



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 (3rd Cycle) by NAAC
VIRUDHUNAGAR



Internal Quality Assurance Cell



Personality Development Programme

Work Place Etiquettes

Speaker	:	Dr. M. Geetha, Associate Professor & Head, Dean of Student Endeavours, V.V.Vanniaperumal College for Women, Virudhunagar.
Date	:	09.02.2022
Time	:	2.30 p.m.
Venue	:	T.V.M.A. Meeting Hall

Dr. R. Barani

Dr. S.M. Meena Rani

IQAC Coordinator

PRINCIPAL



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Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



Date: 08.02.2022

CIRCULAR

The Internal Quality Assurance Cell of our College is organizing a Personality Development Programme for the Non-Teaching Faculty on 09.02.2022 at 2.30 p.m.

Resource Person : Dr. M. Geetha,
Associate Professor & Head,
Dean of Student Endeavours,
V.V.Vanniaperumal College for Women,
Virudhunagar.

Topic : Work Place Etiquettes (பணியிட பண்பாடு)

Venue : T.V.M.A. Meeting Hall

The list of Non-Teaching Faculty who should attend the meeting is attached herewith.

S. S. S. S.
08/02/2022
B. S. S. S.
8/2/22
Staff-in-charge

R. S. S. S.
8/2/2022
IQAC Coordinator

S. M. S. S. Ravi
PRINCIPAL



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INTERNAL QUALITY ASSURANCE CELL



Personality Development Programme for Non-Teaching Faculty

REPORT

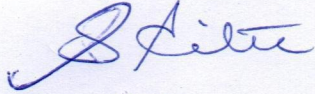
The Internal Quality Assurance Cell conducted a Personality Development Programme for non-teaching faculty on 09.02.2022. Dr.M.Geetha, Dean of Student Endeavours, Associate Professor and Head, Department of History delivered a talk on "Work Place Etiquettes". Nearly thirty non-teaching staff of our college participated in the Programme.

The Programme began with a prayer song, sung by the support staff, Mrs. P. Rajapriya and Mrs. N. Murugeshwari. Dr. R. Barani, Coordinator, IQAC welcomed the gathering. During the special address, Dr. M. Geetha focused on the importance of social ethics in work place. Their dedicated service in keeping the surroundings spic and span was appreciated and at the same time, they were also motivated and guided to work better with coordination and involvement. The speaker quoted few anecdotes and stories to drive home the point clearly. Her speech made the participants realize their significant role in the maintenance of the college campus. The talk altogether was so inspiring that all the 30 participants felt rejuvenated with positive vibes. The response received through feedback proved the successful constructive impact on the support staff to contribute their quality service for the cause of the institution. Towards the end of the Programme the participants came out with few suggestions that would enhance their work culture. The suggestions are as follows:

1. Extension of pipes to provide drinking water facility near the Multipurpose Hall.
2. Additional water tap/ Proximity of water taps (near office of the Controller of Examinations and Department of Commerce) for watering the plants.
3. One bus trip on all evenings at 5.45pm covering all the areas in the outskirts of Virudhunagar.

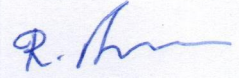
4. Refreshment to be provided during the course of overtime/ tiresome work (c arrangement for meetings at multipurpose hall).
5. Provision of campus maintenance paraphernalia (broomstick and hosepipes e as per the requirement.

On behalf of all the 30 participants Mrs. P. Rajapriya expressed her gratitude to the Princ the Resource person and the IQAC team through the Vote of Thanks.



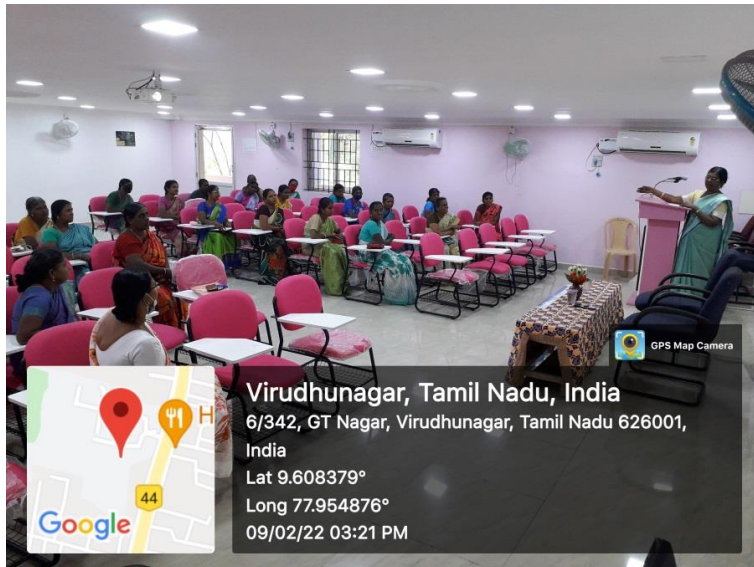
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Staff- in-charge



IQAC Coordinator

PERSONALITY DEVELOPMENT PROGRAMME FOR NON - TEACHING FACULTY 9.2.22



From

Dr. R. Barani,
IQAC Coordinator & Associate Professor of Computer Science,
V.V.Vanniaperumal College for Women (Autonomous),
Virudhunagar.

To

The Secretary,
V.V.Vanniaperumal College for Women (Autonomous),
Virudhunagar.



Through

The Principal,
V.V.Vanniaperumal College for Women (Autonomous),
Virudhunagar.

Respected Sir / Madam,

I wish to bring to your kind notice that we have planned to organize a Personality Development Programme for the non-teaching faculty of our college on 09.02.2022 at 2.30 p.m. Dr. M. Geetha, Associate Professor & Head, Dean of Student Endeavours, V.V.Vanniaperumal College for Women, Virudhunagar has kindly accepted to address the non-teaching faculty on the topic **Work Place Etiquettes**. We humbly request you to permit us to arrange the same.

Thank You

Virudhunagar

07.02.2022

Recommended
ST
7.2.22

Yours faithfully,

R. Barani

12
7/2

List of Non-teaching Staff Members (Aided)

S. No	Name
1.	Tmt. K. Santhi Devi
2.	Tmt. M. Indra
3.	Tmt. S. Punniyavathi
4.	Tmt. V. Elavarasi
5.	Tmt. S. Marithangam
6.	Tmt. K. Shanmugapriya
7.	Tmt. P. Mareeswari
8.	Tmt. V. Arukkani
9.	Tmt. D. Mareeswari

List of Non-teaching Staff Members (Self-Finance)

S. No	Name
1.	Tmt. P. Mareeswari
2.	Tmt. S. Nirmala Devi
3.	Tmt. S. Jeyalakshmi
4.	Tmt. J. Jeya Janaseeli
5.	Tmt. P. Rajapriya
6.	Tmt. M. Shanthi
7.	Tmt. J. Amutha
8.	Tmt. K. Sankareswari
9.	Tmt. M. Selvi
10.	Tmt. B. Shanthi
11.	Tmt. P. Sundari
12.	Tmt. R. Annalakshmi
13.	Tmt. A. Sermakani
14.	Tmt. S. Gandhimathi
15.	Tmt. V. Kalaiselvi
16.	Tmt. N. Murugeswari
17.	Tmt. G. Vanitha
18.	Tmt. S. Kanagavalli
19.	Tmt. A. Tamilarasi
20.	Tmt. S. Selvi

Internal Quality Assurance Cell.

PERSONALITY DEVELOPMENT PROGRAMME

Date : 9.02.2022

Time : 2.30pm

Venue : T.V.M.A. Meeting Hall

Resource Person : Dr. M. Geetha,
Associate professor & Head,
Dean of Student Endeavours,
V.V. Vanniaperumal College for Women,
Viduthanagar.

Topic : Work Place Etiquettes (வலைவழிமுறைகள்)

Members Present

S.No	Name of the Participant	Signature
1.	Tmt. S. Purniyavathi	S Purniyavathi
2.	Tmt. V. Elavarasi	V. Elavarasi
3.	Tmt. K. Santhi Devi	K. Santhi Devi
4.	Tmt. M. Indra	M. Indra
5.	Tmt. K. Sharmuga priya	K. Sharmuga Priya
6.	Tmt. P. Mareeswari	P. Mareeswari
7.	Tmt. S. Marithangam.	S. Marithangam
8.	Tmt. V. Arukkani	V. Arukkani
9.	Tmt. D. Mareeswari	D. Mareeswari
10.	Tmt. S. Nirmala Devi	S. Nirmala Devi
11.	Tmt. S. Jayalakshmi	S. Jayalakshmi
12.	Tmt. I. Jeya Janaseeli	I. Jeya Janaseeli
13.	Tmt. P. Rajapriya	P. Rajapriya
14.	Tmt. P. Mareeswari	P. Mareeswari
15.	Tmt. M. Shanthi	M. Shanthi

S.No	Name of the Participant	Signature
16.	Tmt. J. Amutha	J. Amutha
17.	Tmt. K. Sankareswari	க. சங்கரேசுவரி
18.	Tmt. M. Selvi	M. Selvi
19.	Tmt. B. Shanthi	-
20.	Tmt. P. Sundari	ப. சந்திரா
21.	Tmt. R. Annalakshmi	R. Annalakshmi
22.	Tmt. A. Sermakani	A. செர்கனி
23.	Tmt. S. Grandhimathi	S. கார்த்திகி
24.	Tmt. V. Kalaiselvi	V. கலைசெல்வி
25.	Tmt. N. Murugeswari	N. முருகேசுவரி
26.	Tmt. G. Vanitha	G. வனிதா
27.	Tmt. S. Karagavalli	S. கரகவள்ளி
28.	Tmt. A. Tamilarasi	A. தமிரரசி
29.	Tmt. S. Selvi	S. செல்வி
30.	Tmt. V. Hemalatha	V. ஜெம்லா
31.	R. Tamilarasi	R. Tamilarasi

Chief guest's Impression:

It is a good chance to me to share my views with the non-teaching staff members. Thanks to IQAC Co-ordinator & Members.

M. Seetha
9.2.2022

R. Tamilarasi
IQAC Coordinator

J. M. Thirumala Rani
Principal

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Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



Personality Development Programme on
Work Place Etiquettes (பணியிடப் பண்பாடு)

Date: 9.02.2022

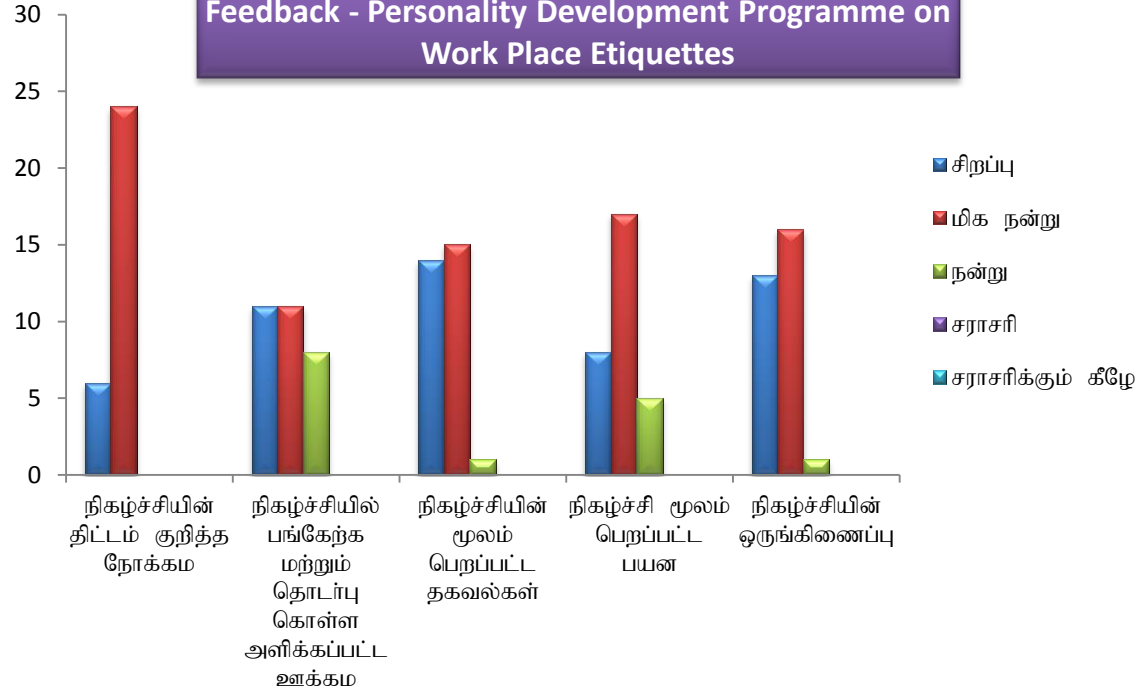
Time: 02.30 p.m. to 04.30p.m.

Resource Person:

Dr. M. Geetha,
Associate Professor & Head,
Dean of Student Endeavours,
V.V.Vanniaperumal College for Women,
Virudhunagar.

வரிசை எண்.	விபரம்	சிறப்பு	மிக நன்று	நன்று	சராசரி	சராசரிக்கும் கீழே
1	நிகழ்ச்சியின் திட்டம் குறித்த நோக்கம்	6	24	-	-	-
2	நிகழ்ச்சியில் பங்கேற்க மற்றும் தொடர்பு கொள்ள அளிக்கப்பட்ட ஊக்கம்	11	11	8	-	-
3	நிகழ்ச்சியின் மூலம் பெறப்பட்ட தகவல்கள்	14	15	1	-	-
4	நிகழ்ச்சி மூலம் பெறப்பட்ட பயன்	8	17	5	-	-
5	நிகழ்ச்சியின் ஒருங்கிணைப்பு	13	16	1	-	-

Feedback - Personality Development Programme on Work Place Etiquettes





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 Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



ஆளுமைத்திறன் மேம்பாட்டு நிகழ்ச்சி

நிகழ்ச்சி குறித்த பின்னாட்டு

தேதி: 09.02.2022

சிறப்புரையாளர் : Dr. M. Geetha,
 Associate Professor & Head,
 Dean of Student Endeavours,
 V.V.Vanniaperumal College for Women,
 Virudhunagar.

தலைப்பு : Work Place Etiquettes (பணியிடப் பண்பாடு)

பங்கேற்பாளர்கள் : ஆசிரியரல்லாத பணியாளர்கள்

வரிசை எண்.	விபரம்	சிறப்பு	மிக நன்று	நன்று	சராசரி	சராசரிக்கும் கீழே
1	நிகழ்ச்சியின் திட்டம் குறித்த நோக்கம்					
2	நிகழ்ச்சியில் பங்கேற்க மற்றும் தொடர்பு கொள்ள அளிக்கப்பட்ட ஊக்கம்					
3	நிகழ்ச்சியின் மூலம் பெறப்பட்ட தகவல்கள்					
4	நிகழ்ச்சி மூலம் பெறப்பட்ட பயன்					
5	நிகழ்ச்சியின் ஒருங்கிணைப்பு					
	வேறு ஏதேனும் பரிந்துரைகள்:					



V.V. VANNIAPERUMAL COLLEGE FOR WOMEN (AUTONOMOUS)

(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR - 626 001. (TAMIL NADU)

Re-accredited with 'A' Grade by NAAC



Dr. (Tmt) S.M. Meena Rani, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,
Principal
Mobile : 89033 00236
e-mail : vvvgeneral@bsnl.in
officevvvc2014@gmail.com

Ph : 04562 - 243133
Resi : 04562 - 246962
Fax : 04562 - 248694
Cell : 94890 88703
website : www.vvvcollege.org

10.02.2022

To

Dr. M. Geetha,
Associate Professor & Head,
Dean of Student Endeavours,
V.V.Vanniaperumal College for Women,
Virudhunagar.

Respected Madam,

Warm Greetings.

We feel happy to express our sincere thanks to you for enlightening the Non-Teaching Faculty about **Work Place Etiquettes** (பணியிட பண்பாடு) during the Personality Development Programme on 09.02.2022.

IQAC Coordinator

S.M. Meena Rani
PRINCIPAL

From

Dr. R. Barani
IQAC Coordinator
V.V.Vanniaperumal College for Women
Virudhunagar

To

The Secretary
V.V.Vanniaperumal College for Women
Virudhunagar

Through

The Principal
V.V.Vanniaperumal College for Women
Virudhunagar

Respected Sir/ Madam,

The Internal Quality Assurance Cell of our College had conducted a Personality Development Programme for the non-teaching faculty on 09.02.2022. Based on the feedback received from the thirty participants, the requirements made by them have been consolidated as follows

1. Extension of pipes to provide drinking water facility near the Multipurpose Hall.
2. Additional water tap/ Proximity of water taps (near office of the Controller of Examinations and Department of Commerce) for watering the plants.
3. One bus trip on all evenings at 5.45 p.m. covering all the areas in the outskirts of Virudhunagar.
4. Refreshment to be provided during the course of overtime/ tiresome work (chair arrangement for meetings at multipurpose hall).

Hereby, the requisitions of the non-teaching faculty have been brought to your notice for further action.

Thank You

Virudhunagar
Date: 17.02.2022

Yours truly,

