

## 1.2.2 Number of Add on /Certificate programs offered during the last five years (10)

2015-2016		
Sl. No	Name of Add on /Certificate programs offered	Pg.No
1.	<b>MBA15161- Six Sigma</b>	
	Permission	2
	Circular	3
	Syllabus	4
	Willing Student List	5-6
	Course Delivery	7-8
	Resource Person Details	9
	Student list	10-11
	Attendance	12-17
	One Page Report	18
	Question Paper	19
	Certificates	20-24
2.	<b>MBA15162-Career Communication Skills</b>	
	Permission	25
	Circular	26
	Syllabus	27
	Willing Student List	28-29
	Course Delivery	30-31
	Resource Person Details	32
	Student list	33-34
	Attendance	35-40
	One Page Report	41
	Question Paper	42
	Certificates	43-47
3.	<b>MBA15163-Talent Management</b>	
	Permission	48
	Circular	49
	Syllabus	50
	Course Delivery	51
	Resource Person Details	52
	Student list	53-54
	Attendance	55-60
	One Page Report	61
	Question Paper	62
Certificates	63-67	



# M.I.E.T. ENGINEERING COLLEGE

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TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.

Email: principalengg@miet.edu, contact@miet.edu

Website: - www.miet.edu

Ph: 0431 - 2660 303

Date: 01-06-2015

To

The Principal

M.I.E.T Engineering College,

Trichy - 620007

Respected Madam,

Sub: Permission to conduct the Certificate Program - Reg...

We have planned to conduct the Certificate Program for our Second year students from 05.06.2015 to 12.06.2015

Name of the Certificate Program	Course Coordinator
Six Sigma	Mrs.T.Sathiyapriya

So kindly give us permission to conduct the course and to utilize the class room

Thanking you

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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**CIRCULAR**

**Date: 03-06-2015**

**Sub: Certificate Program**

It is planned to conduct the Certificate Program for II MBA students

The Certificate Programs are short term certificate courses which are designed and offered by our department for the benefit of our students. Course will be conducted at free of cost and based on the performance of the participated students; the merit certificate will be issued after the successful completion of the course.

Students those who are willing to attend the below mentioned course can enroll their name to the course coordinator.

Name of the Certificate Program	Course Coordinator
Six Sigma	Mrs.T.Sathiyapriya
Commencement of course from to Time: 9.30 am to 5.00 pm	

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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**M.I.E.T ENGINEERING COLLEGE, TRICHY – 7.**  
**DEPARTMENT OF MANAGEMENT STUDIES**  
**Certificate Program (II Year – III Semester)**  
**Course Syllabus**

**Name of the course: Six Sigma**

**Course Code: MBA15161**

**Course Coordinator: Mrs.T.Sathiyapriya**

**Total Hours: 30 Hrs**

**Academic Year: 2015-16**

**Objective:**

**Unit-I**

Meanings of Six Sigma. General History of Six Sigma & Continuous Improvement .Deliverables of a Lean Six Sigma Project

**Unit -II**

The Problem Solving Strategy  $Y = f(x)$  .Voice of the Customer, Business and Employee . Six Sigma Roles & Responsibilities

**Unit-III**

The Fundamentals of Six Sigma. Defining a Process .Critical to Quality Characteristics (CTQ's)

**Unit -IV**

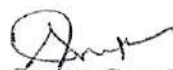
Cost of Poor Quality (COPQ) .Pareto Analysis (80:20 rule). Basic Six Sigma Metrics a. including DPU, DPMO, FTY, RTY Cycle Time, deriving these metrics and these metrics Selecting Lean Six Sigma Projects . Building a Business Case & Project Charter . Developing Project Metrics

**Unit -V**

Financial Evaluation & Benefits Capture. The Lean Enterprise. Understanding Lean. The History of Lean. Lean & Six Sigma. The Seven Elements of Waste. Over production, Correction, Inventory, Motion, Over processing, Conveyance, Waiting.

**Course Outcome**

To gain more knowledge in quality standards



Course Coordinator



HoD/MBA



Principal



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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester) Willing Student list

CP1 Coordinator: Mrs.T.Sathiyapriya., AP/MBA  
CP2 Coordinator: Mr.M.Kathiravan ., AP/MBA  
CP3 Coordinator: Mr.P.Aranganathan.,AP/MBA

Academic Year: 2015-2016

SL. NO	STUDENT NAME	<u>CP1</u> Six Sigma	<u>CP2</u> Career Communication skills	<u>CP3</u> Talent Management
1.	ANAND KUMAR R	✓	✓	✓
2.	ANANTHI R	✓	✓	✓
3.	BHARATHI V	✓	✓	✓
4.	CHELLAPRIYA V	✓	✓	✓
5.	EBIRESIYAL S	✓	✓	✓
6.	KARTHIK S	✓	✓	✓
7.	KARUNYA R M	✓	✓	✓
8.	MARIAYYA K	✓	✓	✓
9.	MERLIN PRIYANGA A	✓	✓	✓
10.	NABEESA BEEVI M	✓	✓	✓
11.	NISHANTHI T	✓	✓	✓
12.	NITHYA R	✓	✓	✓
13.	PONNARSAKTHI P	✓	✓	✓
14.	PRABUDEVAN K	✓	✓	✓
15.	PRIYANKA K	✓	✓	✓
16.	ROSELINMARY M	✓	✓	✓

  
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SL. NO	STUDENT NAME	<u>CPI</u> Six Sigma	<u>CP2</u> Career Communication skills	<u>CP3</u> Talent Management
17.	SHANMATHI N	✓	✓	✓
18.	SIVAKUMAR P	✓	✓	✓
19.	SUDHA P	✓	✓	✓
20.	VANATHI V	✓	✓	✓
21.	VINITHA S.	✓	✓	✓
22.	VINOTHINI M	✓	✓	✓

  
Course Coordinator

  
HoD/MBA

  
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## DEPARTMENT OF MANAGEMENT STUDIES

Certificate Program (II Year - III Semester)

Course Delivery

Name of the Course: Six Sigma

Course Code: MBA15161

Course Coordinator: Mrs.T.Sathiyapriya.,AP/MBA

Total Hours: 30 hrs

Academic Year: 2015-16

Sl.No	Topics to be Covered	Hours	Date of Delivery
1.	Meanings of Six Sigma	6	05.06.2015
2.	General History of Six Sigma & Continuous Improvement.		
3.	General History of Six Sigma & Continuous Improvement		
4.			
5.	Deliverables of a Lean Six Sigma Project		
6.			
7.		6	08.06.2015
8.	The Problem Solving Strategy $Y = f(x)$ .Voice of the		
9.	Customer, Business and Employee		
10.			
11.			
12.	Six Sigma Roles & Responsibilities	6	09.06.2015
13.			
14.			
15.	The Fundamentals of Six Sigma, Defining a Process		
16.	Critical to Quality Characteristics (CTQ's)		
17.			
18.		6	10.06.2015
19.	Cost of Poor Quality (COPQ) .Pareto Analysis (80:20 rule)		

*(Signature)*  
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*T. Sakthipathi*

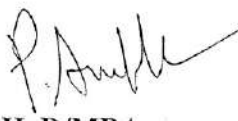
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Sl.No	Topics to be Covered	Hours	Date of Delivery
20.			
21.			
22.			
23.	Basic Six Sigma Metrics a. including DPU, DPMO, FTY		
24.	RTY Cycle Time, deriving these metrics and these metric Selecting Lean Six Sigma Projects		
25.			
26.			
27.	Financial Evaluation & Benefits Capture		
28.		6	11.06.2015
29.	The Seven Elements of Waste, Over production,		
30.	Correction, Inventory, Motion, Over processing, Conveyance, Waiting		

  
Course Coordinator

  
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## Resource Person Details

Title of the program	Six Sigma
Course Code	MBA15161
Duration and timing of the program	30 Hrs, 9:30 AM to 5:00 PM
Name of the resource person	Mrs. T.Sathiyapriya
Photo of the resource person	
Email address	Sathiyaraj.sr799@gmail.com
Contact number	7010689217
Designation	Assistant Professor
Educational qualification	<ul style="list-style-type: none"><li>➤ Completed B.Com from Jamal Mohamed college Trichy</li><li>➤ Completed MBA from Jamal Mohamed college Trichy</li></ul>
Experience	<ul style="list-style-type: none"><li>➤ Teaching Experience – 1 Year 10 months</li></ul>

  
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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate Program (II Year - III Semester)

#### Student list

Name of the course: Six Sigma

Course code: MBA15161

Course coordinator: Mrs.T.Sathiyapriya

Academic Year: 2015-16

SL.NO	ROLL NO	STUDENT NAME
1.	E 4148001	ANAND KUMAR R
2.	E 4148003	ANANTHI R
3.	E 4148004	BHARATHI V
4.	E 4148005	CHELLAPRIYA V
5.	E 4148006	EBIRESIYAL S
6.	E 4148007	KARTHIK S
7.	E 4148008	KARUNYA R M
8.	E 4148009	MARIAYYA K
9.	E 4148010	MERLIN PRIYANGA A
10.	E 4148011	NABEESA BEEVI M
11.	E 4148012	NISHANTHI T
12.	E 4148013	NITHYA R
13.	E 4148014	PONNARSAKTHI P
14.	E 4148015	PRABUDEVAN K
15.	E 4148016	PRIYANKA K
16.	E 4148018	ROSELINMARY M
17.	E 4148019	SHANMATHI N

  
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18.	E 4148020	SIVAKUMAR P
19.	E 4148021	SUDHA P
20.	E 4148025	VANATHI V
21.	E 4148027	VINITHA S
22.	E 4148028	VINOTHINI M

Course Coordinator

HoD/MBA

Principal

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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Six Sigma

Course Code: MBA15161

Course Coordinator: Mrs.T.Sathiyapriya

Academic Year: 2015-16

SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	E 4148004	BHARATHI V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/
6	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	E 4148008	KARUNYA R M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	E 4148009	MARIAYYA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	E 4148010	MERLIN PRIYANGA A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

*P. Sathiyapriya*  
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SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	E 4148013	NITHYA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/
13	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	E 4148021	SUDHA P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Total No Students Present			22	22	22	22	22	22	22	22	22	21	22	22	22	22	22	22	22	21	22	22

*A. Jey*  
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SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Total No Students Absent			-	-	-	-	-	-	-	-	-	01	-	-	-	-	-	-	-	01	-	-
Signature of Course Coordinator			<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>	<i>TSP</i>

*A. J. J.*  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Six Sigma

Course Coordinator: Mrs.T.Sathiyapriya

Course Code: MBA15161

Academic Year: 2015-16

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30
1.	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/
2.	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/
3.	E 4148004	BHARATHI V	/	/	a	/	/	/	/	/	/	/
4.	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/
5.	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	/
6.	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/
7.	E 4148008	KARUNYA R M	/	/	/	/	/	/	/	/	/	/
8.	E 4148009	MARIAYYA K	/	/	/	/	/	/	/	/	/	/
9.	E 4148010	MERLIN PRIYANGA A	/	/	/	/	/	/	/	/	/	/

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SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30
10.	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/
11.	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/
12.	E 4148013	NITHYA R	/	/	/	/	/	/	/	/	/	/
13.	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/
14.	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/
15.	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/
16.	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/
17.	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/
18.	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/
19.	E 4148021	SUDHA P	/	/	/	/	/	/	/	a	/	/
20.	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/
21.	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/
22.	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/
Total No Students Presents			22	22	21	22	22	22	22	21	22	22

*A. S. J.*  
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T. Sathyaapathy



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TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: principalengg@miet.edu, contact@miet.edu  
Website: - www.miet.edu

Ph: 0431 - 2660 303

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30
Total No Students Absent			-	-	01	-	-	-	-	01	-	-
Signature of Course Coordinator			TSP	TSP	TSP	TSP	TSP	TSP	TSP	TSP	TSP	TSP

*T. Sathyaapathy*  
Course Coordinator

*P. Jeyaraj*  
HoD/MBA

*[Signature]*  
Principal

*[Signature]*  
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## One Page Report

Name of the course: Six Sigma

Course Code: MBA15161

Course Coordinator: Mrs.T.Sathiyapriya ., ASP/MBA

Total Hours: 30 Hrs

Academic Year: 2015-2016

I hereby affirm that the entire course contents in the certificate program "Six Sigma" listed in the certificate program syllabus have been performed by the students as the part of the prescribed co - curricular activities through add on course by NAAC and NBA.

I confirmed that the certificate program title as "Six Sigma" was done by me in the beginning of the semester and course delivery with attendance of the students were recorded.

I confirmed that all the students for this certificate program were actively attended and performed well throughout the duration and eligible students received the participation certificate.

Course Coordinator

HoD/MBA

Principal

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## Certificate Program Assessment Test

Name of the course: Six Sigma  
Course Code: MBA15161  
Academic Year: 2015-2016

Date: 12.06.2015  
Time: 01:30 hrs

Answer All the Questions (5\*2=10)

### PART-A

1. What do you mean by Sig Sigma?
2. Define Voice of the Customer.
3. What is CTQ's?
4. Define DPU and DPMO.
5. Define any TWO elements of Waste.

Answer All the Questions (4\*10=40)

### PART - B

6.a. Evolution of Six Sigma.

(Or)

6.b. Discuss in detail about Lean Six Sigma Project.

7.a. Voice of Customer, Business and Employee. –Discuss.

(Or)

7.b. Explain the Roles and Responsibilities related to Six Sigma.

8.a. Explain in detail about Cost of Poor Quality.

(Or)

8.b. Enumerate the basic Six Sigma Metrics.

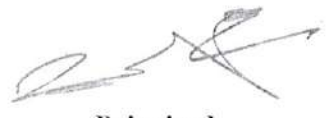
9.a. Explain about Seven Elements of Waste.

(Or)

9.b. Explain in detail about Pareto Analysis.

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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# M.I.E.T. ENGINEERING COLLEGE

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## Course Completion Certificate

This is to Certify that Mr/Ms. MITHYA .R

of II MBA . III SEMESTER has Completed the Course on

SIX SIGMA from 5.06.2015 to 12.06.2015

  
Course Coordinator

  
Hod

  
Principal

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# M.I.E.T. ENGINEERING COLLEGE

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## Course Completion Certificate

This is to Certify that Mr/Ms. PRIYANKA . E

of II MBA . III SEMESTER has Completed the Course on

SIX SIGMA from 5 . 06 . 2015 to 12 . 06 . 2015

  
Course Coordinator

  
Hod

  
Principal  
**PRINCIPAL**  
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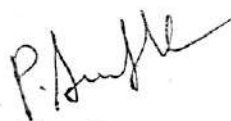
## Course Completion Certificate

This is to Certify that <sup>✓</sup>Mr/Ms. ANAND KUMAR . R

of II MBA - III SEMESTER has Completed the Course on

SIX SIGMA from 5. 06. 2015 to 12. 06. 2015

  
Course Coordinator

  
Hod

  
Principal  
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## Course Completion Certificate

This is to Certify that <sup>✓</sup>Mr/Ms. KARTHIK S

of II MBA - III SEMESTER has Completed the Course on

SIX SIGMA from 5.06.2015 to 12.06.2015

  
Course Coordinator

  
Hod

  
Principal  
**PRINCIPAL**  
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# M.I.E.T. ENGINEERING COLLEGE

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## Course Completion Certificate

This is to Certify that Mr/Ms. ANANTHI . R  
of I MBA . II SEMESTER has Completed the Course on  
SIX SICIMA from 5.06.2015 to 12.06.2015

*P. S. Srinivas*  
Course Coordinator

*P. Ananthi*  
Hod

*A. S. Srinivas*  
Principal

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Ph: 0431 - 2660 303

Date: 06-07-2015

To

The Principal  
M.I.E.T Engineering College,  
Trichy - 620007

Respected Madam,

Sub: Permission to conduct the Certificate Program - Reg...

We have planned to conduct the Certificate Program for our Second year students from  
20.07.2019 to 24.07.2019

Name of the Certificate Program	Course Coordinator
Career Communication skills	Mr.M.Kathiravan

So kindly give us permission to conduct the course and to utilize the class room

Thanking you

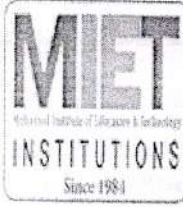
  
Course Coordinator

  
HoD/MBA

  
Principal

  
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CIRCULAR

Date: 09-07-2015

## Sub: Certificate Program


It is planned to conduct the Certificate Program for II MBA students


The Certificate Programs are short term certificate courses which are designed and offered by our department for the benefit of our students. Course will be conducted at free of cost and based on the performance of the participated students; the merit certificate will be issued after the successful completion of the course.

Students those who are willing to attend the below mentioned course can enroll their name to the course coordinator.

Name of the Certificate Program	Course Coordinator
Career Communication skills	Mr.M.Kathiravan
Commencement of course from to Time: 9.30 am to 5.00 pm	

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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**M.I.E.T ENGINEERING COLLEGE, TRICHY – 7.**  
**DEPARTMENT OF MANAGEMENT STUDIES**  
**Certificate Program (II Year – III Semester)**  
**Course Syllabus**

Name of the course: Career Communication skills  
Course Coordinator: Mr.M.Kathiravan  
Total Hours: 31 Hrs

Course Code: MBA15162  
Academic Year: 2015-16

**Objective:** This course is designed to develop the following professional skills: 1. Students will understand how to communicate while attending an interview. 2. Students will be able to recognize communication meanings that are rooted in cultural experience. 3. Students will demonstrate techniques to graphically communicate information for written and oral communication. 4. Students will understand the ethical goals of business communication and tools for communicating ethically in business.

**Unit I – Introduction to Communication**

Definition, Process & Importance, Types of Communication, Barriers of Effective communication, Facing Today's Communication Challenges

**Unit II – Business Correspondence**

Business Correspondence, Writing Techniques, E-Mail and Memorandum, Routine Letters and Goodwill Messages, Persuasive Messages, Negative Messages, Planning Business Messages

**Unit III – Career Guidance**

Building Careers -Mastering Team Skills and Interpersonal Communication, Communicating in a World of Diversity, CV Preparation, Application for Job offer and Facing an interview

**Unit IV – Interview Skills**

Group Discussion, Aptitude and Reasoning-Importance on Interview, Team Building skills & Leadership skills

**Unit V – Report Preparation**

Report-Proposals, Letters, Memo etc, Writing effective & concise letters and memos, Utilization of electronic software for presentation.

**Course Outcome**

Improvement in communications skills, able to write business reports, facing the interview with proper portfolio

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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## Certificate Program (II Year - III Semester) Willing Student list

CP1 Coordinator: Mr.P.Aranganathan., AP/MBA

CP2 Coordinator: Mr.M.Kathiravan ., AP/MBA

CP3 Coordinator: Mrs.T.Sathiyapriya., AP/MBA

Academic Year: 2015-2016

SL. NO	STUDENT NAME	<u>CP1</u> Six Sigma	<u>CP2</u> Career Communication skills	<u>CP3</u> Talent Management
1.	ANAND KUMAR R	✓	✓	✓
2.	ANANTHI R	✓	✓	✓
3.	BHARATHI V	✓	✓	✓
4.	CHELLAPRIYA V	✓	✓	✓
5.	EBIRESIYAL S	✓	✓	✓
6.	KARTHIK S	✓	✓	✓
7.	KARUNYA R M	✓	✓	✓
8.	MARIAYYA K	✓	✓	✓
9.	MERLIN PRIYANGA A	✓	✓	✓
10.	NABEESA BEEVI M	✓	✓	✓
11.	NISHANTHI T	✓	✓	✓
12.	NITHYA R	✓	✓	✓
13.	PONNARSAKTHI P	✓	✓	✓
14.	PRABUDEVAN K	✓	✓	✓
15.	PRIYANKA K	✓	✓	✓
16.	ROSELINMARY M	✓	✓	✓
17.	SHANMATHI N	✓	✓	✓

  
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*M. Balasubramanian*

SL. NO	STUDENT NAME	CP1 Six Sigma	CP2 Career Communication skills	CP3 Talent Management
18.	SIVAKUMAR P	✓	✓	✓
19.	SUDHA P	✓	✓	✓
20.	VANATHI V	✓	✓	✓
21.	VINITHA S	✓	✓	✓
22.	VINOTHINI M	✓	✓	✓

*M. K. Srinivasan*  
Course Coordinator

*P. Anand*  
HoD/MBA

*[Signature]*  
Principal

*[Signature]*  
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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate Program (II Year – III Semester)

#### Course Delivery

Name of the Course: Career Communication skills

Course Code: MBA15162

Course Coordinator: Mr.M.Kathiravan-AP/MBA

Total Hours: 31 hrs

Academic Year: 2015-16

Sl.No	Topics to be Covered	Hours	Date of Delivery
1.	Introduction to Communication	6	20.07.2015
2.	Definition, Process & Importance of Communication		
3.	Types of Communication		
4.	Barriers of Effective communication		
5.	Facing Today's Communication Challenges		
6.	Business Correspondence		
7.	Writing Techniques	6	21.07.2015
8.	E-Mail and Memorandum		
9.	Routine Letters and Goodwill Messages		
10.	Persuasive Messages		
11.	Negative Messages		
12.	Planning Business Messages		
13.	Building Careers	6	22.07.2015
14.	Mastering Team Skills and Interpersonal Communication		
15.	Communicating in a World of Diversity		
16.	CV Preparation, Application for Job offer and Facing a interview		
17.	Group Discussion		
18.	Aptitude and Reasoning		
19.	Importance on Interview	6	23.07.2015
20.			

  
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Sl.No	Topics to be Covered	Hours	Date of Delivery
21.			
22.			
23.			
24.	Team Building skills& Leadership skills		
25.			
26.			
27.	Proposals, Letters, Memo etc, Writing effective& concise		
28.		7	24.07.2015
29.			
30.	Utilization of electronic software for presentation		
31.			

  
Course Coordinator

  
HoD/MBA

  
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## Resource Person Details

Title of the program	Career Communication skills
Course Code	MBA15162
Duration and timing of the program	31 Hrs, 9:30 AM to 5:00 PM
Name of the resource person	Mr.M.Kathiravan
Photo of the resource person	
Email address	kathir1981june@gmail.com
Contact number	9994048605
Designation	Assistant Professor
Educational qualification	<ul style="list-style-type: none"><li>➤ Completed Bcom in Roever Arts &amp; Science college, Perambalur</li><li>➤ Completed MBA in Roever Institute of Management</li><li>➤ Pursuing Ph.D in Anna University, BIT CAMPUS at Trichy</li></ul>
Experience	<ul style="list-style-type: none"><li>➤ Industrial experience - 4 Years</li><li>➤ Teaching Experience - 7 Years</li></ul>

  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester) Student list

Name of the course: Career Communication skills  
Course coordinator: Mr.M.Kathiravan

Course code: MBA15162  
Academic Year: 2015-16

SL.NO	ROLL NO	STUDENT NAME
1.	E 4148001	ANAND KUMAR R
2.	E 4148003	ANANTHI R
3.	E 4148004	BHARATHI V
4.	E 4148005	CHELLAPRIYA V
5.	E 4148006	EBIRESIYAL S
6.	E 4148007	KARTHIK S
7.	E 4148008	KARUNYA R M
8.	E 4148009	MARIAYYA K
9.	E 4148010	MERLIN PRIYANGA A
10.	E 4148011	NABEESA BEEVI M
11.	E 4148012	NISHANTHI T
12.	E 4148013	NITHYA R
13.	E 4148014	PONNARSAKTHI P
14.	E 4148015	PRABUDEVAN K
15.	E 4148016	PRIYANKA K
16.	E 4148018	ROSELINMARY M
17.	E 4148019	SHANMATHI N
18.	E 4148020	SIVAKUMAR P

  
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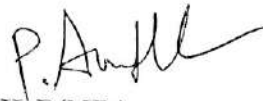
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Ph: 0431 - 2660 303

SL.NO	ROLL NO	STUDENT NAME
19.	E 4148021	SUDHA P
20.	E 4148025	VANATHI V
21.	E 4148027	VINITHA S
22.	E 4148028	VINOTHINI M

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Career Communication skills  
 Course coordinator: Mr.M.Kathiravan AP/ MBA

Course code: MBA15162  
 Academic Year: 2015-16

SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	E 4148004	BHARATHI V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/
6	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	E 4148008	KARUNYA R M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	E 4148009	MARIAYYA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	E 4148010	MERLIN PRIYANGA A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

  
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SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	E 4148013	NITHYA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	E 4148021	SUDHA P	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/
20	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

*A. S. J.*  
 PRINCIPAL

M.I.E.T. ENGINEERING COLLEGE  
 GUNDUR, TIRUCHIRAPPALLI-620 007.



# M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)

TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.

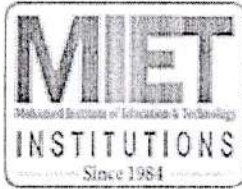
Email: principalengg@miet.edu, contact@miet.edu

Website: - www.miet.edu

Ph: 0431 - 2660 303

SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Total No Students Present			22	22	22	22	22	22	21	22	22	22	22	22	22	21	22	22	22	22	22	22
Total No Students Absent			-	-	-	-	-	-	01	-	-	-	-	-	-	01	-	-	-	-	-	-
Signature of Course Coordinator			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Career Communication skills

Course coordinator: Mr.M.Kathiravan AP/ MBA

Course code: MBA15162

Academic Year: 2015-16

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31
1.	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/	/
2.	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/	/
3.	E 4148004	BHARATHI V	/	/	/	/	/	/	/	/	/	a	/
4.	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/	/
5.	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	/	/
6.	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/	/
7.	E 4148008	KARUNYA R M	/	/	/	/	/	/	/	/	/	/	/
8.	E 4148009	MARIAYYA K	/	/	/	/	/	/	/	/	/	/	/

  
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Website: - www.miet.edu

Ph: 0431 - 2660 303

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31
9.	E 4148010	MERLIN PRIYANGA A	/	/	/	/	/	/	/	/	/	/	/
10.	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/	/
11.	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/	/
12.	E 4148013	NITHYA R	/	/	/	/	/	/	/	/	/	/	/
13.	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/	/
14.	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/	/
15.	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/	/
16.	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/	/
17.	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/	/
18.	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/	/
19.	E 4148021	SUDHA P	/	/	/	/	/	/	/	/	/	/	/
20.	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/	/
21.	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/	/

  
PRINCIPAL

M. Kalluravan



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SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31
22.	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/	/
Total No Students Presents			22	22	22	22	22	22	22	22	22	21	22
Total No Students Absent			-	-	-	-	-	-	-	-	-	01	-
Signature of Course Coordinator			MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK

M. Kalluravan

Course Course Coordinator

P. Anand

HoD/MBA

[Signature]

Principal

[Signature]

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## One Page Report

Name of the course: Career Communication skills

Course Code: MBA15162

Course Coordinator: Mr.M.Kathiravan., AP/MBA

Total Hours: 31 hrs

Academic Year: 2015-2016

I hereby affirm that the entire course contents in the certificate program "Career Communication skills" listed in the certificate program syllabus have been performed by the students as the part of the prescribed co - curricular activities through add on course by NAAC and NBA.

I confirmed that the certificate program title as "Career Communication skills" was done by me in the beginning of the semester and course delivery with attendance of the students was recorded.

I confirmed that all the students for this certificate program were actively attended and performed well throughout the duration and eligible students received the participation certificate.

Course Coordinator

HoD/MBA

Principal

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## Certificate Program Assessment Test

Name of the course: Career Communication skills  
Course Code: MBA15162  
Academic Year: 2015-2016

Date: 27.07.2015  
Time: 01:30 hrs

Answer All the Questions (5\*2=10)

### PART-A


1. What do you mean by Communication?
2. Define Good will messages.
3. Write about Group Discussion.
4. Define Memo.
5. What is a Memorandum?


Answer All the Questions (4\*10=40)

### PART – B

- 6.a. Explain the process of communication.  
(Or)
- 6.b. Discuss the barriers of effective communication.
- 7.a. Explain the writing techniques involved in drafting letters.  
(Or)
- 7.b. Write briefly about various kinds of messages.
- 8.a. Explain in detail about CV Preparation.  
(Or)
- 8.b. As a Management student, how you face an interview?
- 9.a. Aptitude and Reasoning are Important for Interview – Discuss.  
(Or)
- 9.b. How to write an effective report?

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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# M.I.E.T. ENGINEERING COLLEGE

Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. VANATHI . V

of II . MBA - II SEMESTER has Completed the Course on

CAREER COMMUNICATION SKILLS from 20.07.2019 to 24.07.2019

Course Coordinator

Hod

Principal

  
PRINCIPAL  
M.I.E.T ENGINEERING COLLEGE  
TIRUCHIRAPPALLI



# M.I.E.T. ENGINEERING COLLEGE

Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. VINITHA . S

of II MBA . II SEMESTER has Completed the Course on

CAREER COMMUNICATION SKILLS from 20 . 07 . 2019 to 24 . 07 . 2019

*M. Kishan*  
Course Coordinator

*P. Sule*  
Hod

*[Signature]*  
Principal

**PRINCIPAL**  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620



# M.I.E.T. ENGINEERING COLLEGE

Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. SUDHA .D

of II MBA .II SEMESTER has Completed the Course on

CAREER COMMUNICATION SKILLS from 20.07.2019 to 24.07.2019

  
Course Coordinator

  
Hod

  
Principal

PRINCIPAL  
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GUNDUR, TIRUCHIRAPPALLI-620 007



# M.I.E.T. ENGINEERING COLLEGE

Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. NARFESA BEEVI . M

of II MBA - III SEMESTER has Completed the Course on

CAREER COMMUNICATION SKILLS from 20.07.2019 to 24.07.2019

  
Course Coordinator

  
Hod

  
Principal  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007



# M.I.E.T. ENGINEERING COLLEGE

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## Course Completion Certificate

This is to Certify that Mr/Ms. SIYA KUMAR - P

of II MBA - III SEMESTER has Completed the Course on

CAREER COMMUNICATION SKILLS from 20.07.2019 to 24.07.2019

  
Course Coordinator

  
Hod

  
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M.I.E.T. ENGINEERING COLLEGE  
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Email: principalengg@miet.edu, contact@miet.edu

Website: - www.miet.edu

Ph: 0431 - 2660 303

Date: 14-09-2015

To

The Principal  
M.I.E.T Engineering College,  
Trichy - 620007

Respected Madam,

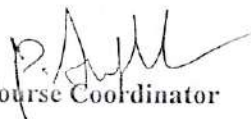
Sub: Permission to conduct the Certificate Program - Reg...

We have planned to conduct the Certificate Program for our Second year students from 21.09.2015 to 30.06.2015


Name of the Certificate Program	Course Coordinator
Talent Management	Mr.P.Aranganathan

So kindly give us permission to conduct the course and to utilize the class room

Thanking you

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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Website: - www.miet.edu

Ph: 0431 - 2660 303

CIRCULAR

Date: 16-09-2015

Sub: Certificate Program

It is planned to conduct the Certificate Program for II MBA students

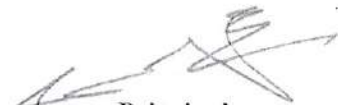
The Certificate Programs are short term certificate courses which are designed and offered by our department for the benefit of our students. Course will be conducted at free of cost and based on the performance of the participated students; the merit certificate will be issued after the successful completion of the course.

Students those who are willing to attend the below mentioned course can enroll their name to the course coordinator.

Name of the Certificate Program	Course Coordinator
Talent Management	Mr.P.Aranganathan
Commencement of course from to Time: 9.30 am to 5.00 pm	

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.

**M.I.E.T ENGINEERING COLLEGE, TRICHY – 7.**  
**DEPARTMENT OF MANAGEMENT STUDIES**  
**Certificate Program (II Year – III Semester)**  
**Course Syllabus**

**Name of the Course:** Talent Management  
**Course Coordinator:** Mr.P.Aranganathan  
**Total Hours:** 32 hrs

**Course Code:** MBA15163  
**Academic Year:** 2015-2016

**OBJECTIVES:**

1. To teach the practices used by organizations to attract, engage, develop, and retain talent across cultural settings.
2. To educate the impact of culture, gender, and age differences represented in today's workforce.
3. To highlight process and importance of assessing the talent and its stages.
4. To inculcate the talent strategies that to be applied in organizations for better performance.

**Unit-I TALENT MANAGEMENT**

Introduction, History and Scope of Talent Management, Need of Talent Management, Key Processes of Talent Management, Source of Talent Management, Tools for Managing Talent.

**Unit-II TALENT MANAGEMENT SYSTEM**

Talent In Organizations, Effective Talent Management System, Building Blocks of Effective Talent Management System, Factors to Create Talent Management System, Key Elements of Talent Management System.

**Unit-III LIFE CYCLE OF TALENT MANAGEMENT**

Assessing Talent – Meaning, Linkage between Talent Management Process and Workforce, Importance of Talent Management Process, Important Steps to Assess Talent Management Process, Stages of Talent Management, Essentials of Talent Management Process.

**Unit-IV APPROACHES TO TALENT MANAGEMENT**

Talent Management Approaches, Developing a Talent Management Strategy, Mapping Business Strategies and Talent Management Strategies, Post Recession Challenges of Talent Management.

**Unit-V TALENT ENGAGEMENT AND RETENTION**

Introduction, Concept of Talent Engagement, Retention, Employee Engagement and Retention, the Race for Talent: Retaining and Engaging Workers, Best Practices for Talent Engagement, Improving Employee Retention.


**COURSE OUTCOME**

Students will be able to synthesize and practically apply the various strands of learning related to talent management within their overall program of study

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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## DEPARTMENT OF MANAGEMENT STUDIES

### Certificate Program (II Year – III Semester)

#### Course Delivery

Name of the Course: Talent Management

Course Code: MBA15163

Course Coordinator: Mr.P.Aranganathan

Total Hours: 32 hrs

Academic Year: 2015-2016

Sl.No	Topics to be Covered	Hours	Date of Delivery
1.	Introduction to Talent Management	6	21.09.2015
2.	History and Scope of Talent Management		
3.	Need of Talent Management		
4.	Key Processes of Talent Management		
5.			
6.	Source of Talent Management		
7.	Tools for Managing Talent	6	22.09.2015
8.			
9.			
10.	Effective Talent Management System		
11.	Building Blocks of Effective Talent Management System		
12.	Factors to Create Talent Management System		
13.	Key Elements of Talent Management System.	6	23.09.2015
14.			
15.	Assessing Talent – Meaning and Importance of Talent Management Process		
16.	Linkage between Talent Management Process and Workforce		
17.	Important Steps to Assess Talent Management Process		
18.			

  
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## Resource Person Details

Title of the program	Talent Management
Course Code	MBA15163
Duration and timing of the program	32 Hrs, 9:30 AM to 5:00 PM
Name of the resource person	Mr.P.Aranganathan
Photo of the resource person	
Email address	aranganathan.p@gmail.com
Contact number	975091371
Designation	Assistant Professor
Educational qualification	<ul style="list-style-type: none"><li>➤ Completed B.E from Annamalai University during</li><li>➤ Completed MBA in Madurai Kamaraj University</li><li>➤ Pursuing Ph.D in Bharathiyar University, Coimbatore</li></ul>
Experience	<ul style="list-style-type: none"><li>➤ Teaching Experience - 11 Years</li></ul>

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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Student list

Name of the Course: Talent Management

Course Code: MBA15163

Course Coordinator: Mr.P.Aranganathan

Total Hours: 32 hrs

Academic Year: 2015-2016

SL.NO	ROLL NO	STUDENT NAME
1.	E 4148001	ANAND KUMAR R
2.	E 4148003	ANANTHI R
3.	E 4148004	BHARATHI V
4.	E 4148005	CHELLAPRIYA V
5.	E 4148006	EBIRESIYAL S
6.	E 4148007	KARTHIK S
7.	E 4148008	KARUNYA R M
8.	E 4148009	MARIAYYA K
9.	E 4148010	MERLIN PRIYANGA A
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12.	E 4148013	NITHYA R
13.	E 4148014	PONNARSAKTHI P
14.	E 4148015	PRABUDEVAN K
15.	E 4148016	PRIYANKA K
16.	E 4148018	ROSELINMARY M

  
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P. Aranganathan

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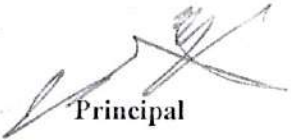
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Website: - www.miet.edu

Ph: 0431 - 2660 303

SL.NO	ROLL NO	STUDENT NAME
17.	E 4148019	SHANMATHI N
18.	E 4148020	SIVAKUMAR P
19.	E 4148021	SUDHA P
20.	E 4148025	VANATHI V
21.	E 4148027	VINITHA S
22.	E 4148028	VINOTHINI M

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Talent Management

Course coordinator: Mr.P.Aranganathan., AP/ MBA

Course code: MBA15163

Academic Year: 2015-16

SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
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4	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
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10	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

*A. Aranganathan*  
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SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
11	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	E 4148013	NITHYA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	E 4148021	SUDHA P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Total No Students Present			22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Total No Students Absent			-	-	-	-	-	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-

*A. Neel*  
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 Email: principalengg@miet.edu, contact@miet.edu  
 Website: - www.miet.edu

Ph: 0431 - 2660 303

SL.NO	ROLL NO	STUDENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Signature of Course Coordinator			PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA

*[Handwritten Signature]*  
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## DEPARTMENT OF MANAGEMENT STUDIES Certificate Program (II Year - III Semester)

### Attendance Sheet

Name of the course: Talent Management  
Course coordinator: Mr.P.Aranganathan., AP/ MBA

Course code: MBA15163  
Academic Year: 2015-16

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31	3
1.	E 4148001	ANAND KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/
2.	E 4148003	ANANTHI R	/	/	/	/	/	/	/	/	/	/	/	/
3.	E 4148004	BHARATHI V	/	/	/	/	/	/	/	/	/	/	/	/
4.	E 4148005	CHELLAPRIYA V	/	/	/	/	/	/	/	/	/	/	/	/
5.	E 4148006	EBIRESIYAL S	/	/	/	/	/	/	/	/	/	/	/	/
6.	E 4148007	KARTHIK S	/	/	/	/	/	/	/	/	/	/	/	/
7.	E 4148008	KARUNYA R M	/	/	/	/	/	/	/	/	/	/	/	/
8.	E 4148009	MARIAYYA K	/	/	/	/	/	/	/	/	/	/	/	/
9.	E 4148010	MERLIN PRIYANGA A	/	/	/	/	/	/	/	/	/	/	/	/

  
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Ph: 0431 - 2660 303

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31	3 2
10.	E 4148011	NABEESA BEEVI M	/	/	/	/	/	/	/	/	/	/	/	/
11.	E 4148012	NISHANTHI T	/	/	/	/	/	/	/	/	/	/	/	/
12.	E 4148013	NITHYA R	/	/	a	/	/	/	/	/	/	/	/	/
13.	E 4148014	PONNARSAKTHI P	/	/	/	/	/	/	/	/	/	/	/	/
14.	E 4148015	PRABUDEVAN K	/	/	/	/	/	/	/	/	/	/	/	/
15.	E 4148016	PRIYANKA K	/	/	/	/	/	/	/	/	/	/	/	/
16.	E 4148018	ROSELINMARY M	/	/	/	/	/	/	/	/	/	/	/	/
17.	E 4148019	SHANMATHI N	/	/	/	/	/	/	/	/	/	/	/	/
18.	E 4148020	SIVAKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/
19.	E 4148021	SUDHA P	/	/	/	/	/	/	/	/	/	/	/	/
20.	E 4148025	VANATHI V	/	/	/	/	/	/	/	/	/	/	/	/
21.	E 4148027	VINITHA S	/	/	/	/	/	/	/	/	/	/	/	/
22.	E 4148028	VINOTHINI M	/	/	/	/	/	/	/	/	/	/	/	/

*A. Arif*  
 PRINCIPAL  
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P. Aranyanathan



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Ph: 0431 - 2660 303

SL.NO	Roll No	STUDENT NAME	21	22	23	24	25	26	27	28	29	30	31	32	
Total No Students Presents			22	22	21	22	22	22	22	21	22	22	22	22	
Total No Students Absent			-	-	01	-	-	-	-	01	-	-	-	-	
Signature of Course Coordinator			PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	

Course Coordinator

HoD/MBA

Principal

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## One Page Report

Name of the course: Talent Management

Course Code: MBA15163

Course Coordinator: Mr.P.Aranganathan., AP/MBA

Total Hours: 32 Hrs

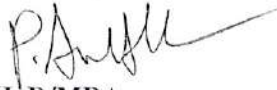
Academic Year: 2015-2016

I hereby affirm that the entire course contents in the certificate program “Talent Management” listed in the certificate program syllabus have been performed by the students as the part of the prescribed co – curricular activities through add on course by NAAC and NBA.

I confirmed that the certificate program title as “Talent Management” was done by me in the beginning of the semester and course delivery with attendance of the students were recorded.

I confirmed that all the students for this certificate program were actively attended and performed well throughout the duration and eligible students received the participation certificate.

  
Course Coordinator

  
HoD/MBA

  
Principal

  
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## Certificate Program Assessment Test

Name of the course: Talent Management

Course Code: MBA15163

Academic Year: 2015-2016

Date: 01.10.2015

Time: 01:30 hrs

Answer All the Questions (5\*2=10)

### PART-A

1. What do you mean by Talent Management?
2. Define Key elements of Talent Management System.
3. Write down the stages of talent management system.
4. Define Mapping Business Strategies.
5. What is Talent engagement?

Answer All the Questions (4\*10=40)

### PART – B

6.a. Explain scope of Talent Management.

(Or)

6.b. Discuss the key processes of Talent Management.

7.a. Explain about the factors involved in creating Talent Management System.

(Or)

7.b. Discuss about Effective Talent Management System.

8.a. Linkage between Talent Management Process and Workforce – Discuss.

(Or)

8.b. List out the essentials of Talent Management Process.

9.a. How to Develop a Talent Management Strategy?

(Or)

9.b. How to retain and engage the workers?

  
Course Coordinator

  
HOD/MBA

  
Principal

  
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M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.



# M.I.E.T. ENGINEERING COLLEGE

Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. SUDHA . P  
of II MBA - III SEMESTER has Completed the Course on  
TALENT MANAGEMENT from 21.09.2015 to 30.06.2015

  
Course Coordinator

  
Mod

  
Principal  
**PRINCIPAL**  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.



# M.I.E.T. ENGINEERING COLLEGE

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## Course Completion Certificate

This is to Certify that Mr/Ms. NISHANTHI .T  
of II MBD . III SEMESTER has Completed the Course on  
TALENT MANAAGEMENT from 01.09.2015 to 30.06.2015

  
Course Coordinator

  
Hod

  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
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## Course Completion Certificate

This is to Certify that Mr/Ms. NITHYA .R  
of II MBA II SEMESTER has Completed the Course on  
TALENT MANAGEMENT from 01.09.2015 to 30.06.2015

  
Course Coordinator

  
Hod

  
PRINCIPAL  
Principal  
M.I.E.T. ENGINEERING COLLEGE  
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# M.I.E.T. ENGINEERING COLLEGE

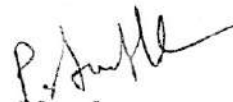
Trichy, Pudukkottai Road, Trichy - 620 007.



## Course Completion Certificate

This is to Certify that Mr/Ms. MARIAYYA K.  
of II MBA - III SEMESTER has Completed the Course on  
TALENT MANAGEMENT from 21.09.2015 to 30.06.2015

  
Course Coordinator

  
Mod

  
Principal  
**PRINCIPAL**  
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## Course Completion Certificate

This is to Certify that Mr/Ms. ERIREESIAL S  
of II MBA - III SEMESTER has Completed the Course on  
TALENT MANAGEMENT from 21.09.2015 to 30.6.2015

  
Course Coordinator

  
Hod

  
Principal  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
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