

6.3.3

professional development programmes / administrative development programmes organized by the institution for teaching and non teaching staff's during 2018-2019 is given below.

2018-2019

Year	Name of the Programme	Department	Page.No.
2018-2019	Practicum on Communication Skills and Soft Skills	Business Administration	2-5
2018-2019	Faculty Development Programme on "Financial institutions for Business"	Business Administration	6-9
2018-2019	Professional development programme on Intellectual Property rights and patent filing	Bio technology	10-13
2018-2019	Professional development programme on Tools and Techniques for research	Bio technology	14-18
2018-2019	Professional development programme on Lab Maintenance and Safety Measurements	Chemistry	19-22
2018-2019	How to Avoid Infecund in Women's Life	English	23-26
2018-2019	Brainstorming Techniques & Team Building Strategies	English	27-29


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1. Practicum on Communication Skills and Soft Skills



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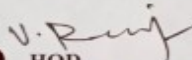
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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

Date: 25.03.2019

DEPARTMENT OF BUSINESS ADMINISTRATION

CIRCULAR

I kindly bring to your notice that the BBA & COMMERCE (C.A) Department would like to organize the Workshop on "Practicum on Communication Skills and Soft Skills" on 03.04.2019-04.04.2019 for the above Programme we expect the cordial support of all the departments. The faculty can register their names with the in-charge Dr.B.Jayalakshmi AP/ BBA on or before 01.04.2019.


HOD

Head of the Department
Business Administration,
Mahendra Arts & Science College (Autonomous),
Kalippatti-637 501.



Principal
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- | | |
|---------------|--------------------------------|
| 1. TAMIL | 7. MATHS |
| 2. ENGLISH | 8. COMMERCE (B.com & B.com CA) |
| 3. PHYSICS | 9. COMPUTER SCIENCE |
| 4. STATISTICS | 10. COMPUTER APPLICATIONS |
| 5. CHEMISTRY | 11. JMC |
| 6. BIO-TECH | |


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Brochure of the Programme



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DEPARTMENT OF BBA & COMMERCE (C.A)

**Two Days Training Programme on
Practicum on Communication Skills and Soft Skills**



RESOURCE PERSON

**Dr. Ramanujam
Associate Professor**

**BHARATHIAR SCHOOL OF MANAGEMENT
AND ENTREPRENEUR DEVELOPMENT**

**Date: 03.04.2019-04.04.2019
Time: 10AM, -11AM**

**Dr. S. Arjunan
Principal**


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Report of the programme



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OUTCOME OF WORKSHOP ON

" PRACTICUM ON COMMUNICATION SKILLS AND SOFT SKILLS"

Name of the Event: " Practicum on Communication Skills and Soft Skills"

Date: 03.04.2019-04.04.2019

Venue: Auditorium, Mahendra arts & science college

Organizers: 1.Dr.V. Ramanithilagam
Professor & Head
Department of BBA
2.Dr.J. Josephine Daisy
Professor & Head
Department of commerce (C.A)

Resource Person/Chief Guest:

Dr. Ramanujam
Head & Associate professor
Department of Business Administration,
Bharathiyar School of Management and Entrepreneur
Development

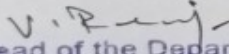
No of Non-Staffs Participant: 62

Detailed Report of the Workshop:

The training program was inaugurated by the Principal of Mahendra Arts & Science College. In his inaugural speech, he urged the participants to make use of the training to the maximum extent possible in order to enhance their communication and soft skills.

During the first session of the training, Dr. Ramanujam made a presentation on basic skills which covered areas like communication verbal and soft skills. He also reaches the short form of all written verbals. After the presentation, he gave a detail information and importance on these skills, after that training participant performance was evaluated on how to improve these skills was given.

Mr.C.Sasikumar delivered the vote of thanks and the session was wind up by national anthem.


Head of the Department
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Kalippatti-637 501.


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**Photo taken on the day of valedictory of the programme on
04.04.2019**




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2. Faculty Development Programme on "Financial institutions for Business"



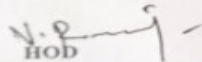
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Date: 24.04.2018

DEPARTMENT OF BUSINESS ADMINISTRATION

CIRCULAR

I kindly bring to your notice that the BBA & COMMERCE (C.A) Department would like to organize the Workshop on "Faculty Development Programme on "Financial institutions for Business" on 02.05.2018-04.05.2018 for the above Programme we expect the cordial support of all the departments faculties.


HOD

Head of the Department
Business Administration,
Mahendra Arts & Science College (Autonomous),
Kalippatti - 637 501.

1. TAMIL
2. ENGLISH
3. PHYSICS
4. STATISTICS
5. CHEMISTRY
6. BIO-TECH


Principal
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7. MATHS
8. COMMERCE (B.com & B.com CA)
9. COMPUTER SCIENCE
10. COMPUTER APPLICATIONS
11. JMC


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Brochure of the Programme



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DEPARTMENT OF BBA & B.COM (C.A)

KEYNOTE SPEAKER

**Faculty Development Programme
on "Financial institutions for
Business"**



Dr.GOPALAKRISHNAN

HRD & Director

Sri Balaji University, Pune



DATE:02.05.2018-04/05/2018

TIME:10.00AM-1.00PM

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Photo taken during the session started on 02.05.2018




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Report of the Programme



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OUTCOME OF WORKSHOP ON" FACULTY DEVELOPMENT PROGRAMME ON "FINANCIAL INSTITUTIONS FOR BUSINESS"

Name of the Event: " Faculty Development Programme on "Financial institutions
for Business"

Date: 02.05.2018-04.05.2018

Venue: Auditorium, Mahendra arts & science college

Organizers: 1. MR.C.Sasikumar
Professor & Head
Department of BBA
2.Dr.J. Josephine Daisy
Professor & Head
Department of commerce (C.A)

Resource Person/Chief Guest:

Dr. Gopalakrishnan,
HRD & Director,
Sri Balaji University,
Pune.

No of Non-Staffs Participant: 58

Detailed Report of the Workshop:

The program was inaugurated by the Principal of Mahendra Arts & Science College. In his inaugural speech, he recommended the members to make use of the development program to the maximum extent possible in order to enhance their financial business skills.

During the first session of the program, Dr. Gopalakrishnan made a presentation on financial institutions for Business. Detailed the necessity and importance of the business and also gave a detail information on the financial institutions for business. After the presentation resource person given the inkling for how to segregate the financial drawbacks in business.

After that, Dr.B.Jayalakshmi delivered the vote of thanks and the session was wind up by national anthem.


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3. Professional development programme on Intellectual Property rights and patent filing Professional development programme on Tools and Techniques for research




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13.06.2018

CIRCULAR

Dear Sir/Madam,

Warm Greetings, the Department of Biotechnology is happy to announce you about conducting a Professional Development Program on “**Intellectual Property Rights and Patent fillig**” for our college teaching and non-teaching staff members from 18.06.2018 to 26.06.2018. The interested teaching and non-teaching staff members are requested to register their details with the program coordinator **Mr.P.Thiyagarajan** Assistant professor, Department of biotechnology through concerned Head of the Department on or before 15.06.2018.


Coordinator


Head of the Department

Concerned Head of the Departments are requested to circulate this circular with teaching and non-teaching staff members.

- | | | | |
|---------------|-----------------|--------------|---------------------|
| 1. Tamil | 2. English | 3. JMC | 4. Mathematics |
| 5. Statistics | 6. Physics | 7. Chemistry | 8. Computer Science |
| 9. Commerce | 10. Commerce CA | 11. BBA | |


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Boucher of the Programme



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DEPARTMENT OF BIOTECHNOLOGY

Professional Development Program on

“Intellectual Property Rights & Patent filling”

DATE: 18.06.2018 to 26.06.2018.

09:30 AM - 03:45 PM

AGENDA

Welcome Address	Dr.T.Selvankumar Head Department of Biotechnology Mahendra Arts & Science College (Autonomous)
Keynote Address	Dr. S. Arjunan Principal Mahendra Arts & Science College (Autonomous)
Inaugural Address	Thiru. N. Sampathkumar Administrative Director Mahendra Arts & Science College (Autonomous)
Chief Guest Introduction	Dr. K. Selvam Assistant Professor Department of Biotechnology
Chief Guest Address	1. Dr. Yelchuri Ravikumar Manager/Lead Researcher Asian Paints,Mumbai.. 2. Mr. J.Sujakaran, Associate Director, Biocon Pvt Ltd, Bangalore. 3. Dr. M. Kantha Babu, Ph.D Director, Centre for Intellectual Property Right, College of Engineering Guindy, Anna University, Chennai -600025.
Vote of Thanks	Dr. R.Rathika Assistant Professor Department of Biotechnology


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Photo taken during the programme on 18.06.2018



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DATE: 18.06.2018 to 26.06.2018.

Time (Hrs)	Session Particulars
09:30-10:00	Inauguration Session
10:00-11:30	“Over View of Intelletual Property Rights” by Dr. M. Kantha Babu, Ph.D
11:30-11:45	Tea Break
11:45-01:15	“ Documentation procedures in Patent filling” by Mr. J.Sujakaran
01:15-02:15	Lunch Break
02:15-03:30	“Copy rights” by Dr. Yelchuri Ravikumar
03:30-03:45	Vote of thanks / End of the Day


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Report of the programme



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KALIPPATTI – 637 501, NAMAKKAL (DT), TAMIL NADU.

Summary Report

Name of the event	Professional Development Program on “Intellectual Property Rights & Patent filling”
Date and time	16.07.2018 to 21.07.2018 (09:30 AM to 03:45 PM)
Venue/mode	Seminar hall, MASC
Organizers	PG and Research Department of Biotechnology
Resource person	1. Dr. Yelchuri Ravikumar Manager/Lead Researcher Asian Paints, Mumbai.. 2. Mr. J.Sujakaran, Associate Director, Biocon Pvt Ltd, Bangalore. 3. Dr. M. Kantha Babu, Ph.D Director, Centre for Intellectual Property Right, College of Engineering Guindy, Anna University, Chennai -600025.
No. of Staff benefited	15
Short Summary about the event	This program was organized to build awareness about ideas, inventions, and creative expressions based on which there is a public willingness to bestow the status of property. It provided certain exclusive rights to the inventors or creators of that property, in order to enable them to reap commercial benefits from their creative efforts or reputation. There are several types of intellectual property protection like patent, copyright, trademark, etc. Patent is a recognition for an invention, which satisfies the criteria of global novelty, non-obviousness, and industrial application.


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4. Professional development programme on Tools and Techniques for research



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KALIPPATTI – 637 501, NAMAKKAL (DT), TAMIL NADU.

10.01.2019

CIRCULAR

Dear Sir/Madam,

Warm Greetings, the Department of Biotechnology is happy to announce you about conducting a Professional Development Program on “**Tools and techniques for research**” for our college teaching staff members from 21.01.2019 to 26.01.2019. The interested teaching staff members are requested to register their details with the program coordinator **Dr.A.Sengottaiyan** Assistant professor, Department of biotechnology through concerned Head of the Department on or before 17.01.2019.


Coordinator


Head of the Department

Concerned Head of the Departments are requested to circulate this circular with teaching and non-teaching staff members.

- | | | | |
|---------------|-----------------|--------------|---------------------|
| 1. Tamil | 2. English | 3. JMC | 4. Mathematics |
| 5. Statistics | 6. Physics | 7. Chemistry | 8. Computer Science |
| 9. Commerce | 10. Commerce CA | 11. BBA | |


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Brochures of the programme



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DEPARTMENT OF BIOTECHNOLOGY

Professional Development Program on

“Tools and techniques for research”

DATE: 21.01.2019 to 26.01.2019.

09:30 AM - 03:45 PM

AGENDA

Welcome Address	Dr.T.Selvankumar Head Department of Biotechnology Mahendra Arts & Science College (Autonomous)
Keynote Address	Dr. S. Arjunan Principal Mahendra Arts & Science College (Autonomous)
Inaugural Address	Thiru. N. Sampathkumar Administrative Director Mahendra Arts & Science College (Autonomous)
Chief Guest Introduction	Mrs. R.Rathika Assistant Professor Department of Biotechnology
Chief Guest Address	1.Dr. M. Govarthanam Research Associate Kyungpook National University, South Korea. 2. Dr. N.Kannan Assistant Professor Department of Biotechnology 3. Dr. K. Selvam Assistant Professor Department of Biotechnology
Vote of Thanks	Dr. K.karthika Assistant Professor Department of Biotechnology


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Photo taken during the inauguration on 21.01.2019



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KALIPPATTI – 637 501, NAMAKKAL (DT), TAMIL NADU.

DATE: 21.01.2019 to 26.01.2019.

Time (Hrs)	Session Particulars
09:30-10:00	Inauguration Session
10:00-11:30	“Manuscript writing” by Dr. M. Govarthan
11:30-11:45	Tea Break
11:45-01:15	“Tools, techniques and software programme for research” by Dr. N.Kannan
01:15-02:15	Lunch Break
02:15-03:30	“Molecular docking” by Dr.K. Selvam
03:30-03:45	Vote of thanks / End of the Day


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Report of the programme



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Summary Report

Name of the event	Professional Development Program on “ Tools and techniques for research ”
Date and time	21.01.2019 to 26.01.2019 (09:30 AM to 03:45 PM)
Venue/mode	Seminar hall, MASC
Organizers	PG and Research Department of Biotechnology
Resource person	1. Dr. M. Govarthanan Research Associate Kyungpook National University, South Korea. 2. Dr. N.Kannan Assistant Professor Department of Biotechnology 3. Dr. K. Selvam Assistant Professor Department of Biotechnology
No. of Staff benefited	19
Short Summary about the event	This program was organized to create awareness on Introduction, Methodology, Results, Discussion, Conclusion and Research Report Summary. It was useful to write manuscript and Molecular docking etc., This section describes the tools and techniques that are used in quantitative and qualitative methods.

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Kalippatti (PO) - 637 501, Namakkal (DT)

Programme certificate



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Kalippatti, Namakkal (Dt), Tamil Nadu-637501, India.



& Department of Biotechnology

Certificate of Participation

This is to certify that **Dr.K.Prabakaran** , Department of Physics, Mahendra Arts and Science College (Autonomous) , Participated Professional Developmental Programme on **"Tools and techniques for research"** Organized by Department of Biotechnology, Mahendra Arts and Science, College, Namakkal (Dt), Tamil Nadu. from 21.01.2019 to 26.01.2019.

Program Coordinator

Dr.T.Selvankumar
President IIC

Dr.S.Arjunan
Principal & Head IIC

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5. Professional development programme on Lab Maintenance and Safety Measurements



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09.07.2018

CIRCULAR


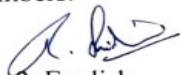
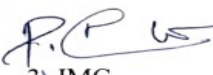
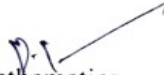







Dear Sir/Madam,

Warm Greetings, the Department of Chemistry is happy to announce you about conducting a Professional Development Program on “**Lab Maintenance and Safety Measurements**” for our college teaching and non-teaching staff members from 16.07.2018 to 21.07.2018. The interested teaching and non-teaching staff members are requested to register their details with the program coordinator **Ms. K. Bharathi** Assistant professor, Department of chemistry through concerned Head of the Department on or before 14.07.2018.


Coordinator


Head of the Department

Concerned Head of the Departments are requested to circulate this circular with teaching and non-teaching staff members.

- | | | | |
|--|--|--|--|
| 
1. Tamil | 
2. English | 
3. JMC | 
4. Mathematics |
| 
5. Statistics | 
6. Physics | 
7. Biotechnology | 
8. Computer Science |
| 
9. Commerce | 
10. Commerce CA | 
11. BBA | |


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Brochure of the programme



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DEPARTMENT OF CHEMISTRY

Professional Development Program on “Lab Maintenance and Safety Measurements”

DATE: 16.07.2018 - 21.07.2018

09:30 AM - 03:45 PM

AGENDA

Welcome Address	Mr. R. Selva Kumar <i>Head Department of Chemistry</i> <i>Mahendra Arts & Science College (Autonomous)</i>
Keynote Address	Dr. S. Arjunan <i>Principal</i> <i>Mahendra Arts & Science College (Autonomous)</i>
Inaugural Address	Thiru. N. Sampathkumar <i>Administrative Director</i> <i>Mahendra Arts & Science College (Autonomous)</i>
Chief Guest Introduction	Dr. K. Mahesh <i>Assistant Professor</i> <i>Department of Chemistry</i>
Chief Guest Address	1. Dr. M. Murali Krishnan <i>Assistant Professor, Department of Chemistry,</i> <i>Bannari Amman Institute of Technology,</i> <i>Sathiyamangalam-638401.</i> 2. Dr. V. Chandrasekaran <i>Assistant Professor, Department of Chemistry,</i> <i>Government Arts College (autonomous)</i> <i>Salem-636007.</i> 3. Dr. S.K. Krishna, <i>Assistant Professor, Department of Chemistry,</i> <i>Chakkaiah Naicker College, Erode-638 011.</i>
Vote of Thanks	Dr. M. Saranaya <i>Assistant Professor</i> <i>Department of Chemistry</i>


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**Photo taken during the programme inauguration session on
16.07.2018**



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KALIPPATTI – 637 501, NAMAKKAL (DT), TAMIL NADU.

DATE: 16.07.2018 - 21.07.2018

Time (Hrs)	Session Particulars
09:30-10:00	Inauguration Session
10:00-11:30	“Handling of lab chemical and equipments” by Dr. M. Murali Krishnan
11:30-11:45	Tea Break
11:45-01:15	“Maintenance of lab equipments” by Dr. V. Chandrasekaran
01:15-02:15	Lunch Break
02:15-03:30	“Safety measurements of Hazard chemicals” by Dr. S.K. Krishna
03:30-03:45	Vote of thanks / End of the Day

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Kalippatti (PO) - 637 501, Namakkal (DT)

Report of the programme



MAHENDRA ARTS & SCIENCE COLLEGE (AUTONOMOUS)

AFFILIATED TO PERIYAR UNIVERSITY, SALEM

Accredited with Grade 'A' by NAAC & Recognized u/s 2(f) and 12(B) of the UGC Act 1956


KALIPPATTI – 637 501, NAMAKKAL (DT), TAMIL NADU.

Summary Report

Name of the event	Professional Development Program on “Lab Maintenance and Safety Measurements”
Date and time	16.07.2018 to 21.07.2018 (09:30 AM to 03:45 PM)
Venue/mode	Seminar hall, MASC
Organizers	PG and Research Department of Chemistry
Resource person	1. Dr. M. Murali Krishnan, Assistant Professor in Department of Chemistry, Bannari Amman Institute of Technology, Sathiyamangalam – 638 401. 2. Dr. V. Chandrasekaran Assistant Professor, Department of Chemistry Government Arts College (Autonomous) Salem-636007. 3. Dr. S.K. Krishna, Assistant Professor, Department of Chemistry Chikkaiah Naicker College, Erode - 638004
No. of Staff benefited	28
Short Summary about the event	This program was organized to build Skilled awareness for all the teaching and Non-teaching Staff on Professional Development Program on “Lab Maintenance and safety awareness”. We are aware of Chemistry equipment handling and skilled to maintain Scientific instrumental Tools such as HPLC, Spectroscopic technic etc. we also get the idea of maintain and handling the lab chemicals especially hazardous.


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6. How to Avoid Infecund in Women's Life

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DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

Date: 11.12.2018

Mrs.MS.MATHI
Head
Department of Computer Science & Applications

To

The Principal,
Mahendra Arts & Science College (Autonomous),
Kalippatti - 637 501.


Respected Sir,

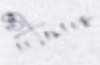
Sub: Requesting Permission for Guest Lecture - Reg.

We wish to bring your kind consideration that the Department of Computer Science & Applications have planned to conduct a Guest Lecture in the title "How to avoid infecund in womens life" by "Mrs. Pranya Nanjudan, Clinical Director, Dharan Women's Care & Fertility Center, Salem" for our girl's student on 12th December, 2018 at 11.00 AM in Meeting Hall.

We shall be grateful for a favorable response.


Thanking you.

Yours faithfully,

[Mrs. MSUMATHI]




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Brochure of the programme



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Training Programme On
"How to avoid infecund in womens life"

Resource Person:
"Mrs. Pramyaa Nanjudan,
Clinical Director, Dharan Women's Care
& Fertility Center, Salem"



Date: Dec 12 2018
Time: 11.00 AM **Venue : Meeting Hall**

Organized By
Department Of Computer Science & Applications

Made with PosterMyWall.com


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Photos taken during the programme inauguration 12.12.2018




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Report of the programme



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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

Report:

We organized a Training Programme on “ How to avoid infecund in Women’s life” by Dr.Pramya Nanjudan , Clinical Director, Dharan Women’s Care & Fertility Center , Salem on 12.12.2018 at 11.00 A.M in Meeting Hall.

All women faculties were participated and they get knowledge about women’s health. This Programme was very useful to all the participants.

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7. Brainstorming Techniques & Team Building Strategies



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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

PERMISSION LETTER

From

The Head of the Department,
Department of English & JMC
Mahendra Arts & Science College (Autonomous),
Kalippatti.

To

The Principal,
Mahendra Arts & Science College (Autonomous),
Kalippatti.

Respected Sir,

Sub: Requesting to conduct seminar on 09.11.2018– reg.

We wish to bring to your kind consideration that the Department of English & JMC have planned to organize a seminar on 09.11.2018. Mr. G. Mohan, Associate Director-Training, Third Eye has kindly accepted to deliver a lecture on “**Brainstorming Techniques and Team Building Strategies**”. Hence, we request you to grant permission for this program.

Thanking you,

Date: 07.11.2018

Place: Kalippatti

Yours truly,

HOD

PRINCIPAL

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MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)
Kalippatti (PO) - 637 501, Namakkal (Dt)

Brochure of the programme



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Kalippatti – 637501, Namakkal (Dt), Tamil Nadu.

Department of English & JMC

**BRAINSTORMING TECHNIQUES & TEAM
BUILDING STRATEGIES**

Chief Guest



Jc SIF. G. Mohan, Associate
Director - Training, Third Eye,
Salem.

Date : 09.11.2018

Venue : Seminar Hall

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Kalippatti (PO) - 637 501, Namakkal (Dt), Tamil Nadu.

Photo taken during the training session on 09.11.2018



Report of the programme



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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

Report

The Department of English & Journalism and Mass Communication organized a seminar titled “**Brainstorming Techniques and Team Building strategies**” on 09.11.2018 at 10.00.a.m in the seminar hall. The Resource Person Mr. G. Mohan, Associate Director, Third Eye delivered the invited talk.

All the department faculties participated and gained knowledge on the techniques of brainstorming and team building strategies. The seminar was very useful as it opened new avenues on the brainstorming techniques and team building strategies.

A handwritten signature in green ink, likely belonging to the Principal.

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