

WHEREAS

1. The Project Head is desirous of undertaking a joint project for the delivering and handholding of the said programme "Soft Skill Training" along with support of Mr. L.Mosus, Mr.J. Suriya and Mr.T.John Solomon Mr.Sai Balaji, Ms.Indhumthy.
2. The two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:

1. Coordination and Contact Points

- a. College for coordination on broad issues and matters related to batch planning, training room assignments, communication to students ensuring maximum attendance and required media and stationary items (attendance sheets)
- b. Project Head for all operational matters which includes training, handholding and delivering programme as per agreed timelines

2. Scope of training and coverage

- a. Scope of training coverage includes training for III Year Students approximately - over 18 hours per student covering topics around
III Year Topics
Resume Writing, Time Management in day to day life, Model Interview
Group discussion, Positive Attitude in Failure, Practice work Ethics
Develop Empathy, Various sectors and the job nature for the graduates,
How to get success in Interview.
- b. Mutually agreed to start the training effective from 16th August 2019 to 07th September 2019 any change in start date needs to be mutually agreed. Else could impact trainer availability and programme timelines
- c. Number of training batches and specific days of training needs to be agreed mutually before start of the programme

3. Payout and remuneration terms

- a. Payout will be Rs. 30000 per day (for five trainers). Payout of Rs.30000 is fixed and will not be negotiable for any unforeseen circumstances with respect to number of participants in a batch/planned training coverage in a day.
- b. Overall project cost will be Rs. 30,000 INR Per day for 15 Days to be determined and agreed mutually and the over payment for 15 days training will be Rs.4,50,000INR. This will be dependent on number of days training is planned.
- c. Payment terms - It has been mutually agreed and confirmed by college that an advance of 50% of the contract value will be paid 5 days prior to start of the program. Balance payment on contract value to be paid within 30 calendar days from the date of submission of claim by Project Head
- d. The payment by the first party will be made by cheque in favoring Mrs.M. Aishwarya Rajalakshmi.

ca. [Signature]

[Signature]

7. Responsibilities of the Project Head

The Project Head shall:

- a) Organize training and handholding activities agreed under programme Soft Skills as per agreed curriculum and timeline
- b) Follow the course outline agreed by College, maintain four trainers at any given point during start to end date of the project
- c) Inform college a day in advance, in case replacing a trainer due to unforeseen circumstances
- d) Conduct no such parallel activity which may be prejudicial to the interests of the said programme or College
- e) Maintain records of the batch completed with total number of students attendance, and share them with College

Responsibilities of the Project Head

The College shall:

- a. Confirm start date of the project before seven working days
- b. Confirm number of batches, before seven working days
- c. Provide list of batch/classroom allotted along with attendance sheet to Project Head
- d. Provide norms and guidelines to students and college faculties wherever necessary
- e. Be responsible for the logistics and operational aspects of the training component of the said programme
- f. Shall provide appropriate visibility on pay out related information, per mutually agreed terms
- g. College shall provide explicit authorization letter confirming representation by Thiru M.G.E Selapalam to execute this contract on behalf of Thiruthangal Nadar College Management with explicit delegation of authority

b) Other Terms & Conditions

- a. A total of 18 Hours of training should be covered for 5 Batches for 3 Days for all III Year students on different days.
- b. All the Modules mentioned by the college should be covered during the training period
- c. All Trainers should be available in the college campus on time (8:00 Am to 2:15 pm)
- d. No TA/DA as well as accommodation will be provided
- e. In addition to that TDS at 10% will be payable by you on the total amount.

M. [Signature]

J.R. [Signature]

g) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any force of force majeure namely fires, wars, riots, strikes, natural calamities, the manager and College nor Project Head shall be held responsible for any loss or consequential loss.

h) Security

The college hereby agrees jointly and severally to indemnify project head and Trainers with respect to physical security and safety within college premises or more so during training hours.

i) Liabilities

College shall not, however, be liable for:

- a. any payments of claims by trainers, other than Project Head

f) Breach of Agreement

College shall have the right to terminate the agreement with the Project Head, in case the Project Head either fails to provide the services as mentioned in the MOU, or exploits the students or misuses the partnership with college in any way.

g) Amendment to the Agreement

The obligation of the College and Project Head have been outlined in this MOU. However, during the training programme, circumstances may arise which call for alteration or modifications of this MOU. These modifications/alterations will be mutually discussed and agreed upon in writing.

h) Period of Validity

This MOU shall be initially valid for 180 days from the date of signing the agreement and to be renewed subsequently by mutual consent of both the parties.

[Signature]

[Signature]

11 Arbitration

Any dispute arising with regard to any aspect of this MOU shall be settled through mutual consultations and agreements by the parties to the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their duly authorized officers or agents on the date set out above

For the Project Head

[Signature]

(SINGHARYA RAJALAKSHMI)

For College

[Signature]

Thiruthangal Nadar College
(Authorized Signatory)

Witness

[Signature]

Witness

1.

[Signature]

2.

T. Sainath et al

THIRUTHANGAL NADAR COLLEGE

(Belongs to The Chennaiyazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

(A Co-educational College of Arts & Science)

Accredited with 'B' Grade by NAAC

Affiliated to the University of Madras

An ISO 9001-2008 certified institution

Selavayal, Chennai-51

CAREER GUIDANCE AND PLACEMENT CELL SHIFT -I

Proposed Soft Skill Training for
III Year Students

By

MASTER MINDS

16th Aug 2019 to 7th Sep 2019

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CEHNNAI-51
SOFT SKILL TOPIC FOR JULY- AUG 2019

I YEAR TOPICS

1. Presentation Skills
2. Goal Setting
3. Self- Grooming
4. Body Language
5. Accountability
6. Adaptability
7. Professional Telephonic Skills
8. Healthy Life Style

II Year Topics

1. Interpersonal Skills
2. Etiquettes
3. Decision Making
4. Customer Service
5. Effective Communication
6. How to accept and learn from Criticism
7. Difficult people management
8. Healthy Life Style

III Year Topics

1. Resume Writing
2. Time Management in day to day life
3. Model Interview
4. Group discussion
5. Positive Attitude in Failure
6. Practice work Ethics
7. Develop Empathy
8. Various sectors and the job nature for the graduates
9. How to get success in Interview.
10. Healthy Life Style.

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Soft Skill Time Schedule

Shift I: 8:15 AM to 2:15 PM

Shift II: 1:00 PM to 5: 30 PM

Break Timings

Shift I: 10:45 AM to 11:05 PM

Shift II: 3:30 PM to 3: 50 PM

Total Trainers Needed for Shift I – 5 Trainers

Trainer 01- Main Block Room No:	Second Floor
Trainer 02- Main Block Room No:	Second Floor
Trainer 03- Main Block Room No:	Second Floor
Trainer 04- Main Block Room No:	Second Floor
Trainer 05- Main Black Room No:	Second Floor

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

General Rules and Regulations

1. Shift-I Students should present in the allotted training room by 8:15 AM
Shift –II Students should present in the allotted training room by 1:00 PM
2. Students should come in formal dress code with shoes during training session
3. 100% Attendance is Mandatory
4. A note book is must for every day training
5. Students will not be permitted to leave the training hall during the mid of the training session except break hours
6. Students who are failing to attend the training will not be allowed to take part in any placement activities and also will inform to their parents
7. Any kind of disturbance inside the training room or to a trainer will lead to severe action
8. Students are expected to give 100% cooperation for the trainer as well as to the faculty
9. No permission or leave will be provided to any students during the training period.
10. Mobile phones are strictly prohibited inside the training hall as well as college campus.

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- I Department Wise Slots

Sl. NO	Date	Batch Details	Department
1	Aug 16, 19, 20 -2019	Batch -I	B.Com (CS) -A, BCA- B, B.A (ENG), B.Sc (Maths), B.Sc (Chem)
2.	Aug 21, 22, 26 -2019	Batch - II	B.Sc (CS) A, B.Com (CA), B.Com G - A
3.	Aug27, 28,29 - 2019	Batch - III	B.Sc (CS)B, B.Com A/F, BBA, B.Sc (Phy)
4.	Aug 30, Sep 3,4- 2019	Batch - IV	B.Com G -B, B.Sc S/A, B.Com (B/M)
5.	Sep 5, 6,7- 2019	Batch - V	B.Com G - C, BCA-A, B. Com CS-B

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE ODD SEMESTER AUG- SEP 2019

ROOM NO:

III YEAR

TRAINER : I

Sl. No	Name of the Students	Dept	21-08-19	22-08-19	26-08-19
1	DAYANA D	BSC CS A	X	X	X
2	DEVADHARSHINI A	BSC CS A	X	X	a
3	SANTHOSH M	BSC CS A	X	X	X
4	SURENDAR S	BSC CS A	X/a	X	a
5	VASANTH U	BSC CS A	X	X	a
6	VIGNESH S	BSC CS A	X	X	X
7	VISHWANATHAN S	BSC CS A	X/a	X	X
8	ABIRAMI M	BCOM CA	a	X	a
9	AISHWARYA S	BCOM CA	X	X	a
10	DEVL R	BCOM CA	X	a	X
11	DHANALAKSHMI S	BCOM CA	X	X	a
12	GAYATHRI K	BCOM CA	a	a	a
13	PRAVEEN Y	BCOM CA	a	a	a
14	ABDUL RAZAK A	BCOM CA	X	X	X
15	ACHUTHAN K	BCOM CA	X	X	X
16	AKASH U	BCOM CA	X	X	X
17	ANAND G	BCOM CA	X	a	a
18	ARUNKUMAR G	BCOM CA	X	a	X
19	BALAJI T	BCOM CA	a	a	a
20	BARATHPRASAD D	BCOM CA	a	a	a
21	BARATHKUMAR S V	BCOM CA	X	X	a
22	BHUVANESWAR M	BCOM CA	a	X	X
23	BHUVANESHWARI V	BCOM CA	X	a	a
24	RAMA KRISHNAN G	BCOM G A	a	X	a
25	SALMAN A	BCOM G A	a	a	a
26	SANTHOSH KUMAR K	BCOM G A	a	a	X
27	SARAVANAN V	BCOM G A	X	a	X
28	SUNIL KUMAR V	BCOM G A	X	a	a
29	SURENDAR R	BCOM G A	X	a	X
30	VIJAYAKUMAR P	BCOM G A	a	X	X
31	VINOOTH KUMAR V	BCOM G A	X	a	X
32	YUNUS F	BCOM G A	X	X	X
33	SAMYK KTHA V	BCOM G A	X	X	X
34	SARANYA M	BCOM G A	a	X	X
35	SHANTHINI J	BCOM G A	X	X	A
36	SUBALAKSHMI B	BCOM G A	X	X	X
37	SUJITHA S	BCOM G A	X	a	a
38	VARALAKSHMI P	BCOM G A	X	X	X
39	YASODHA S	BCOM G A	X	X	X

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CHENNAI - 51

SOFT SKILL TRAINING FOR THE ODD SEMESTER AUG - SEP 2019
III YEAR

TRAINER : 3

Sl. No.	Name of the Students	Dept	21-08-19	22-08-19	26-08-19
1	SANGEETHA V	BSC CS A	A		A
2	SRI DEVI T	BSC CS A	A	X	A
3	VIMALA ROSILY M	BSC CS A	A	X	A
4	KARTHICK M	BSC CS A	X	X	X
5	KATHIRESAN R	BSC CS A	X	X	X
6	MALIK BASHA F	BSC CS A	X	X	X
7	MOHAMMED WAJID I	BSC CS A	X	A	X
8	MUTHUVEL	BSC CS A	X	X	X
9	NAVEEN KUMAR M	BSC CS A	X	A	X
10	MANIBHARATH R	BCOM CA	A	X	X
11	PAVITHRAM	BCOM CA	X	X	X
12	RAMYA G	BCOM CA	A	X	X
13	RENUKA R	BCOM CA	X	X	X
14	SARANYA E	BCOM CA	A	A	X
15	LOKESHWARAN K	BCOM CA	A	A	A
16	MANIKANDAN E	BCOM CA	/	A	A
17	MANIKANDAN K	BCOM CA	A	A	A
18	MANIKANDAN M	BCOM CA	X	A	X
19	MOHAMED IMTHIYAS S	BCOM CA	A	A	A
20	MOHAMMED BASITH R	BCOM CA	X	X	X
21	MOHAN R	BCOM CA	X	X	X
22	MUNIYASAMY M	BCOM CA	X	A	A
23	MURALI KRISHNA E D	BCOM CA	X	A	A
24	NAVEEN A	BCOM CA	A	X	A
25	LOGESH B	BCOM G A	A	A	X
26	MADHAVAN K	BCOM G A	P	A	A
27	MANIKANDAN S	BCOM G A	A	A	A
28	MEENA M	BCOM G A	X	X	X
29	MESIA R	BCOM G A	X	A	A
30	MURALI B	BCOM G A	A	A	A
31	NANDHA KUMAR G	BCOM G A	X	A	X
32	NANDHU R	BCOM G A	A	A	X
33	JANANI D	BCOM G A	X	X	A
34	JAYASHRI P	BCOM G A	X	X	X
35	JENITA A	BCOM G A	X	A	A
36	KOKILA K	BCOM G A	X	A	X
37	MAHA LAKSHMI V	BCOM G A	X	X	A
38	MANISHA M	BCOM G A	X	A	X
39	MONISHA C	BCOM G A	X	X	A

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE ODD SEMESTER AUG - SEP 2019

ROOM NO:

III YEAR

TRAINER : 4

Sl No	Name of the Students	Dept	BB	21-08-19	22-08-19	26-08-19
1	ARUN KUMAR G	BSC CS A	/	/	a	a
2	ABRAHAM ROSHAN S	BSC CS A	/	/	/	/
3	PUSHPANJALIN	BSC CS A	/	/	a	a
4	HARIHARAN E	BSC CS A	/	/	/	a
5	HARISH KUMAR D	BSC CS A	/	/	/	a
6	HARISH V	BSC CS A	a	a	a	a
7	INBARASAN B	BSC CS A	/	/	/	a
8	JAIKUMAR A	BSC CS A	/	/	a	a
9	KARANK	BSC CS A	/	/	/	/
10	SARMILA B	BCOM CA	/	/	a	a
11	SHALINI S	BCOM CA	/	/	a	a
12	SHANTHINI	BCOM CA	/	/	a	a
13	SOWNDHARYA R not for	BCOM CA	a	a	/	/
14	SWETHA P	BCOM CA	/	/	/	/
15	NAVEENKUMAR S	BCOM CA	/	/	/	/
16	PRADEEP L	BCOM CA	/	/	/	/
17	PRAKASH M	BCOM CA	/	/	/	/
18	PRAVEENKUMAR T	BCOM CA	/	/	/	a
19	RUBAN S	BCOM CA	/	/	/	/
20	RUBESH D ok	BCOM CA	/	/	a	a
21	SANTHOSIL S	BCOM CA	/	/	a	a
22	SANTHOSHKUMAR S	BCOM CA	a	/	/	/
23	SELVAM R	BCOM CA	/	/	/	/
24	SHARBUDEEN A	BCOM CA	a	a	a	a
25	DIHANANJAYAN R ok	BCOM GA	/	/	a	a
26	DOWKITH S	BCOM GA	/	/	/	a
27	EASWAR V ok	BCOM GA	/	/	/	/
28	GANESH B	BCOM GA	a	a	a	a
29	GOKULNATH S ok	BCOM GA	/	/	/	/
30	JAGATHEESAN B	BCOM GA	a	a	a	a
31	KARTHICKRAJA K	BCOM GA	/	/	/	/
32	KIRAN G	BCOM GA	a	a	a	a
33	DEEPIKA S	BCOM GA	/	/	a	a
34	DIHANAM V ok	BCOM GA	/	/	/	/
35	DIVYA M	BCOM GA	/	/	/	/
36	GEETHANJALI K ok	BCOM GA	/	/	/	/
37	GETZIYAL P	BCOM GA	/	/	/	/
38	HEEJA P	BCOM GA	/	/	a	a
39	HEMALATHA R	BCOM GA	/	/	a	a

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Thiruthangal Nadar College
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14.7.2019

S.Kanna

65AB 345491

S.KANNA. B.Sc.

STAMP VENDOR

LIC. No. 191/B7/97

32, ABIRAMI AVENUE 1ST STREET,
KAVIARASU KANNADASAN NAGAR
CHENNAI - 600 118.

MEMORANDUM OF UNDERSTANDING / AGREEMENT

This Memorandum of Understanding is made at Thiruthangal Nadar College on Monday of 30/09/2019

BETWEEN

1. Thiruthangal Nadar College Affiliated to the University of Madras Accredited with "B" Grade by NAAC herein refer to as College located at Selavayal , nearby Kannadasan Nagar Chennai - 600051 represented by Thiru. M.G.E. Selapalam Secretary and Correspondent of Thiruthangal Nadar College will be the first part

And

Mrs. M. Aishwarya Rajalakshmi herein refer to as Project Head residing at No: 83, Mariamman Kovil Street, Kosapet, Vellore- 632001 and with a Representative of Mr.L. Moses Residing at Veppampattu for the entitle of the soft skill Training for the 1 Year students of Thiruthangal Nadar College (approx. 1200 students)

M. Aishwarya

L. Moses

WHEREAS

2. the Project Head is desirous of undertaking a joint project for the delivering and handholding of the said programme "Soft Skill Training" along with support of Mr. L.Moses, Mr.Sai Ganesh and Mr.T. John Solomon Mr, Raja Suresh .The two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:

3. Coordination and Contact Points

- a. College for coordination on broad issues and matters related to batch planning, training room assignments, communication to students ensuring maximum attendance and required media and stationary items (attendance Sheets)
- b. Project Head for all operational matters which includes training, handholding and delivering programme as per agreed timelines

4. Scope of training and coverage

- a. Scope of training coverage includes training for I, II, III Year Students approximately - 1200 over 18 hours per student covering topics around
I Year Topic
Presentation Skills, Goal Setting, Self- Grooming, Body Language
Accountability, Adaptability, Professional Telephonic Skill, Healthy Life Style
- b. Mutually agreed to start the training effective from 30th September 2019 to 19th October 2019 any change in start date needs to be mutually agreed. Else could impact trainer availability and programme timelines
- c. Number of training batches and specific days of training needs to be agreed mutually before start of the programme

5. Payout and remuneration terms

- a. Payout will be Rs.30000 per day (for five trainers). Payout of Rs.30000 is fixed and will not be negotiable for any unforeseen circumstances with respect to number of participants in a batch/planned training coverage in a day.
- b. Overall project cost will be Rs.30,000 INR Per day for 15 Days to be determined and agreed mutually and the over payment for 15 days training will be Rs.4,50,000 INR. This will be dependent on number of days training is planned.
- c. Payment terms - It has been mutually agreed and confirmed by college that an advance of 50% of the contract value will be paid 5 days prior to start of the program. Balance payment on contract value to be paid within 30 calendar days from the date of submission of claim by Project Head
- d. The payment by the first party will be made by cheque in favoring Mrs.M. Aishwarya Rajalakshmi.

M. Moses

J. Suresh

2

6. Responsibilities of the Project Head

The Project Head shall;

- a) Organize training and handholding activities agreed under programme Soft Skills as per agreed curriculum and timeline
- b) Follow the course outline agreed by College , maintain four trainers at any given point during start to end date of the project
- c) Inform college a day in advance , in case replacing a trainer due to unforeseen circumstances
- d) Conduct no such parallel activity which may be prejudicial to the interests of the said programme or College
- e) Maintain records of the batch completed with total number of students attendance, and share them with College

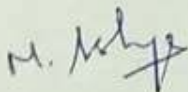
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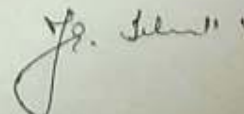
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- a. Confirm start date of the project before seven working days
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- c. Provide list of batch/classroom allotted along with attendance sheet to Project Head
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- e. Be responsible for the logistics and operational aspects of the training component of the said programme
- f. Shall provide appropriate visibility on pay out related information , per mutually agreed terms
- g. College shall provide explicit authorization letter confirming representation by **Thiru M.G.E Selapalam** to execute this contract on behalf of Thiruthangal Nadar College Management with explicit delegation of authority

b) Other Terms & Conditions

- a. A total of 18 Hours of training should be covered for 5 Batches for 3 Days for each students on different days.
- b. All the Modules mentioned by the college should be covered during the training period
- c. All Trainers should be available in the college campus on time (8:00 am to 2:15pm)
- d. No TA/DA as well as accommodation will be provided
- e. In addition to that TDS at 10% will be payable by you on the total amount.





c) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the College nor Project Head shall be held responsible for any loss or consequential loss.

d) Indemnity

The college hereby agrees jointly and severally to indemnify project head and Trainers with respect to physical security and safety within college premises or more so during training hours

e) Liabilities

College shall not, however, be liable for:

- a. any payments of claims by trainers , other than Project Head

f) Breach of Agreement

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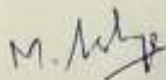
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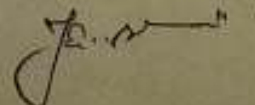
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i) Arbitration

Any dispute arising with regard to any aspect of this MOU shall be settled through mutual consultations and agreements by the parties to the Agreement.





IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their duly authorized officers or agents on the date set out above

For the Project Head

M. M. [Signature]
(AISHWARYA RAJALAKSHMI)

For College

[Signature]
Thiruthangal Nadar College
(Authorized Signatory)

Witness

1. [Signature] - P

2. V. [Signature]

Witness

1. [Signature] - S - MURUGESHAN

2. _____

THIRUTHANGAL NADAR COLLEGE

(Belongs to The Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

(A Co-educational College of Arts & Science)

Accredited with 'B' Grade by NAAC

Affiliated to the University of Madras

An ISO 9001-2015 certified institution

Selavayal, Chennai-51

CAREER GUIDANCE

&

PLACEMENT CELL

Proposed Soft Skill Training for

I Year Students

Conducted by

MASTER MINDS

30th Sep 2019 to 19th Oct 2019

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

SOFT SKILL TOPIC FOR SEP -2019

I YEAR TOPICS

1. Presentation Skills
2. Goal Setting
3. Self- Grooming
4. Body Language
5. Accountability
6. Adaptability
7. Professional Telephonic Skills
8. Healthy Life Style

II Year Topics

1. Interpersonal Skills
 2. Etiquettes
 3. Decision Making
 4. Customer Service
- Active Communication
- How to accept and learn from Criticism
- Difficult people management
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III Year Topics

1. Resume Writing
2. Time Management in day to day life
3. Model Interview
4. Group discussion
5. Positive Attitude in Failure
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8. Various sectors and the job nature for the graduates
9. How to get success in Interview.
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THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Soft Skill Time Schedule

Shift I: 8:15 AM to 2:15 PM

Break Timings

Shift I: 10:45 AM to 11:05 AM

Total Trainers Needed for Shift I – 5 Trainers

Trainer 01- Main Block Room No:	Second Floor
Trainer 02- Main Block Room No:	Second Floor
Trainer 03- Main Block Room No:	Second Floor
Trainer 04- Main Block Room No:	Second Floor
Trainer 05- Main Black Room No:	Second Floor

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Soft Skill Time Schedule

Shift I: 8:15 AM to 2:15 PM

Break Timings

Shift I: 10:45 AM to 11:05 AM

Total Trainers Needed for Shift I – 5 Trainers

Trainer 01- Main Block Room No:	Second Floor
Trainer 02- Main Block Room No:	Second Floor
Trainer 03- Main Block Room No:	Second Floor
Trainer 04- Main Block Room No:	Second Floor
Trainer 05- Main Black Room No:	Second Floor

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- I Department Wise Slots

Sl. NO	Date	Batch Details	Department
1	Sep-30, 2019 1,3 - Oct 2019	Batch - I	BCA-A, BSC CS A, BCOM G A, BCOM CS B
2	4, 5, 9- Oct 2019	Batch - II	BSC CS B, BCOM CA, BSC SA, BSW, BSC PLANT BIOLOGY
3	10, 11, 12- Oct 2019	Batch - III	BCA B, BCOM AF, BSC MATHS, BCOM CS A, BA TAMIL
4	14, 15, 16 - Oct 2019	Batch - IV	BCOM BM, BCOM G C, BBA
5	17, 18, 19 - Oct 2019	Batch - V	BA ENGLISH, BSC PHY, BSC CHEM, BCOM G B, , BA CRIMINOLOGY

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CHIENNAI - 51

SOFT SKILL TRAINING FOR THE ODD SEMESTER SEP- OCT 2019

ROOM NO:

1 YEAR

TRAINER : 1

Name of the Students	Dept	30-09-19	01-10-19	03-10-19
AMEER BASHA A	BCA A	X	X	X
ARNOLD D	BCA A	X	X	X
ARUN KUMAR R	BCA A	X	X	X
BALA MURUGAN V	BCA A	X	X	X
DINESH KUMAR S	BCA A	X	X	X
GANESH R	BCA A	X	X	X
ABHISHEK.P 508	BSC CS A	X	X	X
ABISHEK.P 502	BSC CS A	X	X	X
AHAMED ABHISHAIK.J	BSC CS A	X	X	X
AKASH.M	BSC CS A	X	X	X
AMIRTHARAJ.S	BSC CS A	X	X	X
ARUN KUMAR.M	BSC CS A	X	X	X
ARUN PANDIYAN.S	BSC CS A	X	X	X
SUWETHA.K	BSC CS A	X	X	X
VIJAYALAKSHMI.K	BSC CS A	X	X	X
SRI RAM.S	BCOM G A	X	X	X
SUBASIL.J	BCOM G A	X	X	X
SURESH KRISHNA.H	BCOM G A	X	X	X
VADHAN SHANKAR.S	BCOM G A	X	X	a
VICTOR.M	BCOM G A	X	X	X
VIGNESHWARAN.S	BCOM G A	X	X	X
VISHNU PRASANTH.S	BCOM G A	X	X	X
VISHNU.K.	BCOM G A	X	X	X
YUVARAJ.P	BCOM G A	X	X	X
DIVYA.M	BCOM G A	X a	X	X
GANGA DEVI.S	BCOM G A	X	X	X
HARSHINI.V	BCOM G A	X	a	X
HENY CHRISTINA MARY.J	BCOM G A	X	X	X
INDUJA.J	BCOM G A	a	X	X
KIRUBA.S	BCOM G A	X	X	X
AKASH.M	BCOM CS B	X	X	X
AKILA.P	BCOM CS B	X	X	X
ALBIM ROBERST.J	BCOM CS B	X	X	X
AMMU.S	BCOM CS B	X	X	X
ARCHANA.K	BCOM CS B	X	X	X
BOOPAL.A	BCOM CS B	X	X	X
DEEPIKA.D	BCOM CS B	X	X	X
DESHEENA.K	BCOM CS B	X	X	X
DHANASEKAR.D	BCOM CS B	X	X	X
DHANASEKAR.S	BCOM CS B	X	X	a
DHANUSH.S	BCOM CS B	X	X	X
DINESH.N	BCOM CS B	X	X	X
DINESH.R	BCOM CS B	X	X	X
DIVAKAR.G	BCOM CS B	X	X	X

S. RAJAPRABHAKAR.S

BCA A

X
43/45

X
42/45

X
41/45

X
43/45

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE ODD SEMESTER SEP-OCT 2019

ROOM NO:

1 YEAR

TRAINER : 02

Name of the Students	Dept	14-10-19	15-10-19	16-10-16
Dhivakaran.R.B	BBA	X	X	X
Dilip Kumar.N	BBA	X	X	X
Dinesh Kumar.M	BBA	X	X	X
Dinesh.N	BBA	X	X	X
Ganesh.S	BBA	X	X	X
Gowtham.K	BBA	X	X	X
Gurumoorthy.S	BBA	X	X	X
Harithan.S	BBA	X	X	X
Harsha.K.V	BBA	X	X	X
Justin.S	BBA	X	X	X
Brindha.M	BBA	X	X	X
Deepika.B	BBA	X	X	X
Deepika.P	BBA	X	X	X
Dhananjay.S	BBA	X	X	X
Geethanali.S	BBA	X	X	X
YUGENDRAN.D	BCOM BM	X	X	X
ARUNJAYAM.R	BCOM BM	X	X	X
KOWSAI.Y.A.G	BCOM BM	X	X	X
ARUNESHWARAN.S	BCOM BM	X	X	X
BRINDA.G	BCOM BM	X	X	X
SUTANYA.D	BCOM BM	X	X	X
AKASH.R	BCOM BM	X	X	X
VIGNESHA	BCOM BM	X	X	X
YUVASRI.S	BCOM BM	X	X	X
SANTHOSH.J	BCOM BM	X	X	X
SENTHIL.S	BCOM BM	X	X	X
PRAVEEN.J	BCOM BM	X	X	X
CHENCHU GIRISH.P	BCOM BM	X	X	X
MADHULA	BCOM BM	X	X	X
DEEPAK.M	BCOM G.C	X	X	X
DIHANASEKAR.J	BCOM G.C	X	X	X
DINESH KUMAR.M	BCOM G.C	X	X	X
ELAVARASAN.M	BCOM G.C	X	X	X
GANESH.V	BCOM G.C	X	X	X
GOKULA KRISHNAN.R	BCOM G.C	X	X	X
GOPALA KRISHNAN.S	BCOM G.C	X	X	X
HARI PRASATH.S	BCOM G.C	X	X	X
HARI PRASATH.G	BCOM G.C	X	X	X
JOSHWA.V	BCOM G.C	X	X	X
NITHILA ANANDHI.V.M.	BCOM G.C	X	X	X
1 PRIYADARSHINI.K	BCOM G.C	X	X	X
2 PRIYADARSHINI.P	BCOM G.C	X	X	X
43. H. Damodharan		41	41	39
			39	39

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TWENTY
RUPEES

INDIA NON JUDICIAL



5-12-2019 तमिलनाडु TAMIL NADU
Thiruthangal Nadar collage

S. Kanna
67AB 914756
S.KANNA. B.Sc.
STAMP VENDOR
LIC. No. 191 / B7 / 97
32, ABIRAMI AVENUE 1ST STREET
KAVIARASU KANNADASAN NAGAR
CHENNAI-600 118

MEMORANDUM OF UNDERSTANDING / AGREEMENT

This Memorandum of Understanding is made at Thiruthangal Nadar College on Thursday of 05/12/2019

BETWEEN

1. Thiruthangal Nadar College, Affiliated to the University of Madras, Accredited with "B" Grade by NAAC herein refer to as College located at Selavayal, nearby Kannadasan Nagar Chennai - 600051 represented by Thiru. M.G.E. Selapalam Secretary and Correspondent of Thiruthangal Nadar College will be the first part
And

Namita Mahadev Naik herein refer to as Project Head residing at C, 3rd Floor Millennium Towers, Adillyampatu, Vanagram, Chennai-600095 for the entitle of the soft skill Training for the II Year students of Thiruthangal Nadar College (approx. 1200 students)

Namita Mahadev Naik

S. Kanna

WHEREAS

2. the Project Head is desirous of undertaking a joint project for the delivering and handholding of the said programme "Soft Skill Training" along with support of Mr.Piyooosh, Ms.Richa Sekhar and Mrs.Sindhu Sunil.The two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:

3. Coordination and Contact Points

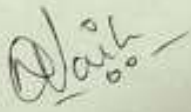
- a. College for coordination on broad issues and matters related to batch planning, training room assignments, communication to students ensuring maximum attendance and required media and stationary items (attendance Sheets)
- b. Project Head for all operational matters which includes training, handholding and delivering programme as per agreed timelines

4. Scope of training and coverage

- a. Scope of training coverage includes training for II Year Students approximately - 1200 over 12 hours per student covering topics around **II Year Topic (Personal Grooming and Hygiene, Problem solving and Decision making, Body Language and Networking, Emotional Intelligence, Gender Diversity and Time Management)**
- b. Mutually agreed to start the training effective from 5th December 2019 to 18th December 2019 any change in start date needs to be mutually agreed. Else could impact trainer availability and programme timelines
- c. Number of training batches and specific days of training needs to be agreed mutually before start of the programme

5. Payout and remuneration terms

- a. Payout will be Rs.35000 per day (for five trainers). Payout of Rs.35000 is fixed and will not be negotiable for any unforeseen circumstances with respect to number of participants in a batch/planned training coverage in a day.
- b. Overall project cost will be Rs.35000 INR Per day for 10 Days to be determined and agreed mutually and the over payment for 10 days training will be Rs.3,50,000 INR. This will be dependent on number of days training is planned.
- c. Payment terms - It has been mutually agreed and confirmed by college that an advance of 50% of the contract value will be paid 5 days prior to start of the program. Balance payment on contract value to be paid within 30 calendar days from the date of submission of claim by Project Head
- d. The payment by the first party will be made by cheque in favoring Namita Mahadev Naik





6. Responsibilities of the Project Head

The Project Head shall:

- a) Organize training and handholding activities agreed under programme Soft Skills as per agreed curriculum and timeline
- b) Follow the course outline agreed by College, maintain four trainers at any given point during start to end date of the project
- c) Inform college a day in advance, in case replacing a trainer due to unforeseen circumstances
- d) Conduct no such parallel activity which may be prejudicial to the interests of the said programme or College
- e) Maintain records of the batch completed with total number of students attendance, and share them with College

7. Responsibilities of the College

The College shall:

- a. Confirm start date of the project before seven working days
- b. Confirm number of batches, before seven working days
- c. Provide list of batch/classroom allotted along with attendance sheet to Project Head
- d. Provide norms and guidelines to students and college faculties wherever necessary
- e. Be responsible for the logistics and operational aspects of the training component of the said programme
- f. Shall provide appropriate visibility on pay out related information, per mutually agreed terms
- g. College shall provide explicit authorization letter confirming representation by **Thiru M.G.E Selapalam** to execute this contract on behalf of Thiruthangal Nadar College Management with explicit delegation of authority

b) Other Terms & Conditions

- a. A total of 12 Hours of training should be covered for 5 Batches for 2 Days (inbound and outbound training) for each students on different days.
- b. All the Modules mentioned by the college should be covered during the training period
- c. All Trainers should be available in the college campus on time(8:00 am to 2:15pm)
- d. No TA/DA as well as accommodation will be provided
- e. In addition to that TDS at 10% will be payable by you on the total amount.

Oil

J. Selapalam

c) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the College nor Project Head shall be held responsible for any loss or consequential loss.

d) Indemnity

The college hereby agrees jointly and severally to indemnify project head and Trainers with respect to physical security and safety within college premises or more so during training hours

e) Liabilities

College shall not, however, be liable for:

- a. any payments of claims by trainers , other than Project Head

f) Breach of Agreement

College shall have the right to terminate the agreement with the Project Head, in case the Project Head either fails to provide the services as mentioned in the MOU, or exploits the students or misuses the partnership with college in any way.

g) Amendment to the Agreement

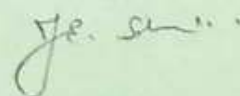
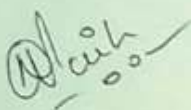
The obligation of the College and Project Head have been outlined in this MOU. However, during the training programme, circumstances may arise which call for alteration or modifications of this MOU. These modifications/alterations will be mutually discussed and agreed upon in writing.

h) Period of Validity

This MOU shall be initially valid for 180 days from the date of signing the agreement and to be renewed subsequently by mutual consent of both the parties.

i) Arbitration

Any dispute arising with regard to any aspect of this MOU shall be settled through mutual consultations and agreements by the parties to the Agreement.



IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their duly authorized officers or agents on the date set out above

For the Project Head

Namita Naik
(Namita Naik)

For College

[Signature]
Thiruthangal Nadar College
(Authorized Signatory)

Witness

1. Sindhu

[Signature]

2. Richa

Witness

1. Dr. S. MURVAE SAI

[Signature]

2. Dr. K. C. Lalithambika

[Signature]

THIRUTHANGAL NADAR COLLEGE

(Belongs to The Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

(A Co-educational College of Arts & Science)

Accredited with 'B' Grade by NAAC

Affiliated to the University of Madras

An ISO 9001- 2015 certified institution

Selavayal, Chennai-51

CAREER GUIDANCE

AND

PLACEMENT CELL

SHIFT -I

Proposed Soft Skill Training for

II & I Year Students

Conducted by

Image Consultant

II Year 5th Dec 2019 to 18th Dec 2019

I Year 6th Jan 2020 to 22nd Jan 2020

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

SOFT SKILL TOPIC FOR DEC 2019- JAN 2020

I YEAR TOPICS

1. First Impression (Combination of Various Topics)
2. Basic Verbal Communication & Structuring Communication
3. Basic Etiquettes (Social Etiq, General Etiq, Social Media Etiq)
4. Basic Team Management
5. Basic Professionalism (Integrity, Accountability, Responsibility, Ownership)
6. Interpersonal Skills
7. Procrastination and Persistence

II Year Topics

1. Personal Grooming and Hygiene
2. Problem solving and Decision Making
3. Body language and Networking
4. Emotional Intelligence
5. Gender Diversity
7. Time Management (only specific topics)

Note :

Day 1: Training will be in Class room

Day 2: Out Bound Training (Back Side Girls Ground)

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CEHNNAI-51

Soft Skill Time Schedule

Shift I: 8:15 AM to 2:15 PM

Break Timings

Shift I: 10:45 AM to 11:05 AM

Total Trainers Needed for Shift I – 5 Trainers

Trainer 01- Main Block Room No:	Second Floor
Trainer 02- Main Block Room No:	Second Floor
Trainer 03- Main Block Room No:	Second Floor
Trainer 04- Main Block Room No:	Second Floor
Trainer 05- Main Black Room No:	Second Floor

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

General Rules and Regulations

1. Shift-I Students should present in the allotted training room by 8:15 AM
2. Students should come in formal dress code with shoes during training session
3. 100% Attendance is Mandatory
4. A note book is must for every day training
5. Students will not be permitted to leave the training hall during the mid of the training session except break hours
6. Students who are failing to attend the training will not be allowed to take part in any placement activities and also will inform to their parents
7. Any kind of disturbance inside the training room or to a trainer will lead to severe action
8. Students are expected to give 100% cooperation for the trainer as well as to the faculty
9. No permission or leave will be provided to any students during the training period.
10. Mobile phones are strictly prohibited inside the training hall as well as college campus.
11. **Students are expected to bring an additional dress for a supportive purpose.**

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- I Department Wise Slots

Sl. NO	Date	Batch Details	Department
1	5,6 2019 -Dec	Batch -I	B.com G -A, B.Com (CS) A, B.Sc (Phy), BCA - A
2.	9,10 2019 -Dec	Batch - II	B.Com B/M, B.Sc (CS)-A, B.Sc (Plant Biology), BCA- B
3.	11,12 - Dec 2019	Batch - III	B.Com G- C, B.Sc (Maths), B.Com (CS)-B, B.A (English)
4.	13,16-Dec 2019	Batch - IV	B.Com (g)-B, B.Com (CA), B.Sc (CS), BSW
5.	17,18 -Dec 2019	Batch - V	B.Com A/F, B.Sc S/A,BBA, B.Sc (Chemistry)

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- I Department Wise Slots

Sl. NO	Date	Batch Details	Department
1	6, 7 – Jan 2020	Batch –I	BCA-A, BSC CS A, BCOM G A, BCOM CS B
2.	8,9- Jan 2020	Batch – II	BSC CS B, BCOM CA, BSC SA, BSW, BSC Plant Biology
3.	10,13--Jan 2020	Batch – III	BCA B, BCOM AF, BSC Maths, BCOM CS A, BA Tamil
4.	14,20–Jan 2020	Batch – IV	BCOM BM, BCOM G C, BBA
5.	21,22- Jan 2020	Batch - V	BA English ,BSC Phy ,BSC Chem , BCOM G B, , BA Criminology

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE EVEN SEMESTER -DEC 2019

ROOM NO:

II YEAR

TRAINER : 02

N	Name of the Students	Dept	13/12/2019		16/12/2019	
1	ARUN KUMAR.M	BCOM CA			✓	
2	ARUN KUMAR.P	BCOM CA	✓	✓	✓	✓
3	BILARATH KUMAR.K	BCOM CA	✓	✓		
4	BIJU VANESHV	BCOM CA			✓	✓
5	DEEPAK KUMAR.V.M	BCOM CA	✓	✓	✓	✓
6	DHANESH.M	BCOM CA	✓	✓	✓	✓
7	DHINAKARAN.N.P	BCOM CA				
8	DINESH.B	BCOM CA	✓	✓		
9	GIRI PRASAD.S	BCOM CA			✓	
10	BHARKAVIS	BCOM CA	✓	✓		
11	CHARULATHA.B	BCOM CA				
12	DHIVYA.K	BCOM CA	✓	✓	✓	✓
13	DIANUSH KUMAR.B	BCOM G B	✓	✓	✓	✓
14	DILIP.P	BCOM G B			✓	✓
15	DINESHV	BCOM G B	✓	✓		
16	FIZAL.S	BCOM G B	✓	✓	✓	
17	FARWAYS MUSHRAF.Z	BCOM G B	✓	✓	✓	✓
18	GALILEO.A	BCOM G B				
19	GOWTHAM.P	BCOM G B	✓	✓		
20	HARI GANESH.V	BCOM G B				
21	DHARSHINI.S	BCOM G B	✓	✓	✓	
22	JAYA SIBILA.X	BCOM G B	✓	✓		
23	JAYASHREE.S	BCOM G B	✓	✓		
24	KAVIPRIYA.M.K	BCOM G B	✓	✓	✓	
25	LAJVANDHI.P.S.	BCOM G B	✓	✓	✓	
26	MANJU PAVITHRA.R	BCOM G B	✓	✓		
27	MOHANA PRIYA.R	BCOM G B				
28	JAYA BHARATHI PANDIYA	BSC CS B	✓	✓	✓	✓
29	MAGESHKUMAR.M.E	BSC CS B			✓	✓
30	MANIGANDAN.K	BSC CS B			✓	
31	MOHAMMED ARIEF.A	BSC CS B	✓	✓	✓	✓
32	MOHAMMED MUSHRAF.A	BSC CS B				
33	MOHAMMED THOUFIQ.K.R	BSC CS B	✓	✓		
34	MAGESHWARI.T	BSC CS B	✓	✓	✓	✓
35	MAHALAKSHMI.D	BSC CS B	✓	✓	✓	✓
36	K.VINOTH	BSW				
37	R.YUVARAJ	BSW	✓	✓	✓	
38	S.MOHAMMED BASHEER	BSW	✓	✓	✓	
39	R.NEYASANTRO	BSW	✓	✓	✓	✓
40	K.AJITH	BSW	✓	✓	✓	
41	B.RAJESHWARI	BSW	✓	✓	✓	✓

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तमिलनाडु TAMIL NADU
5-12-2019 Thiruthangal Nadar
Collage

67AB 914755
S.KANNA. B.Sc.
STAMP VENDOR
LIC. No. 191 / B7 / 97
TABIRAMI AVENUE 1ST STREET
KAVIARASU KANNADASAN NAGAR
CHENNAI - 600 118.

MEMORANDUM OF UNDERSTANDING / AGREEMENT

This Memorandum of Understanding is made at Thiruthangal Nadar College on Thursday
day of 6th January 2020

BETWEEN

1. Thiruthangal Nadar College Affiliated to the University of Madras Accredited
with "B" Grade by NAAC herein refer to as College located at Selavayal , nearby
Kannadasan Nagar Chennai - 600051 represented by Thiru. M.G.E. Selapalam
Secretary and Correspondent of Thiruthangal Nadar College will be the first part
And

Namita Mahadev Naik herein refer to as Project Head residing at C, 3rd FLR
Millennium Towers, Adiliyampattu , Vanagram 600095 for the entitle of the
soft skill Programme for the I Year (shift- I) and I & II Year (Shift- II) students
of Thiruthangal Nadar College (approx. 1600 students)

Abhi

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WHEREAS

2. the Project Head is desirous of undertaking a joint project for the delivering and handholding of the said programme "Soft Skill Programme" along with support of Ms.Richa Sekhar , Ms.Sindhu Sunil Mr.Pyush and Ms. Raj .The two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:

3. Coordination and Contact Points

- a. College for coordination on broad issues and matters related to batch planning, training room assignments, communication to students ensuring maximum attendance and required media and stationary items (attendance Sheets)
- b. Project Head for all operational matters which includes training, handholding and delivering programme as per agreed timelines

4. Scope of training and coverage

- a. Scope of training coverage includes training of I Year(SHIFT- I& II) and II Year Students approximately - 1600 over 12 hours per student covering topics around

I year (Shift I &II)

First Impression, Basic Verbal Communication and Structuring Communication, Basic Etiquettes, Basic Team Management, Basic Professionalism, Interpersonal Skills, Procrastination and Persistence

II Year (Shift- II)

Personal Grooming and Hygiene, Problem Solving and Decision Making, Body Language and Networking, Emotional Intelligence, Gender Diversity, Time Management.

- b. Mutually agreed to start the training effective 6th January 2020 to 30th January 2020 any change in start date needs to be mutually agreed. Else could impact trainer availability and programme timelines
- c. Number of training batches and specific days of training needs to be agreed mutually before start of the programme

5. Payout and remuneration terms

- a. Payout will be Rs 35000 per day (for 5 trainers) for Shift I and Payout will be Rs 21,000 Per day (for 3 Trainers) for Shift -II. Payout is fixed and will not be negotiable for any unforeseen circumstances with respect to number of participants in a batch/planned training coverage in a day.
- b. Overall project cost will be Rs. 35000 INR Per day for 10 Days for Shift -I and Rs.21, 000 INR per day for 4 days for Shift-II to be determined and agreed mutually and the over payment for 14 days(both Shift- I & II) training will be Rs.4,34,000 INR. This will be dependent on number of days training is planned.

Richa Sekhar

Project Head

- c. Payment terms - It has been mutually agreed and confirmed by college that an advance of 50% of the contract value will be paid 5 days prior to start of the program. Balance payment on contract value to be paid within 30 calendar days from the date of submission of claim by Project Head
- d. The payment by the first party will be made by cheque in favoring Richa Sekhar,

6. Responsibilities of the Project Head

The Project Head shall;

- a) Organize training and handholding activities agreed under programme Soft Skills as per agreed curriculum and timeline
- b) Follow the course outline agreed by College, maintain four trainers at any given point during start to end date of the project
- c) Inform college a day in advance, in case replacing a trainer due to unforeseen circumstances
- d) Conduct no such parallel activity which may be prejudicial to the interests of the said programme or College
- e) Maintain records of the batch completed with total number of students attendance, and share them with College

7. Responsibilities of the College

The College shall:

- a. Confirm start date of the project before seven working days
- b. Confirm number of batches, before seven working days
- c. Provide list of batch/classroom allotted along with attendance sheet to Project Head
- d. Provide norms and guidelines to students and college faculties wherever necessary
- e. Be responsible for the logistics and operational aspects of the training component of the said programme
- f. Shall provide appropriate visibility on pay out related information, per mutually agreed terms
- g. College shall provide explicit authorization letter confirming representation by **Thiru M.G.E Selapalam** to execute this contract on behalf of Thiruthangal Nadar College Management with explicit delegation of authority

Other Terms & Conditions

- a. A total of 12 Hours of training should be covered for 7 Batches for 14 Days for I year (Shift -I) and I & II Year (Shift-II)

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- b. All the Modules mentioned by the college should be covered during the training period
- c. All Trainers should be available in the college campus on time (08:00 am to 2:15pm)
- d. No TA/DA as well as accommodation will be provided
- e. In addition to that TDS at 10% will be payable by you on the total amount.

c) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the College nor Project Head shall be held responsible for any loss or consequential loss.

d) Indemnity

The college hereby agrees jointly and severally to indemnify project head and Trainers with respect to physical security and safety within college premises or more so during training hours

e) Liabilities

College shall not, however, be liable for:

- a. any payments of claims by trainers, other than Project Head

f) Breach of Agreement

College shall have the right to terminate the agreement with the Project Head, in case the Project Head either fails to provide the services as mentioned in the MOU, or exploits the students or misuses the partnership with college in any way.

g) Amendment to the Agreement

The obligation of the College and Project Head have been outlined in this MOU. However, during the training programme, circumstances may arise which call for alteration or modifications of this MOU. These modifications/alterations will be mutually discussed and agreed upon in writing.



h) Period of Validity


This MOU shall be initially valid for 180 days from the date of signing the agreement and to be renewed subsequently by mutual consent of both the parties.

i) Arbitration

Any dispute arising with regard to any aspect of this MOU shall be settled through mutual consultations and agreements by the parties to the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their duly authorized officers or agents on the date set out above

For the Project Head




Ms. Namita Naidu

Witness

1. 

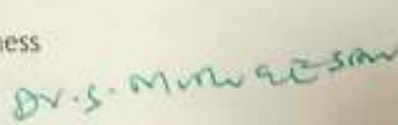
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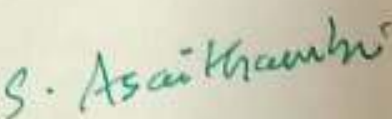
For College



Thiruthangal Nadar College
(Authorized Signatory)

Witness

1. 

2. 

THIRUTHANGAL NADAR COLLEGE

(Belongs to The Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)
(A Co-educational College of Arts & Science)
Accredited with 'B' Grade by NAAC
Affiliated to the University of Madras
An ISO 9001- 2008 certified institution
Selavayal, Chennai-51

CAREER GUIDANCE

AND

PLACEMENT CELL

SHIFT -I

Proposed Soft Skill Training for

II & I Year Students

Conducted by

Image Consultant

Shift -I

I Year 6th Jan 2020 to 24th Jan 2020

Shift- II

I& II Year 27th Jan 202 to 30th Jan 2020

**THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CEHNNAI-51**

Soft Skill Time Schedule

Shift I: 8:15 AM to 2:15 PM

Break Timings

Shift I: 10:45 AM to 11:05 AM

Total Trainers Needed for Shift I – 5 Trainers

Shift II- 3 Trainers

Trainer 01- Main Block Room No:	Second Floor
Trainer 02- Main Block Room No:	Second Floor
Trainer 03- Main Block Room No:	Second Floor
Trainer 04- Main Block Room No:	Second Floor
Trainer 05- Main Black Room No:	Second Floor

Shift -II Training Room will be Second Floor Main block – Trainer – 1, 2, 3

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

SOFT SKILL TOPIC FOR - JAN 2020

I YEAR TOPICS

1. First Impression (Combination of Various Topics)
2. Basic Verbal Communication & Structuring Communication
3. Basic Etiquettes (Social Etq, General Etq, Social Media Etq)
4. Basic Team Management
5. Basic Professionalism (Integrity, Accountability, Responsibility, Ownership)
6. Interpersonal Skills
7. Procrastination and Persistence

II Year Topics

1. Personal Grooming and Hygiene
2. Problem solving and Decision Making
3. Body language and Networking
4. Emotional Intelligence
5. Gender Diversity
7. Time Management (only specific topics)

Note :

Day 1: Training will be in Class room

Day 2: Out Bound Training (Back Side Girls Ground)

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

General Rules and Regulations

1. Shift-I Students should present in the allotted training room by 8:15 AM
2. Students should come in formal dress code with shoes during training session
3. 100% Attendance is Mandatory
4. A note book is must for every day training
5. Students will not be permitted to leave the training hall during the mid of the training session except break hours
6. Students who are failing to attend the training will not be allowed to take part in any placement activities and also will inform to their parents
7. Any kind of disturbance inside the training room or to a trainer will lead to severe action
8. Students are expected to give 100% cooperation for the trainer as well as to the faculty
9. No permission or leave will be provided to any students during the training period.
10. Mobile phones are strictly prohibited inside the training hall as well as college campus.
11. Students are expected to bring an additional dress for a supportive purpose.

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- I Department Wise Slots

Sl. NO	Date	Batch Details	Department
1	6, 7 – Jan 2020	Batch –I	BCA-A, BSC CS A, BCOM G A, BCOM CS B
2.	8,9- Jan 2020	Batch – II	BSC CS B, BCOM CA, BSC SA, BSW, BSC Plant Biology
3.	10,20–Jan 2020	Batch – III	BCA B, BCOM AF, BSC Maths, BCOM CS A, BA Tamil
4.	21,22–Jan 2020	Batch – IV	BCOM BM, BCOM G C, BBA
5.	23,24- Jan 2020	Batch - V	BA English ,BSC Phy ,BSC Chem , BCOM G B, , BA Criminology

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CEHNNAI-51

Shift- II Department Wise Slots

SL. NO	Date	Department
1	JAN 27, 28- 2020	II Years B. Com G, B.Com CS, B.Com ISM. BCA, M.SC CS& T
3.	JAN 29,30 -2020	I Years B. Com G, B.Com CS, B.Com ISM. BCA, M.SC CS& T

THIRUTHANGAL NADAR COLLEGE

SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE EVEN SEMESTER JAN - 2020

ROOM NO: 84

II YEAR

TRAINER : 2

Sl. NO	Name of the Students	Dept	27/01/2020	28/01/2020
1	S.VIGNESH	BCA S-II		
2	B.NARESH	BCA S-II	✓	✓
3	V.RAJESH KHANNA	BCA S-II		
4	R.BHARATHI	BCA S-II	✓	
5	K.NARMADHA	BCA S-II	✓	✓
6	J.SABEETHA	BCA S-II	✓	✓
7	NAVEED AHAMED	BCOM ISM	✓	✓
8	PRASANTH PRABHU.M	BCOM ISM	✓	✓
9	RAGAV.K	BCOM ISM	✓	✓
10	SHREE SABARISH.B	BCOM ISM		✓
11	SHYAM GANESH.S	BCOM ISM	✓	✓
12	SUDHARSANAN.A	BCOM ISM		✓
13	SYED SHANAWAZ .I	BCOM ISM		
14	GLORY.K.S.	BCOM ISM	✓	✓
15	DIVYA.B	BCOM ISM	✓	✓
16	DURGA.E	BCOM ISM	✓	✓
17	BHUVANESWARI.K	BCOM ISM		✓
18	ROHITH M	BCOM CS S-II	✓	✓
19	UDAYA NAVIN KUMAR	BCOM CS S-II		✓
20	VIGNESH V	BCOM CS S-II	✓	✓
21	YUKESH KUMAR H	BCOM CS S-II	✓	
22	GANESH KUMAR S	BCOM CS S-II		
23	SWETHA S	BCOM CS S-II		
24	YAMINI K	BCOM CS S-II	✓	✓
25	PAVITHARA G	BCOM CS S-II		
26	PRASANTHI P	BCOM CS S-II		✓
27	E. ABDUL BAARI	MSC CS & T	✓	✓
28	N.PRAVEENA	MSC CS & T	✓	✓
29	NISHA.E	BCOM G S-II	✓	✓
30	NISHA.R	BCOM G S-II		✓
31	NITHYA.B	BCOM G S-II	✓	✓
32	PRADIKSHA.K.P	BCOM G S-II	✓	✓
33	PRAGATHEESWARIA	BCOM G S-II		
34	PRIYA.M	BCOM G S-II	✓	✓
35	ABBASH.R	BCOM G S-II	✓	✓
36	DINESH KUMAR.S	BCOM G S-II	✓	✓
37	ABDUL RAZAK.S	BCOM G S-II	✓	✓
38	AMARNATH.M	BCOM G S-II	✓	✓

Kishore. H

BCOM CS

✓

39	ANISH KUMAR.S	BCOM G S-II	✓	
40	ASHOK KUMAR.N	BCOM G S-II		
41	BHARATH KUMAR.B.C	BCOM G S-II		✓
42	CHANDRU.S	BCOM G S-II		✓
43	CHEDUPATHY.C	BCOM G S-II	✓	✓
44	KANNAN.R	BCOM G S-II	✓	✓
45	KARTHIKEYAN.S	BCOM G S-II		✓
46	SETHU.H	BCOM G S-II	✓	
47	SIVA PRAKASH.K	BCOM G S-II	✓	✓
48	SRIRAM.C	BCOM G S-II	✓	✓
49	VIJAYAKUMAR.B	BCOM G S-II	✓	
50	VIKRAM.C	BCOM G S-II	✓	✓
51	SARAN.S	BCOM G S-II	✓	✓
52	SARATH.K	BCOM G S-II		

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CHENNAI -51

SOFT SKILL TRAINING FOR THE EVEN SEMESTER -JAN 2020

ROOM NO:

I YEAR

TRAINER : S

Sl. No	Name of the Students	Dept	08/01/2020	09/01/2020
1	RANJITHA.S	BSC CS B	S. Ranjitha	✓
2	RISWANA.M	BSC CS B	M. Riswana	✓
3	JENISTER MARK.M	BSC CS B	Janif Mark	✓
4	KESAVAN.K	BSC CS B	K. Kesavan	✓
5	MAHESH.S	BSC CS B	S. Mahesh	✓
6	MOHAMMED TAJUDEEN.J	BSC CS B	L. Tajudeen	✓
7	NITHISH KUMAR.G.J	BSC CS B		
8	NOUFUL DANISH.M	BSC CS B	Nouful	✓
9	MOHAMED MAIDEEN ALI.S	BCOM CA	(S. Maideen)	
10	MOTHIESH.B	BCOM CA	B. Mothiesh	✓
11	MUKESH KUMAR.V.R.	BCOM CA	M. Mukesh	
12	NANDHA KUMAR.R	BCOM CA	R. Nandhakumar	✓
13	NANDINI.D	BCOM CA	D. Nandini	✓
14	NARESH KUMAR.M	BCOM CA	M. Naresh Kumar	✓
15	NAVANEETHA KANNAN.A	BCOM CA	A. Navaneetha	✓
16	NAVEN DASAN.J	BCOM CA	J. Navindasan	✓
17	NAVIN KUMAR.M	BCOM CA		✓
18	PARTHIBAN.R	BCOM CA		✓
19	PAVITHRA.G	BCOM CA	G. Pavithra	✓
20	PONNAMBALAVASAN	BCOM CA	V. Ponnambalavan	✓
21	S. KHALID	BSC SA	S. Khalid	✓
22	V. MADHAN KUMAR	BSC SA		✓
23	S. MANIVASAKAN	BSC SA	S. Mani	✓
24	B. NANDA KUMAR	BSC SA	B. Nandakumar	✓
25	C. AKALYA	BSC SA	C. Akalya	✓
26	R. BHAVANI	BSC SA	R. Bhavani	✓
27	D. PRIYANKA	BSC SA	D. Priyanka	✓
28	M.KARTHIC	BSW	M. Karthik	✓
29	M.SANDHYA	BSW	M. Sandhya	✓
30	B. ABISHEK	BSW	B. Abhishek	✓
31	K.SANJAY	BSW	K. Sanjay	✓
32	V.MANI REKA	BSW	V. Manireka	✓
33	J.S.MADHAN GOKUL	BSW	J. S. Madhan Gokul	✓
34	Kishore Kumar. T	PLANT BIO	T. Kishore Kumar	✓
35	Nirmal. S	PLANT BIO		

THIRUTHANGAL NADAR COLLEGE
SELAVAYAL CHENNAI -51
SOFT SKILL TRAINING FOR THE EVEN SEMESTER JAN- 2020

ROOM NO:

I YEAR

TRAINER : 4

Sl. No	Name of the Students	Dept	06/01/2020	07/01/2020
1	PRASANTH K	BCA A		
2	PRASATH Y	BCA A	K. Prasanth	✓
3	RAJESH V	BCA A	Y. prasath	✓
4	ROGITH T	BCA A		
5	ROSHAN T P	BCA A	T. Rogith	✓
6	SACHIN V	BCA A		
7	DURGA SRI R	BCA A		
8	GNANA SOUNDARYA P	BCA A		✓
9	KOWSHIK.K.V	BCA A	P. Gnanasoundary	✓
10	LOGESHWARAN.M	BSC CS A	Kan. Logesh	
11	MANIKANDAN.V	BSC CS A	Logeshwaran	
12	MOHAMMED SHANAWAZ.A.H	BSC CS A		
13	RAMESH KUMAR.M	BSC CS A	Shanawaz	
14	RAMESH.V	BSC CS A		✓
15	NASREEN HABEEBA.S	BSC CS A	Ramesh	✓
16	NIVEDHA.G	BSC CS A		
17	DEVA SHEELAN.R	BCOM G A		✓
18	DHINESH KUMAR.R	BCOM G A	R. D. D.	✓
19	DINESH.P	BCOM G A	D. D. D.	✓
20	GIRI PRAKASH.P	BCOM G A	Giri Prakash	✓
21	GOKUL.K	BCOM G A	G. K.	✓
22	GOKUL.M	BCOM G A	G. K.	✓
23	HARISH.A.B.	BCOM G A	H. A. B.	✓
24	HARISH.N	BCOM G A	H. N.	✓
25	JAMES.S	BCOM G A	J. S.	✓
26	PRIYADARSHIN.L.C	BCOM G A	P. D.	
27	RAMYA.S	BCOM G A		
28	SANDHIYA.K	BCOM G A	K. Sandhya	✓
29	SANKAR.L.B	BCOM G A		
30	SHARMILA.J	BCOM G A	J. Sharmila	
31	PAVITHRA.S	BCOM CS B	S. Pavithra	✓
32	PETER.B	BCOM CS B	P. B.	✓
33	POOJA.D	BCOM CS B	Pooja. D	✓
34	POORNIMA.M	BCOM CS B	M. Poornima	✓
35	PRASANTH.D	BCOM CS B		✓
36	PRITHVIPRAKASH.K.V	BCOM CS B	K. V. Prithvishankar	✓
37	RAJESH KUMAR.K	BCOM CS B	K. Rajeshkumar	✓
38	RAKESH.P	BCOM CS B	P. Rakesh	✓
39	RAMYA.V	BCOM CS B	R. Ramya. V	✓
40	ROHINI.S	BCOM CS B	S. Rohini	
41	SANTHOSH.P	BCOM CS B	P. Santhosh	✓
42	SARAN KUMAR.S	BCOM CS B	S. Saran	✓
43	SARN.R	BCOM CS B	R. Sarn	✓
44	SASI KUMAR.M	BCOM CS B	M. Sasi Kumar	✓



தமிழ்நாடு TAMIL NADU
Thiruthangal Nadar College
ch

77AB 991437

S.KANNA. B.Sc.
STAMP VENDOR
LIC No.191/B7/97
32, ABIRAMI AVENUE 1ST STREET,
KAVIARASU KANNADASAN NA JAR,
CHENNAI - 600 118.

MEMORANDUM OF UNDERSTANDING / AGREEMENT

This Memorandum of Understanding is made at Thiruthangal Nadar College on Thursday of 05/11/2020

BETWEEN

1. Thiruthangal Nadar College Affiliated to the University of Madras Accredited with "B" Grade by NAAC herein refer to as College located at Selavayal , nearby Kannadasan Nagar Chennai - 600051 represented by Thiru. M.G.E. Selapalam Secretary and Correspondent of Thiruthangal Nadar College will be the first part

And

Mr. Vimal Thiagarajan herein refer to as Project Head residing at No:3, 3rd Main Road, Shenoy Nagar West, Chennai -30 and with a Representative Mr. K. Rakesh for the entitle of the soft skill Training for the III Year students of Thiruthangal Nadar College (approx.1000 students)

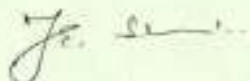
WHEREAS

2. The Project Head is desirous of undertaking a joint project for the delivering and handholding of the said programme "Soft Skill Training" along with support of Ms. Abi Sankarai, Mr. Ajai Pradeep Ms.Nalini Ms.Yalini, Ms. Marceline, Mr. Chidambaram, Mr. Senthil, Ms. Kokila, Ms .Karthika, Mr. Vimal Thiagarajan, Mr. Kalanithi, Mr. D. saravanan, Ms. R. Kavitha The two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:
3. **Coordination and Contact Points**
 - a. **College** for coordination on broad issues and matters related to batch planning, training room assignments, communication to students ensuring maximum attendance and required media and stationary items (attendance Sheets)
 - b. **Project Head** for all operational matters which includes training, handholding and delivering programme as per agreed timelines
4. **Scope of training and coverage**
 - a. Scope of training coverage includes training for III Year Students approximately - 1000 over 14 hours per student covering topics around

III Year Topics

Various Sectors and the Nature of job for the undergraduates , Resume Writing and different forms of Resume, Positive attitude in Failure , How to get success in Interview, Verbal and Non Verbal form of Communication in Professional Career, Group Discussion and tips for success in GD, Tips for clearing aptitude and topics covered in general aptitude.

- b. Mutually agreed to start the training effective from 9th November 2020- to 3rd December 2020 any change in start date needs to be mutually agreed. Else could impact trainer availability and programme timelines
- c. Number of training batches and specific days of training needs to be agreed mutually before start of the programme
- d. All the training session will be happen through ONLINE (GOOGLE MEET) the link will be shared by the college. No trainer should share any personal communication or separate link with the students.
- e. If any network issues or any other login issues from the trainer end, the trainer should compensate for an alternate class for the same batch.



5. Payout and remuneration terms

- a. Payout will be Rs.2900 per day(1.5 Hours) / trainer. Payout of Rs.2900 is fixed and will not be negotiable for any unforeseen circumstances with respect to number of participants in a batch/planned training coverage in a day.
- b. Overall project cost For Shift -I RS. 4,69,800 INR for 18 Days and the overall project cost for Shift-II Rs.78,300 For 9 days to be determined and agreed mutually and the overall payment for 27 days of training will be Rs.5,48,100INR. This will be dependent on number of days training is planned.
- c. Payment terms - It has been mutually agreed and confirmed by college that an advance of 50% of the contract value will be paid 5 days prior to start of the program. Balance payment on contract value to be paid within 30 calendar days from the date of submission of claim by Project Head
- d. The payment by the first party will be made by cheque or RTGS in favoring

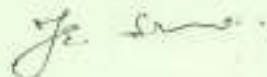
First Cheque in favor of
Mr. VIMAL THIAGARAJAN
A/C No: 911010033560609
AXIS BANK (SHANTHI COLONY, ANNANAGAR)
IFSC: UTIB0000016

Second Cheque in Favor of
Mr. K. RAKESH
A/C No: 50100006306465
HDFC BANK (PERUNGUDI)
IFSC :HDFC0000795

6. Responsibilities of the Project Head

The Project Head shall;

- a) Organize training and handholding activities agreed under programme Soft Skills as per agreed curriculum and timeline
- b) Follow the course outline agreed by College , maintain Shift-I (18 Trainers) & Shift-II (3 Trainers) at any given point during start to end date of the project
- c) Inform college a day in advance , in case replacing a trainer due to unforeseen circumstances
- d) Conduct no such parallel activity which may be prejudicial to the interests of the said programme or College
- e) Maintain records of the batch completed with total number of students attendance, and share them with College



7. Responsibilities of the Project Head

The College shall:

- a. Confirm start date of the project before seven working days
- b. Confirm number of batches , before seven working days
- c. Provide list of batch/classroom allotted along with attendance sheet to Project Head
- d. Provide norms and guidelines to students and college faculties wherever necessary
- e. Be responsible for the logistics and operational aspects of the training component of the said programme
- f. Shall provide appropriate visibility on pay out related information , per mutually agreed terms
- g. College shall provide explicit authorization letter confirming representation by **Thiru M.G.E Selapalam** to execute this contract on behalf of Thiruthangal Nadar College Management with explicit delegation of authority

b) Other Terms & Conditions

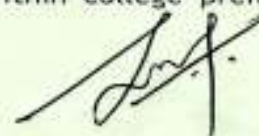
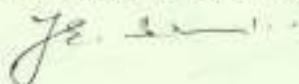
- a. A total of 14 Hours of training should be covered for shift -I 18 Batches and Shift -II 3 Batches for 9 Days for both III Year students on different days.
- b. All the Modules mentioned by the college should be covered during the training period
- c. All Trainers should be available in the college campus on time Shift-I (9:40 Am to 11:15Am) & Shift-II (1.45 P.M. to 3.15 P.M.)
- d. No TA/DA as well as accommodation will be provided
- e. In addition to that TDS at 10% will be payable by you on the total amount.

c) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the College nor Project Head shall be held responsible for any loss or consequential loss.

d) Indemnity

The college hereby agrees jointly and severally to indemnify project head and Trainers with respect to physical security and safety within college premises or more so during training hours



e) Liabilities

College shall not, however, be liable for:

- a. any payments of claims by trainers , other than Project Head

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College shall have the right to terminate the agreement with the Project Head, in case the Project Head either fails to provide the services as mentioned in the MOU, or exploits the students or misuses the partnership with college in any way.

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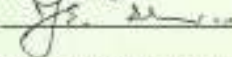
IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their duly authorized officers or agents on the date set out above

For the Project Head



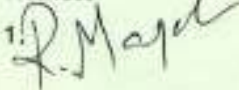
(VIMAL THIAGARAJ)

For College



Thiruthangal Nadar College
(Authorized Signatory)

Witness

1. 

2. _____

Witness

1. 

2. _____

THIRUTHANGAL NADAR COLLEGE

(Belongs to The Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)
(A Co-educational College of Arts & Science)
Accredited with 'B' Grade by NAAC
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Selavayal, Chennai-51

CAREER GUIDANCE

AND

PLACEMENT CELL

Proposed Soft Skill Training
for the

Academic year 2020-2021

by

BE POSTIVE ACADEMY

ALL Final year Students

III YEAR BATCH DETAILS

Shift-I & II

No. of Trainers Required- 21

SL.NO	Name of the class	Total Strength of the Class	Batch Details SHIFT -I	Date of Training
1	BBA	67	IBATCH TIMINGS (9:45-11:15 AM)	Nov- 9,10,11,12,13,17,18,19,20 (9 days)
2	B.Com General A	67		
3	B.Com General B	71		
4	B.Com General C	66		
5	B.Com Bank Mgt	62		
6	B.Com A/F	67		
7	B.Com CA	62		
8	B.Com CS A	69		
9	B.Com CS B	64		
10	BSW & BA ENG	29+26=55		
		650		

SL.NO	Name of the class	Total Strength of the Class	Batch Details shift- i	Date of Training
1	BCA -A	50	IBATCH TIMINGS (9:45-11:15 AM)	Nov- 23,24,25,26,27,30, Dec- 1,2,3 (9 days)
2	BCA- B	48		
3	B.SC Maths	43		
4	B.SC Phy & PBPB	17+27 = 44		
5	BCA SHIFT-II, MSC CS&T & Chemistry	28+29 = 57		
6	B.SC Software	34		
7	B.SC CS -A	45		
8	B.SC CS -B	37		

III YEAR BATCH DETAILS

Shift-II

SL.NO	Name of the class	Total Strength of the Class	Batch Details	Date of Training
1	B.Com G Shift-II	55	III BATCH TIMINGS (1:45- 3:15 PM)	Nov- 23,24,25,26,27,30 Dec- 1,2,3 (9 days)
2	B.Com ISM	34		
3	B.Com CS	38		

SYLLABUS

Topic for the Training

- Various Sectors and the nature of job for the undergraduates
- Resume writing and different forms of resume
- Positive attitude in failure
- How to get success in Interview
- Verbal and Nonverbal form of communication in Professional career
- Group Discussion and tips for success in group
- Tips for clearing Aptitude

General Rules and Regulation

1. The Soft skill Training classes will be held through Google Meet.
2. All the department must create New Email ID with Password and also New Google Meeting link.
3. All the Trainers will be taking the training session only through the link which is shared by the college (Departments)
4. The host for soft skills will be the trainer. All the Google meet link given by the department will be shared to the trainer and the trainer will give permission to the faculty as well as for the students.
5. All the department attendance will be posted by the trainer or mailed by the trainer to the same Email id (Newly Created) so respective tutor can forward the same to the subject faculty to mark the attendance in the usual format followed by college and also forward to placement cell email (tncplacement@gmail.com)
5. II Hour subject faculty should log-in by 9:40 AM and should leave the meeting by 10:20 AM (once the next faculty entered)

III Hour Subject faculty should log-in by 10:20 AM and should leave by 11:15 AM
6. As Usual IV Hour will commence by 11:30 AM (After 15 Minutes break for the students)
7. The Trainers Name and Contact details will be shared only to the respective department HOD's, to sort out any problem arises like network issues or login issues as well for the attendance purpose.

HOD's please don't share the contact details of the trainer with other department faculties.

Note: Details of the trainer will be intimated later

8. All the subject faculties should log-in only through your personal ID for joining in the soft skill classes.
9. Subject Faculties kindly monitor the students as well the progress of the training programme as per the given syllabus framed.
- 10. No Break will be given in between the training**
- 11. All the students should login only through the Respective Google link shared by the departments.**
- 12. All the students are instructed to see the internet pack scheme since it is a 9 days programme. (Additional NET PACK)**
13. Attendance is mandatory for all the students. All these attendance will be calculated for University exam.
- 14. Students should not make any unnecessary disturbance or creating trouble during the training session. Misbehavior students will not be permitted to attend the forth coming training.**
15. All students are instructed to make a note of all the information shared by the trainers.
- 16. No students should message or post anything in the chat box.**
- 17. Students are instructed to wear decent dress code.**
- 18. Students are instructed to have Interaction with the trainers if the trainers give permission to ask any question as well Vice-versa**
- 19. All students should Login Between 9:40 – 9:50 AM. After that no students will be permitted to enter the class (Since the trainers will be the host)**

SOFT SKILL TRAINING

SL.NO	Name of the class	Total Strength of the Class	Batch Details	E-MAIL ID	PASSWORD	GOOGLE MEETING ID
DATES : Nov 9,10,11,12,13,17,18,19,20 (timings 9:45 am - 11:15 am)						
1	BBA	67	Batch-I	bbatncsoftskills@gmail.com	bbatnc@1	ipj-tjkh-hzg
2	B.Com General A	67	Batch-I	bcomgplacementa@gmail.com	Tnc@2020	jm-q-cswq-jqs
3	B.Com General B	71	Batch-I	bcomgplacementb@gmail.com	Tnc@2020	jua-wcwa-ijt
4	B.Com General C	66	Batch-I	bcomgplacementc@gmail.com	Tnc@2020	rep-maav-gnd
5	B.Com Bank Mgt	62	Batch-I	Bankmanagementtncsoftskill@gmail.com	Bmtnc@2020	yhf-sxgi-icj
6	B.Com A/F	67	Batch-I	aftncsoftskill@gmail.com	Aftnc@2020	vbr-avjn-vrq
7	B.Com CA	62	Batch-I	tncbcomcaplacement2020@gmail.com	tnc@capc	vr-v-sigy-ihd
8	B.Com CS A	69	Batch-I	tncbcstpla@gmail.com	secretaryship	cji-cdhw-xon
9	B.Com CS B	64	Batch-I	tncbcstpla1@gmail.com	corporatebcs	ydn-hsqr-ahu
10	BSW & BA ENG	29+26=55	Batch-I	socialworktnc2020@gmail.com	socialwork	was-gjzs-hjy
DATES: Nov-23,24,25,26,27,30 Dec-1,2,3 (TIMINGS 9:45 AM - 11:15 AM)						
11	BCA -A	50	Batch-II	tncbcaplacement2020@gmail.com	placement2020	ayj-hztx-dtt
12	BCA- B	48	Batch-II	tncbcaplacementb@gmail.com	placement2020	wew-xakb-wei
13	B.SC Maths	43	Batch-II	tncmaths.2020@gmail.com	Maths@2020	taw-gyrq-msi
14	B.SC Phy& PBPB	17+27 = 44	Batch-II	tncphybpb@gmail.com	phybpb1718	bar-qgan-mzd
15	BCA SHIFT-II, MSC CS&T & Chemistry	28+29 = 57	Batch-II	tncbcas2@gmail.com	bcatnc@2	jgg-rvho-sqb
16	B.SC Software	34	Batch-II	tncsaplacement@gmail.com	tncsaplacement123	psx-zzxb-vff
17	B.SC CS -A	45	Batch-II	tp3a.bsccs21@gmail.com	csa@1821	otf-swsv-vdg
18	B.SC CS -B	42	Batch-II	tncscsp@gmail.com	Science@2020	osu-vfxu-ncd
DATES: Nov-23,24,25,26,27,30 Dec-1,2,3 (TIMINGS 1:45 PM - 3:15 PM)						
19	B.Com G Shift -II	55	Batch-III	tncbcomgs2ss@gmail.com	bcomgs2@ss	qvr-wddv-utq
20	B.Com ISM	34	Batch-III	tncismcp@gmail.com	Mgmt@2020	npi-wdrk-rcd
21	B.Com CS	38	Batch-III	tncbcomcsshift2@gmail.com	corporateshift2	cyv-gszd-dvv

Trainer Name & Contact Details	HOD'S name and contact details
Ms. Nalini -98845-23222	Prof.Mr. B. Ravi Kumar -98413-75320
Ms. Marceline-98401-99992	Prof.Mr. T.S Rubakannan- 98415-57547
Mr. SIVA - 80726-91027	
Mr. Senthil - 86609-93820	
Ms. Abi sankari- 99529-12066	Prof. E.R. Jessie Kirubarani - 94445-72699
Ms. Kokila - 86188-82396	
Ms. Yalini -72992-27716	Prof. Mr. C Kandaswamy- 98415-89157
Mr. Vimal Thiagarajan-98409-36201	Prof. Mr. Asai Thambi -99411-91990
Ms. Karthika -80562-18469	
Mr. Ajay Pradeep-98841-26715	Dr. K.C. Lalithambika (Eng)- 98405-12650
	Prof. Vasantha Jayaseelan (BSW)- 95003-02980
Mr. Ajay Pradeep-98841-26715	Prof. Mr.K. Somasundaram - 98415-79523
Ms. Nalini -98845-23222	
Ms. Marceline-98401-99992	Prof. S. Arun - 98842-09879
Ms. Yalini -72992-27716	Dr. R. Viajaylakshmi (Phy)- 99400-11441
	Dr. I. Isai vani (PBPB)-99627-01868
Ms. Kokila - 86188-82396	Prof. Mrs. C Vijayalakshmi (BCA)- 90871-52823
	Dr. C Kathick (Chem)-91761-40030
Mr. SIVA - 80726-91027	Prof Mrs. T Yogamma -86084-56328
Mr. Vimal Thiagarajan-98409-36201	Dr. P.T. Kasthuri Bai - 98846-99554
Mr. Senthil - 86609-93820	
Ms. Abi sankari- 99529-12066	Prof. Mr. M. Karukkuvel - 99520-41382
Ms. Karthika -80562-18469	DR. S.B. Ninu - 88072-56746
Mr. Vimal Thiagarajan-98409-36201	Prof. Mr. Asai Thambi -99411-91990

Daily Attendance Report for III B. Sc. PBPB, 3rd hr. Soft Skill: 2020-11-23

Class: III B. Sc. PBPB, 3rd hr. Soft Skill Meet ID: bar-qpan-mad Date: 2020-11-23 Earliest Arrival(s): 10:23 Start Time: 10:23 End Time: 11:18 Length of Meet: 55 min

26 Names (9 Absent) *	Email	Arr	min	Last	10:20	10:23	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:18
✓ Harini. K		10:57	12	11:08													
✓ Shobana K. 09		11:04	17	11:17													
✓ Subhalakshmi A.		11:08	10	11:17													
✓ N Amirtha		11:08	2	11:17													
Kalaijnaya Devarajan																	
Swarna Malathi. G																	
✓ Daniel Arnd Raj J		11:04	17	11:17													
Bakaji K																	
Karthika Karthika																	
✓ Sweetha Kumar		10:57	21	11:17													
✓ Durga. M		11:17	1	11:17													
Vandana M																	
Gopinath Manimaran																	
✓ Priya Murugan		10:57	12	11:08													
✓ Maharaja N		10:57	21	11:17													
✓ Nandhini Nancy		10:57	5	11:01													
Chitra Ppbb																	
✓ Physics Ppbb		10:57	21	11:17													
✓ N. R. K. Poogzrb		10:57	4	11:00													
Vidhva Prakash Prakash																	
✓ Priyadarshini R		11:17	1	11:17													
✓ Gurushalini Rangarajan		10:57	12	11:08													
✓ Velli Reena		10:57	15	11:17													
✓ Anitha S		11:08	10	11:17													
✓ Jayanthibala Shivakumar		10:59	19	11:17													
Vetrivel Murugan T																	

Daily Attendance Legend:

The student was present then exited (rejoined and rejoined again, etc., etc.) (the alternating background patterns indicate that the student may have left and rejoined the Meet)

The student missed the entire class

To help your eye follow across the page, the table rows alternate between white and grey backgrounds which leads to two subtly different shades of green for the times when the student was present

NB - If you want a printed copy of this report, make sure that the 'More settings' → 'Background graphics' checkbox is checked in the Print dialog.