M.Com

Ms. Afia M, M.Com

Ms. Nisha, M.A, M.Com

Ms. Swetha M.S. M.Com

DEPARTMENT OF COMMUNICATION AND MEDIA STUDIES

Dr. Anurekha S, *M.A., Ph.D. Head - Communication & Technical Head MOPCRS*

Dr. Susan Sridhar, *M.A., Ph.D. Head - Media Management*

Dr. S. Jaishree, *M.A., M.A., M.Phil., Ph.D. Head - Vis.Com*

Dr. N. Meenakshi, *M.Com., M.Phil., M.A., M.A., M.Phil Head - Electronic Media*

Dr. Sandhya Rajasekhar, *M.A., Ph.D. Head - Journalism*

Ms. Satyabama Oppili, *M.A., M.A.*

Ms. Priyavadhani, M, *M.Sc.*

Ms. Vidya Padmanabhan, *M.A.*

Dr. R. Preetha, *M.Sc., M.Phil., Ph.D.*

Ms. Aarthi Jayaram, *M.A.*

Ms. R. Harinee, *M.A.*

Dr. Devika Rani L, *M.A., M.Phil., Ph.D.*

Ms. Mahalakshmi S, *M.A.*

Ms. S. Malarvizhi, *M.A., M.Phil.*

Ms. Suguna K, *M.A., M.Phil.*

Mr. Kamaljit Singh, *B.Com., M.A., V.F.X*

Mr. T.R. Chandrasekhar, *B.Sc., PGFA*

Mr. Samuel K, *M.F.A.*

Ms. S.Niveda, *M.A.*

Dr. Ramya K. Prasad, *M.A., M.Phil., Ph.D.*

Ms. Karthigapooja B, *M.A., M.Phil.*

Ms. Sree Keerthi, N *M.A.,*

DEPARTMENT OF INFORMATION TECHNOLOGY

Ms. R. Gavoury, *M.C.A., M.Phil. Head - Information Technology*

Dr. T. Sunitha Rani, *M.Sc., M.C.A., M.Phil., Ph.D. Head - Computer Science*

Dr. Sakthi Kumaresh, *M.C.A., M.Phil., Ph.D. Head - Computer Applications*

Ms. A. Angayarkanni, *M.Sc., M.Phil., M.C.A.*

Dr. A. Muthulakshmi, *M.Sc (Phy)., M.Sc (IT)., M.Phil. M.C.A., Ph.D.*

Dr. Brinda Ramanujam, *M.C.A. M.Phil., Ph.D.*

Ms.C.S. Padmasini, *M.C.A., M.Phil.*

Ms.V. Sindhu, *M.Sc., M.Phil.*

Ms. Jayanthi J, *M.C.A., M.Phil.*

Dr. R. Anusha, *M.C.A., M.Phil., Ph.D.*

Ms. Annu, *M.C.A. (on Leave)*

Ms. Aparna R, *M.Sc.(IT), M.C.A., M.Phil.*

Dr. M.S. Padmavathi, *M.S., M.Phil., Ph.D.*

Ms. Priyanka P, *M.C.A.,*

Mr. C. Senthil Kumar, *M.Sc.(IT), MCP, CCNA.*

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Head-Mathematics

Ms. T.K. Loganayaki, *M.Sc., M.Phil.*

Ms. Alamelu, *M.R, M.Sc., M.Phil.*

Dr. Jamuna Chezhian, *M.Sc., M.Phil., Ph.D.*

Ms. Renuga E, *M.Sc., M.Phil.*

Dr. J. Kavitha, *M.Sc., M.Phil., Ph.D.*

Ms. Kamalapriya B, *M.Sc., M.Phil.*

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Ms. Sini Jadeesh, *M.Sc., M.B.A.*

Head-B.Sc.(FSM)

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Ms. Lakshmi Priya.K, *M.Sc.*

Ms. Rekha Mahizhnan, *M.Sc.*

Ms. S.R. Priya, *M.Sc.*

Dr. Subhangi Sahoo, *M.Sc., M.Phil., Ph.D*

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Ms. R.A. Ghayathri Swetha Kumari , M.Sc.	<i>Head - Psychology</i>
Dr. Sudha Krishnakumar , M.A., Ph.D.	
Dr. Deepika Krishnan P.K. , M.A., M.Sc., Ph.D.	
Ms. P.S. Rajalakshmy , M.A.	
Ms. Vatsala Mirnalini R , M.Sc., M.Phil.	
Ms. V. Kaveri , M.Sc.	
Ms. Shwetha Murali , M.Sc.	

DEPARTMENT OF ECONOMICS & PUBLIC POLICY

Ms. Kiran Varma , M.A., B.Ed., DIM	<i>Head - Economics</i>
Ms. Arpita Maitra , M.A., M.A., M.Phil.	<i>Head - Public Policy</i>
Ms. Seema Thomas , M.A.	
Ms. Meenakshi Abirami R , M.A.	
Dr. Swernaleka U.S.D. , M.A. Ph.D	
Ms. M.S. Subirthana , M.A., M.Phil.	
Ms. Anju Annie Mammen , M.A.	

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Ms. R. Anupama , M.A., M.Phil.	
Dr. B. Sahana , M.A., M.Phil., Ph.D.	
Ms. Melina, J , M.A.	
Ms. Mathuranjali M , M.A.	
Dr. Monika, A M.A., M.Phil, Ph.D.	

HINDI

Dr. Sudha Trivedi , M.A., M.Phil, Ph.D	<i>Head - Languages</i>
Ms. Lavanya S , M.A., M.Phil.	

SANSKRIT

Ms. Sowmiya R, M.A., M.Phil.

TAMIL

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Dr. G. Padmapriya, M.A., M.Phil., Ph.D.

Ms. Divya R.K. M.A.

FRENCH

Ms. Babita Elizabeth Titus, M.A., M.Phil.

LIBRARY

Ms. Meenaakshi Iyer, M.Sc., M.L.I.S

Ms. Y. Archana, M.Sc, M.L.I.S

PHYSICAL EDUCATION

Dr. A. Amutha, M.B.A., M.P.Ed., Ph.D.

Physical Directress

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Ms. Sowmiya R, M.A., M.Phil.

Dr. Deepika Krishnan, P.K. M.A., M.Sc., Ph.D.

N.C.C.

Lt. Vivitha S, M.Com.

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Head - Admn.

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Ms. Devi Viswanathan

Ms. C.J. Chamundeeswari, B.A.

Ms. B. Subashini, B.A.

Ms. V. Hemaja, M.B.A.

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Mr. G. Chandramohan, *D.F.T.*
Mr. R. Magesh, *D.M.A*
Mr. D. Durkkaram, *D.M.A.*
Mr. Girish Dev .D, *DECE., D.F.T.*
Mr. Siva C Naveen Sundar, *B.A.*
Mr. T. Vijayakumar, *D.F.T.*
Mr. M. Dinesh Kumar *D.F.T.*
Mr. L. Jeevaraj, *B.E.*
Mr. M. Balasubramaniam, *B.Com.(C.A.)*
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Mr. Srinivasan .V
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Mr. M. Kaviyarasu
Ms. J. Jacquelin
Mr. Basker .G
Mr. K. Yoganantham
Mr. K. Ashok
Mr. J. Venkatesan

Mr. V. Rajapandian
Mr. P. Rupan Kumar
Mr. H. Sathish
Mr. J. Vicky, B.A.
Mr. N. Sathish Kumar
Mr. Yokeshwaran G
Ms. Umavathy
Ms. G. Ramanamma
Ms. C. Uma
Ms. P. Bakkyalakshmi

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Ms. R. Saroja, B.A.
Ms. K. Manjula, M.A.
Ms. Manissha A, B.E.
Ms. Vigneshwari M, M.C.A.
Ms. Maheswari Ragavendran, B.Tech.
Mr. G. Anbu, B.B.A.

CALENDAR 2022

JANUARY

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CALENDAR 2023

JANUARY

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AUGUST

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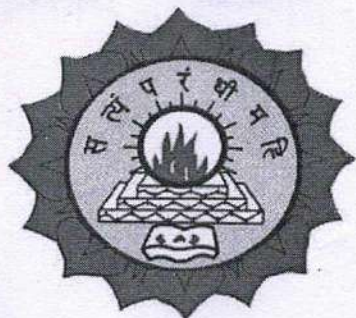
NOVEMBER

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DECEMBER

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**2022-2023 has been designated
as the year of “Vikas”-Development**



**M.O.P VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)**

ACTIVITY PLANNER 2022-2023

UG DEPARTMENTS


M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS), CHENNAI 600034

DEPARTMENT OF ECONOMICS AND PUBLIC POLICY

ACTIVITY CALENDER JUNE 2022- APRIL 2023

B.A. ECONOMICS

S. NO.	DATE/MONTH (Tentative)	EVENT (PROPOSED)
1.	September 2022	EQ - Interschool Economics Quiz
2.	September 2022	Guest Lecture Subject : Entrepreneurship Development and Small Business Management Proposed Topic Start-Up challenges
3.	September 2022	Guest Lecture Subject : Indian Economy Proposed Topic Indian Economy – Impact of war on Indian Economy
4.	September 2022	Guest Lecture Subject : Socio-Economic Policy Proposed Topic Information asymmetry and role of media
5.	September 2022	Event: ARTH – Intramurals
6.	September 2022	Event: ARTH – Inter-Collegiate
7.	October 2022	Event: Young Economists Summit Proposed Theme: Climate Economy
8.	December 2022	Event: Power Talk 1
9.	January 2023	Event: Power Talk 2
10.	February 2023	Guest Lecture Subject : Development Economics Proposed Topic Foreign aid in development
11.	February 2023	Guest Lecture Subject : Intermediate Microeconomics


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		Proposed Topic Game Theory in Decision Making
12.	February 2023	Guest Lecture Subject : Marketing Management Proposed Topic Digital marketing
13.	February 2023	Event: Union Budget Panel Discussion
14.	February 2023	Conference On Challenges To Development
15.	March 2023	Guest Lecture Subject : Econometrics Proposed Topic Econometric Models for Research
16.	March 2023	Guest Lecture Subject : Intermediate Macroeconomics Proposed Topic Study of Macroeconomic Variables
17.	March 2023	Guest Lecture Subject : Demography Proposed Topic India's Population Advantage

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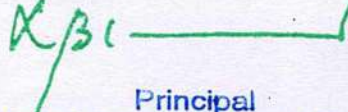
M.O.P VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
CHENNAI- 600 034
(College Affiliated to University of Madras and Re-accredited at "A++"
grade by NAAC)
ACTIVITY PLANNER
2022-2023
B.COM ACCOUNTING AND FINANCE SHIFT – I

S.NO	DATE	EVENT NAME/TOPIC
1.	Last week of July,2022	Guest Lecture for II B. Com A & F Shift I EDSBM The path Travelled Resource Person: Ms. Logeswari Entrepreneur- Eventiaa
2.	First week of August,2022	Guest Lecture for III B. Com A & F Shift I on Financial Reporting – Journey from AS to Ind AS Resource Person : Ms Janani Vijayakumar- Partner Santhana Krishnan Vijayakumar and Associates
3.	Second week of August, 2022	Guest Lecture for I B. Com A & F Shift I Principles of Management Corporate Planning& Strategic Management Resource Person: Ms. Sreenidhi Independent Trainer
4.	Second Week of August,2022	Workshopfor II B. Com A & F Shift I -EDSBM Business Model Canvas Creation Resource Person: Ms. Padmaja Priyadharshini Entrepreneur
5.	Second week of August,2022	Guest Lecture for III B. Com A & F Shift I on Capital Gains –Tax planning Resource Person :Ms.Soundarya Independent Tax Consultant.

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6.	Second week of August,2022	Orientation Program for I B. Com A & F Shift I Ms. Varshini, KPMG- & Anushrutha Ravikumar EY
7.	Second week of August,2022	Career Counselling Program for II B. Com A & F Shift I on Balance Professional and College Life Ms Trishla Bora, PKF Sridhar & Santhanam LLP
8.	Third week of August,2022	Pros and Cons of Lean Management Policy Mr.Sathyanarayanan Delivery Manager, TCS
9.	Third week of August,2022	Guest Lecture for II B. Com A & F Shift I –EDSBM- Emerging Entrepreneurship Trends in India Resource Person- Mr.Sathish Director and Entrepreneur Satz Advisor.
10.	Third Week of August 2022,	Guest Lecture for III B. Com A & F Shift I on Tax Planning Vs Tax Evasion Resource Person: Mr.Veerabhagu Income Tax Officer
11.	First week of September,2022	Guest Lecture for III,II and I B.Com A & F Shift I on Emotional Intelligence Mr. Kuppaswamy TCS
12.	Second week of September,2022	Busibee
13.	Third week of September,2022	Career Counselling Program for III B. Com A & F Shift I Topic: Careers in Finance CA . Vital Raj
14.	Third week of September,2022	Guest Lecture for II B. Com A & F Shift I on Audit Report and Auditing Standards CA Aranganayaki
15.	Third week of September,2022	Guest Lecture for II B. Com A & F Shift I Consumer Protection Act 2019 Dr.Mamtha Pathani


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16.	Fourth week of September,2022	Tax lab Event
17.	Third week of October,2022	Guest Lecture for I B. Com A & F Shift I on Successful Women Leaders Ms. Samyuktha Manager Strategy and Growth Organisation
18.	First week of December,2022	Career Counselling Program for III B. Com A & F Topic: Careers opportunities in Banking Sector Mr. Ramesh Sharma Reliable Data Services
19.	Second week of December,2022	Guest Lecture for II B. Com A & F Shift I Empowering Consumer on Consumer Rights Dr Vijayathilakam
20.	First week of January,2023	Career Counselling Program for III B. Com A & F- S1 Topic: Careers in HR Mr. Abinav and Mr. Vinod, TCS
21.	Third week of January,2023	Guest Lecture for III B. Com A & F Shift I Filing of Returns and Matching of Input Tax Credit C A Balakrishnan BSD Associates
22.	Fourth week of January,2023	Guest Lecture for II B. Com A & F Shift I on Winding up of a Company CA Tharmaraj
23.	Second week of February,2023	Guest Lecture for I B. Com A & F Shift I on New Era Market Research Mr. Amalan Siluvai
24.	First week of February,2023	Guest Lecture for II B. Com A & F Shift I on Transparency in Trade and Sustainability Mr. Pattabiraman
25.	First Week of March, 2023	Ted talk for I B. Com A & F Shift I on Self Efficacy & Growth Mindset Ms. Anuradha Sivakumar Freelance Trainer Singapore

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CHENNAI- 600 034

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**ACTIVITY PLANNER
B.COM FINANCE AND TAXATION**

ACADEMIC YEAR 2022- 2023

S.NO	DATE	EVENT NAME/TOPIC	HOURS/ BUDGET
1.	Fourth week of August,2022	Guest Lecture for I B. Com (F and T) on Pros and cons of Lean Management Policy by Mr. Sathish Rajendran, Director and Entrepreneur, Satz Digital.	2 hrs Rs.2,000
2	Second week of September, 2022	Guest Lecture for I B. Com (F and T) on Good Control leads to better Planning by Ms. Sreenidhi, Independent Trainer and counsellor – Alumni 1999-2002 batch	Gift worth Rs.1,000
3	First week of October,2022	Guest Lecture for I B. Com (F and T) on Modern leadership style and techniques by Mr. Cherian Kunnath Kunnath papers sales head Founder pack paper and boards.	2 Hrs Rs.2,000
4	Second week of October,2022	Guest Lecture for I B. Com (F and T) on Cryptographic hash function by Mr. Vignesh. S (Executive Director and Chief Business Officer IPPOPAY	2 Hrs Rs. 2000
5.	First week of November,2022	One day event by students based on POM	
6.	First week of February, 2023	One day Extension Activity	Yet to Decide
7.	Second week of February,2023	One Day Industrial Visit for I. BCOM F and T	One day Industrial visit Transportation Rs. 10,000
8.	First week of March,2023	Guest Lecture for I B. Com (F and T) on Changes and Challenges on Consumer Behaviour	Yet to Decide

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9.	Fourth week of March,2023	Guest Lecture for I B. Com (F and T) on Decision making under risk and uncertainty	Yet to Decide
10.	First week of April,2023	Guest Lecture for I B. Com (F and T) on Recent Marketing techniques with AI	Yet to Decide
11.	Third week of April,2023	One day event by students of I B. Com (F and T) on Practical marketing techniques	Yet to Decide

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B.COM ACCOUNTING AND FINANCE – SHIFT II
ACADEMIC CALENDAR JUNE 2022 - MARCH 2023

DATE	EVENT
July 3 rd Week 2022	<ul style="list-style-type: none"> • Community Service On the Theme – Vikas – Development in collaboration with <ol style="list-style-type: none"> 1. Agal Foundation 2. Sevalaya 3. Bhumi Foundation
July 4 th Week 2022	<ul style="list-style-type: none"> • Guest Lecture – Practical Auditing - The Art of Cross-Examination- Equipping the Auditor for the Courtroom (3 hrs) • Internal Academic Audit
August 2 nd and 4 th Week	<ul style="list-style-type: none"> • Internal Academic Audit
September 1 st Week 2022	<ul style="list-style-type: none"> • Guest Lecture – EDSBM- Entrepreneurship – Focusing at the Grass roots (2 Hrs)
September 2 nd Week 2022	<ul style="list-style-type: none"> • Internal Academic Audit
September 3 rd Week 2022	<ul style="list-style-type: none"> • Guest Lecture – Financial Reporting -Sustainability Reporting (1 Hr) • Guest Lecture – Legal Systems of Business- The Money Laundering Act 2022 (2 Hrs)
September 4 th Week 2022	<ul style="list-style-type: none"> • Field Visit - Caterpillar (II Year) • LUMINISCENCE – Intra Mural Club Activities • Guest Lecture – Income Tax - Tax Planning for Individual Assessee (2 hrs) • One day business on campus – EDSBM • Internal Academic Audit

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October 1 st Week 2022	<ul style="list-style-type: none"> • The Career Launchpad Series <ul style="list-style-type: none"> - Success in the Civil Services Examinations & Career (1 hr) - Entrepreneurial Opportunities in the Arts and Culture (1 hr)
October 2 nd Week 2022	<ul style="list-style-type: none"> • Guest Lecture – Principles of Management - Coordination and supervision in the modern era (1 hr) • Internal Academic Audit • Outbound Training – III Year (1 Day)
January 4 th week 2023	<ul style="list-style-type: none"> • Guest Lecture – Marketing Management - Recent Trends and Evolution in Marketing (1 hr) • Environmental Promotion Activities - “My Green Neighbourhood” (Plant a Sapling Activity) • Internal Academic Audit
February 1 st Week 2023	<ul style="list-style-type: none"> • Guest Lecture – Company Law - Practical Aspects of Companies Act 2013 (1 hr) • Release of the Journal - Lumiere
February 2 nd Week 2023	<ul style="list-style-type: none"> • Guest Lecture – Advanced Corporate Accounting - Overview of Insolvency and Bankruptcy Code 2016 (1 hr) • Internal Academic Audit
February 4 th Week 2023	<ul style="list-style-type: none"> • Internal Academic Audit
March 1 st Week 2023	<ul style="list-style-type: none"> • Guest Lecture – International Trade - New regime of Foreign Trade Policy and Export Promotion Schemes of India (2 hrs)
March 2 nd Week 2023	<ul style="list-style-type: none"> • Guest Lecture – Business Taxation - GST Records and Returns (1 hr) • Exhibition - Sampada – SAPM • Internal Academic Audit
March 3 rd Week 2023	<ul style="list-style-type: none"> • The Career Launchpad Series <ul style="list-style-type: none"> - Key to success in the CAT examinations (1 hr) - Workplace Gender Equality (1 hr) • External Academic Audit

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DEPARTMENT OF COMMERCE (B.COM MARKETING MANAGEMENT)

**ACADEMIC CALENDAR
JULY 2022 - MARCH 2023**

PROGRAMME GOAL - YEAR DEDICATED TO THE DEVELOPMENT OF WOMEN ENTREPRENEURSHIP, INNOVATION AND DIGITAL SKILLS

PROGRAMME THEME – PINK MARKETING

S NO	PROPOSED DATE	ACTIVITY / EVENT	ACTIVITY / EVENT DESCRIPTION	ACTIVITY DURATION	CLASS
1	4 th Week of July 2022		Conduct of Internal Academic Audit	1 Hour	Faculty
2	2 nd Week of August 2022	EXTENSION ACTIVITY	Extension Activities to begin in collaboration with WASTED 360 – MOU to be signed	4 Months	II MM / III MM
3	2 nd Week of August 2022		Conduct of Internal Academic Audit	1 Day	Faculty
4	3 rd Week of August 2022	CAPACITY BUILDING PROGRAM (ENGAGE - 3 Days Marketing Boot Camp)	Session 1 - B Plan Writing and Business Canvas Model Creation for new age entrepreneurs (Workshop)	2 Hours	II MM
			Session 2 - Digital Marketing for Starters & Search Engine Optimization Techniques (Workshop)	2 Hours	III MM
			Session 3 - Practical insights into redemption of debentures and valuation of shares (Lecture)	2 Hours	II MM
			Session 4 - Creative Advertising & Brand Management Strategies in the Digital Era (Lecture)	2 Hours	II MM
			Session 5 - Process costing for Marketing Managers (Online) (Lecture)	2 Hours	III MM
			Session 6 - Applications of Sports Analytics (Online) (Lecture)	2 Hours	II Year CBE
5	3 rd Week of August 2022	CAREER COUNSELLING PROGRAM	One Day Career Counselling Workshop by Distinguished Alumni - Taking charge of your career & redefining career strategies	3 Hours	III MM
6	4 th Week of August 2022	INTERNSHIP	Internship Report Submission	NA	III MM
7	4 th Week of August 2022		Conduct of Internal Academic Audit	1 Hour	Faculty

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S NO	PROPOSED DATE	ACTIVITY / EVENT	ACTIVITY / EVENT DESCRIPTION	ACTIVITY DURATION	CLASS
8	1 st Week of September 2022	Library Visit		1 Day	II MM
9	2 nd Week of September 2022	Conduct of Internal Academic Audit		1 Hour	Faculty
10	2 nd Week of September 2022	Mentoring		1 Week	I MM / II MM / III MM
11	3 rd Week of September 2022	STUDENT CLUB ACTIVITY	KOTLERZ KLAN (Intra Mural competitions)	1 Day	I MM / II MM / III MM
12	3 rd Week of September 2022	STUDENT JOURNAL	Release of Student Magazine - PUBLICITE		
13	4 th Week of August 2022	INTERNSHIP	Internship Viva		
14	4 th Week of September 2022	EXPERIENTIAL LEARNING ACTIVITY	Business on Campus - The Market Place	1 Day	II & III MM
15	4 th Week of September 2022	Conduct of Internal Academic Audit		1 Hour	Faculty
16	4 th Week of September 2022	EXPERIENTIAL LEARNING ACTIVITY	One Day trip & Factory visit in Pondicherry (Lenovo and Sri Aurobindo Paper Factory)	1 Day	II MM
17	1 st Week of October 2022	Internal Components Submissions, Conduct of Class tests and Class room activities		1 Week	I MM / II MM / III MM
18	2 nd Week of October 2022	PARTICIPATIVE LEARNING ACTIVITY	Ice Breaker – One-day Exhibition on Management Principles	1 Day	I MM
19	2 nd Week of October 2022	Conduct of Internal Academic Audit		1 Hour	Faculty
20	4 th Week of October 2022	Conduct of Internal Academic Audit		1 Hour	Faculty
21	4 th Week of October 2022 & 1 st Week of November 2022	SUPPORT INTERVENTIONAL PROGRAM (SIP)	Tracking the Performance of Slow Learners / Advanced Learners	1 Week	I MM / II MM / III MM
END OF ODD SEMESTER					

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S NO	PROPOSED DATE	ACTIVITY / EVENT	ACTIVITY / EVENT DESCRIPTION	ACTIVITY DURATION	CLASS
22	4 th Week of December 2022		Conduct of Internal Academic Audit	1 Hour	Faculty
23	2 nd Week of January 2023		Conduct of Internal Academic Audit	1 Hour	Faculty
24	3 rd Week of January 2023	CAPACITY BUILDING PROGRAM (ENGAGE)	Session 1 - The Business of Entertainment (Lecture)	2 Hours	I Year NME
			Session 2 - International Sales & Logistics (Lecture)	2 Hours	II MM
			Session 3 - e-Age Retail Trends (Lecture)	2 Hours	II MM
25	4 th Week of January 2023		Educational Trip (Service Provider – Elements 5)	3 Days	III MM
26			Conduct of Internal Academic Audit	1 Hour	Faculty
27	1 st Week of February 2023		Mentoring	1 Week	I MM / II MM / III MM
28	2 nd Week of February 2023		Conduct of Internal Academic Audit	1 Hour	Faculty
29	3 rd Week of February 2023		Internal Components Submissions, Conduct of Class tests and Classroom activities	1 Week	I MM / II MM / III MM
30	4 th Week of February 2023	PARTICIPATIVE LEARNING ACTIVITIES	Marketing Express - One Day Product Launch Activity	1 Day Classroom Activities	I MM
			Environmental Promotion Activity - Path Breakers - One Day Exhibition on UNSDGs		I MM
			Trade Zone - Student Round Table Conference - GST Council		III MM
			Retail Spaces - Visual Merchandising & Retail Layout Designing		II MM
31	4 th Week of February 2023		Conduct of Internal Academic Audit & External Academic Audit	1 Day	Faculty
32	1 st & 2 nd Week of March 2023	SUPPORT INTERVENTIONAL PROGRAM (SIP)	Tracking the Performance of Slow Learners / Advanced Learners	1 Week	I MM / II MM / III MM
33	2 nd Week of March 2023		Conduct of Internal Academic Audit & External Academic Audit	1 Day	Faculty
34	3 rd Week of March 2023		Conduct of External Academic Audit	1 Day	Faculty
END OF EVEN SEMESTER					

Dr. Nisha V
Head - BCOM (MM)

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M.O.P VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

B.Com Corporate Secretaryship

Academic Calendar 2022-2023

Odd Semester (July 2022 –November 2022)

Tentative Date	List of Events
II week of August	Industrial Visit Guest Lecture Forensic Audit & Investigation Resource Person : Yet to confirm Class & Strength: II YEAR B.COM CS (80 STUDENTS) Hours Required: 1.5 HRS
III week of August	Career Guidance Ms.Vani Pradeep , Alumni ,Author class & strength: III YEAR B.COM CS (77 STUDENTS) Hours Required: 1 HR Akriti <ul style="list-style-type: none">• Reissue and Fresh Issue of shares
I week of September	Guest lecture (i) Liquidation & Voluntary Liquidation Resource Person : CS Palaki Agarwal, Company Secretary class & strength: III YEAR B.COM CS (77 STUDENTS) Hours Required: 1.5 HRS

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I week of September	Guest Lecture Registration of Documents under Indian Judicial system – Practical Aspects class & strength: II YEAR B.COM CS (70 STUDENTS) Hours Required: 1.5 HRS Resource Person : Ritika Makesh, Attorney Akriti Festive stall
I week of October	Corpo Fest – Edition 1 Day 1 - Intramural Competition – CORPO RAPPO 2022 Day 2 - Theatre Play Competition/Screening – Management Principles based on Mahabaratha. Day 3 – Akriti Workshop on Skill development Day 4 – Inter-Commerce Departmental Competition - Tax Bee Day 5 - Business on Campus

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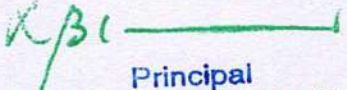
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B.Com Corporate Secretaryship

Academic Calendar 2022-2023

Even Semester (July 2022 –November 2022)

I week of December	Career Guidance Resource Person Yet to be identified class & strength: III YEAR B.COM CS (77 STUDENTS) Hours Required: 1 HR
II week of December	Guest Lecture Recent developments and amendments in Companies Act No of hours :1.5 hour
III week of February	Guest Lecture A journey into Forensic investigation
I week of February II week of February	Guest Lecture Trading in Stock Market-A practical Approach GST Exhibition
III week of February	Guest Lecture Information Technology in Compliance Management Resource Person Yet to be identified


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**DEPARTMENT OF COMMERCE
(HONOURS)**

**ACADEMIC CALENDAR FOR THE
YEAR 2022-2023**



M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600 034

DEPARTMENT OF COMMERCE (HONOURS)

ACTIVITY CALENDAR ODD SEMESTER FROM AUGUST 2022- NOVEMBER 2022

DATE	ACTIVITY
2 nd Week of August 2022	Guest Lecture – Advanced Accounting- II - III B.Com Honours Resource Person Mr. Balaji Nagamani Chartered Accountant
3 rd Week of August 2022	Technical Skill course - Forensic Audit - III B.Com Honours Resource Person Ms. CA.Smriti Chandrasekar CA , Consultant CII CISD
3 rd Week of August 2022	Guest Lecture- Accounting for Companies -II B.Com Honours Resource Person Mr. Balaji Nagamani Chartered Accountant
3 rd Week of August, 2022	Career Counselling session by the alumni of the programme - III B.Com Honours
1st week of September, 2022	One day Workshop on Cyber Audit – II B.Com Honours and III B.Com Honours Resource Person Mr.Vital, Chartered Accountant Mr. Bala, Chartered Accountant
15 th September 2022	ED Stalls set up - III B.Com Honours
3 rd Week of September, 2022	Guest Lecture on Corporate Law for II B.Com Honours Resource Person Mr.Arvind R Sarathy Company Secretary and Prolific Quiz Master Founder, “X Quiz It”
29 th September, 2022	“ESPRIT” Club -Intra Mural Activities

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4 th week of September, 2022	Participation in extension activities as a part of the Year of Vikas by the students of III B.Com Honours.
1 st Week of October 2022	Guest Lecture – Business Laws - I.B.Com Honours Resource Person Ms. Bhavishya Sri
1 st week of October, 2022	Industrial visit for II B.Com Honours Good leathers, Manufacturing Company
3rd Week of October 2022	Guest Lecture - Auditing and assurance - III B.Com Honours Resource Person Ms.P.Bhavishya Sri Chartered Accountant
1 st Week of November 2020	Guest Lecture -Taxation - II B.Com Honours Resource Person Mr. CA.C. Muthu palaniappan Faculty, M/s Yopozone Consulting Private Limited
3 rd Week of November 2020	Guest Lecture - Indirect taxation - II B.Com Honours Resource Person Ms.CA.S.Renukha Partner M/s J.Murali & Co.
3 rd Week of November 2022	One day exhibition on Indirect taxation - II B.Com Honours

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DEPARTMENT OF COMMERCE (HONOURS)

ACTIVITY CALENDAR EVEN SEMESTER FROM DECEMBER 2022- APRIL 2023

DATE	ACTIVITY
2 nd Week of December, 2022	Guest lecture - Cost Accounting - I B.Com Honours Resource Person Mr. CMA.MohammadAsthaAnathan Faculty, Bharadwaj Institute
1 st Week of January 2023	Financial Modelling (Technical skill) - III B.com Honours Resource person Mr. Kamal Kishore (Lead instructor & CFA, program mentor, CA,IMSProschoo Chennai division
1 st week of February 2023	Guest Lecture - Industrial Laws - I.B.Com Honours Resource Person Ms. CA.Priyanka Jain LLB partner in M Bohra & Associates
1 st week of February, 2023	One day Seminar on Financial Planning and Security Markets Resource Person Mr.Ganesan Vice President, SIFY.
3 rd Week of February 2023	Guest lecture -Management Accounting - I B.Com Honours Resource Person Mr. CMA.MohammadAsthaAnathan
4 th Week of February 2023	Guest lecture - Introduction to Auditing - II B.Com Honours Resource Person Mr.CA.K.Shriram Partner,M/s Yopozone Consulting Private Limited
3 rd Week of March 2023	Guest Lecture -Strategic Financial Management - II B.Com Honours Resource Person Mr.CA.G.Saimukundhan Founder Director M/s Yopozone Consulting Private Limited

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4 th Week of March 2023	Guest lecture -Business Accounting- I B.Com Honours Resource Person Mr.G.Saimukundhan Founder Director M/s Yopozone Consulting Private Limited
2 nd Week of April 2023	Career Counselling session- III B.Com Honours

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M.O.P. VAISHNAV COLLEGE FOR WOMEN
DEPARTMENT OF MANAGEMENT STUDIES
BBA - ACTIVITY PLANNER (2022-2023)

(Updated)
(Aug 2022)

S.No	Tentative Timeline	Activity	Event Description
1	August 2022- Week 2	Alumnae Speak	
2	September 2022- Week 1	Industry Institution Interface (III Week) - Phase 1	1. Guest Lectures (12 Sessions) 2. Career Guidance Sessions (4 Sessions)
	September 2022- Week 2	Business On Campus	
3	September 2022 - Week 3	Intramural Club Activity	
4	October 2022 - Week 2	Zest - Intercollegiate Club Activitiy	Common activity for all programmes under DOMS
6	October 2022 - Week 4	M.O.P. CARES Week	Activities under the college theme of "Vikas"
5	December 2022-Week 3	Ignite - National Level Student Convention	
7	December 2022 - Week 4	Alumni Meet	Common activity for all programmes under DOMS
8	January 2023 - Week 2	M.O.P. Bazaar	
9	February 2023 - Week 1	Swabhiman - Skill Development Week	1. B-Plan Workshop (1 Session) 2. B-Plan Competition 3. Idea Generation Camp (1 Session) 4. Entrepreneurial Success Stories (4 Sessions)
10	February 2023 - Week 2	Annual Student Paper Presentation Competition	
11	March 2023 - Week 1	Industry Institution Interface (III Week) - Phase 2	1. Guest Lectures (12 Sessions) 2. Field Visit (4 Visits @ 2 per Shift)

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DEPARTMENT OF MATHEMATICS

ACTIVITY PLANNER (JULY 2023 - APRIL 2024)

S.No	NATURE OF THE EVENT	TOPIC	BUDGET - Amount (Rs.)
1	VIRTUAL WORKSHOP	Mathematics - Hidden tools 1. Hands on training in Geogebra 2. Hands on training in LaTeX	6000
2	GUEST LECTURE - COURSE SPECIFIC	1. Linear Algebra - Introduction and its applications 2. Differential Equations - Introduction to Partial differential Equations. 3. Graph theory - On Ramanujam Graphs 4. Discrete Mathematics.	8000
3	INTRAMURAL	Integreat	Nil
4	INTER-DEPARTMENTAL ACTIVITY	Math \forall / Sine me up	1000
5	INTER-COLLEGIATE ACTIVITIES	Mathbeat/ Quadratic Questers	Nil
6	GUEST LECTURE	1. Applications of operation research 2. Scope of Mathematicians in Acturial Science	4000
7	WORKSHOP	1. Actuarial Mathematics 2. Workshop on IIT - JAM Aspirants	6000
8	SEMINAR	1. Recent trends in Mathematical modeling (National) 2. Cryptography from Ancient times to modern times (National)	40000
		Total	65000

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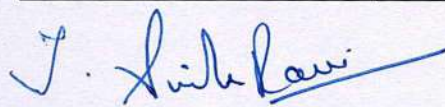


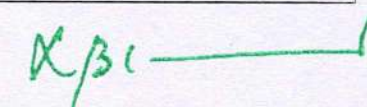
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Academic Calendar 2022-23

B.Sc. Computer Science	
Tentative Date	List of Events
17.08.2022	A Guest lecture on Machine Learning Meets Big Data Resource Person: Dr.S.Chitrakala Professor, Department of Computer Science & Engineering College of Engineering Guindy, Anna University, Chennai
24.08.2022	A Guest lecture on Introduction to Artificial Intelligence Resource Person: Mr. Ramasubramanian Sankaran General Manager, Delivery Head (Telecom & Networking Division), HCL Technologies, Chennai.
13.09.2022	International Programmer's Day Celebrations
24.09.2022	Inter Collegiate Activities- OLAP 2022
28.09.2022	Interdepartmental Activities – TechGen 2022
IV Week of September	(i) A Guest Lecture on Cyber Psychology (ii) A Guest Lecture on NoCode Tools
I Week of October	Career Counselling on “Goal Setting to be IT industry Ready”
II Week of October	Workshops (i) Topic : NoSQL Database (ii) Topic : Bioinformatics
05.12.2022 to 15.12.2022	National Level – Faculty Development Programme
17.12.2022	International Cyber Day Celebrations
III Week of January	A Guest lecture on High Performance Computing
III Week of February	Workshop Topic : Image Processing
IV Week of February	Workshop Topic : Microcontroller


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DEPARTMENT OF INFORMATION TECHNOLOGY

PROGRAMME – B.C.A

CALENDAR OF EVENTS – ACTIVITY PLANNER

JULY 2022 – MARCH 2023

SNO.	DATE	EVENT	TITLE
1	23.08.2022	Guest Lecture - 1	Metaverse
2	September	Guest Lecture - 2	Visual Graphics
3	13.09.2022	International Programmers' Day	(Common to the Department of IT)
4	September	Workshop 1	Scilab
5	September	Career Counselling & Alumni Talk	
6	24.09.2022	OLAP – Intercollegiate activities	(Common to the Department of IT)
7	October	Guest Lecture - 3	Open source Operating System for IoT
8	October	Guest Lecture - 4	Robotics and Automation
9	October	Workshop - 2	IoT
10	05.11.2022	THE HASH CLUB-BCA (Club Activities)	
11	17.12.2022	International Cyber Day	(Common to the Department of IT)
12	December	Guest Lecture - 5	API
13	December	FDP	(Common to the Department of IT)
14	January	Guest Lecture - 6	UI /UX Design
15	January	Workshop - 3	Wireshark
16	February	Guest Lecture - 7	5G Technology
17	February	Workshop - 4	No code / Low Code

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B.A. SOCIOLOGY
Activity Planner Budget 2022-23

S.No	Event	Budget
1	Intra-mural Competitions	10,000
2	Manorama Paper Presentation Competition	3,000
3	Project Proposal Competition	2,000
4	Workshops	50,000
5	International seminar	1,40,000
6	Seminar series sessions	20,000
7	Guest Lectures	33,000
8	Centre for Women Studies	20,000
	Total	2,78,000

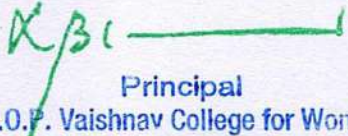
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B.A. SOCIOLOGY
Activity Planner 2022-23

S.No	Event	Date/Month	Resource Persons / Chief Guest	Expenses related & Requirement	Durati on	Budget
1	Intra mural Competitions: Events (5-On Stage & 5 Off-stage)	19 th September 2022.	Judges for the Events	Event Prizes, certificates & Mementos for Judges	2 days	10,000
2.	Manorama Paper Presentation Competition. Endowment award – Topic: “National Environment Concerns -Who is Accountable”.	December 2023	Judges for the Events	3 Group prizes & 2 Mementos	3 hrs	3,000
3..	Project Proposal Competition on Social Entrepreneurship.	November 2022	Judges for the Events	Mementos	3 hrs	2,000
Total						15,000


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Workshops

S.No	Title of the workshop	Date/Month	Resource Persons.	Duration	Expenses related Requirement.	Budget
1	Social Entrepreneurship- (7 Days Certificate Course) III years -50 students. Field Visit 1 day	August 2022	CSIM	7days	Rs. 500 (per student)*50 as Quoted by CSIM Bus Charges	25,000 15,000
2	Herbal Gardening or Naturopathy – AYUSH . II B.A Sociology	September 2022.	Arignar-Anna-Government Hospital of Indian Medicine. Arumbakkam. Chennai.	3hrs (1 ½ hr 2 days also ok)	Honorarium	3,000
3	Fabric Recycling or Waste Cloth recycles. 200 students online	October 2023.	Ms.Shambavi Entrepreneur on Waste Cloth Recycling	3hrs	Honorarium	2,000.
4.	Documentary Making	December 2022	Yet to finalize	5hrs	Honorarium	5,000
					Total	50,000

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International Symposium

S.No	Title	Date/ Month	Resource Persons.	Expenses related Requirement.	Budget
1.	Inauguration Title: Women & Health S1- Women & Global Health Ethics S2- Sexuality and Reproductive Health S3&S4	October 2023	Inaugural Speech: Dr.Sudha Seshayyan M.S. Vice chancellor, MGR Medical University, Tamilnadu OR Dr. Kamala Selvaraj, Director, GG Hospital, <u>Session 1.</u> 1. Ms. Persis Neumann, Fulbright Scholar, Adjunct Faculty, Department Of Global Health & Ethics, Duquene University, Pittsburg, USA <u>Session 2.</u> Dr.Asha .K Scientist, Health Science Division ICMR, Bengaluru <u>Session 3</u> Speaker –Psychologist <u>Session 4</u> Speaker –Psychologist	Invite, Brochure & Kit . Transport and Accommodati on for 1 person from Bangalore Honorarium for 4 resource persons & Chief Guest (5,000+5000* 4) Refreshments &lunch for All Certificates and other organizing requirements	20,000 25,000 25,000 50,000 20,000
Note: Registration fee Rs.500 & Students Rs.300 Total					1.40,000/ -

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Lecture Series on Title: Women In Politics

S.No	Title	Date/Month	Resource Persons.	Duration	Budget
1.	S1-Political Representation of Women In India. S2-Women's Participation Local Body elections S3-Feminization of Electoral politics	November /December	Session 1 : Session 2 Ms.Varsha .B Session 3 1.Tara Krishna Swamy Activist, Co-Founder Political Shakthi Bengaluru.	1 day	20,000

Guest Lectures

S.No	Tentative Dates	Topic	Resources Persons	Duration	Budget
1.	August 2022	Relevance of Sociology for UPSC Exams Followed by badge distribution to People's Club office bears.	Tmt. Pallavi Baldev I.A.S. Chief Executive Officer. Vaazhndhu Kaattuvom Project, 5th Floor, Tamil Nadu Small Industries Development Corporation Limited, Thiru Vi Ka Industrial Estate, Chennai - 600 032 (044) 434 43200 tnrtppstate@gmail.com	3hrs	3000
2.	10-08-2022	Gender And Development	Dr. Binitha Thampi		10x2000= 20,000
3.	20-09-2022	Theory In Action	Dr V. Sujatha		
4.	11-10-2022	Team Building	Mr V.P.Krishnakumar		
5.	17-08-2022	Violence Against Women.	Dr. Sumithra Prasad KVJ		
6.	07-09-2022	Successful Leadership Styles For Today's Millennial.	Ms. Priyanka V, Founder Firefly mental health		

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7.	25-08-2022	Indian Mythology & Way Of Living	Dr. G. Suresh, Siromani Assistant Professor In Sahitya, The Madras Sanskrit College		
8.	15-09-2022	Global Challenges Of Reproductive Health	Ms. Persis Neumann Adjunct Faculty, Department Of Global Health & Ethics, Duquene University, Pittsburg, USA.		
9.	17-10-2022	Dravidian Politics And South Indian Social Movement	Dr. C Lakshmanan Associate Professor, MIDS		
10.	August 2022	Chennai Safe City	IPS Chennai		
11.		Career Counselling Special lectures.	5 speakers x 2hrs	2hrs	10,000

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Centre for Women Studies

S.No	Title of the Lecture	Date/Month	Resource Persons.	Expenses related Requirement.	Budget
1	Gender Sensitization	August, 2022	Pranavi Jay Founder, HER-D	Honorarium	2,000
2	Human Trafficking in India.	October 2022	Ms. Sunitha Krishnan, Founder, Prajjwala NGO Bengaluru	Travel & Honorarium	6,000
3	The Unborn Girl Child – At birth sex ratio as an indicator of female foeticide	October 2022	Ms. Buvaneswari Mahalingam, Education Specialist, UNICEF	Honorarium	2,000
4	Inter Departmental Activities. Theme :Women (Quiz, Collage, Poster Making ,Video Making, Mime)	March 2023	Judges for the Events will be finalized in February 2023.	Event Prizes, certificates & Mementos for Judges	10,000
				Total	20,000

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Rs. 1,250/- per
Guest lecture

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CHENNAI-34
B.A. JOURNALISM
Activities for the academic year
2022-2023

4/

ODD SEMESTER

GUEST LECTURES

SEMESTER I

S.No.	Topic	Course	Resource Person	Schedule
1	Beat Reporting	Basics of Journalism	Janani Sampath	August 2022
2	Transportation Beat	Reporting & Writing (practical)	Sunitha, The Hindu	September 2022
3	Reporting for Online media	Basics of Journalism	Nivetha Sekar, NIE	October 2022

SEMESTER III

S.No.	Topic	Course	Resource Person	Schedule
4	Judicial Overreach and activism	Introduction to Indian Constitution	To be identified	October 1st week, 2022
5	Discussion of a current issue related to constitution	Introduction to Indian Constitution	To be identified	
6	Political reporting	Political issues in India (practical)	C.S. Kotteswaran, Senior correspondent, DTNext	Sept/Oct 2022
7	Podcasting -the future of radio?	Reporting for radio	Jaisakthivel, Assistant Professor, University of Madras	September 2022

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SEMESTER V

S.No.	Topic	Course	Resource Person	Schedule
8	Psychodynamic therapies	Psychological Issues	From SCARF	August 3rd & 4th week
9	Reporting mental health	Psychological Issues	Jaya Sreedhar/ Geethika Mantri, Newsminute	August 1st week
10	Content Analysis of newspaper	Media research	To be identified	September 2022
11	India and her neighbours	International Relations	Radhakrishnan, Frontline	September 2022
12	Indo- Lankan relations	International Relations	Radhakrishnan, Frontline	September 2022

ODD SEMESTER

WORKSHOPS

1.	Editing Workshop- 2 days	Reporting & Writing (practical) Semester I	Swetha Kannan, Freelancer	September 2022
2.	Google fake news verification workshop	Semester V	Sam Daniel NDTV 24x7	September 2022

ODD SEMESTER

FIELD VISIT

SEMESTER III

Court Walk

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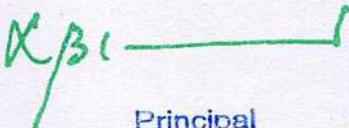
EVEN SEMESTER

SEMESTER II

S.No.	Topic	Course	Resource Person	Schedule
13	Discussion of a current issue	Social Issues	To be identified	-
14	Newspaper design	Publication design and DTP	Vincent D' Souza	January 2023

SEMESTER IV

S.No.	Topic	Course	Resource Person	Schedule
15	TV reporting	Reporting for Television	Sam Daniel, Principal Correspondent, NDTV	January 2023
16	News casting and presentation for television news	Reporting for Television	Raja Rajeshwari, News anchor, Puthiya Thalaimurai	January 2023
17	Budget analysis	Economic issues in India	To be identified	February 2023
18	Organizing Press conference	Media Relations- IDE	Nina Justin, Senior executive, 20:20 MSL/ Any other person available	January 2023


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SEMESTER VI

S.No.	Topic	Course	Resource Person	Schedule
19	Discussion of a current issue	Media Law & Ethics	Vidya Pinto, Lawyer, High Court, Chennai	January/February 2023
20	Development stories	Specialization	Nirupa Sampath, Journalist, DTNext	December/January 2023
21	Lifestyle stories	Specialization	Roshne Subramanian/ Rama Ramanan from TNIE	December/January 2023
22	Sports stories	Specialization	Srinidhi Ramanujan, ESPN, Chennai/ Neha Surana, Sports journalist, Deccan Chronicle	December/January 2023
23	How to file RTI?	Specialization	To be identified	February 2023
24	Media Ownership & Media power	Media and Society	A S Panneerselvan, former Readers' editor, The Hindu	January 2023
25	Women & Media	Media and Society	Dr. Uma Vangal	January 2023

EVEN SEMESTER

WORKSHOP

SEMESTER II

1	Workshop- 1 day	Photojournalism	To be identified	January/ February 2023
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**CHENNAI-34
B.A. JOURNALISM**

**PRESENT TENSE CLUB
Activities for the academic year
2022-2023**

S.No	Activity (proposed)	Schedule
1.	Intramural competitions <ul style="list-style-type: none">• Box speaker• Quiz• Headline writing• Meme making	September 2022
2.	Interdepartmental competitions <ul style="list-style-type: none">• Box speaker• Current Affairs Quiz• Meme Making• Channel Surfing	December 2022
3.	Intercollegiate- NEWSense <ul style="list-style-type: none">• Box Speaker• Quiz• Cartooning• TV Reporter Hunt• Crossword	January/ February 2023
4.	Alumni Talk- interactive sessions with Alumni of Journalism programme	Two day event in January 2023


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CHENNAI-34
B.A. JOURNALISM

BUDGET
Activities for the academic year
2022-2023

Sl no	Activities	No.	Amount
1	Guest lectures	25*	As per college allocation
2	Workshops	3	15,000/-
3	Field visits	2	College support for transportation

CLUB ACTIVITIES

Posters and invites- Rs. 200/-

Prizes and certificates- Rs. 7500/-

Judges- mementos from college

Guest lectures

From SCARF- 8 -10 hrs for Unit II

Sandhya Rajarathnam

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B.Sc. Visual Communication – Activity Planner 2022 – 2023

ACADEMIC YEAR 2022 – 2023

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Proposed Budget - Activity Planner enclosed

S.No	Activities	Amount in Rs.
1	Guest lectures (9 nos. x Rs.2000)	18000
2	Workshops (7 nos. x Rs.3000)	21000
3	Symposium - AdCon 2022 All about ads - A two day symposium- Broader theme - Changing dimensions of Advertising Remuneration for Guests - 6 X 2500= 15000 Creatives, Memento and Refreshment - 5000	20000
4	World Photography Day - Guest sessions and activities	5000
5	Journal - Thumbnail (10 Copies)	7500
6	Dil Se, A Masterclass Series (6 nos. x Rs.3000)	18000

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7	Create Club Activities Inauguration Intra - department Competitions (4 nos.) Inter - departmental Competitions (2 nos.) Peer Workshop (6 nos.) Alumni Networking Session (4 nos.) Valedictory	20000
8	Ministry of Innovation and Design Activities	5000
	Total	1,14,500
	Positives March 2023	Approx. 3,00,000

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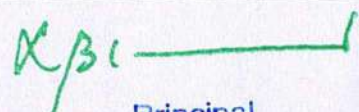
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ODD SEMESTER - CURRICULAR ACTIVITIES - PROPOSAL

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COURSE	GUEST LECTURE & RESOURCE PERSON	WORKSHOP & RESOURCE PERSON	FIELD VISIT
INTRODUCTION TO VISUAL COMMUNICATION	—	<ul style="list-style-type: none">1 day Workshop – Innovative Design Thinking - Ms. Muzna Nishath, Creative Strategist, The ToggleHub. (SEPTEMBER)1 day Workshop – Visual Merchandising (OCTOBER)	—
PHOTOGRAPHY	—	<ul style="list-style-type: none">Week long Studio demo Workshop – (In-house resource person) (SEPTEMBER) Mr. S. Venkataraaman, Macro Photographer	<ul style="list-style-type: none">1 day - Kovalam, Mahabalipuram1 day in ChennaiField trip -3 days
ADVERTISING	<ul style="list-style-type: none">Media planning – Ms. Rashmi Chowallor, Group Manager, GroupM (OCTOBER)	—	—


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PRINTING AND PUBLICATION DESIGN	<ul style="list-style-type: none">• Typography in UI Design, Mr. Saravanan Vijayakumar, Founder, Squaircle Digital Private Limited. (SEPTEMBER)	—	<ul style="list-style-type: none">• SIGA Printing Press• Printing Press of a publishing house
PRODUCTION TECHNIQUES	—	<ul style="list-style-type: none">• 1 day Workshop on Storyboard - Mr.B.Sainath, Illustrator and Cartoonist (AUGUST)• Production Techniques- 3-day Workshops (In-house resource persons) (AUGUST) Camera - Mr. Siva C Naveen Sundar, DOP Audio – Mr. S. Prabhakaran, Sound Engineer Editing – Mr. V. Krishnakumar, Senior Editor	<ul style="list-style-type: none">• LV Prasad
FILM STUDIES	<ul style="list-style-type: none">• Promotion and Publicity - Ms. Archana Vasudev, Founder, Talkative.world (SEPTEMBER)	<ul style="list-style-type: none">• Film Appreciation - Director. Priya V (OCTOBER)	—

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AD STRATEGY & CAMPAIGN	<ul style="list-style-type: none">Media Planning - Ms. Sindhu Raghavan, Freelance Consultant (SEPTEMBER)Sustainability in Branding - Mr. Nithin Chordia, Kocotrait (OCTOBER)	—	—
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- Dil Se, A Masterclass Series - 3 Sessions (Aug, Sept & Oct)
- World Photography Day (19th August) - Guest sessions and Events
- Symposium - AdCon 2022 All about ads - A two day symposium- Broader theme - Changing dimensions of Advertising (September)
- Ministry of Innovation and Design Activities (October)

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EVEN SEMESTER - CURRICULAR ACTIVITIES - PROPOSAL

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COURSE	PROPOSED GUEST LECTURE & RESOURCE PERSON	PROPOSED WORKSHOP & RESOURCE PERSON	PROPOSED FIELD VISIT
APPLICATION OF FINE ARTS	—	<ul style="list-style-type: none">Model making Workshop (In house) (MARCH)	<ul style="list-style-type: none">1 day – Cholamandalam Artist Village/ Dakshina Chitra1 day – Art Gallery
GRAPHIC DESIGN II	—	—	<ul style="list-style-type: none">1 day – Weavers' Society
ADVANCED PHOTOGRAPHY	—	—	<ul style="list-style-type: none">Field trip - 3-4 days
SCRIPT WRITING	<ul style="list-style-type: none">Scriptwriting for Film - Ms. Priyanka, Script Consultant (FEBRUARY)	<ul style="list-style-type: none">1 day Workshop -Mr. V.C. Ravi –Film Director (FEBRUARY)	—
PRODUCTION DESIGN	<ul style="list-style-type: none">Costume Design in Movies - Ms. Dhatsha, Costume Designer (JANUARY)	<ul style="list-style-type: none">Workshop on Set Designs (FEBRUARY)	—

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MEDIA LAWS	<ul style="list-style-type: none">• Cyber Laws – Mr. R.Sathish Kumar, Advocate (FEBRUARY)• Patents and Copyrights - Ms. Pornima. R.S, Advocate (MARCH)	—	—
MEDIA MANAGEMENT	<ul style="list-style-type: none">• Media Entrepreneurship - Ms. Vidhi Vakil, Founder, Oodles Advertising Agency (FEBRUARY)• Audience Rating & Analysis - Mr. L.V. Krishnan, CEO, TAM Media Research (MARCH)	—	—
VIDEO PRODUCTION	—	<ul style="list-style-type: none">• Film making Workshop – Professor Hariharan (JANUARY)	—

- Dil Se, A Masterclass Series - 3 Sessions (Jan, Feb & March)
- Journal - Thumbnail
- Positives 2023 (March)
- Ministry of Innovation and Design Activities (February)

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Women

B.SC ELECTRONIC MEDIA**Academic Calendar 2022-2023****2022-2023 Odd/Even Semester (July 2022 – April 2023)**

Date	List of Events	No. of Hours/Days	Budget Rs.
04/08/2022	Inauguration of Club Club members election, Plan of Action <i>Done</i>	1 Day	1000
09/08/2022 & 12/08/2022	Workshop 2 Topic: Creative Photography (Studio Photography and Image editing software's)	5 Hrs	5000
17/08/2022	Guest Lecture 1 Topic: Marxist media analysis/Psychoanalysis	2 Hrs	2000
07/09/2022	Field Trip 1 Photography Field Trip	-	-
15/09/2022 & 16/09/2022	Intra-Mural Competitions Club members Inauguration, Cultural competitions for Fresher's	2 Days	2000
21/09/2022 to 26/09/22	Field Trip 2 Video Production Field Trip	-	-
27/09/2022	Workshop 1 Topic: Scripting techniques for Electronic Media	3 Hrs	3000
06/10/2022	Guest Lecture 2 Topic: Documentary film Production Methods	2 Hrs	2000
11/10/2022	Guest Lecture 3 Topic: Aesthetics of the Visual medium	2 Hrs	2000
20/10/2022 & 21/10/2022	Inter-Departmental Competitions Cultural competitions for MOP students	2 Days	2000
26/10/2022	Ministry Events Inter-Departmental events/ Poster Designing	1 Day	2000
09/11/2022 & 10/11/2022	M.O.P MUN 2023 Model United Nations	-	-
TOTAL BUDGET FOR ODD SEMESTER 2022-2023			21,000

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B.SC ELECTRONIC MEDIA

**M.O.P. Vaishnav College for Women
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**No. 20, IV Lane, Nungambakkam High Road
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Academic Calendar 2022-2023

2022-2023 Odd/Even Semester (July 2022 – April 2023)

Date	List of Events	No. of Hours/Days	Budget Rs.
15/12/2022	Workshop 3 Topic: Cinematography methods	3 Hrs	3000
18/01/2023	Guest Lecture 4 Topic: Sound recording and engineering	2 Hrs	2000
02/02/2023 & 03/02/2023	Club Activities Cultural competitions/ Short film contest	2 Days	2500
08/02/2023	Guest Lecture 5 Topic: Film appreciation and analysis techniques	2 Hrs	2000
16/02/2023 & 17/02/2023	Field Trip 3 Film festivals/film screenings	-	-
09/03/2023 & 10/03/2023	Ministry Events Inter-Departmental events/ RJ Hunt	2 Days	2000
14/03/2023 to 16/03/2023	Workshop 4 Topic: Set design/Clay modeling	3 Days	15000
17/03/2023	Guest Lecture 6 Topic: Broadcast codes and ethics	1 Hr	1000
21/03/2023	Club Activities Valedictory and Prize distribution	1 Day	2000
TOTAL BUDGET FOR EVEN SEMESTER 2022-2023			29,500

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DEPARTMENT OF SOCIAL SCIENCES
BSc PSYCHOLOGY PROGRAMME
ACTIVITY PLANNER 2022-2023

GUEST LECTURES

SL NO	TOPIC	RESOURCE PERSON	SCHEDULE	BENEFICIARIES	BUDGET	Particular of Expenses
1	Degenerative Disorders	Neurologist	August 3 rd week	150	Rs 2000	Invites, Bouquet, Memento, Honorarium
2	Community Engagement and Civic leadership	Dr Nappinnai, Community Psychologist	Sept 2 nd week	300	Rs 2000	Invites, Bouquet, Memento, Honorarium
3	Early Intervention and Screening of Childhood disorders	Special Educator	Oct 3 rd week	150	Rs 2000	Invites, Bouquet, Memento, Honorarium
4	Careers in Sports Psychology	Dr Shahin, Sports University, Chennai	Nov 3 rd week	150	Rs 2000	Invites, Bouquet, Memento, Honorarium
5	Working in alliance with clients identified with Sexual Deviant and Variant	Sexologist and Psychologist	Dec 4 th week	300	Rs 2000	Invites, Bouquet, Memento, Honorarium
6	Gender Neutral Parenting	Dr Aarthi Rajarathinam	Jan 2 nd week	300	Rs 2000	Invites, Bouquet, Memento, Honorarium
Rs 12000						

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Prayithi Sankar
16.7.22

PANEL DISCUSSION

SL NO	TOPIC	RESOURCE PERSON	SCHEDULE	BENEFICIARIES	BUDGET	Particular of Expenses
1	MENTAL HEALTH IN CYBERSPACE Topics for Panellists- Online relations, Online education, online gaming, cybercrimes, cyber therapy	Resource person for Cyber science dept of Eminent Institutes	Oct 1 st week	300	Rs 5000	Invites, Bouquet, Memento, Honorarium
2	Psychosocial Changes, Challenges and Coping during Adolescent and Adulthood	Psychologists and Psychiatrist with speciality in adolescent and adult health	Jan 2 nd week	300	Rs 5000	Invites, Bouquet, Memento, Honorarium
Rs 10000						

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Gayatri Sankar
18.7.22

WORKSHOPS

SL NO	TOPIC	RESOURCE PERSON	SCHEDULE	BENEFICIARIES	BUDGET	Particular of Expenses
1	Test construction and Development	Psychometrician	August 3 rd week	150	Rs 1000	Invites, Bouquet, Memento, Honorarium
2	Psychological First Aid	Element H Psychological services	Sept 1 st week	150	Rs1000	Invites, Bouquet, Memento, Honorarium
3	Managerial Skills for Effective Governance & Leadership in Organisations	Industrial Psychologist	Sept 2 nd week	300	Rs 1000	Invites, Bouquet, Memento, Honorarium
4	Data Analysis using R and MS Excel	Experts from Industry	Oct 3 rd week	150	Rs 5000	Invites, Bouquet, Memento, Honorarium
5	Solution Focused Behaviour Therapy	Therapist, SRM Institutes	Sept 3 rd week	50	Rs 1000	Invites, Bouquet, Memento, Honorarium
6	Critical thinking skills	A.S Prasad, Critical thinking Academy, Bangalore	Oct 4 th week	100	Rs 20000	Invites, Bouquet, Memento, Honorarium
Rs 29000						

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Prayitha Sankar
16.7.22

FIELD VISITS

SL NO	TOPIC	SCHEDULE	BENEFICIARIES	BUDGET	Particular of Expenses
1	National Institute for Empowerment of Persons with Multiple Disabilities - NIEPMD	August 1 st week	150	Rs 10000	Bus Conveyance
2	Institute of Mental Health-IMH	Sept 1 st week	150	-	Own transportation
3	Special School-Bala Vihar	Oct 1 st week	150	-	Own transportation
4	Nithra Sleep Science research	Nov 1 st week	150	-	Own transportation
5	Geriatric Care Centre	Dec 1 st week	150	-	Own transportation
6	Lakshmi Pain & Palliative Care Centre	Jan 1 st week	150	-	Own transportation
7	Rehab Centre for Drug and De addiction	Feb 1 st week	150	-	Own transportation
Rs 10000					

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Prasanthi Suresh
18.7.22

CLUB ACTIVITIES

SL NO	TOPIC	SCHEDULE	BENEFICIARIES	BUDGET	Particular of Expenses
1	WORLD HUMANITARIAN DAY	Aug 19 th	150	Rs 3000	Invites, Bouquet, Memento, Prizes
2	WORLD SUICIDE PREVENTION DAY	Sept 10 th	150	Rs 5000	Invites, Bouquet, Memento, Prizes
3	International Day of Peace	Sept 21 st	150	Rs 2000	Invites, Bouquet, Memento, Prizes
4	WORLD HEART DAY	Sept 29 th	150	Rs 2000	Invites, Bouquet, Memento, Prizes
5	National Anti-Drug Addiction Day	Oct 1 st week	150	Rs 3000	Invites, Bouquet, Memento, Prizes
6	WORLD MENTAL HEALTH DAY	Oct 2nd week	150	Rs 5000	Invites, Bouquet, Memento, Prizes
7	Dyslexia week	Oct 03-09 th	150	Rs 5000	Invites, Bouquet, Memento, Prizes
8	WORLD CANCER DAY	4 th Feb	150	Rs 2000	Invites, Bouquet, Memento, Prizes
Rs 27000					

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Principali Sushil
18.7.22

CAREER GUIDANCE PROGRAMS

SL N O	TOPIC	RESOURCE PERSON	SCHEDULE	BENEFI CIARIE S	BUDGET	Particula r of Expenses
1	CAREERS IN COGNITIVE SCIENCE	ALUMNI FROM IIT- COGNITIVE SCIENCE DEPT	August'22	150	Rs 1000	Invite, Bouquet, Mement o
2	CAREERS IN NEUROPSYCH OLOGY	UNOM- NEUROSCIEN CE DEPT	Sept'22	150	Rs 1000	Invite, Bouquet, Mement o
3	PSYCHOLOGY CAREERS IN FORENSICS	Forensic psychologist- National Institute of Forensics sciences	Oct'22	150	Rs 1000	Invite, Bouquet, Mement o
4	CIVIL SERVICES EXAMINATION	IAS TRAINING ACADEMY	Nov'22	150	Rs 2000	Invite, Bouquet, Mement o
5	CAREERS IN INSTRUCTION AL DESIGNING/CO NTENT DEVELOPMEN T	ALUMNI WORKING AT INOXX TECHNOLOGI ES	Dec'22	150	Rs 1000	Invite, Bouquet, Mement o
6	BECOMING AN INDUSTRIAL PSYCHOLOGIS T	ALUMNI-MS IN BUSINESS PSYCHOLOGY -KINGSTON UNIVERSITY	Jan'23	150	Rs 1000	Invite, Bouquet, Mement o
7	SETTING UP A BUSINESS	MSME	Feb'23	150	Rs 2000	Invite, Bouquet, Mement o
Rs 9000						

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Pragathi Suresh
18.7.22

Two day NATIONAL CONFERENCE

SL NO	TOPIC	RESOURCE PERSON	SCHEDULE	BUDGET (for 8 resource persons) (400 beneficiaries)	
1	ENABLING SUSTAINABLE LIVING-TRENDS IN ENVIRONMENTAL PSYCHOLOGY 6 Plenary sessions	Experts for Bharathiar University, Banaras Hindu University, Manipal University, IIAP, Delhi	January 2023	Invite Bouquet Memento Honorarium Travel allowance Accommodation Conference kit Food for registered participants	Rs 1000 Rs 2000 Rs 2500 Rs 20000 Rs 40000 Rs 30000 Rs 20000 Rs 100000
				Expense Registration fee Rs 200 (outsiders) Total expenditure	Rs 215500 Rs 40000 Rs 175500

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Prasanthi Sath
18.7.22

BUDGET PROPOSED

Sl No	Nature of Event	No of events	Proposed Budget
1	Guest lectures	6	Rs 12000
2	Panel Discussion	2	Rs 10000
3	Workshop	6	Rs 29000
4	Field visit	7	Rs 10000
5	Club Activity	8	Rs 27000
6	Career Guidance Programs	7	Rs 9000
7	2 day National Conference	1	Rs 175500
Total Budget			Rs 272500

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Prin
18-7-22

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DEPARTMENT OF INFORMATION TECHNOLOGY

B.Sc. Data Science

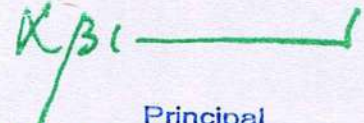
CALENDAR OF EVENTS – ACTIVITY PLANNER

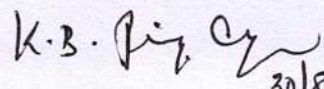
2022-2023

SNO.	MONTH/DATE	EVENT	TITLE
1	August	Guest Lecture – II Years	Marketing Analytics
2	August/September	Guest Lecture – I Years	Fundamentals of Data Science, Scope and Opportunities
3	September	Club Activity	Intra-mural Competitions
4	October	Guest Lecture – I Years	Managing Big Data from various sources
5	October	Guest Lecture – II Years	IPR
6	October	Workshop – II years	Machine Learning Algorithms
7	December	Guest Lecture – II years	Artificial Intelligence in Healthcare
8	January	Guest Lecture – I Years	Data Science and Java
9	January	Guest Lecture – II years	Time Series Analysis using R
10	February/March	Workshop – I years	Data Visualization using Python
11	February	Guest Lecture – I Years	Sustainability Goals – Digital Skills

Dept of IT Common Events:

1. OLAP – Intercollegiate event
2. International Programmers Day
3. International Cyber Day
4. Faculty Development Programme


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DEPARTMENT OF FOOD SCIENCE

Proposed events for the academic year 2022-23

S.No	Name of the event	Title/topic	Tentative month/date	Budget (Rs)
1	Orientation lecture -PG (3)		Aug 2022	3 Mementos
2	- Panel discussion (3 members) - Competition- school children - Community project- Nutrition awareness among school children/ their mothers	National Nutrition Month Celebrations	Sep 2022	3 Mementos 3000 (Banner, Poster and other printing expenses)
3	Workshop (for PG students; 5 hrs) by Dr Kavın Mary MAHRM, MOPVC	Statistical tools	Sep 2022	1 Memento
4	Guest lecture (III B.Sc FSM)	Therapeutic nutrition	Sep 2022	1 Memento
5	Field Visit (III B.Sc, I & II M.Sc)	Analytical lab	Sep 2022	nil
6	Prakriti Club intra & inter-dep events Stay Connected (2 alumni)	Alumni interaction series	Oct 2022	1000 2 Mementos
7	Skill development Workshop - with FSSAI	New Business Planning and Execution	Nov 2022	8000
8	Guest lecture (2) commemorating Consumer Rights Day	IPR and Consumer Rights	Dec 2022	2 Mementos
9	'Vidhvatha Vriddhi' - Workshop series (30 hrs) – Open to M.O.P Students (Registration fee applicable)	1. Bake-off – Cookies & muffins 2. Bake-off – Cakes & icings 3. Chocolate making 4. Food art designs 5. Food creatives	Dec 2022	30,000

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		6. Speciality foods		
10	FosTac training for II MSC FTM	Certification Level 2	Jan 2023	-
11	Field visit	Industrial	Jan 2023	20,000 (bus charge)
12	Guest lecture (2)	1. Packaging aesthetics and graphic design 2. Plantation crops	Feb 2023	2 Mementos
13	Essence 2023	Intercollegiate events	Feb 2023	I Memento (External Quiz Master)
				2000
			TOTAL	64,000

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DEPARTMENT OF FOOD SCIENCE
COMMUNITY SOCIAL SERVICES 2022 - 2023
Budget Proposal

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S. No	Activity Planned	Target Place	Group/	VIKAS/ Development	Time period	Budget (Rs)
1	Nutrition education on Women's health at various stages- Breastfeeding, Menstruation, Healthy food, Food safety, etc	Women at Nadumbaram and Thiruvilangadu in the Tiruvallur district.		Development of Physical Health and Well-being	December 2022	15000 (1 Bus (12000)+ Banner, Poster, and other requirements (3000))
2	Eat right campaigns at schools- Eat Healthy, Eat safe, Eat Fortified, No Food Waste, Physical Exercise, etc.	School children of Various schools in Chennai		Overall physical and emotional development.	September 2022	Already got approval
3	Skill development and capacity building for economic empowerment among women groups (SHGs)	Self-Help Groups through NGOs (30 beneficiaries)		Skill development and Financial Security	January-February 2023	1 memento (Resource person for financial assistance) + 8500 (snacks for beneficiaries 30*50 = 1500 (Ingredients for baking and other preparations) = 7000)

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30/5/2022



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ACTIVITY PLANNER 2022-2023

PG DEPARTMENTS

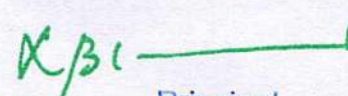
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DEPARTMENT OF COMMERCE – M.COM

PROPOSED LIST OF EVENTS

ACADEMIC YEAR– 2022 -2023

S.NO	PARTICULARS	PROPOSED DATE OF THE EVENTS
1	<u>CONCLAVE/ CONFERENCES</u> • NATIONAL CONFERENCE ON FINTECH	2 nd week of January
	<u>EQUIP' 2022</u> • FACULTY DEVELOPMENT PROGRAM	
	Additional Accounting Packages Zoho& Quick Books	November 5
2	Modelling for Investment & Financial Management	November 11
	Using Tableau to Summarize Data	November 19
	GST , IT & Company Returns	November 26
3	<u>BUISNESS CASE CHALLENGE WEEK</u> • INTERCOLLEGIATE EVENT FOR STAFF & STUDENTS	3 rd week of October
	<u>ACTION PLAN FOR STUDENTS</u> MASTER MIND SERIES – ORIENTATION SESSIONS ➤ Students Role – THE POWERFUL ARM ➤ Financial Fitness ➤ Digi India – Tap the opportunity ➤ New Trends in Marketing ➤ Business Disruptions & new opportunities ➤ The Power of Women	3 rd week of September
4	• OUTBOUND TRAINING	4 th week of September


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	• INDUSTRIAL & FIELD VISITS	2 nd week of September
	• BUSINESS SIMIULATION WEEK	2 nd week of December
	• CLUB ACTIVITY	3 rd week of December
5	GUEST LECTURES & WORKSOPS – ODD SEMESTER – I & II M.COM	ENCLOSED

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DEPARTMENT OF COMMERCE- M.COM

GUEST LECTURES REQUIREMENTS FOR 2022-2023- ODD SEMESTER

S.No	Class		Subject	Topic	No.of Hrs	PROPOSED DATE OF THE EVENTS
1	I M.COM	Guest Lecture	Advanced Financial Accounting	Future of Accounting: <ul style="list-style-type: none"> • Data Analytics and Accounting • Artificial intelligence in Accounting • Block chain Technology in Accounting 	4	24 TH September
2	I M.COM	Guest Lecture	Corporate Accounting	Accounting Standards	4	7 th October
3	I M.COM	Guest Lecture	Corporate & Industrial Law	e-AGM & Virtual Meetings	3	14 th October
4	I M.COM	Guest Lecture	Business Ethics and Corporate Sustainability	Application of Ethical Theories in Business	6	3 rd week of October

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				New Governance Tools for realising SDG'S and its international relevance		Last week of October
5	II M.COM	Guest Lecture	Indirect Taxation	E-way Bill updation, implication and default-Consequences	4	3 rd week of September
6	II M.COM	Guest Lecture	Indirect Taxation	Industry and Government interface-Role of DGFT in Deciding the floating rate for Customs Duty	4	3 rd week of September
7	II M.COM	Guest Lecture	Tax Planning and Management	Tax implications in International Joint Venture, Mergers Acquisitions	4	4 th week of September
8	II M.COM	Guest Lecture	International Business	International Business Dynamics	3	4 th week of September

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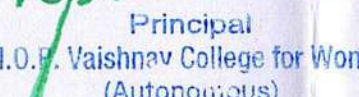
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POST GRADUATE DEPARTMENT OF COMMERCE

GUEST LECTURES REQUIREMENTS FOR 2022-2023 - EVEN SEMESTER

S.No	Class		Subject	Topic	No.of Hrs	PROPOSED DATE OF THE EVENTS
1	I M.COM	Guest Lecture	Advanced Corporate Accounting	Technology in Accounting –Insure Tech, Real Tech, Future Payment	3	December
2	I M.COM	Guest Lecture	Direct Tax Laws II	Taxation of Non-residents, HUF, LLP, AOP, Co-operative Societies, Trusts, Charitable and Religious Institutions,	5	January
3	I M.COM	Guest Lecture	Financial Analytics	Technical Analysis	4	January
4	I M.COM	Guest Lecture	Logistics & Supply Chain Management	Understanding the Supply Chain Management - Global Applications, Supply Chain Performance Drivers, Key Enablers, Inter-relation between Enablers & Levels of Supply Chain Improvement	4	1 st week of February


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POST GRADUATE DEPARTMENT OF COMMUNICATION
ACTIVITY PLANNER FOR AUGUST 2022-APRIL 2023

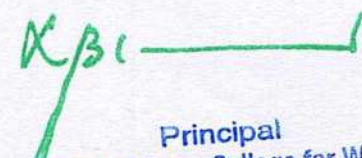
S.No	Type of the Activity	Proposed topics	Proposed dates / month	Proposed Budget
1	First year orientation programme	Journalism, Production, social media, Corporate Communication	August 2022	Rs. 6000/-
2	Guest Lecture	Reporting and Writing	September 2022	Rs. 2000/-
3	Guest Lecture	Journalistic Skills	September 2022	Rs.2000/-
4	Two-day Workshop	Script Writing	September 2022	Rs. 5000/-
5	Guest Lecture	Research methodology in social sciences	October 2022	Rs. 2000/-
6	One day Workshop	Use of statistical tools and techniques for social science research	October 2022	Rs. 3000/-
7	Guest Lecture	film making and film editing	October	Rs. 2000/-
8	Guest Lecture	Copy writing and visualizing	February 2023	Rs. 2000/-
9	Guest Lecture	Digital asset management	February 2023	Rs. 2000/-
				Total: Rs.26000/-


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ACTIVITY PLANNER FOR SILVER JUBILEE EVENTS

As the Post Graduate Department of Communication of the School of Media is entering its Silver Jubilee Year (2023), the Department proposes to plan a series of event, activities and conference.

S.No	Type of the Activity	Proposed topics	Proposed dates / month	Proposed Budget
1	Faculty Development Programme	Research Methodology, how to write quality research papers in communication research, writing proposal for funding project, paper publications	November 2022	Rs. 15000/-
2	Master Class Series	9 series	August 2022 to April 2023	Rs. 20000/-
3	International Conference & paper presentation	Inspire 2022- Changing the landscape for women in media	Feb 3 rd and 4 th 2023	To be finalized
4	Research journal	Propose to start a research journal	February 2023	To be finalized
5	PR Campaign	Balance the imbalance	February 2023	Funds will be raised


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M.A. Programme of Public Policy

ACADEMIC CALENDAR

ODD SEMESTER

S.NO	DATE	NAME OF THE PROGRAMME	EVENT TYPE
1	August, 2 nd week	Excel for Public Policy	Workshop
2	August, 4 th week	Introduction to Public Policy	Guest Lecture
3	September, 2 nd week	Good Governance	Guest Lecture
4	September, 3 week	Visit to the Madras High Court	Field Visit
5	September, 4 th week	India's Foreign Policy	Panel Discussion
6	October, 2 nd week	Equality and Social Justice	Guest Lecture
7	October, 2 nd week	Gandhian Principles in the Indian Constitution	Guest Lecture
8	October, 3rd week	Environment Policy in India	Guest Lecture

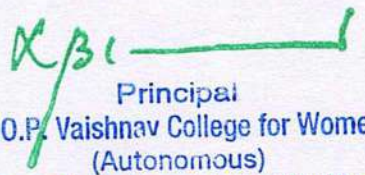
EVEN SEMESTER

S.NO	DATE	NAME OF THE PROGRAMME	EVENT TYPE
1	November, 4 th week	Indian Administration	Guest Lecture
2	December, 1 st week	Hindu Varnashrama System	Guest Lecture
3	December, 2 nd week	M.S. Swaminathan Research Foundation	Field Visit
4	December, 3 rd week	POCSO Act	Guest Lecture
5	January, 4 th week	Media Strategy for Public Policy	Guest Lecture

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6	February, 1 st week	National Paper Presentation-Human Rights	Paper Presentation
7	February, 3 rd week	Writing a policy brief for public policy	Workshop


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MBA Department

ACADEMIC CALENDER JULY 2022- MARCH 2023

**OVERVIEW BY MONTH
JULY 2022**

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S. No	EVENT	RESOURCE PERSON	PROPOSED DATE	BUDGET	AUDIENCE
1	IIC – INNOVATION & ENTREPRENEURS HIP IMPACT LECTURE SERIES- LEGAL PERSPECTIVES ON IPR	Mr. MOHANASUNDA RAM CORPORATE LEGAL CONSULTANT	July 14 th 2022	Rs. 3000	BBA Shift I
2	IIC – INNOVATION & ENTREPRENEURS HIP IMPACT LECTURE SERIES INTRODUCTION TO DESIGN THINKING APPROACH FOR INNOVATIVE SOLUTIONS	Ms. RESHMA BUDHIA DIRECTOR – TOSS THE COIN PRIVATE LIMITED	July 14 th 2022	Rs. 3000	MBA
3	IIC – INNOVATION & ENTREPRENEURS HIP IMPACT LECTURE SERIES – INTRODUCTION TO INTELLECTUAL PROPERTY RIGHTS	Mr. LAKSHMI NARAYANAN A	July 14 th 2022	Rs. 3000	BCOM MM
4	IIC – INNOVATION & ENTREPRENEURS HIP IMPACT LECTURE SERIES – PROBLEM SOLVING APPROACH TO COMMERCIALISING IDEAS- DESIGN THINKING FOR ENTREPRENEURS	MR. PERUMAL BUSINESS CONSULTANT	July 14 th 2022	Rs. 3000	BBA Shift II

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AUG 2022

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S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	IMPACT LECTURE SERIES- DESIGN THINKING	04-08-2022	-	Bsc Maths
2	IMPACT LECTURE SERIES- BUSINESS MODEL CANVAS CREATION	04-08-2022	-	Bcom A & F shift 1
3	GUEST LECTURES ON BUSINESS ANALYTICS	16-08-2022	Rs. 1500	MBA II YEAR
4	LEADERSHIP TALK SERIES- SESSION 1 (BNY)	22-08-2022		MBA II YEAR
5	INDUSTRIAL VISIT TO BNY	23-08-2022	-	MBA & Mcom
6	LEADERSHIP TALK SERIES- SESSION 2 (BNY)	26-08-2022		MBA I YEAR
7	OUTBOUND TRAINING(will be replaced with Hosur IV)	AUG 4 TH WEEK		MBA I YEAR

SEP 2022

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	GUEST LECTURE ON PROJECT LIFE CYCLE	SEP 7 th 2022	Rs. 1500	MBA II YEAR
2	RENDEZVOUS WITH WRITER	SEP 2 nd week 2022	Rs. 1500	MBA I YEAR
3	VISIT TO CRESCENT INCUBATION CENTRE	Sep 3 rd week 2022		MBA II YEAR

OCT 2022

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	BUSTLE	OCT 3rd week	Rs. 1,50,000	B School Students
2	ZEST- Intercollegiate Management Meet	Oct 4 th week	Rs. 25,000	B School Students

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NOVEMBER 2022

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	CERTIFICATION COURSES ON BUSINESS ANALYTICS, HR FINANCE AND MARKETING	2 ND WEEK OF NOVEMBER 2022	Rs. 45,000	MBA II YEAR

DECEMBER 2022


S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	MEP & CASE STUDY COMPETITION	DECEMBER	Rs. 20,000	UG FINAL YEARS
2	BREAKFAST WITH CEO	DECEMBER	Rs. 1,500	MBA I YEAR
3	ALUMNI NETWORK (DEPARTMENT OF MANAGEMENT STUDIES)	DECEMBER	Rs. 10,000	ALUMNI

JAN 2023

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	INTERNATIONAL CONFERENCE	Jan 2 nd week	Rs 30,000	MBA Students

FEB 2023

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	UNION BUDGET PANEL DISCUSSION	AFTER BUDGET SESSION	Rs. 10,000	MBA & OTHER DEPTS
2	GUEST LECTURE ON SUPPLY CHAIN MANAGEMENT	Feb 2 nd week 2023	Rs. 1,500	MBA I YEAR


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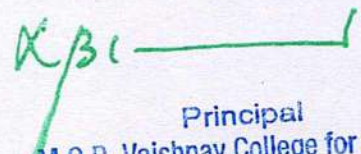
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MARCH 2023

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	ROLE OF INDEPENDENT DIRECTOR AND CORPORATE GOVERNANCE (Ms. Vinodhini)	March 2 nd week 2023		MBA I YEAR
2	RHENDEVOUS WITH WRITER	March 3 rd week 2023	Rs. 1,500	MBA I YEAR
3	PROF LABDHI BHANDARI B PLAN COMPETITION	March 3 rd week	Rs. 2,000	MBA I YEAR

APRIL 2023

S. No	EVENT	PROPOSED EVENT DATE	BUDGET	AUDIENCE
1	GUEST LECTURE ON DIGITAL MARKETING	April 1 st week	Rs. 2,000	MBA I YEAR


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M.A. HRM
Academic Calendar 2022-2023

S.NO	Tentative Date	List of Events
1	I Week of September	Alumni Talk- Guest lecture on Career Building, Importance of Internship & Networking
2	I Week of October	Think Tank Expositions- Guest Lecture Series Managing Cross Cultural Expectations and Challenges
3	II Week of October	HR Conclave - 6th Edition . Reinventing Talent Strategies Technical session -1 Data Driven HR Decision making Technical Session -II Overcoming Challenges of Hybrid Workplace Panel Discussion- Enhancing Employee Experience and Retention
4	III Week of October	Think Tank Expositions- Guest Lecture Series Women In Leadership
5	I Week of December	Think Tank Expositions- Guest Lecture Series Entrepreneurship

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II Week of January

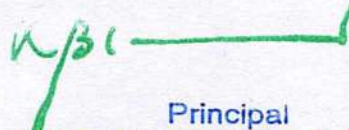
6

Think Tank Expositions- Guest Lecture
Series
Change Management

II Week of February

7

Intercollegiate Competition (done by
the Department of management studies
-MA HRM, MBA & BBA Departments)



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Academic Calendar 2022-23

M.Sc. Information Technology	
Tentative Date	List of Events
II Week of September	I M.Sc. IT - Orientation Programme <ul style="list-style-type: none">• Career Counselling to be Industry ready after PG• Research Avenues in IT• Motivational goal setting and working towards the goal
13.09.2022	International Programmers' Day Celebrations
III Week of September	A Guest lecture on "The Ultimate Guide to Search Engine Optimization" Resource Person: Khusboo Vyas Head - Strategic Operations at WEGoT Utility Solutions Chennai, Tamil Nadu, India
24.09.2022	Inter Collegiate Activities - OLAP 2022
28.09.2022	Interdepartmental Activities – INFORMATICA 2022
I Week of October	Guest Lecture on "DevOps"
II Week of October	Workshop Topic : Deep Learning with TensorFlow & Keras
IV Week of October	Guest Lecture on "Open Source Tools for Cloud"
05.12.2022 to 15.12.2022	National Level – Faculty Development Programme
17.12.2022	International Cyber Day Celebrations
IV Week of January	Guest Lecture on "Smart Energy Consumption"
III Week of February	Workshop Topic : VAPT Tools

R. Govind
Signature of HOD

K. B. C.
Signature of Principal

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**M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
POST GRADUATE PROGRAMME OF MEDIA MANAGEMENT
ACTIVITY PLANNER FOR OCTOBER 2022- DECEMBER 2022**

S.No	Type of the Activity	Proposed topics	Proposed dates / month	Proposed Budget
1	Guest Lecture	Crisis Management	October 2022	Rs. 2000/-
2	Guest Lecture	Customer Relationship Management	November 2022	Rs. 2000/-
3	Guest Lecture	Communication Research Methods	December 2022	Rs.2000/-
4	One Day Workshop	Media Management	December 2022	Rs. 3000/-
				Total: Rs.9,000/-

PR CAMPAIGN

Organ Doantion – “Ordhan”

S.No	Type of the Activity	Proposed topics	Proposed dates / month	Proposed Budget
1	PR CAMPAIGN	Organ Donation	22 nd and 23 rd December 2022	To be finalized

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M.O.P VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

DEPARTMENT OF COMMERCE

LESSON PLAN

2022-2023

NAME OF THE PROGRAM : B.COM ACCOUNTING AND FINANCE SHIFT I

NAME OF THE FACULTY : Ms. SOUNDARYA M S

COURSE NAME : ADVANCED CORPORATE ACCOUNTING

COURSE CODE : 21UCOM308

COURSE TYPE : THEORY

YEAR/SEMESTER : II /IV

NO. OF CREDITS : 4

MAXIMUM MARKS : 100

NO. OF TEACHING HOURS : 60

PARTICULARS	TEACHING OBJECTIVE	LEARNING OUTCOME
UNIT I – AMALGAMATION		
Amalgamation, Absorption and external re-construction of a company (inter company investments excluded) as per	<p>The objective of this lesson is to make students aware about accounting aspects for different forms of corporate restructuring.</p> <p>CLASS WORK PROBLEMS: Amalgamation, Absorption and External reconstruction</p>	<ul style="list-style-type: none"> Demonstrate clear understanding of M&A deals and the relevant accounting treatment. <p>HOME WORK PROBLEMS: PROBLEM NO: 2,4,8,10,13,18,23,25,29,32,35,37,40</p>

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AS 14	<p>PROBLEM NO: 1,3,5,7,9,12,14,15,17,20,22,26,30,34 ,36,39,41,42,43,45,47,48,49 (PAGE NO 10.124 TO 10.160) https://easynotes4u.com/amalgamation-absorption-external-reconstruction/#:~:text=Absorption%20is%20the%20process%20in,and%20liabilities%20of%20old%20company.&text=The%20basic%20purpose%20is%20to%20reorganize%20the%20financial%20structure%20of%20the%20company.</p>	,43,46,50
No of hours to complete - 15 hours		
Hour 1	Introduction, journal entries discussion	
Hour 2	Problem no 1,3	
Hour 3	Problem no 5,7	
Hour 4	Problem no 9,12,14	
Hour 5	Problem no 15,17	
Hour 6	Problem no 20,22	
Hour 7	Problem no 26	
Hour 8	Problem no 30,34	
Hour 9	Problem no 36	
Hour 10	Problem no 39	
Hour 11	Problem no 41,42	
Hour 12	Problem no 43	
Hour 13	Problem no 45,47	
Hour 14	Problem no 48	
Hour 15	Problem no 49	
UNIT II – LIQUIDATION ACCOUNTING		
Liquidation, Statement of affairs and deficiency accounts, Reasons for deficiency, Difference between preferential and	<p>The objective of this lesson is to make students aware about accounting provisions relating to liquidation of companies</p> <p>CLASS WORK PROBLEM: PROBLEM NO:</p>	<ul style="list-style-type: none">• Prepare Liquidator's final statement of accounts <p>HOME WORK PROBLEMS: PROBLEM NO:</p>

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over-riding preferential payments- Liquidator's final statement of receipts and payments.	1,2,4,6,8,9,11,13,15,16,18,20,22,26,27,29, 30,36,37,45,47,48,50,53 (PAGE NO:11.65 TO 11.103) https://cleartax.in/g/terms/liquidation No of hours to complete - 10 hours	3,5,12,17,19,23,24,28,31,34,39,46, 49,51,54
Hour 1	Introduction, journal entries discussion	
Hour 2	Problem no 1,2	
Hour 3	Problem no 4,6	
Hour 4	Problem no 8,9,11	
Hour 5	Problem no 13,15,16	
Hour 6	Problem no 18,20,22	
Hour 7	Problem no 26,27,29	
Hour 8	Problem no 30,36,37	
Hour 9	Problem no 45,47,48	
Hour 10	Problem no 50,53	
UNIT III – INSURANCE ACCOUNTS		
Final accounts of Insurance companies including Balance Sheet	<p>The objective of this lesson is to make the students understand the statutory provisions regarding preparation of final accounts of insurance companies.</p> <p>CLASSWORK PROBLEM: Problem No: 1,4,6,7,9,11,13,15,16,19,21,23,27,31,34,37, 40,41,43,46,47,50,51,53,55 (PAGE NO: 13.171 to 13.210) https://theintactone.com/2019/05/02/ca-u4-topic-4-insurance-company-accounts/</p> <p>No of hours to complete - 15 hours</p>	<ul style="list-style-type: none">Preparation of the final accounts of insurance in prescribed format <p>HOMEWORK PROBLEMS: 3,5,12,17,20,22,25,26,30,32,35,38, 42,44,45,49,52,54</p>
Hour 1	Introduction, explaining schedules	
Hour 2	Problem no 1,4,6	
Hour 3	Problem no 7,9,11	
Hour 4	Problem no 13,15,16	
Hour 5	Problem no 19,21	
Hour 6	Problem no 23,27	
Hour 7	Problem no 31,34	

Hour 8	Problem no 37,40
Hour 9	Problem no 41
Hour 10	Problem no 43,46
Hour 11	Problem no 47
Hour 12	Problem no 50
Hour 13	Problem no 51
Hour 14	Problem no 53
Hour 15	Problem no 55

UNIT IV- BANK ACCOUNTS

Relevant provisions of Banking Regulation Act 1949, Format of Financial Statements (As per Schedule III to Section 29 of the Act), basic capital adequacy norms, Classification of assets, Income recognition and provisions, Final Accounts of Banking companies including Balance sheet	<p>The objective of this lesson is to get students aware about the statutory provisions regarding preparation of final accounts of banking companies.</p> <p>CLASSWORK PROBLEM: PROBLEM NO: 1,2,4,5,6,10,12,13,16,18,20,22,25,28,30,34, 40,43 (PAGE NO 12.98 TO 12.134) https://josephscollege.ac.in/lms/Uploads/pdf/material/Notes_AdvancedAccounting2.pdf</p> <p>No of hours to complete - 10 hours</p>	<ul style="list-style-type: none"> Prepare consolidated profit and loss account and Balance sheets of Banking companies. <p>HOMEWORK PROBLEM: 3,7,11,14,17,19,21,23,27,29,31,32, 41,42</p>
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Hour 1	Introduction, explaining schedules
Hour 2	Problem no 1, 2, 4
Hour 3	Problem no 5,6
Hour 4	Problem no 10,12,13
Hour 5	Problem no 16,18
Hour 6	Problem no 20,22
Hour 7	Problem no 25,28
Hour 8	Problem no 30,34
Hour 9	Problem no 40
Hour 10	Problem no 43

UNIT V – ACCOUNTING FOR HOLDING COMPANIES

Accounting for Holding Companies (Inter Company investments excluded) Preparation of consolidated Balance sheet AS 21	<p>The objective of this lesson is to make the students understand the financial position of holding company, consolidation of accounts.</p> <p>CLASSWORK PROBLEM: PROBLEM NO: 1,4,8,11,12,14,16,20,22,24,28,31,34,35,37,38,40,44,46 (PAGE NO 14.82 TO 14.112) https://vakilsearch.com/blog/difference-between-holding-company-and-subsidiary-company/</p> <p>No of hours to complete - 10 hours</p>	<ul style="list-style-type: none"> Preparation of Consolidated Balance Sheet as per AS-21 <p>HOMEWORK PROBLEM: 3,6,10,13,15,21,27,33,36,41,43,45,47,48</p>
Hour 1	Introduction, journal entries discussion	
Hour 2	Problem no 1,4,8	
Hour 3	Problem no 11,12,14	
Hour 4	Problem no 16,20	
Hour 5	Problem no 22,24	
Hour 6	Problem no 128,31	
Hour 7	Problem no 34,35	
Hour 8	Problem no 37,38	
Hour 9	Problem no 40,44	
Hour 10	Problem no 46	

INSTRUCTION FOR STUDENTS:

- Students should go through all the illustration problems in all the units.
- Students should submit their class work notes (should inclusive of all the homework problems along with classwork problem) after completing each unit.
- Surprise test will be conducted in any of the above units for 5 marks.

INTERNAL COMPONENT:

- The students will be divided into group of 7 and each group has to analyze and submit a report about recently amalgamated companies.

PRESCRIBED TEXT BOOK: T.S.REDDY AND DR. A. MURTHY (Margham publication)

ACTIVITY TO BE GIVEN IN THE ABSENCE OF FACULTY- Worksheet

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Department of Communication and Media Studies
B.Sc. Visual Communication

Lesson Plan (2022-2023)

CORE X PRODUCTION DESIGN
Faculty: Dr. Devika Rani

SUBJECT CODE: 21UMED312	YEAR/SEMESTER: II/IV	MAXIMUM MARKS:100
COURSE TYPE: THEORY	CREDITS: 4	TOTAL TEACHING HOURS: 60

GENERAL OBJECTIVE:

To enable the expression of design ideas through Production Design for different genres and formats.

COURSE OBJECTIVES (Co):

Co No.	Course Objectives
Co1	To facilitate expression of a design concept through research, sketches, drawings, mood boards, models and other pre-visualization methods.
Co2	To appreciate Set Design and the role played by Art Directors in movies.
Co3	To provide an overview of the different aspects of Production Management

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Co4	To highlight the nuances of Costume Design and make up in movies.
Co5	To outline the role of Digital Production Designer.

Teaching Methodology:

PowerPoint Presentations, AV Aids, Classroom Activities

Unit I – Introduction to Production Design (12 Hours)

Topic	Reading Materials for Reference	Teaching Objectives	Learning Outcomes	Activities/Assignment
Introduction to Production Design, Roles, and Responsibilities of a Production Designer. Production Design as a Narrative Tool, Design Metaphors, Developing the Visual Concept, Research, Colour Palette and Mood board.	Book 12: Pages 13, 16 – 41, 78 Book 8: Pages 22-34, 56-67	To introduce the importance of Production Design as a narrative tool.	To critically appraise the visual designing process in a Film or TV Production.	Assignment: Choose a recent movie and explain how the Production Designer has captured the various emotions through metaphors.
Storyboard: Planning of Storyboard, Types of Storyboards, Principles, Elements and Conventions in preparing a Storyboard and Interpreting the Script for Storyboard.	Book 4: 20 – 27, 33-45, 175 – 203	To demonstrate the Visualization process and preparing a Storyboard	Plan and create a storyboard	Class Activity: Prepare a storyboard for a scene from a recent movie.
Conceptual Illustrations, Preparation of a Blueprint for a Film or TV Programme. Stages of pre-production planning and their execution.	Book 9: Page 68 Book 12: 57-76	To highlight the different stages of Pre-Production.	Preparing a Blueprint for a Film or TV Production.	

Unit II - Line Production and role of Art Department (12 Hours)

Topic	Reading Materials for Reference	Teaching Objectives	Learning Outcomes	Activity /Assignments
Production team members and their responsibilities. Script Breakdown, Coordination with Crew members, Shooting Schedules, Call Sheets and Arrangements, Coordination with labs and Post Production team.	Book 11: Page 15 – 17, 75-85, Book 12 Pages 43 – 63, Page 135 – 139 Book 11: 39 - 53, 66-85	Highlight the responsibilities of the various Production team members	Comprehension of the roles played by a Production Team.	Visualize a scene from a novel (which hasn't been filmed yet) and create a set design model of an important location in the story. Do research work of the period, analyse the characters, choose a color theme, prepare a mood board, production brief, budget and construct a set model. Five members in a team.
Introduction to Art Direction: Art Department, Conceptualization and Visualization for set, and Set Design. Skill sets of an Art Director. Function and Purpose of sets: Work Process of Art Director. Set material types and uses. Styles and Types of Set designing: Money, Manpower, Material, Time, Transport.	Book 12: 93-96, Book 9: 168-176 Book 12: 103 - 126	To Elucidate on the work process of an Art Director	Appreciate the role of Art Director in movies	Workshop: Model Making
Building Models for sets: Objects, Properties, Wardrobes for set. Set Dressing, Budgeting for Sets. Interiors and Exteriors, In and Out, Doors and Windows, Movement and Transitions, Perspective and Architectural detail. Art Direction for Period Films and other genres. Production Design for Film and Television.	Book 4: 39-45 Book 11: 92 -120 Book 8: Pages 104 - 118, 172 - 190	To highlight the different materials used in Set Design and the process of creating models for sets	Create a Set Model from scratch	Principal

Unit III – Production Management (12 Hours)

Topic	Reading Materials for Reference	Teaching Objectives	Learning Outcomes	Activity/Assignment
Introduction to Location Scouting: Difference between Set and Location, Roles and responsibilities of a Location Manager. Planning for location shooting.	Book 12: 151 to 153 Book 9: Page 43 - 53	To critically examine the difference between Studio Shooting and Outdoor Shooting.	Can do Location scouting for a script of their choice.	Activity: Describe five best locations from your city/hometown that can be used in a thriller movie with justifications. Assignment: Choose a book written by an Indian Author and prepare a list of locations to shoot, budget and logistic details for presenting it to a Movie Producer for its adaptation.
Planning for a Short Film Programmes Logistics, Budget, Location Scouting, Booking sites. Shooting in a Distant Location, Shooting in a Foreign Location.	Book 11: 136 - 166	Illustrate the various steps involved in planning for a location shooting.	Plan for Location Shooting	
Transforming a location, Shooting at one location for another. Matching a Location and Studio Work. Collaboration: Production Designer's collaboration with Cinematographers, VFX Supervisors, Scenic Artists.	Book 5: 325 - 350	Demonstrate the role of Production Designer in collaborating with other technicians	Evaluate the role of Production Designer in collaborating with other technicians	

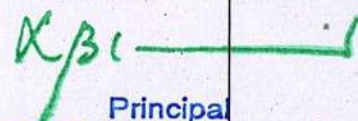
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UNIT IV - Introduction to Costume Design and Make Up (12 Hours)

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Topic	Reading Materials for Reference	Teaching Objectives	Learning Outcomes	Activity/Assignment
Costume design: Introduction to costume design, Objective Information provided by Clothes, General and Practical Considerations for Costume Design.	Book 7: Chapters 18 - 20	To demonstrate the nuances of costume design in movies.	Appreciate the role played by Costume Designer in movies	1) Assignment: Prepare a costume plot for three scenes from a movie. Minimum of five characters in a scene. 2) Assignment: In a team, choose one person to be a model and prepare costume for the model based on a character you have chosen from the novel. Do research on the character's lifestyle, attitude, color preferences, appropriate fit etc. Do a photoshoot for the model with the character's costume.
Roles and Responsibilities of a Costume Designer and Wardrobe Manager, History of Fashion and Costumes, Costume plot, Prop makers. Props and Costume, Study of traditional textiles. Fabric and surface designs. Designing of garments.		To illustrate the history of fashion and costumes and prepare a costume plot.	Prepare a Costume Plot.	3) Peer learning: One student to give a demonstration on Studio Makeup.
Make up - Balance of face, Types of face, Optical illusion, Corrective Make-up, Three-Dimensional Makeup.		To demonstrate the various types of faces and why makeup is important for Production	Appreciate the nuances of film make up	4) Guest Lecture: Costume Design in Movies


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Unit V – Designing for Digital Production (12 Hours)

Topic	Reading Materials for Reference	Teaching Objectives	Learning Outcomes	Assignment/Activity
Pre-production, Motion Capture, Mattes, Digital Mattes, Chromakey basics	Book 11: 315-323 Book 9: 443 - 447	To provide an overview of the various tools used in Digital Production.	Appreciate the nuances of Digital Production.	Analyze the Digital Production Design work in a recent movie of your choice.
Blue Screen and Green Screen, Pre-visualization. Role of a Digital Production Designer.	Book 11: 324-330	To illustrate the role of a Digital Production Designer	Evaluate the role of Digital Production Designer in movies.	
Camera Rules, Composition, Staging, Formats, Rhythm, Style, Value, and Colour.	Book 6: Pages 60 - 149	To demonstrate the essential elements of Digital Production Design.	Analyze the importance of different elements in Production Design.	

REFERENCE BOOKS:

- 1) Antonio Manriquez and Thomas Mc Cluskey (2015) Video Production 101: Delivering the message ISBN: 978-0321990198
- 2) Bruce Block, 2021, The Visual Story, Creating the Visual Structure of the Film, Television and Digital Media, Third Edition, Routledge. ISBN: 978-1138014152
- 3) Carl Casinghino (2011) Moving Images: Making Movies, Understanding Media, Delmar and Cengage Publishers. ISBN: 978-1435485853
- 4) David Harland Rousseau & Benjamin Reid Phillips, 2013, Story-Boarding Essentials, SCAD Creative Essentials, ISBN: 978-0770436940
- 5) Eve Light Honthaner, 2010, The Complete Film Production Handbook, Fourth Edition, Elsevier ISBN: 978-0240811506
- 6) Hans P Bacher, 2007, Dream Worlds, Production Design in Animation, Elsevier. ISBN: 978-0240520933

- 7) J. Michael Gillette & Rich Dionee (2020) Theatrical Design and Production: An Introduction to Scene Design, Construction, Lighting, Sound, Costume and Make up, Eighth Edition, 9781259922305
- 8) Jane Barnwell, 2017, Production Design for Screen, Visual Storytelling in Film and Television, Bloomsbury Publishing Plc. ISBN: 978-1472580672
- 9) Michael Rizzo, 2015, The Art Direction Handbook for Film and Television, Taylor and Francis, ISBN: 978-0415842792
- 10) Teoh Yi Chie (2012) Film Craft: Production Design, Focal Press and Ilex Publishers. ISBN: 978-0240823751
- 11) Terry Ackland -Snow with Wendy Laybourn, 2017, The Art of Illusion, Production Design for Film and Television, The Crowood Press. ISBN: 978-1785003431
- 12) Vincent Lo Brutto (2002) The Filmmakers Guide to production Design, Allworth Press, ISBN: 9781581152241

E- RESOURCES

- <http://www.film-foundation.org/Making-Movies-Manual.pdf>
- <https://directory.doabooks.org/handle/20.500.12854/35936>
- <https://directory.doabooks.org/handle/20.500.12854/27406>


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ASSESSMENT BREAKUP

Assessments	Marks	Weightage (%)
Internal Assessment I	50 marks	15
Internal Assessment II	50 marks	15
Assignment Components	10 (Set Model and Costume Design Assignments)	10
Surprise Test	50 (2 Surprise Tests, 25 marks each)	5
Attendance	5 marks	5
	Total	50
End Semester Examination	100 marks	50
	Grand Total	100

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COURSE OUTCOMES:

On completion of this course the student would be able to:

CO No.	COURSE OUTCOMES	PSOs ADDRESSE D	COGNITIVE LEVEL
CO1	Rewrite abstract ideas to visual vocabulary through visual scripting, blueprints and set models.	1,2,3	C
CO2	Evaluate the role of a Production Designer and the team in visual production in relation to other creative participants in a professional set up and present Set Design ideas to industry standards.	2,3,4	E
CO3	Develop skills to collaborate with the Creative team and formulate the logistics involved in Production.	1,2,3,4,5	C
CO4	Propose ideas for Costume Design and Make-up to create a suitable Costume Plot.	1,2,3,4,5	C
CO5	Design visually compelling Sets for Digital Productions.	4,5	C

- R – Remember, U – Understand, Ap – Apply, An – Analyse, E- Evaluate, C- Create

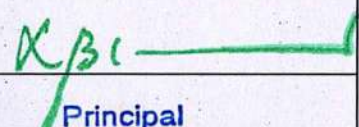
LECTURE SCHEDULE

Lecture Number	Topic to be covered
	UNIT I – Introduction to Production Design
1	Class Discussion on 'The importance of studying Production Design'
2	Introduction to Production Design, Roles, and Responsibilities of a Production Designer.
3	Production Design as a Narrative Tool,
4	Design Metaphors

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5	Developing the Visual Concept	M.O.P. Vaishnav College for Women (Autonomous) No. 20, IV Lane, Nungambakkam High Road Chennai-600 034
6	Research, Colour Palette and Mood board.	
7	Storyboard: Planning of Storyboard, Types of Storyboards,	
8	Principles, Elements and Conventions in preparing a Storyboard and Interpreting the Script for Storyboard.	
9	Class Activity: Prepare a storyboard for a scene from a recent movie.	
10	Conceptual Illustrations.	
11	Preparation of a Blueprint for a Film or TV Programme	
12	Stages of pre-production planning and their execution.	
	UNIT II – Line Production and role of Art Department	
13	Production team members and their responsibilities.,	
14	Script Breakdown	
15	Coordination with Crew members, Shooting Schedules, Call Sheets and Arrangements,	
16	Coordination with labs and Post Production team.	
17	Introduction to Art Direction: Art Department	
18	Conceptualization and Visualization for set, and Set Design.	
19	Work Process of Art Director. Skill sets of an Art Director.	


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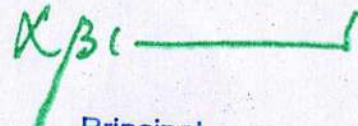
20	Function and Purpose of sets: Set material types and uses. Styles and Types of Set designing: Money, Manpower, Material, Time, Transport.
21	Building Models for sets: Objects, Properties, Wardrobes for set.
22	Set Dressing, Budgeting for Sets. Interiors and Exteriors, In and Out, Doors and Windows, Movement and Transitions, Perspective and Architectural detail.
23	Art Direction for Period Films and other genres. Production Design for Film and Television.
24	Workshop: Model Making
	Unit III – Production Management
25	Introduction to Location Scouting:
26	Difference between Set and Location, Roles and responsibilities of a Location Manager.
27	Planning for location shooting.
28	Activity: Describe five best locations from your city/hometown that can be used in a thriller movie with justifications.
29	Planning for a Short Film Programmes Logistics,
30	Budget, Location Scouting, Booking sites.
31	Shooting in a Distant Location
32	Shooting in a Foreign Location
33	Transforming a location

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34	Shooting at one location for another.	M.O.P. Vaishnav College for Women (Autonomous) No. 20, IV Lane, Nungambakkam High Road Chennai-600 034
35	Matching a Location and Studio Work.	
36	Collaboration: Production Designer's collaboration with Cinematographers, VFX Supervisors, Scenic Artists.	
	Unit IV – Introduction to Costume Design and Make Up	
37	Costume design: Introduction to costume design,	
38	Objective Information provided by clothes	
39	General and Practical Considerations for Costume Design.	
40	Guest Lecture: Costume Design in movies	
41	Roles and Responsibilities of a Costume Designer and Wardrobe Manager	
42	History of Fashion and Costumes,	
43	Costume plot, Prop makers, Props and Costume	
44	Study of traditional textiles.	
45	Fabric and surface designs. Designing of garments.	
46	Make up - Balance of face,	
47	Types of faces	
48	Optical illusion, Corrective Make-up, Three-Dimensional Makeup.	Principal M.O.P. Vaishnav College for Women (Autonomous) No. 20, IV Lane, Nungambakkam High Road Chennai-600 034

49	Peer Workshop: Demonstration of Studio Make up	M.O.P. Vaishnav College for Women (Autonomous) No. 20, IV Lane, Nungambakkam High Road Chennai-600 034
	UNIT V – Designing for Digital Production	
50	Pre-production	
51	Motion Capture	
52	Mattes, Digital Mattes	
53	Chroma key basics	
54	Blue Screen and Green Screen	
55	Pre-visualization.	
56	Role of a Digital Production Designer.	
57	Camera Rules, Composition	
58	Staging, Formats	
59	Rhythm, Style	
60	Value, and Colour	


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