



From

Dr. M. Ponnien Selvi
Coordinator, IQAC
Associate Professor and Head
Department of Commerce
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,

Subject: Seeking Permission to organize a Non-Teaching Faculty Development Programme on 'Work Ethics'.

We wish to bring to your kind notice that the Internal Quality Assurance Cell of our College has planned to organise a Non-Teaching Faculty Development Programme on 'Work Ethics'. Dr. S. Banumathy, Head and Associate Professor of Commerce (Retired), has consented to be the resource person. Kindly permit us to invite her and conduct the programme on 24.02.2025 at 02.15 p.m.

Thank You.

Virudhunagar

19.02.2025

Yours faithfully,

M. Ponnien Selvi

Forwarded
\$ Lut
19/2/25

12/2



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Reaccredited with 'A++' Grade (4th Cycle) by NAAC

VIRUDHUNAGAR

Quality Education with Wisdom and Values



Internal Quality Assurance cell

organises a

Non-Teaching Faculty Development Programme

on

'Work Ethics'



Resource person

Dr. S Banumathy

Former Head and Associate Professor of
Commerce

V.V.Vanniaperumal College for Women,
Virudhunagar

**VENUE : JEGATHAMBAL RAJENDRAN MEETING HALL
(LIBRARY DOWNSTAIRS)**

DATE:24.02.2025

TIME:2:15 P.M.

Dr.R.Mahalakshmi

Ms.S.Betsy Sherin

Organisers

Dr.M.Ponnien Selvi

IQAC Coordinator

Dr.S.Cinthana

Principal



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Reaccredited with 'A++' Grade (4th Cycle) by NAAC

VIRUDHUNAGAR

Quality Education with Wisdom and Values



Date: 20.02.2025

CIRCULAR

Internal Quality Assurance Cell

The Internal Quality Assurance Cell has planned to organise a “Non-Teaching Faculty Development Programme on Work Ethics” in our College.

Resource Person : Dr. S.Banumathy
Former Head and Associate Professor of Commerce
V.V.Vanniaperumal College for Women
Virudhunagar.

Topic : **Work Ethics**

Date : 24.02.2025

Time : 02.15 p.m. – 03.15 p.m.

Venue : Jegathambal Rajendran Meeting Hall (Library Downstairs)

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

R. Mahalakshmi
S.B.
Organisers
20/02/25

M. Ponnien Selvi
IQAC Coordinator
20/02/2025

S. S. S.
PRINCIPAL

Encl: List of Participants



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Reaccredited with 'A++' Grade (4th Cycle) by NAAC

VIRUDHUNAGAR

Quality Education with Wisdom and Values



Internal Quality Assurance Cell
organises a
Non-Teaching Faculty Development Programme
on
'Work Ethics'

Date : 24.02.2025

Time: 2:15 pm

Venue : Jegathambal Rajendran Meeting Hall (Library Downstairs)

AGENDA

- | | |
|--|--|
| Prayer Song | : Tmty.R.Ushadevi, Typist (S.G)
Tmty. A. Bharathi, Laboratory Assistant |
| Welcome Address &
Introducing the Resource Person | : Dr. R. Mahalakshmi
Assistant Professor of Commerce (Computer Applications) |
| Honouring the Resource Person | : Dr.S.Cinthana
Principal,
V.V.Vanniaperumal College for Women,
Virudhunagar |
| Special Address | : Dr. S. Banumathy
Former Head and Associate Professor of Commerce
V.V.Vanniaperumal College for Women
Virudhunagar |
| Feedback | : Participants |
| Vote of Thanks | : Ms. S. Betsy Sherin
Assistant Professor of Costume Design and Fashion |

V.V. VANNIAPERUMAL COLLEGE FOR WOMEN



(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai
Reaccredited with 'A++' Grade (4th cycle) by NAAC

VIRUDHUNAGAR - 626 001.

TAMIL NADU

Quality Education with Wisdom and Values

Dr. (Tmt) S. Cinthana, M.A., M.Phil., Ph.D.,

Principal

Mobile : 97155 24009

e-mail : principalvvvc@gmail.com

principal@vvvcollege.org

Fax : 04562 - 248694

Mobile : 94890 88703

website : www.vvvcollege.org

Date: 20.02.2025

To

Dr. S. Banumathy
Former Head and Associate Professor of Commerce
V.V.Vanniaperumal College for Women
Virudhunagar

Madam,

Warm Greetings. We are delighted to invite you to be an esteemed Resource Person for the Non-Teaching Faculty Development Programme organised by the Internal Quality Assurance Cell, V.V.Vanniaperumal College for Women, Virudhunagar. We cordially invite you to motivate the Non-Teaching Faculty member by your special address on the topic "**Work Ethics**" on 24.02.2025 at 2.15 p.m.

PRINCIPAL

Internal Quality Assurance cell

Non-Teaching Faculty Development Programme

ON
"WORK ETHICS"

Date: 24.02.2025

Venue: Jegathambal Rajendran Meeting Hall (Library Downstairs)

Resource Person :-

Dr. S. Banumathy

Former Head and Associate Professor of commerce,

V.V. Vanniaperumal College for women,

Virudhunagar.

S. NO	Name	Designation	Signature
1	S. Kalpana	Lab. comm (R)	S. Kalpana
2	S. Punithavalli	office Assit	S. Punithavalli
3	B. Thazhaikani	Lab Assistant-	B. Thazhaikani
4	G. Kanegavalli	Record clerk	G. Kanegavalli
5	C. Hema	office Asst	C. Hema
6	S. SUBHA	Office Assistant (COE)	S. Subh
7	S. Chitra	Office Assistant (COE)	S. Chitra
8	N. Mahalakshmi	Record clerk	N. Mahalakshmi
9	R. Vignamathi	Sweeper	R. Vignamathi
10	R. Tamilarasi	watchman	R. Tamilarasi
11	V. Hemalatha	stationery	V. Hemalatha
12	S. Revathi	XEROX	S. Revathi
13	N. Smeethi	Hostel gatekeeper	N. Smeethi
14	N. Shanith	Lab Assistant (R)	N. Shanith
15	S. Preethi	office Supdt	S. Preethi
16	P. VASUKI	Asst	P. Vasuki/24.2.25
17	R. USHA DEVI	Typist (SG)	R. Usha
18	K. Kavitha	store keeper	K. Kavitha

S. NO	Name	Designation	Signature
19.	M. Navaneel	Lab Asst (S.G)	M. Navaneel
20	M. Kaliswari	Library Asst	M. Kaliswari
21.	R. velammal	Lab Asst	R. velammal
22.	S. Vaigai Malan	office Asst	S. Vaigai Malan
23	C. Radhika	Lab Asst	C. Radhika
24.	K. Teri Medina	Dean office	K. Teri Medina
25.	V. Kartheeswari	Typist	V. Kartheeswari
26.	A. Lakshmi	Junior Assistant	A. Lakshmi
27.	K. Selvarani	Dean office	K. Selvarani
28	A. Shanthi	Lab Assistant	A. Shanthi
29.	S. K. Karitha	L. A	S. K. Karitha
30	V. Vijayalaxmi	off. Asst	V. Vijayalaxmi
31	K. Sumathi	J. Asst	K. Sumathi
32	P. Kasiammal	Asst	P. Kasiammal
33	C. Lily Rose	Asst.	C. Lily Rose
34.	P. Perumalakkar	Record clerk	P. Perumalakkar
35	T. VIJAYAKUMARI	SCAVENGER	T. Vijayakumari
36.	A. BHARATHI	Lab Assistant	A. Bharathi
37.	S. Veeralakshmi	Library	S. Veeralakshmi
38	S. Yamuna Devi	Zoology	S. Yamuna Devi
39.	S. Punita Latha	Office Assistant	S. Punita Latha
40	R. Ananthi	Library	R. Ananthi
41	S. Kalai Selvi	Office Assistant	S. Kalai Selvi
42	M. Arunadevi	Library	M. Arunadevi

VISITORS IMPRESSION

Very happy to be a part of IBAC and shared my views and observations with the non-teaching staff members. It was a very nice experience. Thank you for the golden opportunity.

Brammaram

24/2/2024

FEED BACK FROM NON-TEACHING FACULTY :

பேரறிவுரைப்பணியாளர்கள் தங்களுக்கு பணிகளை
மேற்கொள்ளும் வகத்தை எந்தவகையில் இன்றும் மேம்படுத்தலாம்
என குறித்து நடத்திய கூட்டத்தில் கூறப்பட்ட தகவல்கள்
மிகவும் பயனுள்ளதாக இருந்தது

P. Vasanthi
Assistant.

அய்யவகப் பணிகளை நிதானமாகவும், பொறுமைடையுடனும்
நேரத்தியாக நிகழிடவும், கடமைகளைச் செய், பணனை எதிர்பாராது!
என்று கருிய அலர்களின் வார்த்தைகள் எங்கள் மனதில் பதிந்தன.

A. Lakshmi
Junior Assistant.

Report on Non-Teaching Faculty Development Programme on 'Work Ethics'

The Internal Quality Assurance Cell of V.V. Ranniaperumal College for Women, Virudhunagar organised a Non-Teaching Faculty Development Programme on 'Work Ethics' on 24.2.2025. The Resource Person was Dr. S. Banumathy, Former Head and Associate Professor of Commerce, V.V. Ranniaperumal College for Women, Virudhunagar. The Programme began with a prayer song by Mrs. R. Ushadeni, Mrs. K. Karisha and Mrs. A. Bharathi followed by the welcome address by Dr. R. Mahalakshmi Assistant Professor of Commerce (CA) who introduced the resource person to the Participants. The Resource Person motivated the audience by narrating interesting short stories. She advised them to follow the ethics by being punctual, having keen concentration in the work, rendering dedicated service, respecting and greeting others and to have patience till they get satisfaction in their work. Dr. S. Cinthana, Principal honoured the resource person with a memento. The Participants gave their feedback. Totally 42 Non-Teaching Faculty members participated in the programme. The Participants were able to realise more about the need of faith in God, Smart work, dedication, Patience and Perseverance for peaceful and happy working environment.

Mrs. S. Betsey Sherin, Assistant Professor of Costume Design and Fashion
Proposed vote of thanks

R. Mahalakshmi
S. B. Organisers

IBate coordinator
M. Ponnien Selvi
24/02/2025

S. S. S. S.
Principal



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Reaccredited with 'A++' Grade (4th Cycle) by NAAC

VIRUDHUNAGAR

Quality Education with Wisdom and Values



REPORT OF THE PROGRAMME

Title of the Programme	:	Work Ethics
Resource Person	:	Dr. S. Banumathy Former Head and Associate Professor of Commerce V.V.Vanniaperumal College for Women Virudhunagar
Staff-in-charge	:	Dr. R. Mahalakshmi Ms. S. Betsy Sherin
Objective	:	To learn about the ethics followed in work place
Date and Time	:	24.02.2025, 02.15 p.m.
Venue	:	Jegathambal Rajendran Meeting Hall (Library Downstairs)
No.of Participants	:	42
Details of Beneficiaries	:	Non-Teaching Faculty

The Resource person Dr. S. Banumathy, former Head and Associate Professor of Commerce, V.V.Vanniaperumal College for Women, Virudhunagar motivated the audience by narrating interesting short stories. She advised them to follow the ethics by being punctual, having keen concentration in the work, rendering dedicated service, respecting and greeting others and to have patience till they get satisfaction in their work.

Outcome of the Programme

The participants were able to realise more about the need of faith in God, smart work, dedication, patience and perseverance for peaceful and happy working environment.

R. Mahalakshmi
S. Betsy Sherin
Organisers

M. Ponnien Selvi
IQAC Coordinator
Dr. M. PONNIEN SELVI
Coordinator, IQAC
Associate Professor and Head
Department of Commerce
V.V.Vanniaperumal College for Women
VIRUDHUNAGAR.

V.V. VANNIAPERUMAL COLLEGE FOR WOMEN



(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai
Reaccredited with 'A++' Grade (4th cycle) by NAAC

VIRUDHUNAGAR - 626 001.

TAMIL NADU

Quality Education with Wisdom and Values

Dr. (Tmt) S. Cinthana, M.A., M.Phil., Ph.D.,

Principal

Mobile : 97155 24009

e-mail : principalvvvc@gmail.com

principal@vvvcollege.org

Fax : 04562 - 248694

Mobile : 94890 88703

website : www.vvvcollege.org

Date: 26.02.2025

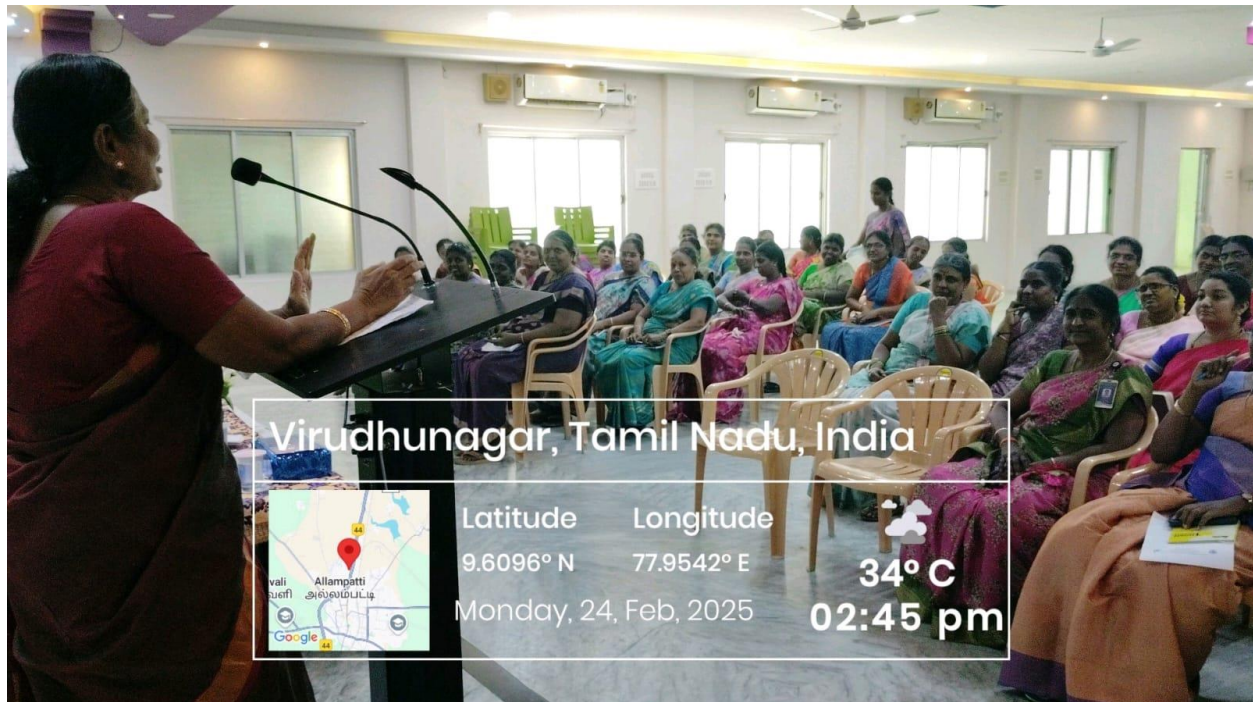
To

Dr. S. Banumathy
Former Head and Associate Professor of Commerce
V.V.Vanniaperumal College for Women
Virudhunagar

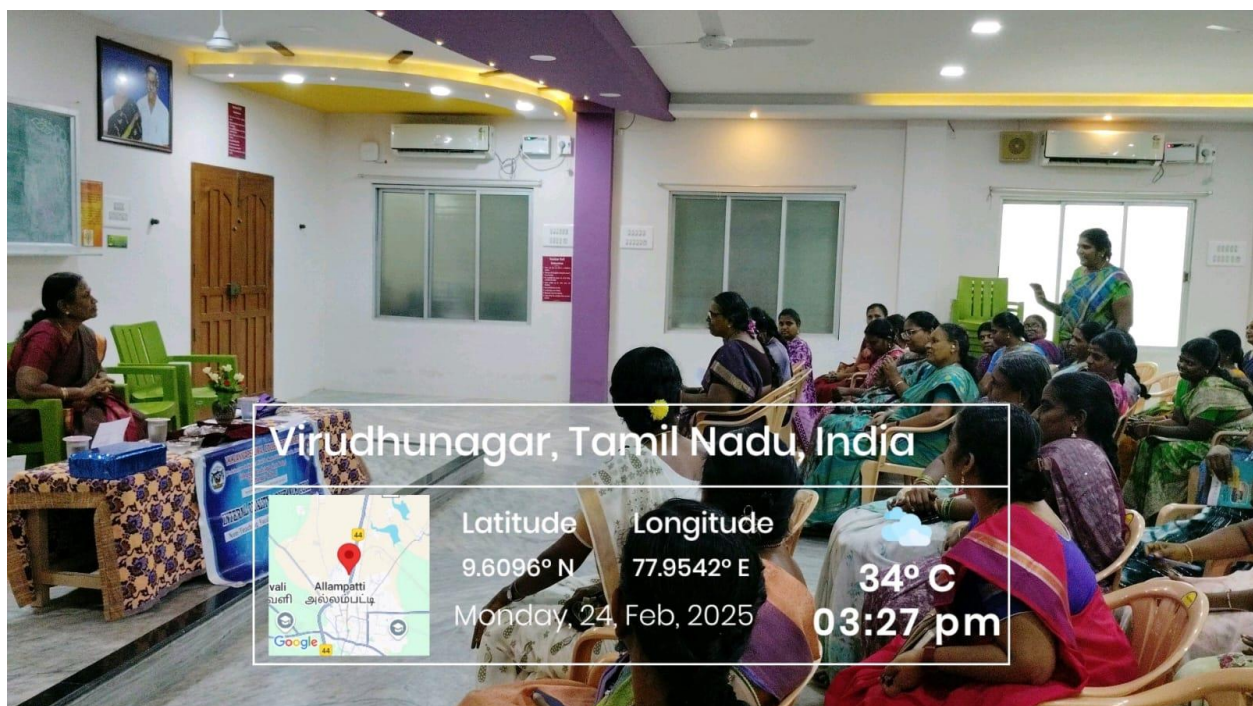
Dear Madam,

Warm Greetings. We feel happy to express our sincere thanks to you for being the Resource Person for the Non-Teaching Faculty Development Programme on the topic **Work Ethics** on 24.02.2025 organised by the Internal Quality Assurance Cell of V.V.Vanniaperumal College for Women, Virudhunagar. Your thought-provoking message enabled the participants to realise more about the need for faith in God, smart work, dedication, patience and perseverance for peaceful and happy working environment.

PRINCIPAL



Resource Person Dr.S.Banumathy, Former Head & Associate Professor of Commerce,
V.V.Vanniaperumal College for Women, Virudhunagar



Feedback by Non-Teaching Faculty Member