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**INTERNAL QUALITY ASSURANCE CELL (IQAC),
ANNA UNIVERSITY, CHENNAI 600025**

**REPORT ON THE TRAINING PROGRAMME on
"CORE COMPETENCY DEVELOPMENT "**

**For Non Teaching and Administrative staff members of Anna
University**

The Internal Quality Assurance Cell (IQAC) of Anna University organized a Training Programme on " CORE COMPETENCY DEVELOPMENT "For Non Teaching and Administrative staff members of Anna University on 4th of November, 2018.

Dr. T. Thyagarajan, Director-IQAC was the convenor of the Training Programme, and the Coordinators were Dr K.V.Radha IQAC Campus Coordinator -AcTech and Dr.S.Meenakumari,IQAC Campus Coordinator-CEG SAP. The One -day programme s comprised of 4 sessions in all, each comprising of one and half hours each, starting from 9:30am to 4:45pm.

Prof. Dr. J. Kumar, Registrar , Anna University, inaugurated the seminar, and delivered the inaugural address and highlighted the importance of Competency Development among Non Teaching and Administrative Staff members Prof DrK.Jayaraman , Former Registrar, Anna University, delivered the Special address. Dr. T. Thyagarajan, Director, IQAC and the Convener of the Training Programme, welcomed the participants and gave a brief overview on the need and value of the training programme to the Non Teaching Community of Anna University.

Dr K.V.Radha IQAC Campus Coordinator -AcTech and Coordinator of the Training Programme, highlighted the topics to be covered in the following sessions namely:

Dr. T. Thyagarajan, Director-IQAC: Problem solving skills and Decision Making

Dr. Thamarai Selvi, Director-CTDT: A Pragmatic approach for preparing R & D Proposal

Dr.T.Kalaiselvan . , Team Building For Institutional Excellence

Dr. Sabitha Ramakrishnan, Deputy Director-IQAC: Best Practices for Quality Assurance- Case Studies

Dr. Priya Sethuraman (Deputy Registrar- Finance) Finance Management- An out-of-box Approach

The resource persons delivering the above sessions were all Senior Professors and Academic leaders having expertise and experience in maintaining quality in r Educational Institutions.

DrR.Raju,Director Academic Courses , delivered the valedictory address and distributed the Certificates to all the participants. Feedback was taken from all participants who expressed their satisfaction with the topics covered, resource persons and overall arrangements made for the training programme.

INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357027, e-mail: iqac@annauniv.edu

Lr. No. AU-IQAC/11547/Training/2018
SUBMITTED TO VICE CHANCELLOR

Date: 1.11.2018

Esteemed Sir,

Sub: Conduct of one day Training for Non-Teaching and Administrative Staff-
Approval Requested – Reg.


Ref: Minutes of Sixth Executive Committee meeting of IQAC held on 25.09.2018

With reference to the above, the Internal Quality Assurance Cell (IQAC) is planning to organize a one day training Programme on “Core Competency Development” on 04.12.2018 from 9.00 am to 4.30 pm, CUIC Mini Auditorium. The approximate expenditure involved is Rs.54,000/- (Rupees fifty four thousand only). The break-up is as follows

SL. No.	Items	Amount (Rs.)
1	Registration Kit	2,500
2	Refreshments	2,000
3	Banner	1,500
4	Working Lunch	7,500
5	Certification	2,500
6	Honorarium for Resource Persons	6,000
7	Honorarium for Coordinators	5,000
8	Hall Charges	27,000
Total		54,000

It is submitted for the approval of the following:

1. To conduct the one day Training titled “Core Competency Development” on 4th December 2018, for the benefit of Non-Teaching and Administrative staff of Anna University.
2. To utilize the funds available under the head of account IQAC - Training Programmes towards the conduct of the training.
3. To upload the training brochure in the Anna University website through RCC.
4. To use the CUIC Mini Auditorium on payment basis


1/11/18
DIRECTOR, IQAC


01/11/18
REGISTRAR/c

APPROVED / NOT APPROVED


VICE-CHANCELLOR

*How many
people will be attending
Non-Teaching
& Administrative category.*

A 39 from

Hall charges

W. S. S.



ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357004, e-mail: registrar@annauniv.edu
Fax: 91-44-22351956

REGISTRAR

Lr. No. AU-IQAC/Training/2018

Date: 09.11.2018

CIRCULAR

Sub: IQAC-Conduct of Training on “**CORE COMPENCY DEVELOPMENT**” (Non-Teaching (Technical) and Administrative Staff)

Ref: Vice Chancellor approval dated.08.11.2018

With reference to above, the Internal Quality Assurance Cell (IQAC) is organizing a one-day Training Programme on “**CORE COMPENCY DEVELOPMENT**” on 04.12.2018 from 9.00 am to 5.00 pm, in the CUIC Mini Auditorium, covering the following topics, for the benefit of **Non-Teaching (Technical) and Administrative Staff** serving in Anna University.

S.No.	Time	Topic	Resource Person
1	9.30-11.00	Problem solving skills and Decision Making	Dr.T.Thygarajan (Director, IQAC)
2	11.15-12.45	Team Building For Institutional Excellence	Dr. T.Kalaiselvan (Additional Director, CUIC)
3	1.45-3.15	Best Practices for Quality Assurance-Case Studies	Dr.Sabitha Ramakrishnan (Deputy Director, IQAC)
4	3.30-5.00	Finance Management- An out-of-box Approach	Dr. Priya Sethuraman (Deputy Registrar- Finance)

CO-ORDINATORS: Dr. K.V.RADHA, IQAC ACT Campus Coordinator (9444913530) & Dr. S.MEENAKUMARI, IQAC CEG Campus Coordinator (8754495843)

The Registration form is enclosed. The interested **Non-Teaching (Technical) and Administrative Staff members serving in University Departments/ Centres/ University Administration** are requested to attend the same.

Further details can be had from Prof. T. Thyagarajan, Director-IQAC (9444104850) /22357027

Encl: Registration form. (P.T.O)

Rumal
09/11/18
REGISTRAR

To All the Deans, COE, HODs, Centre Directors, ACOE-UD, E.O, DR- Personnel
Copy to Director- IQAC

PA to Registrar
PS to Vice Chancellor

TRAINING PROGRAMME On
**CORE COMPETENCY
DEVELOPMENT**

4th December, 2018

(9.00 A.M. to 5.00 P.M.)

REGISTRATION FORM

1. Name :

2. Age & Sex :

3. Designation :

4. Institution :

5. Qualification:

7. Address for
Communication:

Phone / Mobile:

E-mail:

Date: Signature of the applicant

SPONSORSHIP CERTIFICATE

Mr/Mrs. _____,
_____ (Designation)

is sponsored to attend the training programme
on " **CORE COMPETENCY DEVELOPMENT**
" during **4th December, 2018** at Anna
University, Chennai.

Date: Signature of Sponsoring
Authority & Seal

REGISTRATION FEE

No Registration fee

The completed Registration form may be
submitted to the Coordinator not later than
27.11.2018. The scanned copy of the form may
be mailed to iqac@annauniv.edu. The selection
intimation will be sent by e-mail on 29.11.2018.

ADDRESS FOR COMMUNICATION

The Director-IQAC & Convener-CCD,
Internal Quality Assurance Cell ,Admin Bdg
Anna University,
Chennai 600025, Ph: 044-2235 7027.
Email: iqac@annauniv.edu

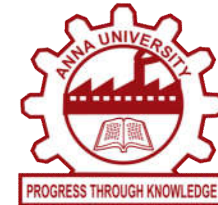
TRAINING PROGRAMME

on

**CORE COMPETENCY
DEVELOPMENT**

**(for Non-Teaching and Admin.
Staff of University Departments)**

4th DECEMBER, 2018
(9.00 A.M to 5.00 P.M)



Convener:

Dr. T. Thyagarajan,
Director, IQAC, Anna University

Coordinators:

Dr. K. V. Radha, CC-ACT
Dr.S.Meenakumari, CC-CEG

Organized by:

Internal Quality Assurance Cell,
Anna University, Chennai-600025.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
ANNA UNIVERSITY, CHENNAI

ONE-DAY TRAINING PROGRAMME

on

“CORE COMPETENCY DEVELOPMENT”

(For Non-Teaching and Admin. Staff of University Departments)

Date: 04.12.2018

Venue: CUIC Mini Auditorium

Dr. K.V. RADHA & Dr. S. MEENAKUMARI
COORDINATORS

Dr. T. THYAGARAJAN
CONVENER



INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI – 25.

*You are cordially invited to the
Inauguration of the One day Training Programme on*

Core Competency Development

*(for Non-Teaching & Administrative Staff of
University Departments, Anna University)*

on

04-12-2018 (Tuesday) at 9.00 AM

Venue: CUIC Mini Auditorium, CEG Campus

Dr. J. KUMAR

Registrar, Anna University

Inaugurates

Dr.K.JAYARAMAN

Former Registrar, Anna University

Special Addresses

Dr. K.V.Radha

Dr. S. Meenakumari

Coordinators

Dr. T. Thyagarajan

Convener

(Programme Overleaf)

INAUGURAL FUNCTION

PROGRAMME

- 9.00 AM** **Invocation**
- 9.04 AM** **Welcome Address**
Dr. T. Thyagarajan
Director, IQAC & Convener
- 9.11 AM** **About the Training Programme**
Dr. K.V.Radha
Coordinator-A.C.Tech Campus
- 9.16 AM** **Inaugural Address**
Dr. J. Kumar
Registrar, Anna University
- 9.26 AM** **Special Address**
Dr. K. Jayaraman,
Former Registrar, Anna University
- 9.31AM** **Vote of Thanks**
Dr. S.Meenakumari
IQAC – CEG Campus Coordinator

PROGRAMME SCHEDULES

S.No.	Time	Topic	Resource Person
1	9.30-11.00	Problem solving skills and Decision Making	Dr.T.Thygarajan (Director, IQAC)
2	11.15-12.45	Team Building For Institutional Excellence	Dr. T.Kalaiselvan (Additional Director, CUIC)
3	1.45-3.15	Best Practices for Quality Assurance- Case Studies	Dr.Sabitha Ramakrishnan (Deputy Director, IQAC)
4	3.30-5.00	Finance Management- An out-of-box Approach	Dr. Priya Sethuraman (Deputy Registrar- Finance)

CO-ORDINATORS: DR. K.V.RADHA &DR. S.MEENAKUMARI,

CONVENER: DR.T.THYAGARAJAN

MASTER OF CEREMONY - NOTES of the INAUGURAL CEREMONY: TRAINING PROGRAMME on "CORE COMPETENCY DEVELOPMENT ", for Non Teaching and Administrative Staff members

4th December , 2018, CUIC Auditorium, Anna University

A very good morning to one and all present for the inaugural ceremony of the Training Programme on " **CORE COMPETENCY DEVELOPMENT** ", for Non Teaching and Administrative Staff members of Anna University conducted by the Internal Quality Assurance Cell, Anna University. It gives me great pleasure to greet each one of you for gracing this function.

The dignitaries may please take their places on the dais.

We shall begin today's programme with the invocation song. I request everyone to please rise.

[INVOCATION SONG]

Thank you, you may please take your seats.

I request Prof. Dr. T. Thyagarajan, Director, IQAC and Convener of this training programme, to deliver the Welcome Address.

[WELCOME ADDRESS]

Thank you, Sir, for the warm words of welcome.

Dr. K.V.Radha IQAC ACTech campus Coordinator and Coordinator, shall give an overview of the Training Programme.

[ABOUT THE TRAINING PROGRAMME]

Thank you, ma'am, for presenting the highlights of the Programme.

We are indeed honored to have our Registrar among us today to flag off this Training Programme and we now request you, Sir, to kindly deliver the Inaugural Address.

[INAUGURAL ADDRESS]

Thank you, Sir, for the enlightening speech.

May I request Prof Dr.K.Jayaraman , Former Vice Chancellor , Anna University to deliver the special address to the gathering .

Thank you Sir for the inspiring speech

May I request Prof. Dr. T. Thyagarajan, to present a memento on behalf of IQAC, to our esteemed Registrar, Dr. J. Kumar.

May I request Prof Dr.T.Thyagarajan to honour Prof Dr.K.Jayaraman with the momento .

[PRESENTATION OF MEMENTO TO CHIEF GUEST]

Thank you, Sirs.

Dr.S.Meenakumari, IQAC Campus Coordinator, CEG , shall now propose the vote of thanks to express our gratitude to all those who were involved in the conduct of this programme.

[VOTE OF THANKS]

Thank you, ma'am.

The first session will begin shortly, and the participants may kindly remain seated for the same. Thank you.

VOTE OF THANKS

Dr.MEENAKUMARI, IQAC COORDINATOR, CEG CAMPUS

Distinguished Dignitaries on the dais and off the dais, I consider it a great privilege to propose a vote of thanks.

I take this opportunity to express our sincere thanks to Dr. L.Karunamoorthy, Member Syndicate and Chairman, Faculty of Mechanical Engineering, Anna University for inaugurating the 1-Day Training Programme on CORE COMPETENCY DEVELOPMENT. You are always with us to encourage our activities by giving full support. Your esteemed presence today has immensely boosted our motivation levels and enhanced the importance of this event. We are extremely grateful to you Sir, for your insightful inaugural speech.

I express my deep gratitude to our respected Director, IQAC, Prof. Dr.T.Thygarajan. you are the conspicuous person to initiate this Training Programme of its kind for the administrative community. Sir, your dynamism and forefront ideas are exuberating and your guidance to us in all our activities ensures that we always do the right thing in the right way.

I express my gratitude to all the speakers of this Training Programme who willingly and enthusiastically accepted our invitation to present their ideas and experience. We are all eager to listen to your speeches Professors.

I extend hearty thanks to all the participants who have come over here for improvising the skills. I thank one and all the participants with great heart.

I express our sincere thanks to all my colleagues from IQAC, the Director, The Additional Director and staff of CUIC for their support and guidance and also for giving us this Hall with all amenities. Thank you one and all.

Profile of Dr. J.Kumar, Registrar – Anna University

(Chief Guest for Inaugural Function)

Dr. J. KUMAR Professor & Director Crystal Growth Centre, Anna University Phone - 0091-44-2203569,-22352774,-+91 9444 125 128 E-Mail:marsjk@annauniv.edu, marsjk@yahoo.com Education : M.Sc, Ph.D. (India), Ph.D(Italy) Areas of Expertise :Growth and Characterization of Semiconductor Crystals Teaching and Research Experience Teaching: UG: 19 Years (B.Arch, B.Tech and B.E.: ECE &EEE) PG : 19 Years (M.Sc, M.Phil., M.Tech. Ph.D.) Research : 25 years Research Guidance Ph.D Six (in Progress) Fourteen (Awarded) M.Phil -4 M.Sc : Seven (Awarded) Awards and/ or other recognitions received Jawaharlal Nehru Memorial Award -1981 MHRD Scholarship For Study Abroad -1987 -1989 ICTP, Italy, Grant Assistance -1987 -1989 CSIR Visiting Associateship -1991 -1993 ICTP, Italy Grant -1991 DST SERC Visiting Fellowship -1993 ICTP, Italy Scholarship -1994 DAE Young Scientist Award -1995 Fellow, Tamil Nadu Academy of Sciences & ICTP, Italy Scholarship -1996 Member - Indian Space Research Organisation's Standing Working Group for Microgravity Materials Processing in Space -1998 Research Manager - Electrotechnical Laboratory, Tsukuba, Japan -1-19, March 1999 Reviewer - International Journal of Nuclear Instruments and Methods in Physics Research B: Beam Interactions with Materials and Atoms - 1999 Researcher - INFM, University of Lecce, Italy - 2000 June to 2002 June • Executive Committee Member - Tamil Nadu State Council for Science & Technology - 2006 • Book on Engineering Physics - 2004; 2006 • Expert Committee Member, Tamilnadu Government- R&D proposals to Government of India - 2008 • Visiting Research Professor - University of Illinois, Chicago, USA -Apr-Jun 2008 Total number of publications: International : 109 National : 10 Conference Proceedings : 22 Communicated : 3 Total number of papers presented in the conferences: 81 (National) 34 (International) Shortterm courses attended/chaired: Participated : 80; Invited lectures : 30

Conferences and short – term courses organized:

- Convener : National Symposium on " Current Status on Solar Energy Materials and Systems " – Feb 24 – 25, 1997.
- Director:School on Materials for Advanced Research & Techn."SMART-97"Oct3-7, 1997.
- Co – Convener : Ninth National Seminar on " Crystal Growth " – Feb 24 – 26, 2003.
- Coordinator: Tutorial on Nanotechnology – Dec15,2003
- Technical Chair & Jt. Secretary : 12th International Workshop on the Physics of Semiconductor Devices – Dec 16 – 20, 2003.
- Co – Director : International Workshop on "Crystal Growth & Characterisation of Technologically Important Materials" – Feb 24 – 28, 2004.
- Co – Coordinator : UGC Refresher course on Crystal Growth & Characterisation – Nov 17 to Dec 7 2004.
- Coordinator : INDO – JAPAN Workshop on Crystal Growth & Characterisation of Advanced Materials for Optoelectronics – Dec 7 – 10, 2004
- Coordinator : Seminar on Physics with Home Made Equipments and Innovative Experiments - March 14 & 15, 2005
- Chairman – International Workshop on Crystal Growth and Characterisation of Advanced Materials – 9 – 13 Jan 2006 – Sponsored by IuCr
- Convener – International Symposium on Solid State Lighting – 21 & 22 July 2006
- Co – Coordinator – Refresher course in Experimental Physics – 28 May to 10 June 2007
- Convener – Awareness Program on Nano Science and Technology – 19 & 20 Sep 2007
- Coordinator : Seminar on Energy Materials and Systems Jan 10 & 11, 2008
- Chairman – Indo – US workshop on Visible and UV light sources for solid – state illumination and Water purification – 5 – 7 January, 2009
- Coordinator – Workshop on Recent Trends in Crystal Growth – 30 March 2010
- International Advisory Committee Member–ICCG– 16 and ICVGE – 14 (Aug 8 – 13, 2010)
- National Advisory Committee member – Conference on Nanotechnology and Biosensors – March 03 – 04, 2011
- International Technical Committee member – International Conference on Advanced Materials – Dec12 – 16,2011
- Co – Convener: Asia – Pacific Workshop on Materials Characterisation – Sep 22 – 24, 2011
- Coordinator – Indian Laser Association Course on Crystal Growth and Characterisation – Jan 07 – 08, 2012
- International Committee member – 4th Intl Conf on White LEDs and SSL – Aug 12 – 16, 2012
- Coordinator – Management Training Program for Engineering Students – March 02, 2013
- Coordinator – Engineering Examinations Training Program – 09 Mar 13
- International Advisory Committee Member – ICCGE – 17 – Aug 11 – 16, 2013
- National Advisory Committee member – National Conference on Recent Trends in Advanced Materials – December 16 and 17, 2013
- Convenor – International Workshop on Electronic Materials Technology, 13 – 15, Mar 2014
- International Advisory Committee Member – International Conference on Advances in Magnetism and Magnetic Materials – Sep 18 – 20, 2014

PROFILE OF PROF.Dr. K.JAYARAMAN – FORMER REGISTRAR, ANNA UNIVERSITY

(Special Address)

Prof. Dr.K.Jayaraman joined Department of Aerospace Engineering MIT Campus Anna University at 1973. He became Dean of MIT from 2000. He was Registrar of Anna University from 2004-2008. He has 45 Years of rich experience in Teaching & Research. He was Professor of Excellence from 2009-2012, Professor of Eminence from 2012-2014. He is a Guest Faculty from 2015 at Department of Aerospace Engineering MIT

He was awarded as an Outstanding Alumnus Awardee Of MIT In The Year 2003 and II Ranker In The Final Year Under Graduate Course Work At MIT, Chennai

He has done Research work on Study on Aircraft Canopies sponsored by AR&DB, Principal Investigator for the Project on "Flow Induced Chaotic Oscillations of Elastic Bodies" sponsored by AR&DB costing 4.5 lakhs. Project Director, Design and development of Microsatellite at Anna University Chennai during the initial period of the project.

He has Published Several Papers and delivered Lectures in the "Linear And Non-Linear Vibrations and Microsatellite

He also visited several countries like Canada during 17th September to 23rd September 1989 to present a Technical Paper in an International Conference. Visited USA for NAFSA Conference at Seattle, Visited USA from 29-05-2005 to 03-06-2005. SINGAPORE for National University of Singapore on 07-06-05 and 08-06-05.

Currently he is a Guest Faculty in at Department of Aerospace Engineering MIT

Profile of Dr. R.Raju, Director – Academic Courses, Anna University (Chief Guest for Valedictory Function)

Dr. R. Raju Completed M.E. Industrial Engineering from College of Engineering, Guindy in the year 1991. He then joined Southern Railway and served as Gazetted officer for 13 years and held various positions like, Assistant Mechanical Engineer, Assistant Production Engineer, Divisional Mechanical Engineer, Production Engineer and works manager. On Completion of Ph.D. degree in Total Quality Management, he has joined Anna University as Assistant Professor in the year 2004.

Prof Dr. R. Raju has successfully guided 21 Ph.D. students and one M.S Scholar and Currently guiding nine Scholars. His area of interest include work system Design, Operations Management, Total Quality Management and Lean Six-Sigma. He has been to Tindivanam as a special Officer and established an Engineering College under Anna University. He has also served as Deputy Controller and Additional Controller of Examinations at the office of the Controller of Examinations.

Professor, Department of Industrial Engineering, College of Engineering Guindy, Anna University, Chennai from June-2012. Head of the Department, Department of Industrial Engineering, Anna University, Chennai from March-2015. Associate professor, Department of Industrial Engineering, College of Engineering Guindy, Anna University, Chennai during March-2007 and June-2012. Assistant Professor, Department of Industrial Engineering, College of Engineering Guindy, Anna University, Chennai during March-2004 and March-2007. Additional Controller Of Examinations, Office of the Controller of Examinations, Anna University, Chennai during August-2012 and July-2016. Special Officer - Tindivanam, University College Of Engineering, Tindivanam, Anna University, Chennai during June-2008 and September-2010. , , Anna University, Chennai. Deputy Controller Of Examination, Office of the Controller of Examinations, Anna University, Chennai. QC Inspector, HHE Ltd, Chennai for 2.5 years. Supervisory Position, Carriage&wagon Works, Perambur, Chennai-23. for 10 years. Asst. Mech. Engr., Diesel Loco Maintenance Depot, Erode. for 2.5 years. Asst. Prdn. Engr., Carriage&wagon Works, Perambur, Chennai-23. for 2.5 years. Vice Principal, Supervisors' Training Centre, Bangalore. for 2 years. Works Manager, Carriage&wagon Works, Perambur, Chennai-23. for 3 years. Divisional Mechanical Engineer., Coaching Depot, Basin Bridge, Chennai. for 1.5 years. Production Engineer., Loco Works and Carriage&wagon Works, Perambur, Chennai-23. for 1.5 years. in Astrology, Sasthra University, Sasthra University (2003 - 2004). in Operations Management, IGNOU, IGNOU (2002 - 2003). M.A. in TAMIL , Institute of correspondence education, University of Madras (1995 - 1997). in Maintenance Management, Institute of Correspondence education, Annamalai University (1993 - 1994). M.E. in INDUSTRIAL ENGINEERING , College of Engineering, Guindy, Anna University (1989 - 1991). M.B.A. in Human Resource Management, IGNOU, IGNOU (1988 - 1992). AMIE. in Metallurgical Engineering, Institution of Engineers (India), Institution of Engineers (India) (1985 - 1988). M.A. in Public Administration, Institute of Correspondence Education, University of Madras (1984 - 1986). DTP. in Rail transport, Institute of Rail Transport, Indian Railways, New Delhi. (1984 - 1985). AMIE. in MECHANICAL ENGINEERING , Institution of Engineers (India), Institution of Engineers (India) (1982 - 1985). B.A in TAMIL , Institute of Correspondence Education, University of Madras (1981 - 1984). D.M.E. in MECHANICAL ENGINEERING , C.N. Polytechnic, Directorate of technical education, Tamil Nadu (1977 - 1980). Ph.D. in TOTAL QUALITY MANAGEMENT from Faculty of Mechanical Engineering, University Department, Madras University, Madras University (1999 - 2001). Title: An empirical investigation to identify Critical Success Factors and TQM culture variables for successful implementation of Total Quality Management in Indian industries.. page 2 / 14 Prof. Dr. R. RAJU Professor, Department of Industrial Engineering MS by research in Engineering Management from Faculty of Mechanical Engineering, BITS/PILANI, BITS/PILANI (1995 - 1997). Title: Productivity improvement in Carriage and Wagon Works, Southern Railway..

cb

INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357027, e-mail: iqac@annauniv.edu



Dr. T. Thyagarajan
Director

Lr. No. AU-IQAC/ Training/ 2018

Date: 09.11.2018

To
The Director,
Ramanujan Computing Centre (RCC)
Anna University, Chennai – 25.

Esteemed professor,

Sub: IQAC Training Programme on “**Core Competency Development**” (for Non- Teaching & Administrative staff) – Uploading the Soft copy of brochure in the AU website – Requested – Reg.

Ref: Vice Chancellor’s Approval dated. 08.11.2018

With reference to the above, the Internal Quality Assurance Cell (IQAC) is organizing a one-day “**Core Competency Development**” (for Non- Teaching & Administrative staff). The brochure for the programme is enclosed for your kind reference.

It is requested that the **brochure may kindly be uploaded in our University website**. An additional link with name “IQAC Training Programme for University Department-Non-Teaching and Administrative staff” may please be provided for the brochure in the University Home page.

Thanking you,

Yours sincerely,


DIRECTOR, IQAC

Encl: Programme Brochure





INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357027, e-mail: iqac@annauniv.edu

Dr. T. THYAGARAJAN
DIRECTOR

Lr. No. AU-IQAC/11547/Training/IAAR/Lunch/2018

Date: 29.11.2018

To
Prof. P. Hariharan
Warden, CEG Campus Hostels
Anna University, Chennai – 25.

Dear Professor,

Sub: One-day Training Programme on “Core Competency Development – Lunch arrangements
– Reg.

Ref: Vice Chancellor’s approval dated. 08.11.2018

With reference to the above, the Internal Quality Assurance Cell (IQAC) is organizing a One-day Training Programme on “Core Competency Development 4thDecember 2018 from 9.00 am to 5.00 pm, in CUIC Mini Auditorium for the benefit of Non-Teaching & Administrative Staff of University Department

In this connection, it is requested that lunch may please be arranged for 50 persons during the training programme as per the following details:

Sl.No.	Menu	Date	Time & Venue	Qty
1	Chapati, Kuruma, Rice, Sambar, Rasam, poriyal, kootu, Curd, Pickle, Appalam, Payasam, Banana	4-12-18 (Tuesday)	12.45 PM CUIC Mini-Auditorium	50

Thanks and regards,

Yours sincerely,

Dr. T. THYAGARAJAN
DIRECTOR

o/c Copy.

*P/187
12/12/18*



INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357027, e-mail: iqac@annauniv.edu

Dr. T. THYAGARAJAN
DIRECTOR

Lr. No. AU-IQAC/11547/Training/IAAR/Refreshments/2018

Date: 29 11.2018

To
The Manager
CEG Canteen,
Anna University, Chennai – 25.

Dear Professor,

Sub: One-day Training Programme on “Core Competency Development” – Refreshments –
Reg.

Ref: Vice Chancellor’s approval dated. 08.11.2018

With reference to the above, the Internal Quality Assurance Cell (IQAC) is organizing a One-day Training Programme on “Core Competency Development” on 4th December 2018 from 9.00 am to 5.00 pm, in CUIC Mini Auditorium for the benefit of Non-Teaching & Administrative Staff of University Department

In this connection, it is requested that refreshments may please be arranged for 50 persons during the training programme as per the following details:

Sl.No.	Date & Time	Items	Venue	Qty
1	4.12.2018 (Tuesday)	Tea + biscuits	11.00 AM	50
2	4.12.2018 (Tuesday)	Tea + biscuits	3.00 PM	50

Thanks and regards,

Yours sincerely,

Dr. T. THYAGARAJAN
DIRECTOR

INTERNAL QUALITY ASSURANCE CELL
ANNA UNIVERSITY, CHENNAI, 600025, INDIA
Ph: 044-22357027, e-mail: iqac@annauniv.edu

Dr. T. Thyagarajan
Professor & Director

Lr. No. IQAC/ Training/CCD/2018

Date: 29-11-2018

To
The Director- CUIC,
Anna University,
Chennai 600025.

Esteemed professor,

Sub: IQAC – Conduct of Training Programme (CCD) - Request for
CUIC Mini Auditorium – Reg.
Ref: Vice Chancellor's Approval dated. 08.11.2018

With reference to the above, the Internal Quality Assurance Cell (IQAC) is organizing a One-day Training Programme on "Core Competency Development" (Non-Teaching & Administrative Staff of University Department)

It is requested that permission may please be given to utilize CUIC mini auditorium for conducting the training programme on 04-12-2018 from 9.00 A.M to 5.00 P.M.
It may please be noted that our esteemed Vice Chancellor has waived the payment of Hall Charges. However the maintenance charges and electricity charges of Rs 7000/- (Seven Thousand Only) will be paid by IQAC

Thanking you,

Yours sincerely,


Dr. T. THYAGARAJAN
Director, IQAC

Encl: IAAR Training Programme Brochure

Recd.
30/11

BRIEF PROFILE OF Dr.T.THYAGARAJAN

Dr.T.Thyagarajan obtained Ph.D. in Intelligent Control, from Anna University Chennai. With National Science Council Fellowship, he pursued Post Doctoral Research work in 'Auto tuning' at National Taiwan University, Taiwan.

He was the youngest HOD of the Department of Instrumentation Engineering, MIT Campus for two consecutive terms and during this period:

- Established state-of-art facilities worth Rs 4 crores
- Secured NBA accreditation for 5 years for both UG & PG programs.
- Received recognition for the Department as QIP Centre to offer PhD.

He served as the Director for University library and secured IEEE and Springer National Awards for TWO consecutive years.

He served as Director, Planning & Development for a short period.

Currently he is Director, Centre for University Industry Collaboration for the second term. Under this portfolio, he has secured SEED National award for CUIC twice (for the years 2015 and 2016). He is also serving as the Director, IQAC and he is actively involved in various activities pertaining to quality initiatives / sustenance /enhancement.

He has received several awards for his remarkable academic / research and administrative achievements. To name a few:

- Sisir Kumar National Award for publishing the best research paper
- Tamil Nadu DTE Award for guiding the best project work.
- IEEE appreciation awards for
 - outstanding mentoring from the IEEE affinity groups:
 - Distinguished Section Award for IEEE-Madras Section (when he was the Chairman) for the year 2010.
- Best Teacher award from Instrumentation Engineers Association, MIT Campus in 2015
- Rajiv Gandhi Gold Medal from GEPR
- Dr. APJ Abdul Kalam award for research excellence from Marina Labs in 2015.
- SIIP-SEED award for his excellent Placement Coordination activities in 2016

He has authored 4 Text books for engineering students. Recently, he has written a book on and published over 100 research papers and guided 13 Ph.Ds. Two more scholars are currently pursuing research under his guidance. He has secured R&D funding worth Rs. 15 crores from various Government agencies such as DST, DIT, TEQIP and UGC. He made technical visits to USA, Europe, South Africa, Middle East and all the South East Asian countries. He has organized many national and international conferences, FDPs and workshops. He delivers invited lectures on topics related to research, academics as well as administration.

He was the NAAC Coordinator for Anna University in 2014. Under his able guidance, Anna University secured a CGPA of 3.46 / 4.0, the highest at that time, among all State Universities in Tamil Nadu.

He is also the Co-coordinator for the National Hub for Healthcare Instrumentation being established at Anna University with Rs. 12 crore funding from DST.

He is a senior member of IEEE, ISA and ISTE.

Profile of Dr. T. KALAISELVAN, Additional Director
Centre for University – Industry Collaboration, Anna University, Chennai

Dr. T. Kalaiselvan has completed Ph.D. in Management Science after completing the Post Graduation in Management Science and Post Graduation in Journalism and Mass Communication. He started his career in the leading publishing industries in Bangalore and Chennai, before he joined Anna University in the year 1986. He has 3 decades of teaching, training and research experience in the field of Management Science. In between, he had the opportunity to work for Caterpillar India Private Limited in the Human Service Department as Manager Training and Development. He was also involved in conduct of Caterpillar Production Systems Training Programme for Operated and Management Executives. He is a certified Green Belt for Six Sigma Project. He has championed Lean process in Human Services Department of Caterpillar. At present, Dr. T. Kalaiselvan is Additional Director in Centre for University Industry Collaboration in Anna University, Chennai. His role involved organizing campus recruitment by inviting 200 companies which includes many Multi-National, National Level, Public Sector and R&D Institutions which provides approximately 4200 employment every year. He also teaches TQM for Engineering and MBA Students.

He is a Consultant Trainer for many multinational and public sector Organizations. He conduct Career Guidance and Counseling programme for the aspiring professionals.

Dr. T. Kalaiselvan travelled widely across many European Countries, visiting many Universities for Academic Collaborative Research. He was invited as a government guest by Republic of China during 2011 to attend World CEO Conference. Recently he has visited many industries in Dubai & Nigeria to explore the possibilities to enhance the overseas recruitment for the students.

Dr. T. Kalaiselvan visited UK as part of the Overseas Development Administrative Project for a Short term course at West Hertz College, Watford. Currently he holds the professional membership in Quality Circle Forum of India, Association of British Scholars. Currently, he is a panel member for Education & Training, CII, Tamil Nadu and recently elected as a Governing Council Member for Quality Circle Forum of India (QCFI), Chennai Chapter, Tamil Nadu. And acted as a expert member for many selection committees for Public Sector Organizations also he was a panel member for HR and Industrial Relations in FICCI, Tamil Nadu.

BRIEF CAREER PROFILE OF Dr. SABITHA RAMAKRISHNAN

Dr. Sabitha Ramakrishnan obtained her B.E (ECE) from College of Engineering, Guindy, Anna University with GOLD MEDAL for Academic Proficiency; M.E (Electronics) from MIT campus, Anna University and Ph.D in Wireless Sensor Networks (faculty of I&C) from Anna University. She has more than 16 years of teaching experience including 11 years R&D experience. Apart from her regular academic work, she is currently the Deputy Director of Internal Quality Assurance Cell of Anna University. She has also served as the Coordinator of Entrepreneurship Development Cell and Associate Placement Officer in erstwhile employment. She was the Organizing Secretary for the International Conference TIMA-2017 held during 6-8 January, 2017 in MIT, Anna University.

She was adjudged the Best Out-going Student in Diploma course in Govt. Women's Polytechnic, Chennai. She also received National Merit Scholarship Scheme Certificate in her SSLC. She received the IEEE appreciation award from Chairman, IEEE Madras Section for arranging and delivering Technical Lectures as IEEE Execom Member during 2013-14. She received Dr. APJ Abdul Kalam Award for Teaching Excellence from Marina Labs R&D in 2016 and Best Quality Assurance Cell Coordinator award from SEED-India during the National 4e Summit in October 2017.

As a researcher, she has published 7 papers in international journals and 14 papers in international / national conference proceedings. She received the Best Paper Award twice in two international conferences held in 2014 and 2017. She has completed one AICTE-RPS project on Ad hoc Networks, worth Rs.12 lakhs in 2009 as co-investigator. Currently, she is co-investigator in the on-going DST funded project on Automated External Defibrillator design worth Rs.32 lakhs. She is one of the Principal Investigators under Instrumentation group in the ongoing UGC - UPE project of Anna University worth Rs. 75 crores. She received the Mentor Award from CTDT-Anna University in 2014 for guiding a Student Innovative Project on Wearable sensors. She is a reviewer for international journals including Springer, Inderscience and Elsevier. She has chaired sessions five sessions so far in international / national conferences.

As a faculty member of Instrumentation Engg - MIT, she has augmented the Electronics lab facilities by securing a special grant of Rs. 10 lakhs during 2014. She has organized 20 training programmes so far (including 3 Anna University sponsored FDPs, 1 AICTE sponsored SDP and 1 IEEE sponsored Students Workshop and 1 Pre-conference tutorial). She has delivered around 30 guest lectures in various institutions, on topics including Wireless Sensor Networks, Signal Processing and Embedded Systems.

She has made official visits to Germany and Qatar. She is a member of IEEE (Communications Society), IETE and ISTE.

Dr. Priya Sethuraman has around 10 years of Teaching experience. She is a doctorate in Computer Science and Engineering. She is a University rank holder, Athlete, Silambam champion. She was an N.C.C sergeant. She is reviewer for many journals including Journal of super computing, Springer. She was the member, selection Committee for the post of Assistant Registrar in RGNIYD Central University. She is the member, Finance Committee for few of the affiliated colleges. She was the first to propose and implement NEFT transfer in Anna University.

**Internal Quality Assurance Cell, Anna University, Chennai-25.
Training Programme on "Core Competency Development"
4th November 2018**

PARTICIPANTS REGISTRATION LIST

Sl. No.	Name	Design & Dept	Mobile No. & Intercom	Email id	Signature
1	Mr.M.Chandran	Draughtsman Gr.III Environmental Studies	9444445451	chandran 271967@gmail.com	
2	Mr.E.Venkatesan	Lab Assistant Environmental Studies			
3	N.Elumalai	Lab Assistant Aerospace MIT	7299227909 / 9116799538		
4	R.Mettilda Mercy	Professional Assistant ECE	8907	ecemettilda@gmail.com	
5	M.Asaithambi	Sanitary Inspector(spl Grade)	9444897266	Asai1966@gmail.com	
6	S.Saraswathi	Junior Assistant Chemistry Department	9941886991	2017nithi@gmail.com	
7	R.Muruganandam	Skilled Assistant Gr.II	9884974013	Muruganandamr2@gmail.com	
8	T.K.Suneetha	Professional Assistant II Chemistry Department	8637	suneethadisetti@gmail.com	
9	G.Roselin	Skilled Assistant Gr.II Chemistry Department	94444609954	roselinjeevaraj@gmail.com	
10	M.Antovizhoni	Professional Assistant Department Of IST	9962567276	antoauist@gmail.com	
11	K.Ram Mohan	Assistant Department of Civil	9894816371	Ram2005@gmail.com	
12	Mrs.P.Menozhi	Junior Assistant Department of Civil	9176054402		
13	J.Raman	Senior Technical Assist Doie Mit	9444404030	jramanmit@gmail.com	
14	R.R.Vijayalakshmi	Superintendent / ECE	94444840799	Vijash99@yahoo.co.in	
15	K.R.Vimal	Senior Technical Assistant (S G) ECE	9840400657/9880	vimalkrme@gmail.com	
16	R.Subageetha	Skilled Assistant Gr.I ECE	9789045339	rsubageethas@gmail.com	

**Dr.K.V.RADHA
COORDINATOR**

**Dr.MEENAKUMARI
COORDINATOR**

**Prof. T.THAYAGARAJAN
CONVENER**

**Internal Quality Assurance Cell, Anna University, Chennai-25.
Training Programme on "Core Competency Development"
4th November 2018**

PARTICIPANTS REGISTRATION LIST

Sl. No.	Name	Design & Dept	Mobile No. & Intercom	Email id	Signature
17	B.Amutha	Skilled Assistant Gr.I ECE	9710176375	Amuthaece2010@gmail.com	
18	B.Parvathi	Store Keeper Gr I ECE	8904	Bparvathi13@gmail.com	
19	S.L.Ravi	Lab Assistant ECE	8667450709	Ravisingaram.1@gmail.com	
20	R.Balu	Skilled Assistant Gr II ECE	9444757590/9859	Thavamani.r.balu@gmail.com	
21	M.Sindhadevi	Technical Assistant SG ECE	94444404031	sindhadevi@gmail.com	
22	Dr.G.Sumathi	Guest Faculty Mathematics	9952967600	supisundhar@auist.net	
23	S.Sasikumar	Professional Assistant I Media Science	9786757115	S_sasikumar86@yahoo.co.in	
24	Jayaganesh.A	Professional Assistant II CEG	9092995703	jayaganeshau@gmail.com	
25	Murali Krishnan.N	Professional Assistant II Information Science Tech	9094499679	Mkrish272@gmail.com	
26	S.Jayahar	Professional Assistant II Information Science Tech	9787013702	Jaya.fdg@gmail.com	
27	T.Ravi kumar	Skilled Assistant Geology	9940664128		
28	D.Premalatha	Skilled Assistant GrII Geology	9840210426	premaalert@gmail.com	
29	Ramesh.G	Junior Tech Asst Mechanical Department	9884125007	Ramesh2012@yahoo.in	
30	R.Srinivasan	Lab Assistant	9841661818	Srini_janaki@yahoo.com.sg	
31	K.K.Ravi Krishnamoorthy	Draughtsman G-III <i>Engg. Design Division</i>	9840265267/7652	Kkrk1967@gmail.com	
32	M.D.Thara Bai	Typist Gr I CWR	9176616655	m.d.tharabai@gmail.com	

**Dr.K V.RADHA
COORDINATOR**

**Dr.MEENAKUMARI
COORDINATOR**

**Prof. T.THYAGARAJAN
CONVENER**

**Internal Quality Assurance Cell, Anna University, Chennai-25.
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PARTICIPANTS REGISTRATION LIST

Sl. No.	Name	Design & Dept	Mobile No. & Intercom	Email id	Signature
33	Dr.R.Sudha	Teaching Assistant CWR	9677171057	sudhashrije@yahoo.co.in	
34	H.M.Daphini	Draughtsman GIII Spl G CWR	9444131752	hmdaphini@gmail.com	H-H.Dyk
35	M.Chellappa	Skilled Assistant GrII CEG	9845	chellappa@auist.net	
36	R.Arunprasad	SAG-II CEG	9840954052	arun@avist.net	
37	S.Rajalakshmi	Junior Assistant Dean's Office	9094281549	Rajirishi10@gmail.com	A. Rajalakshmi
38	K.R. Vimal	Senior Technical Ass SG ECE	9840400657/9880	vimalkrme@gmail.com	
39	J.Roshini	Assistant Medical Physics	8144925303	roshinijenery@yahoo.co.in	
40	T.S.HANMUGAM T.S.Hanmugam	Teaching Assistant CSE Technical Assistant	98407499943	Shanmugam.thandapani@gmail.com	T.S. Hanmugam
41	M.N.Sasi Rekha	Superintendent Management Studies	9566215450	shalikairekha@gmail.com	
42	V.Balamurugan	Nano-Technology			
43	Jayashnkar	Chemical engg.	9600106107	jaivani67@gmail.com	
44	Minhaju Malik M	Research scholar-Cs	9894527225	minhajuadan@gmail.com	
45	K.GOVARDHANA	ASSISTANT	9841838451	govardhara.sastavanan@gmail.com	
46	D.MaryPushpa Bai	Technical Asst	9841775740	Pushpa.jf@gmail.com	
47	S.SARATHI NARAYANAN	Skilled Assistant	9710325686		
48	L.HARIHARASUBRAMANIAN	Technical Asst (S.G.)	9949394309	hari.253@vrediffmail.com	L.H.K.K

**Dr.K.V.RADHA
COORDINATOR**

**Dr.MEENAKUMARI
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CONVENER**

**Internal Quality Assurance Cell, Anna University, Chennai-25.
Training Programme on "Core Competency Development"
4th November 2018**

ATTENDANCE SHEET

Sl. No.	Name	Dept / Centre	Mobile No. & Intercom	Email id	4-12-2018	
					FN	AN
1	Mr.M.Chandran	Draughtsman Gr.III Environmental Studies				
2	Mr.E. Venkatesan	Lab Assistant Environmental Studies				
3	N.Elumalai	Lab Assistant Aerospace MIT	7299227909			
4	R.Mettilda Mercy	Professional Assistant ECE	8907	ecemettilda@gmail.com		
5	M.Asaithamb	Sanitary Inspector(spl Grade)	9444897266	Asai1966@gmail.com		
6	S.Saraswathi	Junior Assistant Chemistry Department	9941886991	2017nithi@gmail.com		
7	R.Muruganandam	Skilled Assistant Gr.II	9884974013	Muruganandamr2@gmail.com		
8	T.K.Suneetha	Professional Assistant II Chemistry Department	8637	suneethatadisetti@gmail.com		
9	G.Roselin	Skilled Assistant Gr.II Chemistry Department	9444609954	roselinjeevaraj@gmail.com		
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11	K.Ram Mohan	Assistant Department of Civil	9894816371	Ram2005@gmail.com		
12	Mrs.P.Menozhi	Junior Assistant Department of Civil	9176054402		PM	PM
13	J.Raman	Senior Technical Assist Doie Mit	9444404030	jramanmit@gmail.com		
14	R.R.vijayalakshmi	Superintendent ECE	9444840799	Vijash99@yahoo.co.in		
15	K.R. Vimal	Senior Technical Assistant (S G) ECE	9840400657/9880	vimalkrme@gmail.com		

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Sl. No.	Name	Dept / Centre	Mobile No. & Intercom	Email id	4-12-2018	
					FN	AN
16	R.Subageetha	Skilled Assistant Gr.I ECE	9789045339	rsubageethas@gmail.com		
17	B.Amutha	Skilled Assistant Gr.I ECE	9710176375	Amuthaece2010@gmail.com		
18	B.Parvathi	Store Keeper Gr I ECE	8904	Bparvathi13@gmail.com		
19	S.L.Ravi	Lab Assistant ECE	8667450709	Ravisingaram.1@gmail.com		
20	R.Balu	Skilled Assistant Gr II ECE	9444757590/9859	Thavamani.r.balu@gmail.com		
21	M.Sindhadevi	Technical Assistant SG ECE	9444404031	sindhadevi@gmail.com		
22	Dr.G.Sumathi	Guest Faculty Mathematics	9952967600	subisundhar@auist.net		
23	S.Sasikumar	Professional Assistant I Media Science	9786757115	S_sasikumar86@yahoo.co.in		
24	Ayaganesh.A	Professional Assistant II CEG	9092995703	jayaganeshau@gmail.com		
25	Murali Krishnan.N	Professional Assistant II Information Science	9094499679	Mkrishh272@gmail.com		
26	S.Jayahar	Professional Assistant II Information Science	9787013702	Jaya.fdg@gmail.com		
27	T.Ravi kumar	Skilled Assistant Geology	9940664128			
28	D.Premalatha	Skilled Assistant GrII Geology	9840210426	premalett@gmail.com		
29	Ramesh.G	Junior Tech Asst Mechanical Department	9884125007	Rameshsin2012@yahoo.in		

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ATTENDANCE SHEET

Sl. No.	Name	Dept / Centre	Mobile No. & Intercom	Email id	4-12-2018	
					FN	AN
30	R.Srinivasan	Lab Assistant	9841661818	Srini_janaki@yahoo.com.ss		
31	K.K.Ravi Krishnamoorthy	Draughtsman G-III	9840265267/7652	Kkrk1967@gmail.com		
32	M.D.Thara Bai	Typist Gr I CWR	9176616655	m.d.tharabai@gmail.com		
33	D.K.Sudha	Teaching Assistant CWR	9677171057	sudhashrije@yahoo.co.in		
34	H.M.Daphini	Draughtsman GIII Spl G CWR	9444131752	hmdaphini@gmail.com		
35	M.Chelleppa	Skilled Assistant GrII CEG	9845	chellappa@auist.net		
36	R.Arunprasad	SAG-II CEG	9840954052	arun@avist.net		
37	S.Rajalakshmi	Junior Assistant Dean's Office	9094281549	Rajirishi10@gmail.com		
38	K.R.Vimal	Senior Technical Ass SG ECE	9840400657/9880	vimalkrme@gmail.com		
39	J.Roshini	Assistant Medical Physics	8144925303	roshinijenery@yahoo.co.in		
40	T.S.Hannugam T.S.HANMUGAM	Teaching Assistant Technical CSE	98407499943	Shanmugam.thandapani@gmail.com		
41	M.N.Sasi Rekha	Superintendent Management Studies	9566215450	shaikarekha@gmail.com		
42	V.Balamurugan	Nano-Technology				
43	Jayasankar	Chemical Engg	9600106107	jai varni67@gmail.com		
44	Minhaju Malik M	Research scholar-Cs	9894527225	minhajuadan@gmail.com		
45	K.GOVARDHANA	Asst Mnng	984188451			

**Dr.K.V.RADHA
COORDINATOR**

**Dr.MEENAKUMARI
COORDINATOR**

**Prof. T.THYAGARAJAN
CONVENER**



INTERNAL QUALITY ASSURANCE CELL (IQAC) ANNA UNIVERSITY, CHENNAI

ONE - DAY TRAINING PROGRAMME on
“CORE COMPETENCY DEVELOPMENT”
(For Non-Teaching and Admin. Staff of University Departments)

Date : 04.12.2018

This is to certify that Dr./Mr./Ms.

.....
participated in the **ONE - DAY TRAINING PROGRAMME on “CORE COMPETENCY DEVELOPMENT”**
organized by the Internal Quality Assurance Cell (IQAC), Anna University, Chennai on 4-12-2018.

Dr. K.V. RADHA
Coordinator

Dr. S.MEENAKUMARI
Coordinator

Dr. T. THYAGARAJAN
Convener

**TRAINING PROGRAMME on
 “CORE COMPETENCY DEVELOPMENT” for NON-TEACHING & ADMINISTRATIVE
 STAFF of ANNA UNIVERSITY
 4-12-2018**

PARTICIPANT FEEDBACK FORM

Instructions: Please indicate your level of agreement with a tick mark in the appropriate column for the points below:

Sl. No.	Description	Agree	Neutral	Disagree
1	The objectives of the training were clearly defined			
2	Participation and interaction were encouraged			
3	The topics covered were relevant to me			
4	The content was organized and was easy to follow			
5	The materials distributed were helpful			
6	The training experience will be useful in my work			
7	The speakers were knowledgeable about the training topics			
8	The speakers were well prepared for the lectures			
9	The objectives of the training were met			
10	The time allotted for the training was sufficient			
11	The venue and the facilities were adequate and comfortable			
12	Refreshments and other arrangements were good			
13	Any other remarks :			

Date: 4.12.2018

Name:

Department:

Signature