



**V.V.VANNIAPERUMAL COLLEGE FOR WOMEN**

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

**VIRUDHUNAGAR**

## **Internal Quality Assurance Cell**



### **Administrative Training Programme Communication Skills Development 14.12.2020 & 18.12.2020**

#### **Resource Person:**

**Dr. M. Ponnien Selvi**

**Associate Professor of Commerce**

**Dr. S. Anitha**

**Dr. K. Malarvizhi**

**Assistant Professor of English**

**Venue : Maths Lab**

**Dr. S. Sharmekee**

**Mrs. S. Rajapriya**

**Staff-in-charge**

**Dr. R. Barani**

**IQAC Coordinator**

**Dr. S.M. Meena Rani**

**PRINCIPAL**





# V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Virudhunagar - 626001

(Re - Accredited with 'A' Grade (3<sup>rd</sup> cycle) by NAAC)



## Internal Quality Assurance Cell

Date: 09.12.2020

### Circular

The Internal Quality Assurance Cell of our college organizes a Five-Day Administrative Training Programme on **Communication Skills Development** for the Non-Teaching Staff Members of our college.

Date : 14.12.2020 to 18.12.2020  
Time : 2.30 pm  
Venue : Maths lab

The Non-Teaching Staff members enclosed in the list are asked to attend the workshop without fail.

S. Sharmelle  
S. Rajapriya  
Staff In-charge

R. Anand  
IQAC Co-ordinator

S. H. Meena Ravi  
Principal



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**VIRUDHUNAGAR**



### **Report**

#### **Administrative Training Programme on Communication Skills Development 14.12.2020 to 18.12.2020**

The Internal Quality Assurance Cell of V.V.Vanniaperumal College for Women, Virudhunagar organised a Five –Day Administrative Training Programme on “Communication Skills Development” for the Supporting Staff Members from 14.12.2020 to 18.12.2020 at Maths Lab. Dr. S.Sharmelee, Assistant Professor of English welcomed the gathering. In Day I 14.12.2020, Dr. S. Anitha Assistant Professor of English discussed about the correct usage of Tenses in different situations. On 15.12.2020, Dr. K. Malarvizhi, Assistant Professor of English explained the position of Preposition in sentences with examples on 16.12.2020. She exemplified the usage of definite and indefinite articles and also highlighted the rules to insert punctuation in the sentences. on 17.12.2020 & 18.02.2020 Dr. M. Ponnien Selvi, Associate Professor of Commerce focused on the layout of the formal letters and its content. Nearly thirty five non-teaching staff members participated in the training programme and were highly benefited. They found all the sessions to be interactive and informative. Mrs. S. Raja Priya, Assistant Professor of Information Technology proposed the Vote of Thanks.

*S. Rajapriya*  
*S. Sharmellee*  
Staff In-charge

*R. Thirumala*  
IQAC Co-ordinator







# V. V. Vanniaperumal College for Women (Autonomous)

(Belonging to Virudhunagar Hindu Nadars)

Virudhunagar

Re-accredited with 'A' Grade by NAAC

~~SELF FINANCE~~ NON – TEACHING STAFF MEMBERS

S.NO	NAME OF THE STAFF MEMBERS	SIGNATURE
	<b>OFFICE</b>	
1	Tmt.S. Preethi, B.Com	4.12.20
2	Tmt.P. Kalaiselvi	P. Kalaiselvi
3	Tmt.P. Vasuki, DCP.,	4/12/20
4	Tmt.P. Kasiammal, B.Com.,	4.12.20
5	Tmt.K. Sumathi, B.Com.,	K.S. 4.12.20
6	Tmt.R. Usha Devi, M.A.,	R. Usha 4.12.20
7	Tmt.V. Kartheeswari, B.A.,	V. Kartheeswari 4.12.20
8	Tmt.K. Kavitha, B.A.,	K. Kavitha 4.12.20
9	Tmt.C. Lilly Rose, M.A.,	4.12.20
10	Tmt.N. Shanthi, B.Com.,	4.12.20
11	Tmt.N. Navamani	M. Navamani
12	Tmt.S.K. Kavitha, DCP, B.Com., M.LISc.,	S.K. Kavitha
13	Selvi.A. Bharathi, DECE.,	A. Bharathi
14	Tmt.B. Thazhaikani, B.Com.,	B. Thazhaikani 4-12-20
15	Tmt.I Uma Devi	I. Uma Devi
16	Tmt.A. Shanthi, DCDDM., M.A.,	A. Shanthi 4.12.20
17	Tmt.N. Mahalakshmi, B.A.,	N. Mahalakshmi 4.12.20
18	Tmt.S. Punitha latha, B.Sc.,	S. Punitha latha
19	Tmt. C.Hema, B.Sc.,	C. Hema
20	Tmt. G.Kanagavalli	G. Kanagavalli
21	Tmt. R.Yogamathi, H.D.C.A.,	R. Yogamathi 4/12/2020
22	Selvi M. Parameswari, B.Sc.,	M. Parameswari 4.12.2020
23	Selvi.N.Parameswari, B.Sc.,	N. Parameswari 4/12/20
24	Tmt.S.Veera Lakshmi, M.com.,M.Phil.,PGDCA.,	S. Veeralakshmi
25	Tmt. G. Sri Devi, B.B.A.,	G. Sri Devi
26	Selvi.M.Malathi.B.Sc.,	M. Malathi
27	Tmt. K.Selva Rani, DCP.,B.Com.,	K. Selva Rani
	<b>LABORATORY ASSISTANT</b>	
28	Tmt.R. Veiammal, B.Sc., PGDCA.,	R. Veiammal
29	Tmt.A. Lakshmi, B.Sc.,	A. Lakshmi
30	Tmt.P. Seetha	P. Seetha
31	Tmt.P. Perumalakkal	P. Perumalakkal
32	Tmt. R.Chitra	R. Chitra
33	Tmt. K.Ramalakshmi	K. Ramalakshmi
34	Tmt. M.Kaliswari	M. Kaliswari
35	Tmt. J.AnbuSelvi, M.Com.,B.Ed.,B.L.I.S.,	J. AnbuSelvi
36	Selvi.G.Sundari, M.Com.,	G. Sundari
37	Tmt. S.Kalpana, M.Com.,DCA.,	S. Kalpana
38	Tmt.M.Jeyalakshmi, B.Sc.,	M. Jeyalakshmi



39	Tmt. R. Ananthi, B.A.,	R. Ananthi
40	Tmt. M. Pandiammal	M. Pandiammal
41	Tmt. P. Sasikala, B.A.,	P. Sasikala
42	Tmt. A. Arulmary, D.M.L.T.,	A. Arul Mary
43	Selvi. R. Maheswari, B.Sc.,	R. Maheswari
	<b>LIBRARY ASSISTANT</b>	
44	Tmt. R. Maheswari, B.Com.,	R. Maheswari
45	Tmt. V. Vijayalakshmi	V. Vijayalakshmi

# Internal Quality Assurance cell

## Five Day Administrative Training Programme on "Communication Skills Development"

Date : 14.12.2020 to 18.12.2020

Time : 2:30pm

Venue : Maths Lab

Participants : Supporting Staff members of our  
College.

Resource persons : Dr. S. Anitha.

Dr. K. Malavighi

Assistant Professor of English.

Dr. M. Ponnien Selvi

Associate Professor of Commerce.

S No	Name of the participants	Designation	Signature				
			14.12.2020	15.12.2020	16.12.2020	17.12.2020	18.12.2020
	OFFICE						
1.	Tmt. S. preethi, B.Com	Supdt	S. Beethi	-	S. Beethi	S. Beethi	S. Beethi
2.	Tmt. P. Kalaiselvi	Assistant	P. Kalaiselvi	-	P. Kalaiselvi	P. Kalaiselvi	P. Kalaiselvi
3.	Tmt. P. Vasuki, Dep	Assistant	-			P. Vasuki	P. Vasuki
4.	Tmt. P. Kasiammal, B.Com	Steno-Typist	P. Kasiammal		P. Kasiammal	P. Kasiammal	P. Kasiammal
5.	Tmt. K. Sumathi, B.Com	Jr Asst	K. Sumathi	K. Sumathi	K. Sumathi	K. Sumathi	K. Sumathi
6.	Tmt. R. Usha Devi, M.A.,	Typist	-	R. Usha	R. Usha	R. Usha	R. Usha
7.	Tmt. V. Kartheeswari, B.A.,	Typist	V. Kartheeswari	V. Kartheeswari	V. Kartheeswari	V. Kartheeswari	V. Kartheeswari
8.	Tmt. K. Kavitha, B.A.,	Store keeper	K. Kavitha	K. Kavitha	K. Kavitha	K. Kavitha	K. Kavitha



S. No	Name of the participants	Designation	Signature				
			14.12.2020	15.12.2020	16.12.2020	17.12.2020	18.12.2020
9.	Tmt. C. Lilly Rose, M.A.,	Lab. Asst.	C. Lilly Rose	C. Lilly Rose	-	C. Lilly Rose	C. Lilly Rose
10.	Tmt. N. Shanthi, B.Com,	Lab. Assistant	N. Shanthi	-	N. Shanthi	-	N. Shanthi
11.	Tmt. N. Navamani		-	-			
12.	Tmt. S. K. Kavitha Dcp, B. Com, M. Lisc.,		S. K. Kavitha	S. K. Kavitha	S. K. Kavitha	S. K. Kavitha	S. K. Kavitha
13.	Selvi. A. Bharathi, DECE		A. Bharathi	A. Bharathi	A. Bharathi	A. Bharathi	A. Bharathi
14.	Tmt. B. Thazhai Kani, B. Com	Lab Asst.	B. Thazhai Kani	B. Thazhai Kani	B. Thazhai Kani	B. Thazhai Kani	B. Thazhai Kani
15.	Tmt. I Uma Devi	Librarian Asst	I. Uma Devi	I. Uma Devi	I. Uma Devi		
16.	Tmt. A. Shanthi, DCDDM., MA.,	Office Asst	A. Shanthi	-			
17.	Tmt. N. Mahalakshmi, B.A.,	"	N. Mahalakshmi	-	N. Mahalakshmi	N. Mahalakshmi	N. Mahalakshmi
18.	Tmt. S. Punitha Latha, B.Sc.,	Office Assistant	S. Punitha Latha	S. Punitha Latha	S. Punitha Latha	S. Punitha Latha	S. Punitha Latha
19.	Tmt. C. Hema, B.Sc.,		C. Hema	C. Hema	C. Hema	C. Hema	C. Hema
20.	Tmt. G. Kanagavalli	Off. Asst	G. Kanagavalli	G. Kanagavalli	G. Kanagavalli	G. Kanagavalli	
21.	Tmt. R. Yogamathi, H.D.C.A.,	"	R. Yogamathi	R. Yogamathi	R. Yogamathi	R. Yogamathi	R. Yogamathi
22.	Selvi M. Parameswari, B.Sc.,	Off Assistant	M. Parameswari	M. Parameswari	M. Parameswari	M. Parameswari	M. Parameswari
23.	Selvi. N. Parameswari B.Sc.,	Off. Assistant	N. Parameswari	-	N. Parameswari	N. Parameswari	N. Parameswari
24.	Tmt. S. Veera Lakshmi M. Com, M. Phil, PGDCA.,		-	-			




S. No	Name of the Participants	Designation	Signature				
			14.12.2020	15.12.2020	16.12.2020	17.12.2020	18.12.2020
25	Tmt. G. Sri Devi, B.B.A.,		-	-			
26	Selvi. M. Malathi. B.Sc.,	Office Assistant M. Malathi					
27	Tmt. K. Selva Rani, Dep, B.Com		-	-			
LABORATORY ASSISTANT							
28	Tmt. R. Velammal B.Sc, PGDCA.,	Lab Assistant R. Velammal					
29	Tmt. A. Lakshmi, B.Sc,	Junior. Asst. A. Lakshmi	A. Lakshmi	A. Lakshmi	A. Lakshmi	A. Lakshmi	
30	Tmt. P. Seetha Tmt. P. Perumalakkal	Record clerk P. Seetha	P. Seetha	P. Seetha	P. Seetha		
31	Office assistant P. Perumalakkal		P. Perumalakkal	P. Perumalakkal			
32	Tmt. R. Chitra	Lab Asst. R. Chitra	R. Chitra	R. Chitra	R. Chitra		
33	Tmt. K. Ramalakshmi	Lab Asst. K. Ramalakshmi	K. Ramalakshmi	K. Ramalakshmi	K. Ramalakshmi		
34	Tmt. M. Kaliswari		-	-			M. Kaliswari
35	Tmt. J. Anbu Selvi, M. Com, B.Ed, B.L.T.S.,		-	-			
36	Selvi. G. Sundari, M. Com		G. Sundari	G. Sundari			
37	Tmt. Kalpana, M. Com, DCA.,	Lab. Asst	Kalpana	Kalpana	Kalpana	Kalpana	
38	Tmt. S. Kalpana M. Com, DCA						
39	Tmt. M. Poyalamoni, Lab - Asst		M. Poyalamoni	M. Poyalamoni			M. Poyalamoni



Sl. No.	Name of the participants	Designation	Signature				
			14-12-2020	15-12-2020	16-12-2020	17-12-2020	18-12-2020
39	Tmt. R. Ananthi B.A.,	Lab. Assistant	R. Ananthi	R. Ananthi			
40	Tmt. M. Pandiam -mal	Lab Assistant	M. Pandiam	M. Pandiam			
41	Tmt. P. SasiKala B.A	Lab Assistant	P. SasiKala	P. SasiKala	P. SasiKala	P. SasiKala	
42	Tmt. A. Asulmaray D.M.L.T.,		-	A. Asulmaray			
43	Tmt. Selvi R. Maheswari, B.Sc	Lab Assistant	R. Maheswari	R. Maheswari	R. Maheswari		
LIBRARY ASSISTANT							
44	Tmt. R. Maheswari, B.Com	Lib. Asst	R. Maheswari	R. Maheswari	R. Maheswari	R. Maheswari	R. Maheswari
45	Tmt. V. Vijayalakshmi	Lib. Asst	V. Vijayalakshmi	V. Vijayalakshmi	V. Vijayalakshmi	V. Vijayalakshmi	V. Vijayalakshmi
46	Tmt. B. Thilagam	Games Assistant	B. Thilagam	B. Thilagam			
47	Tmt. R. Yogeswari	Lab. Assistant		R. Yogeswari	R. Yogeswari		



The Internal Quality Assurance cell of our college organised a five-day Administrative training programme on the topic "Communication Skills Development" for the Supporting Staff Members from 14.12.2020 to 18.12.2020 at Maths Lab. The Resource persons, ~~Dr.~~ Dr. S. Anitha and Dr. R. Malavizhi, Assistant Professors of English highlighted the significance of Grammar for better communication. Dr. M. Ponnien Selvi, Associate Professor of Commerce elaborated the layout of formal letters. All the sessions were interactive and informative. Nearly 35 support staff were the beneficiaries of the programme.

R.   
19/12/2020  
QAAC Coordinator.

J. F. Meena Rani  
Principal



C. LILLY ROSE  
Lab. Asst.,



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## Internal Quality Assurance Cell

### FEED BACK

### A Five-Day Administrative Training Programme (14.12.2020 – 18.12.2020)

On

### Communication Skills Development

Date: 18.12.2020

**Resource Persons:** Dr. S. Anitha, Assistant Professor of English

**Topic:** Usage of Tenses

Dr. K. Malarvizhi, Assistant Professor of English

**Topic:** Positioning the Preposition, Essence of Articles, Power of Punctuations

Dr. M. Ponnien Selvi, Associate Professor of Commerce

**Topic:** Office Communication: Concise Content

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.	✓				
2.	The Resource Persons were knowledgeable about the subject matter.	✓				
3.	The workshop experience will help to do my office work efficiently.	✓				
4.	The materials distributed were helpful.		✓			
5.	The days and time allotted for the workshop were sufficient.			✓		
	Suggest any specific topic on which you wish to attend Workshop in future : Communication skill development & letter writing					

C. Lilly Rose  
18.12.20  
Signature of the Participant





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## Internal Quality Assurance Cell



### FEED BACK

### A Five-Day Administrative Training Programme (14.12.2020 – 18.12.2020)

On

### Communication Skills Development

Date: 18.12.2020

**Resource Persons:** Dr. S. Anitha, Assistant Professor of English

**Topic:** Usage of Tenses

Dr. K. Malarvizhi, Assistant Professor of English

**Topic:** Positioning the Preposition, Essence of Articles, Power of Punctuations

Dr. M. Ponnien Selvi, Associate Professor of Commerce

**Topic:** Office Communication: Concise Content

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.	✓				
2.	The Resource Persons were knowledgeable about the subject matter.	✓				
3.	The workshop experience will help to do my office work efficiently.		✓			
4.	The materials distributed were helpful.	✓				
5.	The days and time allotted for the workshop were sufficient.			✓		
Suggest any specific topic on which you wish to attend Workshop in future : <i>If you conduct this programme another time also, we will understand this topics very easily</i>						

*P. Kariammal*

Signature of the Participant





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## INTERNAL QUALITY ASSURANCE CELL

### A Five-Day Administrative Training Programme (14.12.2020 – 18.12.2020)

On

### Communication Skills Development

**Date: 18.12.2020**

**Resource Persons:** Dr. S. Anitha, Assistant Professor of English

**Topic:** Usage of Tenses

Dr. K. Malarvizhi, Assistant Professor of English

**Topic:** Positioning the Preposition, Essence of Articles, Power of Punctuations

Dr. M. Ponnien Selvi, Associate Professor of Commerce

**Topic:** Office Communication: Concise Content

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.	13	8			
2.	The Resource Persons were knowledgeable about the subject matter.	14	7			
3.	The workshop experience will help to do my office work efficiently.	11	10			
4.	The materials distributed were helpful.	14	7			
5.	The days and time allotted for the workshop were sufficient.	8	11	2		
	Suggest any specific topic on which you wish to attend Workshop in future :					



## Five day Training Programme Feedback Analysis

