



M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.
(An ISO 9001:2015 Certified Institution)
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.
Email: principalengg@miet.edu, contact@miet.edu
Website: - www.miet.edu



Ph: 0431 - 2660 303

DVV CLARIFICATION

5.1.3. Capacity Building and Skills Enhancement Initiatives taken by the institution include the following:

1. Soft Skills
2. Language and Communication Skills
3. Life Skills (Yoga, Physical fitness, health and hygiene)
4. ICT/Computing Skills

HEI Input: All of the above

Communications with other agencies undertaking the outsourced activities is provided.

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Ph: 0431 – 2660 303

Date: 02.07.2018

To

Dr. M. Shanmugasundaram,
CEO, Phoenix training academy,
Erode.

Dear Sir,

Sub: Letter of Invitation – Soft Skills Training – Students Personality Development (SPD) Programme – reg.,

I am very happy to bring it to your attention that our College has planned to conduct **Soft Skills Training – Students Personality Development (SPD) Programme** for all the students throughout this academic year. We have also planned to conduct **Inaugural function on 16.07.2018 Monday at 10.00 am**. On behalf of the College, I would like to invite you to preside over the function. I hope that you will be able to find time to be with us and we will be much pleased and honoured with your presence. We would make all necessary arrangements for your conveyance and accommodation.

Kindly confirm your presence at this invitation by contacting us **0431-2660303 & 2660302**.

We look forward to your presence on that special occasion.

Thanking you


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PHOENIX TRAINING ACADEMY

46/25, Indhira Gandhi 4th Street, Palayapalayam,
Erode - 638011, Tamil Nadu, India

Contact: +91-9965833133, E-mail: dodifferently@gmail.com

Dr. M. Shanmugasundaram

CEO

Date: 06.07.2018

To

The Principal,
M.I.E.T. Engineering College,
Trichy - Pudukkottai Main Road,
Gundur, Trichy 620007.

Respected Sir/Madam,

Sub: Acceptance of Invitation - reg.,

I am writing this letter to confirm my acceptance of your training programme. I received your letter dated 02.07.2018 and noted the content that I have been invited to give training on the topic of Soft Skills Training - Students Personality Development (SPD) Programme for all the students. I am very much grateful and feel honored for this opportunity and I will join with you on the same day.

Thanking you

With Regards

(Signature)
(M. Shanmugasundaram)

Copy of the Acceptance Letter of the Outsourced Agencies

(Signature)
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PROFILE

Rtn. Dr. M. Shanmugasundaram,

Director, Phoenix Training Academy,

Contact : +91-9965833133, E-mail: dodifferently@gmail.com
46/25, Indhira Gandhi 4th Street, Palayapalayam, Erode - 638011,
Tamil Nadu, India.

PROFESSIONAL PROFILE

Self-motivated, resourceful and dynamic leader with extensive experience and a strong educational background in management, training and employee development; exceptional communication skills and a demonstrated ability to create and manage cohesive, productive work teams; proficient in the use of Microsoft Word, Excel and other software applications.

PROGRAM OBJECTIVES

PROFESSIONAL SKILLS AND ACCOMPLISHMENTS

Training and Development

- Express with confidence, conviction and commitment while communication in the job interview.
 - Taught college level courses in leadership, management, team building, effective writing and speech communications.
- Certified as Master Instructor; designed and developed curriculum; selected, trained and evaluated other instructors.
- Advised and educated personnel on ways to enhance and strengthen their promotability and job performance; identified and documented career development plans for employees.
- Provided on-the-job training and guidance for new employees.

Management and Administration

- Directed, guided and motivated a workforce of up to 300 individuals with diverse technical backgrounds and experiences.
- Successfully improved work performance of a "marginal" work team, as evidenced by an increase to a "satisfactory" performance rating after as team leader.
- Provided day-to-day supervision for an administrative staff of up to sixty employees.
- Planned, designed and coordinated the programming of computer-based products; designed and coordinated computer system testing in facilities throughout the world.

Communication and Counseling

- Conducted formal investigations and utilized a variety of counseling techniques and strategies to successfully resolve highly complex and sensitive issues involving domestic abuse, racial discrimination, minor law infractions and academic failures.
- Worked one-on-one with customers and employees to enhance self esteem and resolve communication problems.
- Marketed and promoted company programs to employees and the general public through a variety of activities including presentations to audiences of over 1000 people.


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- Established and maintained effective working relationships with co-workers, superiors and subordinates to facilitate the achievement of business objectives. CONTIN

Education Summary

- **Bachelor in Business Management in the year 2001**
- **Master in Business Management in the year 2003**
- **Master of Science in Applied Psychology in the year 2011.**

TEACHING EXPERIENCES

- Served as an Assistant Professor in the Department of Management for about 5 years from 2005-2010.

AWARDS (Professional Achievements)

Awarded as Best Faculty Award conducted at M.P. Nachimuthu M. Jaganathan Engineering College, Chennimalai, Erode during the year 2007.

PROJECT GUIDANCE - Guided - 20 MBA Students.

ROLE IN

a) CO-CURRICULAR ACTIVITIES

- ♣ Organized various programs and conferences during the period of service.
- ♣ Class In charge and Mentor for the Students during service at various Institutions.

b) EXTRA-CURRICULAR ACTIVITIES

AWARDS (Non-Professional Achievements)(To mention a few)

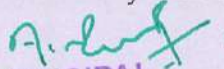
- ♣ Received the award as "Moral Supporter Award" by the Rotary International District Governor-3202 for the constant support in the club activities.
- ♣ Awarded as "Vocational Excellence Award" by the Rotary Club of Erode Cosmos and Arulmurugan Group of Institutions, Karur for the Outstanding Contributions to the Society Through their Chosen field of Vocation during the year 2017.;

CERTIFICATES HELD

Numerous number of certificates barred from various domains like education institutions, corporate, social welfare organization both national and internationals. (Approximately 30 in nos.)

LOCAL AFFILIATIONS

- ◆ Active Member in Rotary Club of Erode Cosmos, Rotary International District-3202, since 2017 and attended many club assembly meetings,


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club services and club activities like family get-together meet, etc. On behalf of the Rotary Club of Erode Cosmos, actively participated and conducted various service projects and awareness programs like Medical Camp, End Polio Now Program and Festival Celebrations with Youth Exchange students from Belgium and Mexico at Government Schools, Private schools and at Colleges.

- ◆ Participated in Rotary Conference Carnival 2017-18 from 16.02.2018-18.02.2018(3 Days) at ADLUX Convention Center, Angamaly, Kerala.
- ◆ Actively participated in "Rotary Friendship Exchange Program" to Mexico, Rotary International District 4110 from May 1st to May 20nd, 2018 (20Days). Visited various clubs throughout Mexico's RI District-4110. The purpose of this was to stay in family homes and was hosted by Rotarians in different cities (Covers five states) in the district 4110 where I could experience Mexican family traditions, cuisine and culture and embraced their club services for the welfare of their society (Club Members includes both youngsters as well as adults). Also had the opportunity to meet the Present District Governor, Past-District Governor, Various club Presidents, Doctors and Rotarian Professionals. Mexican Rotarians have taken us to various places like Universities, elementary schools, museums, beautiful architectural buildings, indescribable landscapes, and ancient ruins. Finally, concluded the RFE program by attending 3 Days District Conference entitled, "LXI CONFERENCIA DISTRITO 4110, AGUASCALIENTES 2018" between 16 and 19, May 2018 @ Mexico.

PERSONAL DETAILS

Date of Birth : 12.05.1980
Nationality : Indian
Religion : Hindu
Community : BC
Marital Status : Married
Children's : Two Sons
Languages Known : Tamil and English (To Speak, Read and Write)
Communication : 46/25 Indhira Gandhi 4th Street,
Palayapalayam,
Erode-638011.
Ph: 9965833133
Email ID: dodifferently@gmail.com


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MEMORANDUM OF UNDERSTANDING

(MoU)

Between

M.I.E.T. ENGINEERING COLLEGE

Tiruchirappalli



And

PHOENIX TRAINING ACADEMY, Erode

Venue: M.I.E.T. ENGINEERING COLLEGE

Date: 16th July 2018

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MEMORANDUM OF UNDERSTANDING

Between

M/S. Phoenix Training Academy, C-4 Muthu Complex, Palayapalayam, Erode-11, herein after referred to as "Phoenix Training Academy"

And

M.I.E.T. Engineering College an AICTE approved institution established in the year 2000, address: - M.I.E.T. Engineering College, Tiruchirappalli herein after referred to as "M.I.E.T. Engineering College"

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PREAMBLE

Phoenix Training Academy is established mainly for conducting training programme with an aim of enhancing the potential of the students by developing individual competencies with emphasis on the overall personality development for successful career.

Phoenix Training Academy has spread its wings by offering various programmes for institutions in and around Erode, Namakkal, Salem and Coimbatore.

Phoenix Training Academy conducts specialized programme as follows:

1. Life Transformation Skills
2. Self-Management Skills
3. Empowering Skills

The methodology adopted for the programme comprises of the following:

1. Interactive Programme
2. Developmental Exercise
3. Management Games
4. Video Presentation
5. Power point Presentation

STEERING COMMITTEE

A Steering Committee will be constituted with 4 members - two from M/S Phoenix Training Academy and two from M.I.E.T. Engineering College. The committee will function as the Apex policy making body and all matters with regard to the training programmes that are to be organized jointly will be approved / ratified as the case may be, by this committee. The committee will meet at least once in a year to discuss the various aspects of training and curriculum.

Training Programme Module & Schedule

1 YEAR (2 Days - Odd sem, 2days - even sem)

- Career Planning Skills
- Attitude Awareness
- Positive mindset
- SCOT Analysis


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II YEAR (2 Days - Odd sem, 2days - even sem)

- Interpersonal skill
- Time management
- Public Speaking
- Leadership skills

III YEAR (2 Days - Odd sem, 2days - even sem)

- Lateral and creative Thinking
- Assertive Traits
- Team work
- Decision Making

IV YEAR (2 Days - Odd sem, 2days - even sem)

- Interview skills-HR / Technical
- Group discussion
- Body Language
- Unbound workplace Awareness

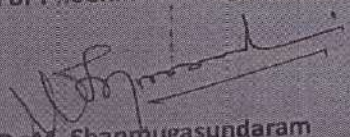
Mode of payment

Payment will be made in two terms as 50% of the amount in odd semester and the balance 50% of the payment in even semester of the academic year.


CONFLICT RESOLUTION

In the event of any conflict arising out of any difference of opinion, the steering committee shall have the power to resolve the same and decision made by the committee shall be final and binding to one and all connected with issues.

For Phoenix Training Academy


Dr. M. Shanmugasundaram
CEO
Phoenix Training Academy, Erode

For M.I.E.T. Engineering College


Er. A. Mohamed Yunus
Chairman
M.I.E.T. Engineering College


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