



Criterion5- Student Support and Progression

5.1 Student Support

5.1.2 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)ICT/ computing skills**



5.1.2. Capacity building and skills enhancement initiatives taken by the institution include the following

Sl.No	Details	Options Available	Page No.
5.1.2.1.	Soft skills	Yes	2-63
5.1.2.2.	Language and communication	Yes	64-66
5.1.2.3.	Life skills(Yoga & Health and Hygiene)	Yes	67-71
5.1.2.4.	ICT/computing skills	Yes	72-73



5.1.2 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

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
Soft skills	2017-2018	574	Tamil Nadu State Council of Higher Education (TANSCHE), Chennai
Soft skills	2018-2019	581	All departments of D.G.Govt.Arts College(w), Mayiladuthurai.
Soft skills	2019-2020	465	All departments of D.G.Govt.Arts College(w), Mayiladuthurai.
Soft skills	2020-2021	543	All departments of D.G.Govt.Arts College(w), Mayiladuthurai.
Soft skills	2021-2022	754	Tamil Nadu State Council of Higher
Language and communication skills	09.02.2018 (2017-2018)	235	(Competition - story Narration & Speak English) D.G.GOV.T.ARTS COLLEGE(w)MAYILADUTHURAI
Language and communication skills	26.02.2019 (2018-2019)	260	(Competition - story Narration & Speak English) D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Language and communication skills	03.03.2020 (2019-2020)	270	(Competition - story Narration & Speak English) D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Language and communication skills	16.03.2021 (2020-2021)	100	(Competition - story Narration & Speak English) D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Language and communication skills	12.04.2022 (2021-2022)	180	(Competition - Pictionary & Speak English) D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI

Life skills (2017-18) YOGA	IV SEMESTER 28.11.2016 - 12.04.2017 and V SEMESTER 01.06.2017 - 31.10.2017	438	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2017-18) SALES AND MARKETING MANAGEMENT -	IV SEMESTER 28.11.2016- 12.04.2017and V SEMESTER 01.06.2017- 31.10.2017	97	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2017-18) HEALTH AND HYGIENE	IV SEMESTER 28.11.2016 - 12.04.2017 and V SEMESTER 01.06.2017 - 31.10.2017	41	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2018-19) YOGA	IV SEMESTER 29.11.2017- 13.04.2018and V SEMESTER 18.06.2018- 31.10.2018	452	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2018-19) SALES AND MARKETING MANAGEMENT -	IV SEMESTER 29.11.2017- 13.04.2018and V SEMESTER 18.06.2018- 31.10.2018	86	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2018-19) HEALTH AND HYGIENE	IV SEMESTER 29.11.2017- 13.04.2018 and V SEMESTER 18.06.2018- 31.10.2018	53	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2019-20) YOGA	IV SEMESTER 28.11.2018- 12.04.2019 and V SEMESTER 17.06.2019- 31.10.2019	457	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2019-20) SALES AND MARKETING MANAGEMENT	IV SEMESTER 28.11.2018- 12.04.2019 and V SEMESTER 17.06.2019- 31.10.2019	45	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2019-20) HEALTH AND HYGIENE	IV SEMESTER 28.11.2018- 12.04.2019 and V SEMESTER 17.06.2019- 31.10.2019	56	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI
Life skills (2020-21) YOGA	IV SEMESTER 28.11.2019- 10.04.2020 and V SEMESTER 03.08.2020- 30.11.2020	446	D.G.GOV.T.AR.TS COLLEGE(w) MAYILADUTHURAI

Life skills (2020-21) SALES AND MARKETING MANAGEMENT	IV SEMESTER 28.11.2019- 10.04.2020 and V SEMESTER 03.08.2020- 30.11.2020	53	D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Life skills (2020-21) HEALTH AND HYGIENE	IV SEMESTER 28.11.2019- 10.04.2020and V SEMESTER 03.08.2020- 30.11.2020	56	D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Life skills (2021-22) YOGA	IV SEMESTER 28.12.2020 – 30.04.2021 and V SEMESTER 09.08.2021 – 29.01.2022	486	D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Life skills (2021-22) SALES AND MARKETING MANAGEMENT -	IV SEMESTER 28.12.2020 – 30.04.2021 and V SEMESTER 09.08.2021 – 29.01.2022	121	D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
Life skills (2021-22) HEALTH AND HYGIENE	IV SEMESTER 28.12.2020 – 30.04.2021 and V SEMESTER 09.08.2021 – 29.01.2022	61	D.G.GOV.T.ARTS COLLEGE(w) MAYILADUTHURAI
ICT/Computing skills	20.07.2017	526	AWARENESS ON BASIC INTERNET CONCEPTS Staff members from Department of Computer Science, DGG Arts College(w), Mayiladuthurai
ICT/Computing skills	01.03.2018	520	MOBILE TECHNOLOGY Mr.Gunaseelan , Technical Experts TATTI Computers Mayiladuthurai
ICT/Computing skills	02.03.2018	600	BASIC INTERNET CONCEPTS Staff members from Department of Computer Science, DGG Arts College(w), Mayiladuthurai
ICT/Computing skills	22.02.2019	580	MOBILE LEARNING TECHNOLOGIESAND CURRENT TRENDS Staff members from Department of Computer Science, DGG Arts College(w), Mayiladuthurai
ICT/Computing skills	23.10.2019	700	E-PRACTICES IN DAILY LIFE Staff members from Department of Computer Science, DGG Arts College(w), Mayiladuthurai

ICT/Computing skills	19.11.2020	353	CYBER NETWORK SECURITY Dr. V. Veeramanikandan, M.Sc., M.Phil., Ph.D., Assistant Professor, Kolanjiappar govt. Arts college, Viruthachalam.
ICT/Computing skills	12.05.2022	300	JAVA NETWORKING TECHNOLOGIES Mr. S. Sivakumar, M.C.A., M.Phil., Assistant Professor of Computer Application A.V.C. College of Engineering, Mannampandal, Mayiladuthurai.



S. Suresh
PRINCIPAL,
 Dharmapuriam Gnanaambigai
 Government Arts College for Women
 Mayiladuthurai-609 001
 D.O. Code No. CI 206



DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

SOFT SKILLS DEVELOPMENT

Learning Objective

Today's world is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

Unit I

Know Thyself/ Understanding Self

Introduction to Soft skills-Self discovery-Developing positive attitude-Improving perceptions-Forming values

Unit II

Interpersonal Skills/ Understanding Others

Developing interpersonal relationship-Team building-group dynamics-Net working-Improved work relationship

Unit III

Communication Skills / Communication with others Art of listening-Art of reading-Art of speaking-Art of writing-Art of writing e-mails-email etiquette

Unit IV

Corporate Skills / Working with Others Developing body language-Practising etiquette and mannerism-Time management-Stress management

Unit V

Selling Self / Job Hunting Writing resume/cv-interview skills-Group discussion- Mock interview-Mock GD – Goal setting - Career planning



S. Suresh
PRINCIPAL,
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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

**TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION
D.G. GOVT. Arts College for Women, Mayiladuthurai – 609 001
SOFT SKIL CENTRE: Report on classes conducted in the academic year 2017-2018**

The courses were well organized and conducted by a team of member Dr. R. Ida Malarselvi (Soft Skill Co-ordinator), Dr. N. Shanmugam (Member), Dr. K.T. Arul Mozhi (Member), Dr.S. Saravanan (Member), The classes on TANSCHCE soft skill centre has been conducted in our college for the academic year 2017-2018, from 7th December to 21st December 2017. The English communication skill component was taught to the third year UG students and 524 students were benefited by this programme. 15 soft skill trainers in our college was taught various topics like communication skills, voice and accent, functional grammar, soft skills, etiquettes and customer service skills in 700 hours of time without any remuneration. A test was conducted to all the students in the end of the course to check their absorption capacity in the topics taught.

SOFT SKILL CO ORDINATOR

Dr. R. IDAMALARSELVI



J. Ganga
PRINCIPAL,
Dharmapuram Gnanambigai
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S. No	Faculty members	Department	Total Teaching Hours	Topics
1	Dr. S. Sumathi	Tamil	31 hours	Etiquettes
2	R. Seethalatchmi	English	31 hours	Communication skills, voice and accents; Functional Grammar
3	Mrs. Meenachi	History	31 hours	Banking Financial Services and Insurance(BFSI) sector specific skills
4	Mrs. S.Manjula	Economics	31 hours	Customer service skills
5	Dr. S. Subulakshmi	Mathematics	31 hours	Retail sector specific skills
6	Mrs. S. Chandra	Physics	31 hours	Computer Applications
7	Dr. C. Jeeva Selva Sundari	Zoology	31 hours	Information Technology Enabled Services
8	Mrs. T. Vasanthi	Computer science	31 hours	Computer operating skills
9	Dr. S. Vanitha	Tamil	31 hours	Etiquettes
10	Mrs. M. Chitralkha	Chemistry	31 hours	Interview Preparatory
11	Dr. K. Arul Mozhi	Physics	31 hours	Hospitality sector specific skills
12	Dr. S.Saravanan	Physics	31 hours	Hospitality sector specific skills
13	Dr. N. Shanmugam	Physics	31 hours	Assessment and Feedback
14	Dr. R. Ida Malarselvi	Physics	31 hours	Assessment and Feedback
15	Mrs. E. Elavarasi	Mathematics	31 hours	Retail sector specific skills

Total Batches: 10

Total Number of Faculties: 15

Total Number of Classes conducted: 70X10=700

Date: 7th DECEMBER to 21st DECEMBER

Total Hour for each Faculty: = 31 hrs

S. No	Batches	Department II B.A & B.Sc	No. of students Benefitted	Total
1.	I	English (shift I & shift II)	66	66
2.	II	History (shift I)	61	61
3.	III	Tamil (shift II)	37	37
4.	IV	Economics (shift I)	64	64
5.	V	Tamil (shift I) & Physics (shift I)	69	69
6.	VI	Zoology (shift I) & Computer Science(shift I & II)	79	79
7.	VII	Mathematics (shift I)	59	59
8.	VIII	Chemistry & Bio chemistry (shift I)	59	59
9.	IX	Economics (shift II)	33	33
10.	X	Mathematics (shift II) & Bio chemistry (shift II)	41	41
Grand total				574



S. Suresh
PRINCIPAL,
 Dharmapuram Gnanambigai
 Government Arts College for Women
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Phone Off : (044) 2844 5570 / 2844 6486 / 2844 5974
Fax : (044) 2844 6486

TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION

Lady Willingdon College Campus,
Kamarajar Salai, Chennai - 600 005.

Thiru. T. Anbalagan, I.A.S.,
Member Secretary [FAC],

Rc. No.839/2017 A

Date: 11-12-2017

To
The Principal,
Dharmapuram Gnanambigai Government
Arts College for Women,
Mayiladuthurai - 609 001.

Sir/Madam,

Sub: TANSCHÉ-Soft Skill review the first phase and instructions for implementing the second phase - reg

- Ref: 1. G.O.(Ms) No.5, Higher Education (H2) Dept., dt.19.1.2013.
2. G.O.(Ms) No.111, Higher Education (H2) Department, dt. 9.5.2016.
3. This Council even number letter dated 15-9-2017.

As stated in the reference third cited, we hope you have completed the first phase (English Communication skill development) of the soft skill training. You are intimated to furnish the details in the annexure enclosed on or before 8.12.2017.

The second phase (semester VI) of the training for the second and third component of soft skill program will begin in the second week of December 2017. The selected service provider will reach your college with TANSCHÉ's instructions to train the same set of students of the first phase. Kindly conduct a meeting (Principal, coordinator and HoDs/ III year tutors) with the service provider and plan your college's unique time table and send the same to TANSCHÉ mail ID, tansche_edu@yahoo.com . TANSCHÉ will approve your planner as it is with suggestions for the successful implementation of the program. The Principal is requested to take special attention and monitor for the effective implementation of the program.

Copy to:
The Co-Ordinator,
Soft Skill Programme,
Dharmapuram Gnanambigai Government
Arts College for Women,
Mayiladuthurai - 609 001.


MEMBER SECRETARY [FAC]
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Website : www.tnuniv.ac.in
e-mail : tansche_edu@yahoo.co.in



DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

SOFT SKILL DEVELOPMENT CLASSES (2018-21)



DEPARTMENT: TAMIL
DATE : 24.02.2020 to 04.03.2020



DEPARTMENT: TAMIL
DATE : 17.02.2021 to 25.02.2021



DEPARTMENT: HISTORY
DATE : 02.03.2020 to 09.03.2020



DEPARTMENT: HISTORY
DATE : 08.03.2021 to 13.03.2021



DEPARTMENT: ECONOMICS
DATE : 09.03.2020 to 13.03.2021



DEPARTMENT: ECONOMICS
DATE : 02.03.2020 to 09.03.2020



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MAYILADUTHURAI - 609001



DEPARTMENT: BIOCHEMISTRY
DATE : 15.02.2020 to 22.02.2020



DEPARTMENT: BIOCHEMISTRY
DATE : 01.03.2021 to 08.03.2021



DEPARTMENT: ENGLISH
DATE : 15.02.2021 to 23.02.2021



DEPARTMENT: ENGLISH
DATE : 26. 02. 2019 to 09.03.2020



DEPARTMENT: COMPUTER SCIENCE
DATE : 13.02.2020 to 25.02.2020



DEPARTMENT: COMPUTER SCIENCE
DATE : 09.03.2021 to 13.03.2021



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DEPARTMENT: PHYSICS
DATE : 12.02.2020 to 13.02.2020



DEPARTMENT: PHYSICS
DATE : 11.02.2021 to 12.02.2021



DEPARTMENT: ZOOLOGY
DATE : 10.02.2020 to 19.02.2020



DEPARTMENT: ZOOLOGY
DATE : 22.02.2021 to 02.03.2021



DEPARTMENT: CHEMISTRY
DATE : 02.03.2020 to 09.03.2020



DEPARTMENT: CHEMISTRY
DATE : 08.03.2021 to 13.03.2021



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PRINCIPAL,
Dharmapuram Gnanambigai
Government Arts College for Women
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MAYILADUTHURAI - 609001

SOFT SKILL DEVELOPMENT 2018-2019

DEPARTMENT OF TAMIL

SOFT SKILLS			
Name of the capacity enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft skills	25.02.2019 to 06.03.2019	75	Tamil department

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	Number of students Benefited
1	25.02.2019	2.00-3.00 pm	Dr S. Vimala	Communication Skills	Ill B.A., Applied Tamil (Shift – 1 &II)
2	26.02.2019	2.00-3.00 pm		Presentation Skills	Total -75 Students
3	27.02.2019	2.00-3.00 pm	Dr.M.Mahalakshmi	Group Discussion	Ill B.A., Applied Tamil (Shift – 1 &II)
4	28.02.2019	2.00-3.00 pm		Leadership Quality	Total -75 Students
5	01.03.2019	2.00-3.00 pm	Dr G. Kalaiyarasi	Resume, Biodata, Curriculam Vita	Ill B.A., Applied Tamil (Shift – 1 &II)
6	04.03.2019	2.00-3.00 pm		How to face interview	Ill B.A., Applied Tamil (Shift – 1 &II)
7	05.03.2019	2.00-3.00 pm		Group Discussion	Ill B.A., Applied Tamil (Shift – 1 &II)

			Dr S. Guna		Total -75 Students
8	06.03.2019	2.00-3.00 pm		Presentation Skills	III B.A., Applied Tamil (Shift – 1 &II) Total -75 Students

DEPARTMENT OF ENGLISH
SOFT SKILL DEVELOPMENT 2018-2019

SOFT SKILLS			
2018 – 2019			
Name Of The Capability Enhancement Program	Date Of Implementation	Number Of Students Enrolled	Name Of The Agencies/ Consultants Involved With Contact Details
SOFT SKILLS	04. 02. 2019 TO 12.02.2019	77	ENGLISH DEPARTMENT

SOFT SKILL DEVELOPMENT					
S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1.	04. 02. 2019	2.00 PM TO 3.00PM	K. Ponni	INTRODUCTION TO SOFT SKILLS	77
2.	05. 02. 2019	2.00 PM TO 3.00PM	A.Seethalakshmi	COMMUNICATION SKILLS	77

3.	06.02. 2019	2.00 PM TO 3.00PM	A.Rani	TIME MANAGEMENT SKILLS	77
4.	07. 02. 2019	2.00 PM TO 3.00PM	N.Seetha	BODY LANGUAGE AND ETIQUETTES	77
5.	08. 02. 2019	2.00 PM TO 3.00PM	R.Seethalatchmi	GROUP DISCUSSION	77
6.	10. 02. 2019	2.00 PM TO 3.00PM	P.Priya	INTERVIEW SKILLS	77
7.	11. 02. 2019	2.00 PM TO 3.00PM	R.Praveena	PREPARATION OF C.V AND PUBLIC SPEAKING SKILLS	77
8.	12. 02. 2019	2.00 PM TO 3.00PM	M.Gayathri	LEADERSHIP SKILLS AND INTERPERSONAL SKILLS	77

**DEPARTMENT OF ECONOMICS 2018-2019
SOFT SKILL DEVELOPMENT 2018-2019**

2018-2019			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	29.1.2019 to 15.2.2019	88	Economics Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	29.1.2019	Mr.V.Ananthapadmanaban	Motivation skill	III B.A.
2	30.1.2019		Discipline and dress code	ECONOMICS 31
3	04.2.2019	Dr.R.M.Meyyammai	Communication skill	III B.A., ECONOMICS
4	05.2.2019		Leadership quality	33
5	14.2.2019	Mrs.R.Sangeetha	Resume,biodata,curriculum vita	III B.A., ECONOMICS 24
6	15.2.2019		How to face interview?	
8	15.2.2019		Presentation skills	

**DEPARTMENT OF PHYSICS
SOFT SKILL DEVELOPMENT 2018-2019**

2018-2019			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	04.09.2018 to 19.09.2018	31	Physics Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	04.09.2018	Mrs.D.SIVAYOGAM	Communication Skills	III B.SC., Physics-31 M.Sc.,Physics- 15 IN TOTAL – 46 STUDENTS
2	05.09.2018		Presentation Skills	
3	06.09.2018	Mrs.S.CHANDRA	Group Discussion	III B.SC., Physics-31 M.Sc.,Physics- 15 IN TOTAL – 46 STUDENTS
4	07.09.2018		Leadership Quality	
5	14.09.2018	Mrs.S.VINODHA	Resume,Biodata,Curriculum vita	III B.SC., Physics-31 M.Sc.,Physics- 15 IN TOTAL – 46 STUDENTS
6	17.09.2018		How to face Interview?	
7	18.09.2018	Mrs.R.SARASWATHI DEVI	Group Discussion	III B.SC., Physics-31 M.Sc.,Physics- 15 IN TOTAL – 46 STUDENTS
8	19.09.2018		Presentation Skills	

**DEPARTMNET OF CHEMISTRY
SOFT SKILL DEVELOPMENT 2018-2019**

2018-2019			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	11.02.2019 to 18.02.2019	35	Chemistry Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	11.2. 2019	Mrs.R.SUBHA	Communication Skills	III B.SC., CHEMISTRY - 35STUDENT S
2	12.02.2019		Resume,Biodata,Curriculu m vita	
3	13.02.2019	Mrs.M.CHITHRALEKHA	Problem solving skills	III B.SC., CHEMISTRY - 35STUDENT S
4	14.02.2019		Group Discussion	
5	15.02.2019	Mrs.V.VITHYA	Listening skills	III B.SC., CHEMISTRY - 35STUDENT S
6	16.02.2019		How to face Interview?	
7	17.02.2019	Mrs.S.SANGEETHA	Presentation Skills	III B.SC., CHEMISTRY - 35STUDENT S
8	18.02.2019		Leadership Quality	

**DEPARTMENT OF ZOOLOGY
SOFT SKILL DEVELOPMENT 2018-2019**

2018-2019			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	11.03.2019 to 19.03.2019	41	Zoology Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	11.03.2019	Dr.V.VANITHA	Communication Skills	III B.SC. ZOOLOGY 41
2	12.03.2019		Presentation Skills	
3	13.03.2019	Dr.C.JEEVA SELVASUNDARI	Group Discussion	III B.SC., ZOOLOGY 41
4	14.03.2019		Leadership Quality	
5	15.03.2019	Dr.A.CHEZHIAN	Resume, Biodata, Curriculum vita	III B.SC., ZOOLOGY 41
6	16.03.2019		How to face Interview?	
7	18.03.2019	Dr.S.VAIRAMANI	Group Discussion	III B.SC., ZOOLOGY 41
8	19.03.2019		Presentation Skills	

**DEPARTMENT OF BIOCHEMISTRY
SOFT SKILL DEVELOPMENT 2018-2019**

2018-2019			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	12.08.2018 to 15.10.2018	53	Biochemistry Department

SOFT SKILL DEVELOPMENT				
S.No	Date	Staff Incharge	Topic	Number Of Students Benefited
1	12.08.2018	Dr.G.Kanimozhi	Communication Skills	III B.SC., Biochemistry-53 & II M.Sc., Biochemistry-11 in total – 64 students
2	15.08.2018		Presentation Skills	
3	13.10.2018	Dr.B.Deepa	Group Discussion	III B.SC., Biochemistry-53 & II M.Sc., Biochemistry-11 in total – 64 students
4	14.09.2018		Leadership Quality	
5	15.09.2018	Dr.A.Malarvizhi	Resume, Bio data, Curriculum vita	III B.SC., Biochemistry-53 & II M.Sc., Biochemistry-11 in total – 64 students
6	12.10.2018		How to face Interview?	
7	13.10.2018	Dr.R.Subhashini	Group Discussion	III B.SC., Biochemistry-53 & II M.Sc., Biochemistry-11 in total – 64 students
8	15.10.2018		Presentation Skills	

**DEPARTMENT OF MATHEMATICS
SOFT SKILL DEVELOPMENT**

2018-2019

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consult involved with co details
Soft Skills	24.09.2018-05.10.2018	90	Maths Department

SOFT SKILL DEVELOPMENT

S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	24.09.2018	Mrs.E.ELAVARASI	Communication Skills	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
2	25.09.2018		Presentation Skills	
3	26.09.2018	Mrs.N.NEELAVATHY	Group Discussion	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
4	27.09.2018		Leadership Quality	
5	28.09.2018	Mrs.K.INDUMATHI	Resume,Biodata,Curriculum vita	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
6	03.10.2018		How to face Interview?	
7	04.10.2018	Mrs.R.ABIRAMI	Group Discussion	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
8	05.10.2018		Presentation Skills	




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SOFT SKILL DEVELOPMENT 2019-2020

DEPARTMENT OF TAMIL 2019-2020

SOFT SKILL DEVELOPMENT			
Name of the capacity enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft skills	24.02.2020 to 04.03.2020	79	Tamil department

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	Number of students Benefited
1	24.02.2020	2.00-3.00 pm	Dr S. Vimala	Communication Skills	III B.A., Applied Tamil (Shift – I &II)
2	25.02.2020	2.00-3.00 pm		Presentation Skills	Total -79 Students
3	26.02.2020	2.00-3.00 pm	Dr.M.Mahalakshmi	Group Discussion	III B.A., Applied Tamil (Shift – I &II)
4	27.02.2020	2.00-3.00 pm		Leadership Quality	Total -79 Students
5	28.02.2020	2.00-3.00 pm	Dr G. Kalaiyarasi	Resume, Biodata, Curriculam Vita	III B.A., Applied Tamil (Shift – I &II)
6	02.03.2020	2.00-3.00 pm		How to face interview	III B.A., Applied Tamil (Shift – I &II)
					Total -79 Students

7	03.03.2020	2.00-3.00 pm	Dr S. Guna	Group Discussion	III B.A., Applied Tamil (Shift – I &II) Total -79 Students
8	04.03.2020	2.00-3.00 pm		Presentation Skills	III B.A., Applied Tamil (Shift – I &II) Total -79 Students

DEPARTMENT OF ENGLISH 2019-2020

NAME OF THE CAPABILITY ENHANCEMENT PROGRAM	DATE OF IMPLEMENTATION	NUMBER OF STUDENTS ENROLLED	NAME OF THE AGENCIES/ CONSULTANTS INVOLVED WITH CONTACT DETAILS
SOFT SKILLS	26. 02. 2020 TO 05.03.2020-	85	ENGLISH DEPARTMENT

SOFT SKILL DEVELOPMENT					
S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1.	26.02.2020	2.00 PM TO 3.00PM	K. Ponni	INTRODUCTION TO SOFT SKILLS	85
2.	27.02.2020	2.00 PM TO 3.00PM	A.Seethalakshmi	COMMUNICATION SKILLS	85
3.	28.02.2020	2.00 PM TO 3.00PM	A.Rani	TIME MANAGEMENT SKILLS	85

4.	29.02.2020	2.00 PM TO 3.00PM	N.Seetha	BODY LANGUAGE AND ETIQUETTES	85
5.	02.03.2020	2.00 PM TO 3.00PM	R.Seethalatchmi	GROUP DISCUSSION	85
6.	03.03.2020	2.00 PM TO 3.00PM	M.Gayathri	INTERVIEW SKILLS	85
7.	04.03.2020	2.00 PM TO 3.00PM	N. Kavitha	PREPARATION OF C.V AND PUBLIC SPEAKING SKILLS	85
8.	05.03.2020	2.00 PM TO 3.00PM	A.Pavithra	LEADERSHIP SKILLS AND INTERPERSONAL SKILLS	85

DEPARTMENT OF ECONOMICS 2019-2020

2019-2020			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	14.12.2019 - 23.12.2019	74	Economics Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	14.12.2019	P.NALRAJ	Communication Skills	III B.A.
2	15.12.2019		Presentation Skills	ECONOMICS 35
3	16.12.2019	Tmt.RM.MEYAMMAI	Group Discussion	III B.A., ECONOMICS 35
4	17.12.2019		Leadership Quality	
5	18.12.2019	Dr.S.INDRADEVI	Resume,Biodata,Curriculum vita	III B.A., ECONOMICS 12
6	21.12.2019		How to face Interview?	
8	23.12.2019		Presentation Skills	

DEPARTMENT OF MATHEMATICS 2019-2020

SOFT SKILL DEVELOPMENT 2019-2020

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	13.02.2020 to 25.02.2020	90	Mathematics Department

SOFT SKILL DEVELOPMENT

S.No	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	13.02.2020	2.00pm to 3.00 pm	Mrs.E.ELAVARASI	Communication Skills	III B.SC., MATHS-60 & II M.Sc., MATHS- 30 IN TOTAL - 90 STUDENTS
2	14.02.2020	2.00pm to 3.00 pm		Presentation Skills	
3	18.02.2020	2.00pm to 3.00 pm	Mrs.N.NEELAVATHY	Group Discussion	III B.SC., MATHS-60 & II M.Sc., MATHS- 30 IN TOTAL - 90 STUDENTS
4	19.02.2020	2.00pm to 3.00 pm		Leadership Quality	
5	20.02.2020	2.00pm to 3.00 pm	Mrs.K.INDUMATHI	Resume,Bio-data,Curriculum vitae	III B.SC., MATHS-60 & II M.Sc., MATHS- 30 IN TOTAL - 90 STUDENTS
6	21.02.2020	2.00pm to 3.00 pm		How to face Interview?	
7	24.02.2020	2.00pm to 3.00 pm	Mrs.R.ABIRAMI	Group Discussion	III B.SC., MATHS-60 & II M.Sc., MATHS- 30 IN TOTAL - 90 STUDENTS
8	25.02.2020	2.00pm to 3.00 pm		Presentation Skills	

DEPARTMENT OF PHYSICS 2019-2020

SOFT SKILL DEVELOPMENT

S.N O	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1.	12.02.2020	4.00 to 5.00 pm	DR. S.SARAVANAN	TROUBLE SHOUT AND DECISION MAKING	II B.Sc PHYSICS-31 III B.Sc PHYSICS-32, TOTAL - 63
2.	13.02.2020	4.00 to 5.00 pm	DR. N.SHANMUGAM	WORK WHILE YOU WORK PLAY WHILE YOU PLAY	II B.Sc PHYSICS-,31 III B.Sc PHYSICS-32, TOTAL - 63

DEPARTMENT OF PHYSICS SOFT SKILL DEVELOPMENT

2019- 2020

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
SOFT SKILL	12.02.2020 to 13.02.2020	63	PHYSICS DEPARTMENT

DEPARTMENT OF CHEMISTRY 2019-2020

2019-2020			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	21.02.2020- 03.03.2020	56	CHEMISTRY Department

SOFT SKILLS (UG& PG)

SL.NO	DATE/TIME	RESOURCE PERSON	TOPIC	NO.OF BENEFICIARY
1.	21.02.2020 1PM-3PM	Mrs.R.SUBHA	Definition hard skills & soft skills, attributes regarded as soft skills.	56
2	22.02.2020 1PM-3PM	Dr.M.CHITHRALEKHA	Know thyself process of knowing yourself, swot analysis	56
3	24.02.2020 1PM-3PM	Dr.S.CHITRA	Developing positive attitude values perception	56
4	25.02.2020 1PM-3PM	Dr.P.LATHA	Interpersonal relationships, team buildings (group dynamics) networking.	56
5	26.02.2020 1PM-3PM	Mrs.V.VITHYA	Communications skills , listening, speaking	56

6	27.02.2020 1PM-3PM	Dr.S.SANGEETHA	Reading, writing, writing e-mail, corporate skills.	56
7	28.02.2020 1PM-3PM	Dr.S.VEMBU	Body language, etiquette, good manners, time management.	56
8	29.02.2020 1PM-3PM	Mrs.K.KAVIMATHI	Stress management , tips for Stress management, selling self-job hunting	56
9	02.03.2020 1PM-3PM	Ms.B.THAVAMANI	Writing a resume or Cv cover letter, interview skills.	56
10	03.03.2020 1PM-3PM	MS.J.JAYASTRI	Group discussion , mock interview, career, planning, goal setting.	56

DEPARTMENT OF ZOOLOGY 2019-2020

SOFT SKILL DEVELOPMENT

2019-2020			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	21.02.2020 - 29.02.2020	39	Zoology Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	21.02.2020	Dr.V.VANITHA	Communication Skills	III B.SC.
2	22.02.2020		Presentation Skills	ZOOLOGY
3	24.02.2020	Dr.C.JEEVA SELVASUNDARI	Group Discussion	III B.SC., ZOOLOGY
4	25.02.2020		Leadership Quality	
5	26.02.2020	Dr.A.CHEZHIAN	Resume,Biodata,Curriculum vita	III B.SC., ZOOLOGY
6	27.02.2020		How to face Interview?	
7	28.02.2020	Dr.S.VAIRAMANI	Group Discussion	III B.SC., ZOOLOGY
8	29.02.2020		Presentation Skills	

DEPARTMENT OF COMPUTER SCIENCE 2019-20

(SOFT SKILLS)			
2019 - 2020			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies / consultants involved with contact details
Soft Skills	13.02.2020 to 25.02.2020	65	Computer Science Department

DEPARTMENT OF BIOCHEMISTRY 2019-2020

SOFT SKILL 2019-2020			
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	21.02.2020 - 29.02.2020	58	Biochemistry Department

SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	21.02.2020	Dr. R.VIDHYA	Communication Skills	III B.SC., Biochemistry -57 & II M.Sc., Biochemistry-23 in total – 80 students
2	22.02.2020		Presentation Skills	
3	24.02.2020	Dr.V.VENNILA	Group Discussion	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total – 80 students
4	25.02.2020		Leadership Quality	
5	26.02.2020	Dr.S. SUMATHI	Resume,Bio data,Curriculum vita	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total –
6	27.02.2020		How to face an Interview?	
7	28.02.2020	Mrs.P.K.M.ANUG EETHAM	Group Discussion	80 students III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total – 80 students
8	29.02.2020		Presentation Skills	




PRINCIPAL,
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 D.O Code No. CI 206



SOFT SKILL DEVELOPMENT

DEPARTMENT OF TAMIL 2020-21			
Name of the capacity enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft skills	17.02.2021 to 25.02.2021	63	Tamil department

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	Number of students Benefited
1	17.02.2021	2.00-3.00pm	Dr S. Vimala	CommunicationSkills	III B.A., Applied Tamil (Shift – I &II) Total -63 Students
2	18.02.2021	2.00-3.00 pm		PresentationSkills	
3	19.02.2021	2.00-3.00 pm	Dr.M.Mahal akshmi	Group Discussion	III B.A., Applied Tamil (Shift – I &II) Total -63 Students
4	20.02.2021	2.00-3.00 pm		Leadership Quality	
5	22.02.2021	2.00-3.00pm	Dr G. Kalaiyarasi	Resume, Biodata, Curriculam Vita	III B.A., Applied Tamil (Shift – I &II) Total -63 Students
6	23.02.2021	2.00-3.00pm		How to face interview	
7	24.02.2021	2.00-3.00pm	Dr S. Guna	Group Discussion	III B.A., Applied Tamil (Shift – I & II) Total -63 Students
8	25.02.2021	2.00-3.00pm		PresentationSkills	

DEPARTMENT OF ENGLISH 2020-21

NAME OF THE CAPABILITY ENHANCEMENT PROGRAM	DATE OF IMPLEMENTATION	NUMBER OF STUDENTS ENROLLED	NAME OF THE AGENCIES/ CONSULTANTS INVOLVED WITH CONTACT DETAILS
SOFT SKILLS	05.10.2020 TO 13.10.2020-	85	ENGLISH DEPARTMENT

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1.	05.10.2020	2.00 PM TO 3.00PM	K. Ponni	INTRODUCTION TO SOFT SKILLS	85
2.	06.10.2020	2.00 PM TO 3.00PM	A.Seethalakshmi	COMMUNICATION SKILLS	85
3.	07.10.2020	2.00 PM TO 3.00PM	A.Rani	TIME MANAGEMENT SKILLS	85
4.	08.10.2020	2.00 PM TO 3.00PM	N.Seetha	BODY LANGUAGE AND ETIQUETTES	85
5.	09.10.2020	2.00 PM TO 3.00PM	R.Seethalatch mi	GROUP DISCUSSION	85
6.	10.10.2020	2.00 PM TO 3.00PM	M.Gayathri	INTERVIEW SKILLS	85
7.	12.10.2020	2.00 PM TO 3.00PM	N. Kavitha	PREPARATION OF C.V AND PUBLIC SPEAKING SKILLS	85
8.	13.10.2020	2.00 PM TO 3.00PM	A.Pavithra	LEADERSHIP SKILLS AND INTERPERSONAL SKILLS	85

DEPARTMENT OF ECONOMICS 2020-21
SOFT SKILL DEVELOPMENT

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
Soft Skills	14.10.2020 - 23.10.2020	81	Economics Department

SOFT SKILL DEVELOPMENT

S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	14.10.2020	P.NALRAJ	Communication Skills	III B.A.
2	15.10.2020		Presentation Skills	ECONOMICS 35
3	16.10.2020	Tmt.R.M.MEYAMMAI	Group Discussion	III B.A., ECONOMICS 35
4	17.10.2020		Leadership Quality	
5	20.10.2020	Dr.S.INDRADEVI	Resume,Biodata,Curriculum vita	III B.A., ECONOMICS 12
6	21.10.2020		How to face Interview?	
8	23.10.2020		Presentation Skills	

SOFT SKILL DEVELOPMENT

S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	14.10.2020	P.NALRAJ	Communication Skills	III B.A.
2	15.10.2020		Presentation Skills	ECONOMICS 35
3	16.10.2020	Tmt.R.M.MEYAMMAI	Group Discussion	III B.A., ECONOMICS 35
4	17.10.2020		Leadership Quality	
5	20.10.2020	Dr.S.INDRADEVI	Resume,Biodata,Curriculum vita	III B.A., ECONOMICS 12
6	21.10.2020		How to face Interview?	
8	23.10.2020		Presentation Skills	

DEPARTMENT OF MATHEMATICS 2020-21

SOFT SKILL 2020-21

S.No	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	19.10.2020	2.00 pm to 4.00 pm	Dr.S.SUBBULAKSHMI	Group Discussion	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
2	20.10.2020	2.00 pm to 4.00 pm		Leadership Quality	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
3	21.10.2020	2.00 pm to 4.00 pm	Mrs.E.ELAVARASI	Communication Skills	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS
4	22.10.2020	2.00 pm to 4.00 pm		Presentation Skills	III B.SC., MATHS-60 & II M.Sc., MATHS-30 IN TOTAL - 90 STUDENTS

DEPARTMENT OF PHYSICS 2020-21

SOFT SKILL 2020-2021

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details
SOFT SKILL	12.02.2021 to 13.02.2021	72	PHYSICS DEPARTMENT

SOFT SKILL 2020-2021

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1.	11.02.2021	4.00 to 5.00 pm	DR.R.JUDITHKIRUBA	TIME MANAGEMENT HARD AND SOFT SKILL ,KNOWING YOUR SELF AND TEAM BUILDING	I M.Sc PHYSICS-,25 II M.Sc PHYSICS-18, RESEARCH SCHOLOUR- 30 TOTAL - 72
2.	13.02.2021	4.00 to 5.00 pm	PROF.JARVEWILSON	GOLAL SETTING,COMMUNICATI ON, RUSEME ,CV WRITIND AND VALUES	I M.Sc PHYSICS-,25 II M.Sc PHYSICS-18, RESEARCH SCHOLOUR-30 TOTAL - 72

DEPARTMENT OF CHEMISTRY 2020-21

NAME OF THE CAPABILITY ENHANCEMENT PROGRAM	DATE OF IMPLEMENTATION	NUMBER OF STUDENTS ENROLLED	NUMBER OF THE AGENCIES/CONSULTANTS INVOLVED WITH CONTACT DETAILS
SOFT SKILL	08.03.2021 TO 13.03.2021	58	CHEMISTRY DEPARTMENT

SOFT SKILL DEVELOPEMENT

S.NO	DATE	TIME	STAFF INCHARGE	TOPIC	NO. OF STUDENTS BENEFITED
1	08.03.2021	9am-10.30am	Mrs.R.Subha	POSITIVE ATTITUDE & MOTIVATION SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
2	08.03.2021	2pm-4pm	Dr.M.Chitralkha	ORGANIZATION SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
3	09.03.2021	9am-10.30am	Dr.S.Chitra	INTER PERSONAL RELATIONS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
4	09.03.2021	2pm- 4pm	Dr.P.Latha	INTERVIEW SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
5	10.03.2021	9am-10.30am	Mrs.V.Vithya	BODY LANGAGE & LIFE SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
6	10.03.2021	2pm- 4pm	Dr.S.SANGEETHA	PRESENTATION SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
7	11.03.2021	9am-10.30am	Dr.S.VEMBU	TIME MANAGEMENT SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
8	11.03.2021	2pm- 4pm	Mrs.M.KAVIMATHI	CREATIVITY SKILLS	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
9	12.03.2021	9am-10.30am	Mrs.B.THAVAMANI	MOCK INTERVIEW	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18
10	13.03.2021	9am-10.30am	Miss.J.JAYASRI	PREPARATION FOR CV	III B.Sc.,E/M-20,T/M-20,II M.Sc.,-18

DEPARTMENT OF ZOOLOGY 2020-21

2020-2021				
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details	
Soft Skills	08.02.2021-16.02.2021	41	Zoology Department	
SOFT SKILL DEVELOPMENT				
S.No	DATE	STAFF INCHARGE	TOPIC	NUMBER OF STUDENTS BENEFITED
1	08.02.2021	Dr.V.VANITHA	Communication Skills	III B.SC.
2	09.02.2021		Presentation Skills	ZOOLOGY
3	10.02.2021	Dr.C.JEEVA SELVASUNDARI	Group Discussion	III B.SC., ZOOLOGY
4	11.02.2021		Leadership Quality	
5	12.02.2021	Dr. M.MUTHULINGAM	Resume,Biodata,Curriculum vita	III B.SC., ZOOLOGY
6	13.02.2021		How to face Interview?	
7	15.02.2021	Dr. V.MANOHARAN	Group Discussion	III B.SC., ZOOLOGY
8	16.02.2021		Presentation Skills	

DEPARTMENT OF BIO-CHEMISTRY 2020-21

SOFT SKILL DEVELOPMENT

2020-2021				
Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details	
Soft Skills	08.02.2021-16.02.2021	53	Biochemistry Department	
SOFT SKILL DEVELOPMENT				
S.No	Date	Staff Incharge	Topic	Number of Students Benefited
1	08.02.2021	Dr. R. VIDHYA	Communication Skills	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total – 80 students
2	09.02.2021		Presentation Skills	
3	10.02.2021	Dr. V. VENNILA	Group Discussion	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total –80 students
4	11.02.2021		Leadership Quality	
5	12.02.2021	Dr.S. SUMATHI	Resume,Bio data,Curriculum vita	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total –80 students
6	13.02.2021		How to face Interview?	
7	15.02.2021	Mrs.P.K.M.ANUGEETHA	Group Discussion	III B.SC., Biochemistry-57 & II M.Sc., Biochemistry-23 in total – 80 students
8	16.02.2021		Presentation Skills	




PRINCIPAL,
 Dharmaparam Gnanambigai
 Government Arts College for Women
 Mayiladuthurai-609 001
 D.O Code No. CI 206



**Soft skill development centre in association with
Tamil Nadu State Council For Higher Education (Tansche), Chennai -05
2021-2022**

Dharmapuram Gnanambigai Govt. Arts College (W) was established by a committee of Philanthropists headed by Mr.Rangabhashyam IAS and Mr.T.V. Antony IAS in July 1967. It progressed, by introducing UG and PG courses subsequently, towards the objectives of Higher Education and provides quality education to the socio-economically backward section of the society. To ensure the quality, the defining element of Higher Education our college has been periodically assessed by the National Assessment and Accreditation council. In the III cycle re-accreditation of our college was awarded 'A' Grade in the academic year 2015 – 2016. The college Marches towards the mission of empowering women through Higher Education with 10 UG and 10 PG courses in Shift – I (Day session) and 6 UG courses in Shift – II (Evening session) and five departments are research centres.

- This program funded by TANSCHÉ
- This program continuously conducted for last eight academic years.
- Over all UG final year student: 754 students are attending this program
- This program coordinated by Dr.S. Anuradha, Assistant professor of history and Co Coordinated by Dr. R. Ida Malarselvi Assistant professor of Physics.

Objectives of this program:

- To provide an encouragement of academic excellence to develop human potential soft skills.
- To promote team spirit, social responsibility and value formation.
- To increase student participation in different activities to enhance their knowledge, skills and personality development.
- To generate guiding ambience towards women empowerment by which they become catalysts in all developmental processes within and outside the college campus.
- To achieve critical thinking and problem solving to improve the job opportunity
- To develop leadership skills, Interpersonal Skills, Communication Skills, Adaptability Skills, Time Management and Organization Skills for the final year UG students.

Invited trainers:

- Dr. V. L. Jayapaul, Assistant professor & head, Department of English, St.Joseph college (Autonomous), tiruchirappalli.
- Dr. M.S. Xavier Pradheep Singh, Assistant professor, Department of English, St.Joseph college (Autonomous), tiruchirappalli.
- Dr. D. Loyala Innaci, Assistant professor, Department of English, St.Joseph college (Autonomous), tiruchirappalli.
- Prof. Johnny Philip Elston Sturt, Assistant professor, Department of English, St.Joseph college (Autonomous), tiruchirappalli.



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**TAMILNADU STATE COUNCIL
FOR HIGHER EDUCATION**

Dr. S. Krishnasamy,
Member - Secretary

Lady Willingdon College Campus,
Kamarajar Salai, Chennai - 600 005.
Phone Off:(044) 2844 6486
2844 5570

Rc.No.2027/2022/B

27/5/22
To
Soft Skill
Dr. Anandha
Bharathi
5/2
Date: 24-05-2022

To
The Principal,
Dharmapuram Gnanambigai Government
Arts College for Women,
Mayiladuthurai - 609 001.

Sir/Madam,

9/5/2022
Sub: TANSCH - Recurring expenditure for Creation of Soft Skill Centres in
62 Government Colleges for the year 2021-22 - Sending of Demand
Draft - Reg.

- Ref: 1. G.O. (MS) No.5, Higher Education (H2) Dept. Dt.19-1-2013.
2. G.O.(Ms)No.111, Higher Education (H2) Dept. Dt.09-05-2016.
3. G.O.(D)No.187, Higher Education (H2) Dept. Dt.06-08-2021.
4. G.O.(D)No.290, Higher Education (H2) Dept. Dt.06-12-2021.

In the G.O. first and second cited above, the Government have accorded sanction to create Soft Skill Centres in 62 Government Colleges. The Government also sanctioned Rs.2 lakhs as seed money (non-recurring) and Rs.2.5 lakhs (recurring). Accordingly, 30 and 32 Soft Skill Centres were created in Government Colleges during the academic year 2013-14 and 2016-17.

In the G.O. 3rd and 4th cited above, the Government have sanctioned for Rs.1,55,00,000/- recurring expenditure for creation of soft skill centres in 62 Government Colleges for the year 2021-22. Now the Tamil Nadu State Council for Higher Education is releasing of Rs.2,50,000/- for each college for the year 2021-22.

I request you to follow the guidelines strictly to spend the amount. The receipt of the DD bearing No.130853343 dated: 05-04-2022 for Rs.2,50,000/- may be acknowledged with stamped receipt.

Dr. S. Krishnasamy
MEMBER SECRETARY

Encl.: 1. Demand Draft 2. Guidelines.



**SOFT SKILL DEVELOPMENT CENTRE, D.G GOVT ARTS COLLEGE
(W), MAYILADUTHURAI -609 001.**

Affiliated to Annamalai University, Annamalainagar, Tamil Nadu.

in association with

**TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION
(TANSCH), CHENNAI - 600 005.**



Cordially invites you for one day

SOFT SKILL DEVELOPMENT PROGRAMME (SSDP-2022)

About the Programme

SSDP 2022 would be an excellent event to bring together leading academic Soft skill trainers to exchange and share their experiences and current developments in Human resources. It is aimed to provide a premier-interdisciplinary platform to the under graduate students to meet and share cutting-edge in the field. This program also offers innovations, trends and concerns apart from the practical challenges encountered and solutions adopted in the development of the individuals.

Dates: 29th, August 2022.

Time:

10.00 a.m to 3.30 p.m

TRAINERS

Venue:

**Conference Hall, Open Auditorium
Soft Skill Centre & Research Centre**



Dr. V. L. Jayapaul,
Assistant Professor & Head,
Department of English, St.
Joseph's College (Autonomous),
Tiruchirappalli.

Dr. M. S. Xavier Pradheep Singh
Assistant Professor of English,
St. Joseph's College (Autonomous),
Tiruchirappalli



Dr. D. Loyola Innaci
Assistant Professor and Coordinator
Department of English, St. Joseph's
College (Autonomous),
Tiruchirappalli.

Prof. Johnny Philip Elston Sturt
Assistant Professor of English, St.
Joseph's College (Autonomous),
Tiruchirappalli.



Dr. D. Aravazhi
Principal



Dr. K. Ponni
Research Advisor, Associate
Professor & Head of the
Department of English.



Co-ordinator
Dr. S. Anuradha
Assistant Professor of History



Co-Coordinator
Dr. R. Ida Malarselvi
Assistant Professor of Physics

Programme Schedule

Day : 29.08.2022

- | | |
|------------|---|
| 10.00 a.m. | About the Programme
Dr. R. Ida Malarselvi
<i>Assistant Professor of Physics,
Co-coordinator</i> |
| 10.10 a.m. | Welcome Address
Dr. S. Anuradha
<i>Assistant Professor of History
Coordinator</i> |
| 10.20 a.m. | Presidential Address
Dr. D. Aravazhi,
<i>Principal</i> |
| 10.30 a.m. | Special Address
Dr. K. Ponni
<i>Research Advisor & Associate Professor &
Head of the Department of English</i> |
| 10.45 a.m. | Soft Skill Development Programme
Venue: Conference Hall
Dr. V. L. Jayapaul,
<i>Assistant Professor & Head,
Department of English</i> |
| | Soft Skill Development Programme
Venue: Open Auditorium
Dr. M. S. Xavier Pradheep Singh
<i>Assistant Professor of English</i> |
| | Soft Skill Development Programme
Venue: Research Centre
Dr. D. Loyola Innaci
<i>Assistant Professor and Coordinator
Department of English</i> |
| | Soft Skill Development Programme
Venue: Soft Skill Centre
Prof. Johnny Philip Elston Sturt
<i>Assistant Professor of English</i> |
| 3.00 p.m | Response from the Participants &
Faculty Feedback
Dr. N. Shanmugam
<i>Assistant Professor of Physics</i> |
| 3.15 p.m | Vote of Thanks
Dr. R. Seethalakshmi
<i>Assistant Professor of English</i> |

INVITATION LETTER

From

The Principal,
D. G. Government Arts College for Women,
(Affiliated to Annamalai University)
Mayiladuthurai – 609 001.

Dear Dr. V. L. Jayapaul,

We would like to invite you, on behalf of the Organizing Committee of the Soft Skill Development Programme (SSDP-2022) on 29.08.2022, to be a guest speaker, sharing your opinions about the soft skills development and its importance in the future of the individuals.

D. G. Government Arts College for Women, Affiliated to Annamalai University, Mayiladuthurai, is the nodal Soft Skill Centre for Tamil Nadu State Council for Higher Education (TANSICHE), Chennai. In association with St. Joseph's college (Autonomous), Tiruchirappalli, will create a platform to exchange ideas about the developing skills of individuals for Final year Under graduate students.

This forum will promote the collaboration between leading experts and trainers to share experience to extend the spirit of Soft skills and to further explore the possible influence of importance of developing personal skills.

We appreciate your skill development and invite you to share your ideas at this programme by directly addressing the participants as a guest speaker.

We hope that you will accept our invitation. We are looking forward to meeting you in Mayiladuthurai.



S. Suresh
PRINCIPAL,
Dharmapuram Guanambugai
Government Arts College for Women
Mayiladuthurai-609 001
D.O Code No. CI 206



TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION

D.G. GOVT.Arts College for women,

Mayiladuthurai-609001

TANCHE Amount spent Remuneration sanctioned -2,00,000

1.Internal Remuneration-	89,600
2. External Remuneration-	20,000
3. CO Co-ordinator -	5000
4. Preparation of Documentation-	5000
5. Overall Assessment-	2000
Total amount-	1,21,600

Remaining Amount 2,00,000- 1,21,600= 78,400

- 14 Classes as per the remaining amount, 8 classes to be conducted.
- Amount yet to be spend Rs.20,000 for Documentation and postal charge.

TANCHE Amount spent Remuneration sanctioned -25,000

1.Tonor & Stationaries -	17,000
2. Co-ordinator-	3,000
3. Overheads charges-	5,000
Total amount -	25,000

TANCHE Amount spent Remuneration sanctioned -25,000

1.Refreshment -	18,000 (for Staff & Students)
2. Hall arrangement -	2,000
3.Feedback -	786
Total amount -	20,786

*Total amount = Rs.2,50,000/-

R. Ida Malarselvi
Co Co-coordinator
14/9/2022

S. Anandhar
14/9/22
Co-coordinator

Dr. R. IDA MALARSELVI, Ph.D.
Research Supervisor & Convener,
Assistant Professor of Physics,
B.G. Govt. Arts College for Women
Mayiladuthurai-609001





கல்லூரி மாணவிகளுக்கு மென்திறன் மேம்பாட்டு பயிற்சி

மயிலாடுதுறை, ஆக 31: தமிழ்நாடு உயர்கல்வித் துறை மற்றும் தருமபுரம் ஞானாம்பிகை அரசு மகளிர் கலைக் கல்லூரி இணைந்து மென்திறன் மேம்பாட்டு பயிற்சியை 4 இடங்களில் அண்மையில் நடத்தின.

கல்லூரியின் மூன்றாம் ஆண்டு கலை மற்றும் அறிவியல் மாணவிகளின் மென்திறன் மேம்பாட்டுக்காக நடத்தப்பட்ட இப்பயிற்சியின் தொடக்கத்தில் கல்லூரி முதல்வர் (பொ) கே.பொன்னி, ஆங்கிலத்துறை இணைப் பேராசிரியர் அ.சித்தாலெஷ்மி ஆகியோர் தலைமை உரையாற்றினர். மென்திறன் மேம்பாட்டு ஒருங்கிணைப்பாளர் எஸ். அனுராதா வரவேற்றார்.

திருச்சி புனித ஜோசப் கல்லூரி ஆங்கிலத்துறையிலிருந்து வி.எல்.ஜெயபால், எம்.எஸ்.சேவியர் பிலிப் சிங், டி. லயோலா இனாச்சி, ஜானி பிலிப் எல்ஸ்டன் சர்ட் ஆகியோர் மென்திறன் மேம்பாட்டு பயிற்சியும், மூன்றாம் ஆண்டு மாணவிகளுக்கு பல்வகை பயிற்சியையும் அளித்தனர். நிறைவில் துணை பேராசிரியர் ஐடா மலர்செல்வி நன்றி கூறினார்.





List of Trainers for soft skill training programme

S.NO.	Name of the Trainer	Designation/Institution	Mobile Number
1.	Dr.N.SHANMUGAM	Assistant Professor of Physics	9500701609
2.	Mrs.R.SEETHALATCHMI	Assistant Professor of English	9789214277
3.	Dr.J.REJINAMARY	Guest Lecturer in Computer science	9047419384
4.	Dr.K.SHANKARGANESH	Assistant Professor of Botany	9965322912
5.	Mrs.R.SUBHA	Assistant Professor of Chemistry	9442976595
6.	Mrs.R.LATHA	Guest Lecturer in Commerce	6380024748
7.	Miss.CHARUMATHI	Guest Lecturer in English	6382218649
8.	Dr.D.MURUGAN	Associate professor of Economics	9976151767
9.	Mrs.S.ABARNA	Guest Lecturer in Computer science	9626605572
10.	Miss.AKILA	Guest Lecturer in Commerce	8248401595
11.	Mrs.P.K.M.ANUGEETHAM	Guest Lecturer in Biochemistry	9786659797
12.	Miss.S.ABINAYA	Guest Lecturer in English	9361885668
13.	Dr.T.SEZHIYAN	Associate Professor	9443183636
14.	Miss.S.SANGEETHA	Guest Lecturer in English	9943428389
15.	Mrs.S.PUNITHA	Guest Lecturer in Computer science	8248059828
16.	Dr.R.IDAMALARSELVI	Assistant Professor of Physics	9843352441
17.	Miss.S.SANGEETHA	Guest Lecturer in English	9943428389
18.	Dr.J.REJINAMARY	Guest Lecturer in Computer science	9047419384
19.	Miss.R.NEELAVENI	Guest Lecturer in English	7305265811
20.	Mrs.S.AMUDHAPRIYA	Guest Lecturer in English	9629964423
21.	Mrs.S.PUNITHA	Guest Lecturer in Computer science	8248059828
22.	Mrs.M.MAHESWARI	Guest Lecturer in Computer science	9715698446
23.	Mrs.S.ABARNA	Guest Lecturer in Computer science	9626605572
24.	Mrs.N.SARANYA	Guest Lecturer in Computer science	989406202
25.	Miss.S.ABINAYA	Guest Lecturer in English	9361885668
26.	Mrs.S.RADHIKA	Guest Lecturer in English	8124245801
27.	Miss.CHARUMATHI	Guest Lecturer in English	6382218649
28.	Mrs.J.S.CHITRA	Guest Lecturer in History	9788998114
29.	Mrs.R.LATHA	Guest Lecturer in Commerce	6380024748
30.	Miss.AKILA	Guest Lecturer in Computer science	8248401595
31.	Mrs.P.SAMUNDEESWARI	Guest Lecturer in Commerce	9600925385




PRINCIPAL,
 Dharmapuram Guanambigai
 Government Arts College for Women
 Mayiladuthurai-609 001
 D.O. Code No. CI 206



DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION SOFTSKILLS PROGRAMME

List of Students whose Attendance for soft skill training programme is above 80%

Class Conducted Dates: 24.07.2022, 25.07.2022, 30.07.2022, 01.08.2022, 02.08.2022, 03.08.2022, 04.08.2022, 11.08.2022, 12.08.2022, 29.08.2022, 30.08.2022, 02.09.2022, 03.09.2022, 05.09.2022, 06.09.2022, 07.09.2022, 08.09.2022, 09.09.2022.

S.NO.	Name of the student	Subject/Year	Mobile Number	EMAIL ID
1.	A. ARTHI	TAMIL/2020-2023	9677396861	aarthi.ma297@gmail.com
2.	S.AARTHI	TAMIL/2020-2023	9715734440	Aarthisankar@gmail.com
3.	M.ABARNA	TAMIL/2020-2023	9363068725	20uta03dggac@gmail.com
4.	K.AKALYA	TAMIL/2020-2023	8610660169	akalyakathalingam@gmail.com
5.	R.ANITHA	TAMIL/2020-2023	9159543454	anitharajama07@gmail.com
6.	D.BARANIKA	TAMIL/2020-2023	9025948001	Sathishsudha1024@gmail.com
7.	B.DEEPIKA	TAMIL/2020-2023	8270147870	bdeepi2003@gmail.com
8.	S.DHIVYA	TAMIL/2020-2023	7339149921	Divisivakumar20@gmail.com
9.	S. DIVYA	TAMIL/2020-2023	9566649814	
10.	B.GOWSALYA	TAMIL/2020-2023	9025285370	balaselvan0246@gmail.com
11.	S.JAYASRI	TAMIL/2020-2023	7695978327	Mohan3312105@gmail.com
12.	A.KARTHIKA	TAMIL/2020-2023	8300452842	arivazhakankarthika@gmail.com
13.	K.KAVIYA	TAMIL/2020-2023	8428058923	ganeshkgur@gmail.com
14.	S.KEERTHANA	TAMIL/2020-2023	7339282661	keerthanaselva@gmail.com
15.	S.KRISHNAPRIYA	TAMIL/2020-2023	6380091545	Skrishnapriya33@gmail.com
16.	R.MALAVIKA	TAMIL/2020-2023	9361192581	Malavikarajenderan12@gmail.com
17.	M.NIKITHA	TAMIL/2020-2023	9751598690	rrajesh100697@gmail.com
18.	R.PRIYADHARSHINI	TAMIL/2020-2023	8870731939	
19.	C.PRIYANKA	TAMIL/2020-2023	6380470837	priyankachinnadurai@gmail.com
20.	S.PRIYANKA	TAMIL/2020-2023	6374688610	Priyankasankar2973@gmail.com
21.	R.RANJANI	TAMIL/2020-2023	7904424715	ranjuramesh01@gmail.com
22.	R.SAKTHIPRIYA	TAMIL/2020-2023	7094821164	devendranrajendran43@gmail.com
23.	C.SANTHIYA	TAMIL/2020-2023	6381885715	Santhiyachanthiran05@gmail.com
24.	G.SANTHIYA	TAMIL/2020-2023	9344329377	Sowmiya039@gmail.com
25.	S.SARANYA	TAMIL/2020-2023	6374825758	Saranyasandhi03@gmail.com
26.	P.SARVINI	TAMIL/2020-2023	9585457088	sarpasupathy@gmail.com
27.	S.SATHIYAPRIYA	TAMIL/2020-2023	6383085007	Sathiyapriyasaminathan2000@gmail.com
28.	P.SINDHU	TAMIL/2020-2023	8903424279	Sinthusinthu42133@gmail.com
29.	S.SINDHUJA	TAMIL/2020-2023	9361934124	Sinthujasinthuja2003@gmail.com
30.	G.SOWMIYA	TAMIL/2020-2023	9344329377	Sowmiya039@gmail.com
31.	J.SOWMIYA	TAMIL/2020-2023	9360823611	Sowmiyajeebji2003@gmail.com
32.	S.SUMETHA	TAMIL/2020-2023	9159735187	Sumetha31703@gmail.com
33.	P.THANGAKALYANI	TAMIL/2020-2023	9361730254	Thangam2003@gmail.com
34.	A.THENMOZHI	TAMIL/2020-2023	9345656607	thenmozhia2308@gmail.com
35.	D.THIRISHA	TAMIL/2020-2023	9025590443	thrishada37@gmail.com
36.	S.UMAMAHESWARI	TAMIL/2020-2023	8870497787	Prajasekaran523@gmail.com
37.	V.USHA	TAMIL/2020-2023	6384713673	Ushavelmurugan73@gmail.com
38.	M.VAISHNAVI	TAMIL/2020-2023	9361281862	Vaishnavimurugan37@gmail.com
39.	J.VIJAYALAKSHMI	TAMIL/2020-2023	8838908576	Vijayalakshmiaganathan42@gmail.com
40.	M.VIJAYALAKSHMI	TAMIL/2020-2023	8015347580	Vijayalakshmi07092001@gmail.com
41.	B.AARTHI	TAMIL/2020-2023	9095996790	baarthi2020@gmail.com
42.	S.AARTHI	TAMIL/2020-2023	8220773036	barthiaarathi7186@gmail.com
43.	B.ABIRAMI	TAMIL/2020-2023	7904533220	abiramibalu12345kodialam@gmail.com
44.	R.ABIRAMI	TAMIL/2020-2023	9344214199	abiramikalaiarasi@gmail.com
45.	B.ABITHA	TAMIL/2020-2023	8883444122	Abithab2003@gmail.com

46.	A.AGANTHIYA	TAMIL/2020-2023	7904976615	aaganthiya@gmail.com
47.	S.AKILA	TAMIL/2020-2023	9443873738	9443873738@gmail.com
48.	A.ANISHA	TAMIL/2020-2023	6382092020	anishaanandraj@gmail.com
49.	B.ANUSUYA	TAMIL/2020-2023	9003856829	anusyaanusuya702@gmail.com
50.	A.ARCHANA	TAMIL/2020-2023	9092820036	archanaanantha@gmail.com
51.	K.ASHA	TAMIL/2020-2023	6369728875	kavik8252@gmail.com
52.	K.BHAWADHARANI	TAMIL/2020-2023	9884393901	bbavadharani54@gmail.com
53.	K.DEEPIKA	TAMIL/2020-2023	8778436979	divya84852@gmail.com
54.	S.HARINI	TAMIL/2020-2023	6381824648	bboyabinash@gmail.com
55.	M.JAYAPRIYA	TAMIL/2020-2023	8878162578	Jayapriyap755@gmail.com
56.	M.JAYASRI	TAMIL/2020-2023	8110983548	Subasrisubasri1998@gmail.com
57.	N.KALAISELVI	TAMIL/2020-2023	9047635018	Kalaiselvin9@gmail.com
58.	K.KALKI	TAMIL/2020-2023	9363422173	karunanithiarchage@gmail.com
59.	S.KANIMOZHI	TAMIL/2020-2023	9751441173	Kanishanmugam03@gmail.com
60.	K.KANISHA	TAMIL/2020-2023	9943426047	kavkanisha@gmail.com
61.	C.MATHUMATHI	TAMIL/2020-2023	9123531040	madhumathi@gmail.com
62.	M.MALINI	TAMIL/2020-2023	6380216924	bsarathi730@gmail.com
63.	S.MANIMOZHI	TAMIL/2020-2023	9751441173	manikowsalya2307@gmail.com
64.	V.MANIYAMMAL	TAMIL/2020-2023	8056527120	mariyammalj05@gmail.com
65.	M.MEEENATCHI	TAMIL/2020-2023	6381660712	meenachimeena73@gmail.com
66.	R.NITHYASRI	TAMIL/2020-2023	7373131441	nithiyasri87@gmail.com
67.	P.PAVITHRA	TAMIL/2020-2023	9486018036	keerthinauya@gmail.com
68.	K.PRIYADHARSHINI	TAMIL/2020-2023	6369266706	kpriyadharshini2020@gmail.com
69.	K.PRIYANKA	TAMIL/2020-2023	7806983885	kp477233@gmail.com
70.	M.PRIYANKA	TAMIL/2020-2023	9025362489	priyanka909538@gmail.com
71.	S.RAJESWARI	TAMIL/2020-2023	8248459759	Samyrajeswari7@gmail.com
72.	S.SARANYA	TAMIL/2020-2023	8610422007	Saranya16062003@gmail.com
73.	S.SATHYA	TAMIL/2020-2023	8608238960	sathyasabanayagam@gmail.com
74.	S.SUBASRI	TAMIL/2020-2023	9943251139	subasri2020@gmail.com
75.	E.SUGANTHI	TAMIL/2020-2023	6382198260	ss2268373@gmail.com
76.	J.SWETHA	TAMIL/2020-2023	9943203324	Jswetha137@gmail.com
77.	M.VAISHNAVI	TAMIL/2020-2023	7695840268	vaishnavimathi26@gmail.com
78.	R.VINITHA	TAMIL/2020-2023	8098750437	rajkumarivanitha925@gmail.com
79.	S.VINOTHINI	TAMIL/2020-2023	8754300180	vinithini26062003@gmail.com
80.	B.AARTHI	ENGLISH/2020-2023	8523905838	20uen01dggac@gmail.com
81.	k.AARTHI	ENGLISH/2020-2023	8870872842	20uen02dggac@gmail.com
82.	k.ABIRAMI	ENGLISH/2020-2023	8270502967	20uen03dggac@gmail.com
83.	P.AGALYA	ENGLISH/2020-2023	9159379257	20uen05dggac@gmail.com
84.	R.AKSHAYA	ENGLISH/2020-2023	9500946192	20uen06dggac@gmail.com
85.	S.AMUTHAVALL	ENGLISH/2020-2023	6382850537	20uen07dggac@gmail.com
86.	S.ANANDHAVALLI	ENGLISH/2020-2023	9994220864	20uen08dggac@gmail.com
87.	S.ANUPRIYA	ENGLISH/2020-2023	9597176458	20uen09dggac@gmail.com
88.	A. ANUSUYA	ENGLISH/2020-2023	6374275804	20uen10dggac@gmail.com
89.	S.ARCHANA	ENGLISH/2020-2023	9025702667	20uen11dggac@gmail.com
90.	M.BOOMA	ENGLISH/2020-2023	8525943961	20uen13dggac@gmail.com
91.	B.DHIVYA	ENGLISH/2020-2023	9751826405	20uen15dggac@gmail.com
92.	J. DIVYA	ENGLISH/2020-2023	6385722811	20uen16dggac@gmail.com
93.	K.EVANJALINSINDHIYA	ENGLISH/2020-2023	9566502840	20uen17dggac@gmail.com
94.	M.INIYA	ENGLISH/2020-2023	9600768715	20uen18dggac@gmail.com
95.	E.JANANI	ENGLISH/2020-2023	9585019175	20uen19dggac@gmail.com
96.	P.KARTHIGA	ENGLISH/2020-2023	6379718176	20uen20dggac@gmail.com
97.	B.KARTHIKA	ENGLISH/2020-2023	8667543382	20uen21dggac@gmail.com
98.	R.KAVIYA	ENGLISH/2020-2023	9994088155	20uen22dggac@gmail.com
99.	KLAVANYA	ENGLISH/2020-2023	9360103430	20uen23dggac@gmail.com
100.	M.MOHANAVALLI	ENGLISH/2020-2023	8608296772	20uen24dggac@gmail.com
101.	M.NADEESWARI	ENGLISH/2020-2023	6379130953	20uen25dggac@gmail.com
102.	C.POOJA	ENGLISH/2020-2023	7010323347	20uen27dggac@gmail.com
103.	R.PREETHA	ENGLISH/2020-2023	8098157401	20uen28dggac@gmail.com
104.	R.RANJANI	ENGLISH/2020-2023	7708060455	20uen29dggac@gmail.com
105.	ARESHNA	ENGLISH/2020-2023	9487119626	20uen30dggac@gmail.com
106.	V.REVATHY	ENGLISH/2020-2023	9384239535	20uen31dggac@gmail.com
107.	A.RIZWANABANU	ENGLISH/2020-2023	9843429993	20uen33dggac@gmail.com

108.	S.SAROJENE	ENGLISH/2020-2023	9894568311	20uen34dggac@gmail.com
109.	M.SHAHINSHIFANA	ENGLISH/2020-2023	9894568311	20uen35dggac@gmail.com
110.	G.SNEGA	ENGLISH/2020-2023	6384751467	20uen36dggac@gmail.com
111.	G-SONMIYA	ENGLISH/2020-2023	9159325733	20uen37dggac@gmail.com
112.	M.SUGANTHIRANI	ENGLISH/2020-2023	9344208863	20uen38dggac@gmail.com
113.	S.SUJITHA	ENGLISH/2020-2023	9865532847	20uen39dggac@gmail.com
114.	M.SUVITHA	ENGLISH/2020-2023	9361949090	20uen40dggac@gmail.com
115.	R.SWETHA	ENGLISH/2020-2023	9788199182	20uen41dggac@gmail.com
116.	V.SWETHA	ENGLISH/2020-2023	9786998580	20uen42dggac@gmail.com
117.	P.TAMILINBA	ENGLISH/2020-2023	8940727446	20uen43dggac@gmail.com
118.	S.THIRISHA	ENGLISH/2020-2023	8667456967	20uen44dggac@gmail.com
119.	R.UMALESHARI	ENGLISH/2020-2023	9360490790	20uen45dggac@gmail.com
120.	M.VEMBU	ENGLISH/2020-2023	9787650693	20uen49dggac@gmail.com
121.	K.VISITHRA	ENGLISH/2020-2023	9976665190	20uen50dggac@gmail.com
122.	R.Ajitha	ENGLISH/2020-2023	9585702756	20uen51dggac@gmail.com
123.	I.Abinaya	ENGLISH/2020-2023	6374830480	20uen52dggac@gmail.com
124.	R.Abinaya(27.02.2002)	ENGLISH/2020-2023	8056895591	20uen54dggac@gmail.com
125.	B.Bhairavi	ENGLISH/2020-2023	9597083533	20uen55dggac@gmail.com
126.	E.Bawthorniya	ENGLISH/2020-2023	3655906401	20uen56dggac@gmail.com
127.	K.Gayathirivalli	ENGLISH/2020-2023	9585766460	20uen57dggac@gmail.com
128.	V.Gayathri	ENGLISH/2020-2023	9626825981	20uen58dggac@gmail.com
129.	N.Godhavari	ENGLISH/2020-2023	7708585983	20uen59dggac@gmail.com
130.	M.Ishwarya	ENGLISH/2020-2023	7708246415	20uen60dggac@gmail.com
131.	S.Jansi	ENGLISH/2020-2023	9597839732	20uen61dggac@gmail.com
132.	C.Karthika	ENGLISH/2020-2023	9865674894	20uen62dggac@gmail.com
133.	R.Kirubanithi	ENGLISH/2020-2023	7806965038	20uen65dggac@gmail.com
134.	M.Mathumitha	ENGLISH/2020-2023	8526868755	20uen66dggac@gmail.com
135.	G.Mahalakshmi	ENGLISH/2020-2023	7810015767	20uen67dggac@gmail.com
136.	K.Mahalakshmi	ENGLISH/2020-2023	9952883043	20uen68dggac@gmail.com
137.	S.Mahalakshmi	ENGLISH/2020-2023	8940881096	20uen69dggac@gmail.com
138.	K.Praveena	ENGLISH/2020-2023	6382436562	20uen70dggac@gmail.com
139.	R.Ramya	ENGLISH/2020-2023	9655759747	20uen71dggac@gmail.com
140.	c.Sangavi	ENGLISH/2020-2023	7339198085	20uen72dggac@gmail.com
141.	V.Sangeetha	ENGLISH/2020-2023	6384869214	20uen73dggac@gmail.com
142.	P.Santhoshini	ENGLISH/2020-2023	9786394361	20uen74dggac@gmail.com
143.	S.Sathana	ENGLISH/2020-2023	9566869059	20uen75dggac@gmail.com
144.	K.Selvabharathi	ENGLISH/2020-2023	9629751103	20uen76dggac@gmail.com
145.	M.Sneha	ENGLISH/2020-2023	9626128926	20uen77dggac@gmail.com
146.	S.Suruthika	ENGLISH/2020-2023	9360783709	20uen78dggac@gmail.com
147.	ESuwetha	ENGLISH/2020-2023	6385758593	20uen79dggac@gmail.com
148.	AARTHI.K	HISTORY2020-2023	9943797768	aarthi20uhi41@gmail.com
149.	ANANYA.V	HISTORY2020-2023	9361270430	ananyav20uhi42@gmail.com
150.	ARTHI.N	HISTORY2020-2023	9387481414	arthin20uhi43@gmail.com
151.	BUVANESHWARI.P	HISTORY2020-2023	9600476077	buvana20uhi44@gmail.com
152.	ELAYABHARATHI.M	HISTORY2020-2023	8760099605	elayabharathi20uhi45@gmail.com
153.	EZHILARASI.A	HISTORY2020-2023	9788981544	ezhilarasi20uhi46@gmail.com
154.	FAIROSEBANU.H	HISTORY2020-2023	9442820045	fairrosebanu20uhi47@gmail.com
155.	HEMALATHA.C	HISTORY2020-2023	9655833039	hemalatha20uhi48@gmail.com
156.	ISHWARYA.S	HISTORY2020-2023	7639994077	iswarya20uhi49@gmail.com
157.	ISWARYA.S	HISTORY2020-2023	8825624521	iswarya20uhi51@gmail.com
158.	JANSI. J	HISTORY2020-2023	7530038651	jansipiter20uhi52@gmail.com
159.	KALAIYARASI.K	HISTORY2020-2023	6379808093	kalaiyarasi20uhi54@gmail.com
160.	KANISHA.B	HISTORY2020-2023	9688560828	kanisha20uhi56@gmail.com
161.	KAVIPRIYA.R	HISTORY2020-2023	9786858597	kavipriya20uhi57@gmail.com
162.	KAVIYA.S	HISTORY2020-2023	8526820721	kaviyasridhar20uhi58@gmail.com
163.	LAVANYA.T	HISTORY2020-2023	9361263899	avamuat20uhi59@gmail.com
164.	MATHUMITHA.R	HISTORY2020-2023	7826894932	mathumitha20uhi60@gmail.com
165.	NISHANTHI.M	HISTORY2020-2023	9524684784	nishanthim20uhi61@gmail.com

166.	NIVETHA.S	HISTORY2020-2023	7604841967	nivethas20uhi62@gmail.com
167.	PRIYA.B	HISTORY2020-2023	9080122707	priya20uhi63@gmail.com
168.	PRIYADHARSHINI.S	HISTORY2020-2023	9659257741	priyadharshini20uhi64@gmail.com
169.	RAJAKALA.R	HISTORY2020-2023	8610654808	rajakala20uhi65@gmail.com
170.	RENUKAPARAMESHWARI.K	HISTORY2020-2023	8754739041	rrenuka20uhi67@gmail.com
171.	SANTHIYA.S	HISTORY2020-2023	8778012970	santhiya20uhi68@gmail.com
172.	SARANYA.J	HISTORY2020-2023	7904028068	saranya20uhi69@gmail.com
173.	SARANYA.S	HISTORY2020-2023	9626021435	saranya20uhi70@gmail.com
174.	SASI.S	HISTORY2020-2023	6384269134	sasi20uhi71@gmail.com
175.	SINDUJA.A	HISTORY2020-2023	9159951229	sinduja20uhi72@gmail.com
176.	SUBASRI.V	HISTORY2020-2023	7397730315	subasri20uhi73@gmail.com
177.	SUGANYA.S	HISTORY2020-2023	8270369286	suganya20uhi74@gmail.com
178.	THAMIZHARASI.P	HISTORY2020-2023	6374630911	thamizharasi20uhi75@gmail.com
179.	VANISRI. B	HISTORY2020-2023	9994662469	vanisri20uhi76@gmail.com
180.	VARSHA.E	HISTORY2020-2023	9751797887	varsha20uhi77@gmail.com
181.	VETRISSELVI.S	HISTORY2020-2023	9488342967	vetriselvi20uhi77@gmail.com
182.	VIJAYASRI.K	HISTORY2020-2023	8072049097	vijayasri20uhi78@gmail.com
183.	VINOTHA.S	HISTORY2020-2023	7826803808	vinatha20uhi79@gmail.com
184.	ABARNA.D	HISTORY2020-2023	7094383732	abarna20UHIO1@gmail.com
185.	ABI.B	HISTORY2020-2023	9976520521	abi20UHIO2@gmail.com
186.	ABISHA.S	HISTORY2020-2023	8608202270	abisha20UHIO3@gmail.com
187.	AKALYA.S	HISTORY2020-2023	7397613353	akalya20UHIO4@gmail.com
188.	ANJANADEVI.K	HISTORY2020-2023	6379175142	anjanadevi20UHIO5@gmail.com
189.	ARIVAZHAKI.A	HISTORY2020-2023	9361473834	arivazhaki20UHIO6@gmail.com
190.	DAYONA.A	HISTORY2020-2023	9361553914	dayona20UHIO9@gmail.com
191.	DELPHINMARY.V	HISTORY2020-2023	8940875030	delpainmery20UHIO10@gmail.com
192.	ISHWARYA.S	HISTORY2020-2023	7339561770	ishwarya20UHIO13@gmail.com
193.	KALAIVANI.K	HISTORY2020-2023	9751710348	kalaivani20UHIO14@gmail.com
194.	KALPANA.S	HISTORY2020-2023	9150823857	kalpana20UHIO15@gmail.com
195.	KEERTHIKA.G	HISTORY2020-2023	8610103834	keerthika20UHIO16@gmail.com
196.	LAKSHMI.K	HISTORY2020-2023	7010540070	lakshmi20UHIO17@gmail.com
197.	LAKSHMI.R	HISTORY2020-2023	7094657578	lakshmir20UHIO18@gmail.com
198.	MALARKODI.S	HISTORY2020-2023	6374364644	malarkodi20UHIO19@gmail.com
199.	MANIMEKALAI.K	HISTORY2020-2023	8220287665	manimekalai20UHIO20@gmail.com
200.	NIVETHA. T	HISTORY2020-2023	8526845573	nivetha20UHIO21@gmail.com
201.	PARVATHI.B	HISTORY2020-2023	9942364149	parvathi20UHIO22@gmail.com
202.	PRAVEENA.S	HISTORY2020-2023	6382500358	praveena20UHIO23@gmail.com
203.	PREETHA.G	HISTORY2020-2023	8015391445	preetha20UHIO24@gmail.com
204.	PREETHI.V	HISTORY2020-2023	8072882506	preethi20UHIO25@gmail.com
205.	PRIYADHARSHINI.S	HISTORY2020-2023	9524966434	priyadharshini20UHIO26@gmail.com
206.	RAJARAJESWARIB	HISTORY2020-2023	9384904731	rajaraheswari20UHIO27@gmail.com
207.	RAJESWARI.G	HISTORY2020-2023	8870123311	rajeswari20UHIO28@gmail.com
208.	SANGAVI.P	HISTORY2020-2023	9025903607	sangavi20UH130@gmail.com
209.	SIVARANJANI.R	HISTORY2020-2023	8098558298	saivaranjani20UHIO30@gmail.com
210.	SOWNTHARYA.S	HISTORY2020-2023	8438016493	soudariya20UHIO33@gmail.com
211.	SUBA.R	HISTORY2020-2023	7530051603	suba20UHIO3@gmail.com
212.	SUBALAKSHMI.D	HISTORY2020-2023	9003825504	subalakshmid20UHIO35@gmail.com
213.	SUBALALAKSHI.S	HISTORY2020-2023	9659876668	subalakshmis20UHIO36@gmail.com
214.	SUMATHI.S	HISTORY2020-2023	8610342605	sumathi20UHIO37@gmail.com

215.	SWATHI.S	HISTORY2020-2023	6374653612	swathi20UHI038@gamil.com
216.	THENMOZHI.B	HISTORY2020-2023	7812876890	thenmozhi20UHI39@gamil.com
217.	VANISRI. E	HISTORY2020-2023	9360744830	vanisri20uhi76@gmail.com
218.	AARTHIR.R	ECONOMICS/2020-2023	8438350949	20UECO1dggac@gmail.com
219.	ABERAME G.K	ECONOMICS/2020-2023	7695976940	20UECO2dggac@gmail.com
220.	ABINAYA.A	ECONOMICS/2020-2023	6382979854	20UECO3dggac@gmail.com
221.	AKALYA.A	ECONOMICS/2020-2023	7871261843	20UECO4dggac@gmail.com
222.	ANUSUYA.R	ECONOMICS/2020-2023	8438360676	20UECO5dggac@gmail.com
223.	HARINI.R	ECONOMICS/2020-2023	8940661036	20UECO9dggac@gmail.com
224.	KALAIVANI.K	ECONOMICS/2020-2023	9942568272	20UEC10dggac@gmail.com
225.	KAVIDHARSHINI.N	ECONOMICS/2020-2023	8807872508	20UEC12dggac@gmail.com
226.	MAHASAKTHI.V	ECONOMICS/2020-2023	9360835623	20UEC14dggac@gmail.com
227.	MAHESWARIM	ECONOMICS/2020-2023	6384614559	20UEC15dggac@gmail.com
228.	MEGALA.S	ECONOMICS/2020-2023	7904114436	20UEC17dggac@gmail.com
229.	PAVATHARANI.K	ECONOMICS/2020-2023	6374425139	20UEC18dggac@gmail.com
230.	PRIYADHARSHINI.G	ECONOMICS/2020-2023	7094709137	20UEC20dggac@gmail.com
231.	PRIYANKA.S	ECONOMICS/2020-2023	8270159407	20UEC21dggac@gmail.com
232.	RANJANI.S	ECONOMICS/2020-2023	9092078249	20UEC23dggac@gmail.com
233.	RESHMABEGUM.S	ECONOMICS/2020-2023	7010651830	20UEC25dggac@gmail.com
234.	SARMI.M	ECONOMICS/2020-2023	971570523	20UEC26dggac@gmail.com
235.	SINDHU.B	ECONOMICS/2020-2023	8524952734	20UEC27dggac@gmail.com
236.	SNEHA.V	ECONOMICS/2020-2023	7397008935	20UEC28dggac@gmail.com
237.	THENMOZHI.K	ECONOMICS/2020-2023	9600389731	20UEC29dggac@gmail.com
238.	VAISHNAVI.R	ECONOMICS/2020-2023	9360808551	20UEC30dggac@gmail.com
239.	VANATHI.M	ECONOMICS/2020-2023	8072483112	20UEC31dggac@gmail.com
240.	VARSHA.V	ECONOMICS/2020-2023	7639826541	20UEC32dggac@gmail.com
241.	VICHITRA.B	ECONOMICS/2020-2023	8668102827	20UEC34dggac@gmail.com
242.	VINOTHINI.S	ECONOMICS/2020-2023	7373213245	20UEC36dggac@gmail.com
243.	VISHNUPRIYANKA.B	ECONOMICS/2020-2023	9003873542	20UEC38dggac@gmail.com
244.	VITHYA.S	ECONOMICS/2020-2023	9585754756	20UEC39dggac@gmail.com
245.	YASOTHA.A	ECONOMICS/2020-2023	7604947836	20UEC40dggac@gmail.com
246.	M.ABARNA	ECONOMICS/2020-2023	6381540578	20UEC42dggac@gmail.com
247.	K.ABINAYA	ECONOMICS/2020-2023	9626387059	20UEC44dggac@gmail.com
248.	K.ABINAYA	ECONOMICS/2020-2023	7200686309	20UEC43dggac@gmail.com
249.	S.AKSHAYA	ECONOMICS/2020-2023	9750093615	20UEC45dggac@gmail.com
250.	K.DHARANI	ECONOMICS/2020-2023	9361058220	20UEC48dggac@gmail.com
251.	A.GAYATHRI	ECONOMICS/2020-2023	9843328829	20UEC50dggac@gmail.com
252.	M.Y.INDUJA	ECONOMICS/2020-2023	9092968473	20UEC51dggac@gmail.com
253.	R.JAYALAKSHMI	ECONOMICS/2020-2023	9943634611	20UEC52dggac@gmail.com
254.	S.KAVIYABARANI	ECONOMICS/2020-2023	9384346965	20UEC54dggac@gmail.com
255.	S.KEERTHANA	ECONOMICS/2020-2023	9361992044	20UEC56dggac@gmail.com
256.	M.KEERTHIGA	ECONOMICS/2020-2023	8012767833	20UEC57dggac@gmail.com
257.	M.KEERTHIKA	ECONOMICS/2020-2023	9842483349	20UEC59dggac@gmail.com
258.	S.KEERTHIKA	ECONOMICS/2020-2023	9786197494	20UEC58dggac@gmail.com
259.	R.LAKSHAYA	ECONOMICS/2020-2023	8098568137	20UEC60dggac@gmail.com
260.	R.LAVANYA	ECONOMICS/2020-2023	6385276003	20UEC61dggac@gmail.com
261.	T.MANISHA	ECONOMICS/2020-2023	8124371483	20UEC62dggac@gmail.com
262.	APAVITHRA	ECONOMICS/2020-2023	9789292047	20UEC63dggac@gmail.com
263.	P.PAVITHRA	ECONOMICS/2020-2023	6383133913	20UEC64dggac@gmail.com

264.	K.RAJESWARI	ECONOMICS/2020-2023	7395847683	20UEC66dggac@gmail.com
265.	KSANGAVI	ECONOMICS/2020-2023	6379718936	20UEC68dggac@gmail.com
266.	SATHIYAPRIYA	ECONOMICS/2020-2023	7598867906	20UEC69dggac@gmail.com
267.	S.SHANMUGAVALLI	ECONOMICS/2020-2023	9894835791	20UEC70dggac@gmail.com
268.	SIVANESHWARI.S	ECONOMICS/2020-2023	9363438615	20UEC71dggac@gmail.com
269.	K.SNEHA	ECONOMICS/2020-2023	8098379011	20UEC72dggac@gmail.com
270.	S.SOWMIYA	ECONOMICS/2020-2023	8870223809	20UEC73dggac@gmail.com
271.	N.SUNDARI	ECONOMICS/2020-2023	9791112018	20UEC75dggac@gmail.com
272.	R.SUVATHI	ECONOMICS/2020-2023	9159275732	20UEC76dggac@gmail.com
273.	S.SWETHA	ECONOMICS/2020-2023	8940820787	20UEC80dggac@gmail.com
274.	M.THAMARAI	ECONOMICS/2020-2023	6393381049	20UEC78dggac@gmail.com
275.	A.VINISHA	ECONOMICS/2020-2023	9159700746	20UEC79dggac@gmail.com
276.	ABINAYA.K	ECONOMICS/2020-2023	639141964	20uec81dggac@gmail.com
277.	ABINAYA.M	ECONOMICS/2020-2023	9786488424	20uec82dggac@gmail.com
278.	ABINAYA.T	ECONOMICS/2020-2023	9787367319	20uec83dggac@gmail.com
279.	ABIYASRI.J	ECONOMICS/2020-2023	9361734349	20uec84dggac@gmail.com
280.	ABIRAMI.M	ECONOMICS/2020-2023	8838657620	20uec85dggac@gmail.com
281.	AGASTHIYA.S	ECONOMICS/2020-2023	8668034318	20uec86dggac@gmail.com
282.	ARCHANA.C	ECONOMICS/2020-2023	9786734274	20uec88dggac@gmail.com
283.	ARCHANA.M	ECONOMICS/2020-2023	8807553496	20uec89dggac@gmail.com
284.	ASMITHA.B	ECONOMICS/2020-2023	9025936280	20uec90dggac@gmail.com
285.	ASWATHIT	ECONOMICS/2020-2023	9894792131	20uec91dggac@gmail.com
286.	BUVANESHWARI.M	ECONOMICS/2020-2023	9843475647	20uec93dggac@gmail.com
287.	BRUNDHA.R	ECONOMICS/2020-2023	8870552477	20uec94dggac@gmail.com
288.	DEVI.R	ECONOMICS/2020-2023	9600636638	20uec95dggac@gmail.com
289.	DEVIKA.V	ECONOMICS/2020-2023	7558114074	20uec96dggac@gmail.com
290.	ENBA.G	ECONOMICS/2020-2023	8870609618	20uec97dggac@gmail.com
291.	JAYAVANI.B	ECONOMICS/2020-2023	9751679718	20uec98dggac@gmail.com
292.	JENITHA.J	ECONOMICS/2020-2023	7708058745	20uec99dggac@gmail.com
293.	JOTHIKAR	ECONOMICS/2020-2023	6374358175	20uec100dggac@gmail.com
294.	KAYALVIZHI.M	ECONOMICS/2020-2023	6384230127	20uec101dggac@gmail.com
295.	LAKSHMI.V	ECONOMICS/2020-2023	7845016603	20uec102dggac@gmail.com
296.	MALINI.E	ECONOMICS/2020-2023	9786180309	20uec103dggac@gmail.com
297.	MANJU.M	ECONOMICS/2020-2023	7094155212	20uec104dggac@gmail.com
298.	MOHANAMBAL.M	ECONOMICS/2020-2023	9787650593	20uec105dggac@gmail.com
299.	PRIYANGA.K	ECONOMICS/2020-2023	8098165034	20uec106dggac@gmail.com
300.	SHARMILA.A	ECONOMICS/2020-2023	6381005509	20uec107dggac@gmail.com
301.	SUBASHINI.V	ECONOMICS/2020-2023	8667262379	20uec109dggac@gmail.com
302.	SUSHMITHA.M	ECONOMICS/2020-2023	8838387158	20uec110dggac@gmail.com
303.	SWETHA.B	ECONOMICS/2020-2023	8270110676	20uec111dggac@gmail.com
304.	SWETHA.S	ECONOMICS/2020-2023	8056842609	20uec112dggac@gmail.com
305.	VAISHNAVI.R	ECONOMICS/2020-2023	8838930061	20uec113dggac@gmail.com
306.	VETRISELVI.M	ECONOMICS/2020-2023	9360588323	20uec114dggac@gmail.com
307.	VINOTHINI.M	ECONOMICS/2020-2023	8489408580	20uec115dggac@gmail.com
308.	ABINAYA.A	MATHS/2020-2023	7904864067	20uma01dggac@gmail.com
309.	ANITHA.S	MATHS/2020-2023	6384361935	20uma02dggac@gmail.com
310.	ANUSUYA.K	MATHS/2020-2023	9047579753	20uma03dggac@gmail.com
311.	ARTHI.S	MATHS/2020-2023	9442741525	20uma04dggac@gmail.com
312.	BHARATHIPRIYA.R	MATHS/2020-2023	9384130887	20uma05dggac@gmail.com
313.	BAVITHRA.R	MATHS/2020-2023	7708218103	20uma06dggac@gmail.com

314.	DEVIKA.V	MATHS/2020-2023	6385719979	20uma07dggac@gmail.com
315.	GAYATHRI.M	MATHS/2020-2023	8838629733	20uma08dggac@gmail.com
316.	IYSWARYA.A	MATHS/2020-2023	9789502254	20uma09dggac@gmail.com
317.	JAYASRI.C	MATHS/2020-2023	9688095185	20uma10dggac@gmail.com
318.	JAYASRI.J	MATHS/2020-2023	9600975590	20uma11dggac@gmail.com
319.	KANISHKA.K	MATHS/2020-2023	7395857159	20uma12dggac@gmail.com
320.	KARTHIKADEVILS	MATHS/2020-2023	9047469514	20uma13dggac@gmail.com
321.	MONISHA.M	MATHS/2020-2023	7825055133	20uma15dggac@gmail.com
322.	PARAMESHWARI.R	MATHS/2020-2023	9942130980	20uma16dggac@gmail.com
323.	PRIYADHARSHINI.G	MATHS/2020-2023	6374060466	20uma17dggac@gmail.com
324.	RAJADHARSHINI.T	MATHS/2020-2023	6369294366	20uma18dggac@gmail.com
325.	RAJAKUMARI.R	MATHS/2020-2023	8098027191	20uma19dggac@gmail.com
326.	RAJALAKSHIMI.K	MATHS/2020-2023	7708922150	20uma20dggac@gmail.com
327.	RANJANI.R	MATHS/2020-2023	9361489237	20uma22dggac@gmail.com
328.	SINEGA.B	MATHS/2020-2023	9578940167	20uma23dggac@gmail.com
329.	SUMITHRA.U	MATHS/2020-2023	9585823001	20uma24dggac@gmail.com
330.	THESTIKA.M	MATHS/2020-2023	9025806214	20uma25dggac@gmail.com
331.	THIRISHA.R	MATHS/2020-2023	9003980109	20uma26dggac@gmail.com
332.	E.UMA	MATHS/2020-2023	8098878277	20uma27dggac@gmail.com
333.	USHA.R	MATHS/2020-2023	8056908954	20uma28dggac@gmail.com
334.	VINOTHA.S	MATHS/2020-2023	9080261071	20uma29dggac@gmail.com
335.	AARTHI.M	MATHS/2020-2023	7010562817	20uma31dggac@gmail.com
336.	AASIKA.E	MATHS/2020-2023	6369007978	20uma32dggac@gmail.com
337.	ABINAYA.M	MATHS/2020-2023	9345729569	20uma33dggac@gmail.com
338.	ADHITHYA.R	MATHS/2020-2023	9585524084	20uma34dggac@gmail.com
339.	AGALYA.B	MATHS/2020-2023	8248930661	20uma35dggac@gmail.com
340.	DEEPIKA.B	MATHS/2020-2023	9361078173	20uma36dggac@gmail.com
341.	DHANALAKSHMI.R	MATHS/2020-2023	9843884033	20uma37dggac@gmail.com
342.	DHIVYA.S	MATHS/2020-2023	6382226188	20uma38dggac@gmail.com
343.	KAVIPRIYA.P	MATHS/2020-2023	6369392908	20uma40dggac@gmail.com
344.	KAVYA.B	MATHS/2020-2023	7395944675	20uma41dggac@gmail.com
345.	KEERTHANA.P	MATHS/2020-2023	7708989821	20uma42dggac@gmail.com
346.	KIRUYHIKA.S	MATHS/2020-2023	6385829890	20uma43dggac@gmail.com
347.	LAVANYA.N	MATHS/2020-2023	9787570113	20uma44dggac@gmail.com
348.	MAHADEVILS	MATHS/2020-2023	9597924735	20uma45dggac@gmail.com
349.	MAHESWARI.S	MATHS/2020-2023	6383890349	20uma46dggac@gmail.com
350.	MATHANGI.R	MATHS/2020-2023	8531996279	20uma47dggac@gmail.com
351.	NATRINAL.R	MATHS/2020-2023	6369501463	20uma48dggac@gmail.com
352.	PAVITHRA.K	MATHS/2020-2023	7339310351	20uma49dggac@gmail.com
353.	PAVITHRA.P	MATHS/2020-2023	6380492380	20uma50dggac@gmail.com
354.	PRADEEPA.N	MATHS/2020-2023	6380292124	20uma51dggac@gmail.com
355.	RUBASRI.S	MATHS/2020-2023	9539892678	20uma52dggac@gmail.com
356.	SATHYA.R	MATHS/2020-2023	7339534033	20uma54dggac@gmail.com
357.	SINTHIYA.S	MATHS/2020-2023	9976843382	20uma55dggac@gmail.com
358.	SWEATHA.K	MATHS/2020-2023	6385414748	20uma57dggac@gmail.com
359.	VISHNUPRIYA.M	MATHS/2020-2023	6374952836	20uma59dggac@gmail.com
360.	YOGAPARKAVI.P	MATHS/2020-2023	6382980897	20uma60dggac@gmail.com
361.	ATCHAYA.R	MATHS/2020-2023	9965617203	20uma61dggac@gmail.com
362.	ATCHAYA.S	MATHS/2020-2023	8072901720	20uma62dggac@gmail.com

363.	DEVIKA.R	MATHS/2020-2023	6379820276	20uma63dggac@gmail.com
364.	GAYATHRI.M	MATHS/2020-2023	9597010471	20uma64dggac@gmail.com
365.	GAYATHRI.R	MATHS/2020-2023	8870314372	20uma65dggac@gmail.com
366.	JAYALAKSHMI.P	MATHS/2020-2023	9345640367	20uma66dggac@gmail.com
367.	JEEVAJOTHI.J	MATHS/2020-2023	6382630874	20uma67dggac@gmail.com
368.	MONIKA.M	MATHS/2020-2023	6379385065	20uma68dggac@gmail.com
369.	MURUGAVENI.M	MATHS/2020-2023	7603951024	20uma69dggac@gmail.com
370.	PAPITHA.J	MATHS/2020-2023	7092257166	20uma70dggac@gmail.com
371.	PRIYADHARSHINI.M	MATHS/2020-2023	8838188539	20uma71dggac@gmail.com
372.	PRIYADHARSHINI.V	MATHS/2020-2023	9894539159	20uma72dggac@gmail.com
373.	RAMANA.R	MATHS/2020-2023	8838188769	20uma73dggac@gmail.com
374.	SAIKEERTHANA.S	MATHS/2020-2023	9361944907	20uma74dggac@gmail.com
375.	SUBISHA.P	MATHS/2020-2023	8270404120	20uma76dggac@gmail.com
376.	SURUTHI.K	MATHS/2020-2023	9361466083	20uma77dggac@gmail.com
377.	THANGAMALAR.R	MATHS/2020-2023	7538830989	20uma78dggac@gmail.com
378.	AATHIRALAS	PHYSICS/2020-2023	9597937853	dggac20uph19@gmail.com
379.	ABI.V	PHYSICS/2020-2023	7708343583	dggac20uph20@gmail.com
380.	ABIRAMY.M	PHYSICS/2020-2023	6383201757	dggac20uph21@gmail.com
381.	AISHWARYA.M	PHYSICS/2020-2023	9361457179	dggac20uph22@gmail.com
382.	ANUPRIYA.M	PHYSICS/2020-2023	6379441719	dggac20uph23@gmail.com
383.	DELPHIYA.RJ	PHYSICS/2020-2023	9789708421	dggac20uph24@gmail.com
384.	DHIVYA.E	PHYSICS/2020-2023	7904701147	dggac20uph25@gmail.com
385.	GOWSALYADEVIE	PHYSICS/2020-2023	7339066354	dggac20uph26@gmail.com
386.	JAYALAKSHMI.A	PHYSICS/2020-2023	8973123657	dggac20uph27@gmail.com
387.	KAVITHA.S	PHYSICS/2020-2023	7806888038	dggac20uph28@gmail.com
388.	MADHUMITHA.T	PHYSICS/2020-2023	8270190461	dggac20uph29@gmail.com
389.	PREETHIMAHALAKSHMI.M	PHYSICS/2020-2023	9965607199	dggac20uph31@gmail.com
390.	PRIYADHARSHINI.K	PHYSICS/2020-2023	9025749127	dggac20uph32@gmail.com
391.	SUBHASHINI.N	PHYSICS/2020-2023	8760335770	dggac20uph34@gmail.com
392.	VAISHNAVI.S	PHYSICS/2020-2023	8248353812	dggac20uph35@gmail.com
393.	YOGADHARSHINI.S	PHYSICS/2020-2023	8248797510	dggac20uph36@gmail.com
394.	AARTHI.B	PHYSICS/2020-2023	9003856336	dggac20uph03@gmail.com
395.	AKILA.A	PHYSICS/2020-2023	6379105235	dggac20uph01@gmail.com
396.	DEVIKA.S	PHYSICS/2020-2023	6369435991	dggac20uph04@gmail.com
397.	JEGATHEESWARI.V	PHYSICS/2020-2023	9629646927	dggac20uph05@gmail.com
398.	KARTHIKA.K	PHYSICS/2020-2023	9787051002	dggac20uph06@gmail.com
399.	MALAVIKA.K	PHYSICS/2020-2023	9159602133	dggac20uph09@gmail.com
400.	MADHUMITHA.M	PHYSICS/2020-2023	8778990258	dggac20uph08@gmail.com
401.	NISHA.R	PHYSICS/2020-2023	9025437860	dggac20uph10@gmail.com
402.	PARKAVI.K	PHYSICS/2020-2023	9360850248	dggac20uph11@gmail.com
403.	RAGAVI.R	PHYSICS/2020-2023	9578958010	dggac20uph12@gmail.com
404.	SAGATIYA.S	PHYSICS/2020-2023	8870780020	dggac20uph13@gmail.com
405.	STHYA.S	PHYSICS/2020-2023	9943034291	dggac20uph14@gmail.com
406.	SNEKA.M	PHYSICS/2020-2023	8489122458	dggac20uph15@gmail.com
407.	SWETHA.S.P	PHYSICS/2020-2023	8270416154	dggac20uph17@gmail.com

408.	VINOTHINI.K	PHYSICS/2020-2023	9384308675	dggac20uph18@gmail.com
409.	ABINAYA.M	ZOOLOGY/2020-2023	7538898453	20UZ026dggac@gmail.com
410.	ABINAYASRI.P	ZOOLOGY/2020-2023	6374583850	20UZ027dggac@gmail.com
411.	ANUSIYA.B	ZOOLOGY/2020-2023	9489129682	20UZ028dggac@gmail.com
412.	ANUSUYA.D	ZOOLOGY/2020-2023	8489380852	20UZ029dggac@gmail.com
413.	ARCHANA.S	ZOOLOGY/2020-2023	9677864037	20UZ030dggac@gmail.com
414.	DIVYA.T	ZOOLOGY/2020-2023	7538836352	20UZ032dggac@gmail.com
415.	HARINI.G	ZOOLOGY/2020-2023	7550200483	20UZ034dggac@gmail.com
416.	HARINI.J	ZOOLOGY/2020-2023	9003736933	20UZ035dggac@gmail.com
417.	JAYAPRIYA.P	ZOOLOGY/2020-2023	8883114139	20UZ036dggac@gmail.com
418.	KAVIYA.S	ZOOLOGY/2020-2023	8524011583	20UZ0038dggac@gmail.com
419.	MONIKA.R	ZOOLOGY/2020-2023	7530073964	20UZ040dggac@gmail.com
420.	NANDHINI.A	ZOOLOGY/2020-2023	6374583850	20UZ041dggac@gmail.com
421.	NIVETHA.A	ZOOLOGY/2020-2023	9790054793	20UZ042dggac@gmail.com
422.	PRIYA.S	ZOOLOGY/2020-2023	9629107357	20UZ0043dggac@gmail.com
423.	SANTHIYA.A	ZOOLOGY/2020-2023	9597018830	20UZ044dggac@gmail.com
424.	SIVARANJANI.M	ZOOLOGY/2020-2023	8667879425	20UZ045dggac@gmail.com
425.	TAMILAHAARASI.C	ZOOLOGY/2020-2023	9677526468	20UZ048dggac@gmail.com
426.	THULASI.V	ZOOLOGY/2020-2023	8610022091	20UZ049dggac@gmail.com
427.	ABINAYA.R	ZOOLOGY/2020-2023	9383509815	20UZ001dggac@gmail.com
428.	ABIRAMI.P	ZOOLOGY/2020-2023	8270428448	20UZ002dggac@gmail.com
429.	DAISYRANI.M	ZOOLOGY/2020-2023	6379480647	20UZ003dggac@gmail.com
430.	DHIVYA.T	ZOOLOGY/2020-2023	9688419573	20UZ004dggac@gmail.com
431.	DIVYA.K	ZOOLOGY/2020-2023	6381180045	20UZ005dggac@gmail.com
432.	INDHUMATHI.S	ZOOLOGY/2020-2023	9042291535	20UZ006dggac@gmail.com
433.	JAGADEESWARI.C	ZOOLOGY/2020-2023	9363311048	20UZ007dggac@gmail.com
434.	KAYALVIZHI.M	ZOOLOGY/2020-2023	7530095352	20UZ009dggac@gmail.com
435.	MEENA.S	ZOOLOGY/2020-2023	9344085392	20UZ011dggac@gmail.com
436.	MEENA.S	ZOOLOGY/2020-2023	9688983992	20UZ012dggac@gmail.com
437.	NARMATHA.N	ZOOLOGY/2020-2023	9361534966	20UZ013dggac@gmail.com
438.	PRAVEENA.M	ZOOLOGY/2020-2023	9159460745	20UZ015dggac@gmail.com
439.	PRAVEENA.S	ZOOLOGY/2020-2023	6369334963	20UZ016dggac@gmail.com
440.	PRIYA.R	ZOOLOGY/2020-2023	9629334608	20UZ017dggac@gmail.com
441.	THRISHASRI.V	ZOOLOGY/2020-2023	9360994485	20UZ019dggac@gmail.com
442.	UDHAYARANJANI.U	ZOOLOGY/2020-2023	8111085540	20UZ020dggac@gmail.com
443.	UMA.P	ZOOLOGY/2020-2023	7397566721	20UZ021dggac@gmail.com
444.	VAISHNAVI.G	ZOOLOGY/2020-2023	6382226519	20UZ022dggac@gmail.com
445.	VAISHNAVI.T	ZOOLOGY/2020-2023	8110966232	20UZ024dggac@gmail.com
446.	YOGALAKSHMI.R	ZOOLOGY/2020-2023	9600816297	20UZ025dggac@gmail.com
447.	ABINAYA.A	COMPUTERSCIENCE/2020-2023	9360540923	20UCS01dggac@gmail.com
448.	ABIRAMI.K	COMPUTERSCIENCE/2020-2023	6381924783	20UCS02dggac@gmail.com
449.	ARTHI.A(01.02.2003)	COMPUTERSCIENCE/2020-2023	6384278171	20UCS03dggac@gmail.com
450.	ARTHI.A(14.07.2003)	COMPUTERSCIENCE/2020-2023	9789639316	20UCS04dggac@gmail.com
451.	ASIKA.M	COMPUTERSCIENCE/2020-2023	6369716910	20UCS05dggac@gmail.com
452.	ASIKA.P	COMPUTERSCIENCE/2020-2023	9159437283	20UCS06dggac@gmail.com
453.	BONISHA.G	COMPUTERSCIENCE/2020-2023	7806859071	20UCS07dggac@gmail.com

454.	DHARANI.R	COMPUTERSCIENCE/2020-2023	9790434621	20UCS08dggac@gmail.com
455.	DHIVYA.R	COMPUTERSCIENCE/2020-2023	9629036431	20UCS09dggac@gmail.com
456.	ELAKIYA.J	COMPUTERSCIENCE/2020-2023	9345986563	20UCS10dggac@gmail.com
457.	JAYALAKSHMI.R	COMPUTERSCIENCE/2020-2023	9080934139	20UCS11dggac@gmail.com
458.	JAYALAKSHMI.S	COMPUTERSCIENCE/2020-2023	6379480698	20UCS12dggac@gmail.com
459.	MAHA.M	COMPUTERSCIENCE/2020-2023	6369716910	20UCS14dggac@gmail.com
460.	MADHUMITHA.M	COMPUTERSCIENCE/2020-2023	8778460931	20UCS15dggac@gmail.com
461.	NARMADHA.R	COMPUTERSCIENCE/2020-2023	7530019669	20UCS16dggac@gmail.com
462.	SARANYA.B	COMPUTERSCIENCE/2020-2023	7395874260	20UCS17dggac@gmail.com
463.	SELLA.R	COMPUTERSCIENCE/2020-2023	7598047390	20UCS18dggac@gmail.com
464.	SNEHA.P	COMPUTERSCIENCE/2020-2023	9025623415	20UCS20dggac@gmail.com
465.	SOWMIYA.S	COMPUTERSCIENCE/2020-2023	9788331133	20UCS21dggac@gmail.com
466.	SOWNDHARYA.N	COMPUTERSCIENCE/2020-2023	8526133943	20UCS22dggac@gmail.com
467.	SUMITHRADEVI.K	COMPUTERSCIENCE/2020-2023	9361266290	20UCS23dggac@gmail.com
468.	VAISHNAVI.V	COMPUTERSCIENCE/2020-2023	9361312760	20UCS24dggac@gmail.com
469.	VIJAYALAKSHMI.S	COMPUTERSCIENCE/2020-2023	9123573330	20UCS25dggac@gmail.com
470.	AARTHI.B	COMPUTERSCIENCE/2020-2023	9047456775	20UCS26dggac@gmail.com
471.	ABINAYA.R	COMPUTERSCIENCE/2020-2023	6384230259	20UCS27dggac@gmail.com
472.	ABITHA.S	COMPUTERSCIENCE/2020-2023	9025352124	20UCS28dggac@gmail.com
473.	BHARATHI.S	COMPUTERSCIENCE/2020-2023	6380845892	20UCS29dggac@gmail.com
474.	BOOMIKA.A	COMPUTERSCIENCE/2020-2023	8248065567	20UCS30dggac@gmail.com
475.	DHIVYABHARATHI.S	COMPUTERSCIENCE/2020-2023	9080527834	20UCS31dggac@gmail.com
476.	GANGAIMUGILA.S	COMPUTERSCIENCE/2020-2023	9344971277	20UCS32dggac@gmail.com
477.	GAYATHRI.K	COMPUTERSCIENCE/2020-2023	6381237170	20UCS33dggac@gmail.com
478.	HARIPRIYA.E	COMPUTERSCIENCE/2020-2023	9786755323	20UCS34dggac@gmail.com
479.	MUTHAZHAKI.T	COMPUTERSCIENCE/2020-2023	9361171502	20UCS37dggac@gmail.com
480.	NIRMALA.B	COMPUTERSCIENCE/2020-2023	9159789839	20UCS38dggac@gmail.com
481.	PRATHESHA.B	COMPUTERSCIENCE/2020-2023	9789481945	20UCS39dggac@gmail.com
482.	PRIYANKA.K	COMPUTERSCIENCE/2020-2023	8098464212	220UCS40dggac@gmail.com
483.	RAJESHWARI.S	COMPUTERSCIENCE/2020-2023	8098104576	20UCS41dggac@gmail.com
484.	RAMYA.R	COMPUTERSCIENCE/2020-2023	8531812386	20UCS42dggac@gmail.com
485.	RESHMA.B	COMPUTERSCIENCE/2020-2023	9750312245	20UCS43dggac@gmail.com
486.	SARANYA.A	COMPUTERSCIENCE/2020-2023	7339324118	20UCS44dggac@gmail.com

487.	SUGANYA.R	COMPUTERSCIENCE/2020-2023	8754071265	20UCS45dggac@gmail.com
488.	SUMITHA.S	COMPUTERSCIENCE/2020-2023	8248821214	20UCS46dggac@gmail.com
489.	SUSHMIKA.R	COMPUTERSCIENCE/2020-2023	8825601163	20UCS47dggac@gmail.com
490.	SUWETHA.K	COMPUTERSCIENCE/2020-2023	6382004898	20UCS48dggac@gmail.com
491.	YOGALAKSHMI.D	COMPUTERSCIENCE/2020-2023	7550351143	20UCS49dggac@gmail.com
492.	G.ABINAYA	BIOCHEMISTRY/2020-2023	9361732145	abinayagovindaraj1503@gmail.com
493.	R.AJITHRA	BIOCHEMISTRY/2020-2023	9944217881	rajithra13@gmail.com
494.	S.ARULPRIYA	BIOCHEMISTRY/2020-2023	8098461436	manikandans1873@gmail.com
495.	K.ASHA	BIOCHEMISTRY/2020-2023	7339212441	asha082004@gmail.com
496.	K.DHARANI	BIOCHEMISTRY/2020-2023	6384250312	dharanikannan534@gmail.com
497.	R.DHIVYA	BIOCHEMISTRY/2020-2023	8056558462	divyarajini77@gmail.com
498.	S.DURGA	BIOCHEMISTRY/2020-2023	9361357053	durgasekar@gmail.com
499.	S.JANANI	BIOCHEMISTRY/2020-2023	8012884759	jananijanu0910@gmail.com
500.	T.KIRUTHIGA	BIOCHEMISTRY/2020-2023	9566201354	tkiruthiga132003@gmail.com
501.	S.MAHESWARI	BIOCHEMISTRY/2020-2023	8012485248	sbhuvana1911@gmail.com
502.	P.POOJARVARSHINI	BIOCHEMISTRY/2020-2023	9384349414	poojarvarshini125@gmail.com
503.	R.PRETHIKA	BIOCHEMISTRY/2020-2023	8098808056	rprethikaramakrishnan@gmail.com
504.	D.SAROJINI	BIOCHEMISTRY/2020-2023	8056989835	sarojinisarojini898@gmail.com
505.	S.SIVARANJANI	BIOCHEMISTRY/2020-2023	6383297392	sivaranjanivelu2003@gmail.com
506.	V.SRIDURKA	BIOCHEMISTRY/2020-2023	9965925726	mahadurka23@gmail.com
507.	R.VEMBARASI	BIOCHEMISTRY/2020-2023	8300611324	seethaladeviram@gmail.com
508.	S.ARUNA	BIOCHEMISTRY/2020-2023	9952163678	arunasenthilkumar029@gmail.com
509.	S.BHUVANA	BIOCHEMISTRY/2020-2023	9865655327	bhuvanabhuvana@gmail.com
510.	P.CHARULATHA	BIOCHEMISTRY/2020-2023	9655328431	lathucharu067@gmail.com
511.	T.DEVIKA	BIOCHEMISTRY/2020-2023	6374298988	devika27@gmail.com
512.	D.MERLIN	BIOCHEMISTRY/2020-2023	7010209028	kadalimerlin@gmail.com
513.	M.MONIKA	BIOCHEMISTRY/2020-2023	9344138453	monikamadhavan96@gmail.com
514.	M.NITHINI	BIOCHEMISTRY/2020-2023	9944892441	nithini72@gmail.com
515.	D.PRAVEENA	BIOCHEMISTRY/2020-2023	9750189933	rpriyadharshiniramesh@gmail.com
516.	R.PRIYADHARSHINI	BIOCHEMISTRY/2020-2023	9489917304	santhiyac2020@gmail.com
517.	C.SANTHIYA	BIOCHEMISTRY/2020-2023	9047083414	sathiyapriyasathiyapriya296@gmail.com
518.	R.SATHIYAPRIYA	BIOCHEMISTRY/2020-2023	7868980215	shanmathimk90@gmail.com
519.	MK.SHANMATHI	BIOCHEMISTRY/2020-2023	9842920266	swetham579@gmail.com
520.	KP.SINEKA	BIOCHEMISTRY/2020-2023	9585158482	arunasenthilkumar029@gmail.com
521.	M.SWETHA	BIOCHEMISTRY/2020-2023	7603852504	bhuvanabhuvana@gmail.com
522.	B.VISHWAPRIYA	BIOCHEMISTRY/2020-2023	7364824652	Vishapriya22@gmail.com
523.	A.AARTHI	BIOCHEMISTRY/2020-2023	7339544835	aarthiaaservatham30@gmail.com
524.	R.AARTHI	BIOCHEMISTRY/2020-2023	7358892212	aarthi80@gmail.com
525.	A. AGALYA	BIOCHEMISTRY/2020-2023	9489512848	agalya04112003@gmail.com
526.	M.ARULMOZHI	BIOCHEMISTRY/2020-2023	8270425418	arulmozhi209@gmail.com
527.	M.BHUVANESHWARI	BIOCHEMISTRY/2020-2023	9003471768	bhuvaneshsasi2003@gmail.com
528.	A.BOWYA	BIOCHEMISTRY/2020-2023	9790143257	elavarasijayabal@yahoo.com
529.	J.ELAVARASI	BIOCHEMISTRY/2020-2023	8220963049	ishwarya04062003@gmail.com
530.	P.ISHWARYA	BIOCHEMISTRY/2020-2023	6379930243	balasundarambowya@gmail.com
531.	P.JANAKIDEVI	BIOCHEMISTRY/2020-2023	9361220970	Kaviya22@gmail.com
532.	K.KAVIYA	BIOCHEMISTRY/2020-2023	9095902422	muthuanandhi68@gmail.com
533.	M.MANOTHINI	BIOCHEMISTRY/2020-2023	8838398258	manothini62@gmail.com
534.	A.MATHUMITHA	BIOCHEMISTRY/2020-2023	6383045501	PALAP3124@gmail.com
535.	R.MENAGA	BIOCHEMISTRY/2020-2023	7094621662	menagalingam10@gmail.com
536.	V.MONISHA	BIOCHEMISTRY/2020-2023	9080249282	monishaviruthanjan@gmail.com
537.	S.NAGALAKSHMI	BIOCHEMISTRY/2020-2023	6379117814	nagalakshmisruthi5@gmail.com
538.	A.NAVEENA	BIOCHEMISTRY/2020-2023	9790671915	anbunaveena22@gmail.com
539.	M.PARVATHI	BIOCHEMISTRY/2020-2023	9942616713	paravathimurugan06@gmail.com
540.	S.PRAVEENA	BIOCHEMISTRY/2020-2023	8438632905	preveenabsc2003@gmail.com
541.	M.RAJARAJESWARI	BIOCHEMISTRY/2020-2023	6385419243	rajwari28416@gmail.com
542.	A.RAJESWARI	BIOCHEMISTRY/2020-2023	9952195204	br9977069@gmail.com
543.	R.RANJANI	BIOCHEMISTRY/2020-2023	9988674225	ragunath.anish@gmail.com
544.	RC.SANTHIYA	BIOCHEMISTRY/2020-2023	9500951048	rccsanthiya33@gmail.com
545.	R.SELVAGEETHA	BIOCHEMISTRY/2020-2023	6379104151	salvageetha1989@gmail.com

546.	M.SRIMATHI	BIOCHEMISTRY/2020-2023	9047417902	ss1496676@gmail.com
547.	R.SRIRANJANI	BIOCHEMISTRY/2020-2023	9360830716	sriranjaniraj27@gmail.com
548.	S.USHA	BIOCHEMISTRY/2020-2023	8940086248	ushasha78139@gmail.com
549.	R.VAISHNAVI	BIOCHEMISTRY/2020-2023	8870155617	vaishnavirajasekaran442@gmail.com
550.	A.VANITHA	BIOCHEMISTRY/2020-2023	7539973023	vanithaayyappan2003@gmail.com
551.	E.VEENA	BIOCHEMISTRY/2020-2023	8778351346	veenaelangovan2003@gmail.com
552.	ABINAYA.A	CHEMISTRY/2020-2023	9600918253	20uch25dggac@gmail.com
553.	ABINAYA.P	CHEMISTRY/2020-2023	7502981602	20uch26dggac@gmail.com
554.	AJANTHA.J	CHEMISTRY/2020-2023	7010935932	20uch28dggac@gmail.com
555.	BAVASRI.D	CHEMISTRY/2020-2023	9843456324	20uch29dggac@gmail.com
556.	DHARANI.D	CHEMISTRY/2020-2023	6369711405	20uch30dggac@gmail.com
557.	GAYATHRI.B	CHEMISTRY/2020-2023	9677831152	20uch32dggac@gmail.com
558.	ISHWARYA.B	CHEMISTRY/2020-2023	9865440198	20uch33dggac@gmail.com
559.	JANANI.S	CHEMISTRY/2020-2023	9361735781	20uch34dggac@gmail.com
560.	KAVIPRIYA.A	CHEMISTRY/2020-2023	8973865790	20uch35dggac@gmail.com
561.	LAKSHMI.R	CHEMISTRY/2020-2023	9659881617	20uch36dggac@gmail.com
562.	LAVANYA.S.S	CHEMISTRY/2020-2023	6383772784	20uch37dggac@gmail.com
563.	MAHESWARI.B	CHEMISTRY/2020-2023	9842984573	20uch38dggac@gmail.com
564.	NIVYA.R	CHEMISTRY/2020-2023	8940791556	20uch39dggac@gmail.com
565.	PRIYADHARSHINI.D	CHEMISTRY/2020-2023	7538872253	20uch41dggac@gmail.com
566.	RANJITHA.S.V.P	CHEMISTRY/2020-2023	9791568209	20uch42dggac@gmail.com
567.	SOWMIYA.K	CHEMISTRY/2020-2023	7639007459	20uch43dggac@gmail.com
568.	SUSIMITHA.B	CHEMISTRY/2020-2023	9524715313	20uch45dggac@gmail.com
569.	SWETHA.M	CHEMISTRY/2020-2023	6383123814	20uch47dggac@gmail.com
570.	VIJAYALAKSHMI.S	CHEMISTRY/2020-2023	9361129060	20uch48dggac@gmail.com
571.	AARTHI.M	CHEMISTRY/2020-2023	778730758	20uch01dggac@gmail.com
572.	ABINAYA.R	CHEMISTRY/2020-2023	6374325586	20uch02dggac@gmail.com
573.	ABIRAMI.K	CHEMISTRY/2020-2023	9361924896	20uch03dggac@gmail.com
574.	ABITHA.V	CHEMISTRY/2020-2023	8489929760	20uch04dggac@gmail.com
575.	AKILA.A	CHEMISTRY/2020-2023	8870262095	20uch05dggac@gmail.com
576.	ARTHI.S	CHEMISTRY/2020-2023	9500581967	20uch06dggac@gmail.com
577.	ARUNA.R	CHEMISTRY/2020-2023	6385380453	20uch07dggac@gmail.com
578.	BHUVANESHWARI.U	CHEMISTRY/2020-2023	9751665759	20uch08dggac@gmail.com
579.	DURGADEVI.V	CHEMISTRY/2020-2023	9626890314	20uch09dggac@gmail.com
580.	JAMUNA.S	CHEMISTRY/2020-2023	6380881977	20uch11dggac@gmail.com
581.	JAYASURYA.P	CHEMISTRY/2020-2023	9361076378	20uch12dggac@gmail.com
582.	KOWSALYA.M	CHEMISTRY/2020-2023	8838524114	20uch13dggac@gmail.com
583.	PRADEEPA.R	CHEMISTRY/2020-2023	6381611139	20uch14dggac@gmail.com
584.	SANGAVI.S	CHEMISTRY/2020-2023	8220242737	20uch16dggac@gmail.com
585.	SHAKILA.V	CHEMISTRY/2020-2023	9962013764	20uch17dggac@gmail.com
586.	SHARMILI.M	CHEMISTRY/2020-2023	9344549630	20uch18dggac@gmail.com
587.	SOUNDHARYA.P	CHEMISTRY/2020-2023	8098410477	20uch19dggac@gmail.com
588.	SUBASHINI.G	CHEMISTRY/2020-2023	7530052122	20uch20dggac@gmail.com
589.	SURYA.S	CHEMISTRY/2020-2023	8021737497	20uch21dggac@gmail.com
590.	SWETHA.G	CHEMISTRY/2020-2023	8220711050	20uch22dggac@gmail.com
591.	VASANTHI.P	CHEMISTRY/2020-2023	9786335134	20uch23dggac@gmail.com
592.	VENBU.E	CHEMISTRY/2020-2023	9384459654	20uch24dggac@gmail.com
593.	AARTHI.K	COMMERCE/2020-2023	6382994132	20UBCOM01dggac@gmail.com
594.	ABARESHNI.K	COMMERCE/2020-2023	6382195061	20UBCOM02dggac@gmail.com
595.	ABITHA.S	COMMERCE/2020-2023	7708560484	20UBCOM03dggac@gmail.com
596.	AKALYA.S	COMMERCE/2020-2023	8220467266	20UBCOM04dggac@gmail.com
597.	AGALYA.P	COMMERCE/2020-2023	8098925129	20UBCOM05dggac@gmail.com
598.	AMUTHA.A	COMMERCE/2020-2023	9025968275	20UBCOM06dggac@gmail.com
599.	ANANTHI.A	COMMERCE/2020-2023	9384998352	20UBCOM07dggac@gmail.com
600.	ANITHAKEERTHIKA.A	COMMERCE/2020-2023	9488217408	20UBCOM08dggac@gmail.com
601.	ANITHA.V	COMMERCE/2020-2023	9361828257	20UBCOM09dggac@gmail.com
602.	ASHIKA.A	COMMERCE/2020-2023	6385867533	20UBCOM11dggac@gmail.com
603.	ASWINI.C	COMMERCE/2020-2023	7695895304	20UBCOM12dggac@gmail.com
604.	ATCHAYA.A	COMMERCE/2020-2023	9360850299	20UBCOM13dggac@gmail.com
605.	ATCHAYA.R	COMMERCE/2020-2023	8760737998	20UBCOM14dggac@gmail.com
606.	BANUPRIYA.R	COMMERCE/2020-2023	6369405630	20UBCOM15dggac@gmail.com
607.	BHARATHI.P	COMMERCE/2020-2023	8838983573	20UBCOM16dggac@gmail.com

608.	BHUVANESHWARI.M	COMMERCE/2020-2023	9787694219	20UBCOM17dggac@gmail.com
609.	BIRUNDHA.K	COMMERCE/2020-2023	6380174095	20UBCOM18dggac@gmail.com
610.	ESWARI.G	COMMERCE/2020-2023	9361207183	20UBCOM20dggac@gmail.com
611.	GAYATHRI.S	COMMERCE/2020-2023	6382993072	20UBCOM21dggac@gmail.com
612.	GOPIKA.K	COMMERCE/2020-2023	9965658657	20UBCOM22dggac@gmail.com
613.	GOWSALAYA.K	COMMERCE/2020-2023	9942443542	20UBCOM23dggac@gmail.com
614.	HARINI.M	COMMERCE/2020-2023	9384469170	20UBCOM24dggac@gmail.com
615.	HEPZIBHA.V	COMMERCE/2020-2023	9087739304	20UBCOM25dggac@gmail.com
616.	ISHWARYA.K	COMMERCE/2020-2023	9566938768	20UBCOM26dggac@gmail.com
617.	ISWARYA.P	COMMERCE/2020-2023	9942578572	20UBCOM27dggac@gmail.com
618.	JAYASRI.S	COMMERCE/2020-2023	9786753308	20UBCOM28dggac@gmail.com
619.	KAVIYAPRIYA.S	COMMERCE/2020-2023	8270263509	20UBCOM29dggac@gmail.com
620.	KAYALVIZHI.V	COMMERCE/2020-2023	6385281429	20UBCOM30dggac@gmail.com
621.	KOWSHIGA.K	COMMERCE/2020-2023	9843760625	20UBCOM31dggac@gmail.com
622.	MADHANA.M	COMMERCE/2020-2023	9345300820	20UBCOM34dggac@gmail.com
623.	MATHUMITHA.V	COMMERCE/2020-2023	9488948455	20UBCOM35dggac@gmail.com
624.	MAHESHWARI.P	COMMERCE/2020-2023	6380362583	20UBCOM36dggac@gmail.com
625.	MUTHUGOWYHAMI.V	COMMERCE/2020-2023	6385267259	20UBCOM38dggac@gmail.com
626.	NITHYA.R	COMMERCE/2020-2023	9360767441	20UBCOM39dggac@gmail.com
627.	NIVETHA.K	COMMERCE/2020-2023	9342969232	20UBCOM40dggac@gmail.com
628.	PARAMESHWARI.M	COMMERCE/2020-2023	9626312755	20UBCOM41dggac@gmail.com
629.	PRIYADHARSHINI.V	COMMERCE/2020-2023	750046438	20UBCOM42dggac@gmail.com
630.	RAFIKABEGAM.S	COMMERCE/2020-2023	7904738345	20UBCOM43dggac@gmail.com
631.	RAGAVI.R	COMMERCE/2020-2023	9344525114	20UBCOM44dggac@gmail.com
632.	RAJASRI.M	COMMERCE/2020-2023	9344815552	20UBCOM45dggac@gmail.com
633.	RAJESHWARI.R	COMMERCE/2020-2023	6881589743	20UBCOM46dggac@gmail.com
634.	RAJESHWARI.R	COMMERCE/2020-2023	9159660409	20UBCOM47dggac@gmail.com
635.	RAMYA.S	COMMERCE/2020-2023	9751773695	20UBCOM48dggac@gmail.com
636.	RANJANI.R	COMMERCE/2020-2023	6380438321	20UBCOM49dggac@gmail.com
637.	RUKSHITHA	COMMERCE/2020-2023	6381041876	20UBCOM50dggac@gmail.com
638.	SIVASAKTHI	COMMERCE/2020-2023	9025756542	20UBCOM51dggac@gmail.com
639.	SOBHICA.C	COMMERCE/2020-2023	8098341022	20UBCOM52dggac@gmail.com
640.	SOWMIYA.S	COMMERCE/2020-2023	7824952696	20UBCOM53dggac@gmail.com
641.	SUBHASRI.A	COMMERCE/2020-2023	7825925515	20UBCOM54dggac@gmail.com
642.	SUJI.K	COMMERCE/2020-2023	9843171736	20UBCOM55dggac@gmail.com
643.	THANUSHIYA.T	COMMERCE/2020-2023	9585740053	20UBCOM56dggac@gmail.com
644.	VARSHA.S	COMMERCE/2020-2023	9342352851	20UBCOM57dggac@gmail.com
645.	VASANTHI.S	COMMERCE/2020-2023	9790239018	20UBCOM58dggac@gmail.com
646.	VINITHA.G	COMMERCE/2020-2023	7708251359	20UBCOM59dggac@gmail.com
647.	YOGASRI.E	COMMERCE/2020-2023	9677519318	20UBCOM60dggac@gmail.com
648.	ABINAYA.R	B.B.A/2020-2023	8270713597	Abiabi5678@gmail.com
649.	ABINISHIYA.R	B.B.A/2020-2023	6380391438	Abi-nishiya@gmail.com
650.	ABIRAMI.B	B.B.A/2020-2023	8270136967	abiramib60@gmail.com
651.	ANUPRIYA.V	B.B.A/2020-2023	7904749266	anupriyaksnr@gmail.com
652.	AARTHI.R	B.B.A/2020-2023	9655307270	Aarthiaarthi65@gmail.com
653.	BAIRAVIM	B.B.A/2020-2023	9952618489	Bairaviravi89@gmail.com
654.	BARANISRIU	B.B.A/2020-2023	9894053491	Sri.barani90@gmail.com
655.	DEEPIKA.A	B.B.A/2020-2023	7094238361	deepikaasaitambi21@gmail.com
656.	DHANUSHA.K	B.B.A/2020-2023	8754721547	dhanushad935@gmail.com
657.	HEMA.R	B.B.A/2020-2023	6384332391	Hema8765@gmail.com
658.	ISWARYA.M	B.B.A/2020-2023	9751274409	iswaryamohan2003@gmail.com
659.	JAYALAKSHMI.J	B.B.A/2020-2023	7868974581	jayadharani096@gmail.com
660.	JAYASRI.V	B.B.A/2020-2023	8072535697	Vk6119453@GMAIL.COM
661.	JOTHIKA.K	B.B.A/2020-2023	9087818487	jothigajothif@gmail.com
662.	KAVIYANJALIE	B.B.A/2020-2023	7904312414	Kaviyanjali-anjali@gmail.com
663.	KOWSALYA.K	B.B.A/2020-2023	9360361210	Kowsalyasalya634@gmail.com
664.	KEERTHANA.B	B.B.A/2020-2023	8870970365	Keerthanab269@mail.com
665.	KEERTHANA.S	B.B.A/2020-2023	7639467480	Keerthanasbba45@gmail.com
666.	LAVANYA.S	B.B.A/2020-2023	7539974042	Lavanyasagmail.com
667.	LIYANCYSUSAN.B	B.B.A/2020-2023	9486343394	susanliyancy@gmail.com
668.	MATHUMITHA.B	B.B.A/2020-2023	9080619250	mathumathu0789@gmail.com

669.	MEENA.M	B.B.A/2020-2023	9363117519	meenamuthul@gmail.com
670.	MOHANAPRIYA.S	B.B.A/2020-2023	8248053995	priyamohan@gmail.com
671.	NALINI.K	B.B.A/2020-2023	8248197631	nalinalinik@gmail.com
672.	NITHYASRI.S	B.B.A/2020-2023	7339180063	nn8220860@gmail.com
673.	PALLAVI.R	B.B.A/2020-2023	7338975564	PP5460517@gmail.com
674.	PRADEEPA.A	B.B.A/2020-2023	8098547670	pradeepap074@gmail.com
675.	PRABAKANIR	B.B.A/2020-2023	7904171446	Prabakanif@gmail.com
676.	PRASANNA.A	B.B.A/2020-2023	9597003761	Prasanna56al@gmail.com
677.	RAJESHWARIR	B.B.A/2020-2023	9344534510	Rajeswari.r25@gmail.com
678.	RAMYA.N	B.B.A/2020-2023	6380757435	RamyachezhiyanGagmail.Com.
679.	RASIKA.R	B.B.A/2020-2023	8870014727	rasikarasika@gmail.com
680.	SAGUNTHIYA.K	B.B.A/2020-2023	9344905803	Sagunthiya411@gmail.com
681.	SANDHIYA.S	B.B.A/2020-2023	8220874231	sandhiyasaranya887@gmail.com
682.	SANJIYAJ	B.B.A/2020-2023	8610290763	Sanjiya23@gmail.com
683.	SARANYA.G	B.B.A/2020-2023	6382942663	Saranya1234@gmail.com
684.	SARANYA.P	B.B.A/2020-2023	9344720624	pakkirisamysaranya@gmail.com
685.	SIVARANJANI.S	B.B.A/2020-2023	9025183021	ranjanidevika2003@gmail.com
686.	SOWMIYA.N	B.B.A/2020-2023	6374246868	Sowmiyakabadi@agmil.com
687.	SRINIDHLR	B.B.A/2020-2023	9524702138	Srisrinidhi004@gmail.com
688.	SUBHALAKSHMI.T	B.B.A/2020-2023	9080408567	Subalakshmi34@gmail.com
689.	SUBHA.B	B.B.A/2020-2023	8348789769	subhab714@gmail.com
690.	SUGUNA.S	B.B.A/2020-2023	9345252478	0303sukumarl@gmail.com
691.	SUMATHRA.U	B.B.A/2020-2023	6379569493	sumathraul@gmail.com
692.	SUSHMITHA.S	B.B.A/2020-2023	8778613020	sushmithasadayappan@gmail.com
693.	SWETHA.V	B.B.A/2020-2023	6384825679	swethaswetha64112@gmail.com
694.	THAIYALNAYAGI.K	B.B.A/2020-2023	8531835269	thayagi188@gmail.com
695.	THRISHA.K	B.B.A/2020-2023	7092284707	thrishakarthik57@gmail.com
696.	UDHAYA.R	B.B.A/2020-2023	7639860790	abinayadassl@gmail.com
697.	VEMBUR	B.B.A/2020-2023	9787908732	vemburajaraman2003@gmail.com
698.	VINOTHA.K	B.B.A/2020-2023	9787166968	Vvino123@gmail.com
699.	VINOTHINI.C	B.B.A/2020-2023	9500995199	Vinothini03@gmail.com



5. *[Signature]*
PRINCIPAL,
Dharmapuram Gnanambigai
Government Arts College for Women
Mayiladuthurai-609 001
D.O. Code No. CI 206



2. LANGUAGE AND COMMUNICATION SKILLS

THE CLUB OF COMMUNICATION SKILLS IN ENGLISH

The Department of English Conducts Literary Club activities once in a Week not only that but also Rotary Club Rolling Shield Debate Every Year. The students are encouraged to dramatise any literary piece or socially relevant themes. This helps them to acquire Fluency, to identify their hidden potentiality, gain confidence, planning and executing the programmes in an aesthetic way.

OPPORTUNITIES:

Erudite scholars have been invited to enlighten the student community on various branches of literature. Many clubs are functioning in the Department of English to develop their LSRW Skills. Students are exposed to the language through listening audio CDs and software package in the language laboratory. Speaking skill of the students is developed by conducting impromptu, picture description, narration etc.

REPORT 2017-2018

The club of communicative skills in English conducted '**Bridge Course**' from June 19 to June 23 for the year 2017- 2018. The purpose of the course is to make the student aware of the importance of English language. So it recollects the need of basic grammar and its place in English language. The club consecutively takes necessary steps to strengthen student's vocabulary as well as sentence formation skills for I and II year part II language students respectively.

Eventually for the first year the club asks the students to write '**Personal Lexicon**' both in Tamil and English in their record notebook to enhance vocabulary skill. For second year students, the Club instructs them to frame sentences on their own to know the English language structure and its meaning. At the end of this event Viva – Voce is conducted to ensure their obtained skill. The club further recommends „Each One Teach One“ for Part III students to engage themselves in social service. Through this service they were directed to teach their neighborhood children by doing this they take part in the development of the Education.

REPORT 2018-2019

In the beginning of the Academic Year from June 25 to 29, the club of communicative skills in English conducted „Bridge Course“ for five days to refresh the basic grammar taught at schools. This helped the new entrants of the college to develop their knowledge of Grammar and Language.

In addition, „Personal Lexicon“ was prescribed to the part II English students to improve their vocabulary. The best student was selected and prizes were given at the annual meet of the club. At the end of the semester a Viva Voce is conducted to the students to examine their level of understanding. Apart from this activity competitions were conducted by the club for all the I and II year part- II students. A competition on „**Story Narration**‘ is conducted for the I year students and **Speak English** is conducted for the II year students. Students from various departments eagerly participated and won prizes.

For English major students „**Each One Teach One**‘ project is given and each student is asked to teach some Basic English to their neighborhood children. Through this activity, the student herself, knows the usage of English in various situations, and the kids are also benefited by this. The students not only enrich themselves their proficiency but also the kids.

REPORT 2019-2020

Following the admission of students in the academic year 2019- 2020, the club of communicative skills in English conducted **Bridge Course** for 5 days to all first year UG students shift – I and shift – II from 01 p.m. to 03 p.m. The attendance record for student is maintained in the English department. Through this process, students were refreshed and taught basic English Grammar.

Under this club, all the I year & II year Part II English students were provided „**Personal Lexicon**‘ to improve their vocabulary and English writing skill. This record writing is based on basic English Grammar. The Viva Voce is conducted for I semester I year students on 21st October and on 22nd October for II year students. Viva – Voce for second semester will take place at the end of the semester. Prizes were disturbed in the English Literary Association meeting for the students who excelled in it.

Under the programme, **Each One Teach One** project is being implemented for English major students. Under the scheme, each student selected a school student from her nearby area and taught some basic English to them in order to develop their language skills, service mindset and the kids are benefited by this activity.

Competitions are also being conducted under this programme for all the students who are studying in part II English. In the academic year 2019- 2020 competition were held on 04.03.2020 entitled ‘**Story Narration**‘ for first year students and „**Speak English**‘ for second year students. The guests appreciated the student’s participation. All the participated students were given consolation prizes. Prizes were disturbed for the winners at English Literary Association meeting.

REPORT 2020 -2021

Following the admission of students in the academic year 2020- 2021, the Club of Communicative Skills in English conducted **Bridge Course** for 5 days to all first year UG students shift – I 09.30 p.m. to 11.30 p.m. and shift – II from 01 p.m. to 03 p.m. The attendance record for student is maintained in the English department. Due to Pandemic this year Bridge Course was conducted through online, Through this process, students were introduced to the club and they explained about the activities and they get refreshed , taught basic English Grammar.Under the programme, **Each One Teach One** project is being implemented for English major students. Under the scheme, each student selected a school student from her nearby area and taught some basic English to them in order to develop their language skills, service mind set and the kids are benefited by this activity.

Competitions are also being conducted under this programme for all the students who are studying in part II English. In the academic year 2020- 2021 competition were held on 16.03.2021 through online mode entitled '**Story Narration**'for first year students and **'Speak English'**for second year students. The guests appreciated the student's participation. All the participated students were given consolation prizes. Prizes were disturbed for the winners at English Literary Association meeting.

REPORT 2021-2022

Every academic year the club of communicative skills in English conducts "bridge course" for the I year U.G students in order to enhance their basic grammar skills. Eventually the Gnanambigai project of "**Personal Lexican**" for the I and II U.G part –II. English is a mandatory programme in which the students spare their own sets of words in the printed register. Viva-Voce is conducted to sure the authenticity of the same.The club also conducts competition on 12.04.2022 for Part-II English students Entitled "**Pictionary and Speak English**". The Guest invited are 1. DR.V.VANITHA , HEAD & Assistant Professor,Department Of Zoology, D.G.G.A C (W), Mayiladuthurai. 2. MRS.R.SUBA, HEAD & Assistant Professor,Department Of Chemistry, D.G.G.A C (W), Mayiladuthurai. Prize were distributed for the winners For the Part III English Students the club assigned "Each One and Teach One" Project. By this activity students are encouraged to do the social service such as to teach their neighborhood children. Records are maintained in the department for the same.



F. Gurus
PRINCIPAL,
Dharmapuram Gnanambigai
Government Arts College for Women
Mayiladuthurai-609 001
D.O Code No. CI 206



3. LIFE SKILLS (YOGA, PHYSICAL FITNESS, HEALTH AND HYGIENE)

3.1 YOGA AND STRESS MANAGEMENT

Skill Based Elective I FUNDAMENTALS OF YOGIC PRACTICES

Unit I

Meaning and definition of Yoga – aims & objectives of yoga – misconception about yoga. Historical perspective on yoga – yoga before the time of Patanjali (Indus valley civilization, Vedas, Brahmnas, Upanishads, Epics, Puranas). Contributions of Patanjali and Thirumular to yoga. Yoga practices and other systems of exercises.

Unit II

Schools of Yoga: Bhakthi Yoga, Jnana Yoga, Karma Yoga, Kundalini Yoga, Mantra Yoga, Hatha Yoga, Raja Yoga. Eight Limbs of Yoga: Yama, Niyama, Asana, Pranayama, Pratyahara, Dharana, Dhyana & Samathi. General principles of practicing Asana, Pranayama, Meditation, Kriyas Bandhas and Mudra.

Unit III

Classification of Asanas - Meditative Asanas – Relaxative Asanas – Cultural Asanas. - safety measure and precautions while performing asanas. Pranayama – different phases in Pranayama practices: Puraka (Inhalation), Kumbhaka (Retention) and Recaka (Exhalation), - safety measures and precautions while performing pranayama. Meditation - Its techniques & benefits. Practicing methods and benefits of Kriyas, Bandha and Mudra.

Unit IV

Impact of Yoga on Muscular system, Respiratory System, Circulatory system, Nervous system, Digestive system and Endocrine system

Unit V

Yoga and development of Social qualities of personality – Co-operation – Simplicity – Tolerance – Social adjustments – Yoga and personal efficiency. Improvement of personal efficiency through yoga.

3.2. Skill Based ElectiveII STRESS MANAGEMENT THROUGH YOGA

Unit I

Meaning and Definition of Stress. Types: Eutress, Distress, Anticipatory Anxiety, Intense Anxiety and Depression. Meaning of Management – Stress Management.

Unit II

Concept of Stress according to Yoga: Patanjali aphorism (PYS II - 3) Avidya Asmita. Bhagavad – Gita (Gita II 62-63) Dhayato Visayam Punsah ... Yoga Vasistha and Upanishad.

Unit III

Physiology of Stress on: Autonomic Nervous System (ANS), Endocrine System, Hypothalamus, Cerebral Cortex and Neurohumours.

Unit IV

Mechanism of Stress related diseases: Psychological, Psychosomatic, Somatic and Organic phase.

Role of Meditation & Pranayama on stress – physiological aspect of Meditation. Constant stress & strain, anxiety, conflicts resulting in fatigue among Executive. Contribution of Yoga to solve the stress related problems of Executive.

Unit V

Meaning and definition of Health – various dimensions of health (Physical, Mental, Social and Spiritual) – Yoga and health – Yoga as therapy. Physical fitness. Stress control exercise – Sitting meditation, Walking meditation, Progressive muscular relaxation, Gentle stretches and Massage.

3.3 Skill Based Elective III ASANAS AND PRANAYAMAS - PRACTICAL

UNIT I

Meditative Asanas: 1. Sukhasana, 2. Siddhaasana (or) Siddhayoniasana, 3. Ardha Padmasana (or) Padmasana 4. Vajrasana Relaxative Asanas 5. Makarasana 6. Advasana 7. Matsya Kridasana 8. Shavasana, 9. Jyestikasana

UNIT II

Cultural Asanas: 10. Tadasana, 11. Ardha Katti Chakrasana, 12. Pada Hastasana, 13. Utkattasana 14. Parivruthu Trikonasana, 15. Garudasana, 16. Bakasana, 17. Sithilai Tadasana 18. Ardha Chakrasana 19. Vrksasana 20. Trikonasana, 21. Natarajasana, 22. Virabhadrasana

Sitting Postures: 23. Machiyasana, 24. Sasangasana 25. Parvatasana, 26. Dandasana, 27. Janu Sirshasana 28. Ardha Padma Pachimottasana, 29. Ustrasana, 30. Baddha Padmasana, 31. Tolasana 32. Tolangulasana, 33. Supta Vajrasana, 34. Vakrasana, 35. Ardha Sirsasana, 36. Baddha Konasana 37. Sithilai Dandasana, 38. Pachimottasana, 39. Ardha Ustrasana, 40. Yoga Mudra, 41. Saithalyasana 42. Gomukasana, 43. Veerasana, 44. Baddha Padmasana.

UNIT III

Prone Postures: 45. Bhujangasana, 46. Salabhasana, 47. Naukasana, 48. Ardha Salabhasana, 49. Dhanurasana, 50. Sarpasana.

Supine Postures:

- | | |
|--------------------------|------------------------|
| 51. Navasana | 59. Pawanamuktasana |
| 52. Viparitha Karani | 60. Padma sarvangasana |
| 53. Uttana Padasana | 61. Halasana |
| 54. Chakrasana | 62. Marjariasana |
| 55. Tolangulasana | 63. Sarvangasana |
| 56. Matsyasana | 64. Ardha Hanlasana |
| 57. Ardha Padma Halasana | 65. Uttana Padasna |
| 58. Sethu Bandhasana | |

UNIT IV

Pranayamas

- | | |
|------------------------------|-----------------------------------|
| 1. Suha Pranayama | 6. Chandra Anuloma Viloma |
| 2. Chandra Bhedana Pranayama | 7. Nadi Shodhana |
| 3. Sitkari Pranayama | 8. Surya Anuloma Viloma Pranayama |
| 4. Surya Bhedana Pranayama | 9. Bharamari Pranayama |

5. Sitali Pranayama

UNIT V

Preparation for Meditation, (sitting in meditative Asanas with Concentration on Tip of the Nose and Centre of eye brow) pranadarana (Body awareness) - Yoga Nidra.

3.4. Health and hygiene

HERBAL MEDICINE

3.4. Skill Based Elective I Ethno Medicine

Unit I

Ethnomedicine – definition, history and its scope – Inter disciplinary approaches in ethnobotany – Collection of ethnic information.

Unit II

Importance of medicinal plants – role in human health care – health and balanced diet (Role of proteins, carbohydrates, lipids and vitamins).

Unit III

Tribal medicine – methods of disease diagnosis and treatment – Plants in folk religion – *Aegle marmelos*, *Ficus benghalensis*, *Curcuma domestica*, *Cyanodon dactylon* and *Sesamum indicum*.

Unit IV

Traditional knowledge and utility of some medicinal plants in Tamilnadu – *Solanum trilobatum*, *Cardiospermum halicacabum*, *Vitex negundo*, *Adathoda vasica*, *Azadirachta indica*, *Gloriosa superba*, *Eclipta alba*, *Aristolochia indica* and *Phyllanthus fraternus*.

Unit V

Plants in day today life – *Ocimum sanctum*, *Centella asiatica*, *Cassia auriculata*, *Aloe vera*. Nutritive and medicinal value of some fruits (Guava, Sapota, Orange, Mango, Banana, Lemon, Pomegranate) and vegetables - Greens (*Moringa*, *Solanum nigrum* Cabbage).

3.5. Skill Based Elective - II Pharmacognosy

Unit I

History, Definition and scope of pharmacognosy; Systems of Indian Medicines – Siddha, Unani, Ayurveda, Homeopathy; Terminologies.

Unit II

Classification of Crude drugs – Taxonomical, Morphological, Pharmacological and chemical classifications; Chemistry of drugs and its evaluation.

Unit III

Preparation of crude and commercial drugs. Making infusion, decoction, lotion, washers, insect repellents, suppositories, tincture, making herbal syrups, compresses, poultice, plasters, ointments, herbal oils and herbal salves. Surgical fibres, sutures and dressing.

Unit IV

Organoleptic study of the following medicinal plants: Fruit – Amla, Bulb – Garlic, Rhizome – Ginger, seed – castor, Bark – Cinchona, Leaves – Neem, Flower – Clove.

Unit V

Analytical Pharmacognosy – drug adulteration and detection. Biological testing of herbal drug. Phytochemical investigations with reference to secondary metabolites of locally available medicinal plants.

3.6.Skill Based Elective - III Herbs and Drug Action

Unit I

Terminologies – Definitions – Classification of medicinal plants based on their effects with special reference to India.

Unit II

Allergens – types – sources – active principles – Chemical nature – Cell modifiers – Lectins – mutagens, teratogens – Allergic reactions with known examples.

Unit III

Drugs acting on brain and nervous system – Rheumatic arthritis – Psychoactive drugs – Depressants, Stimulants, hallucinogens – sources, effects, basic mechanism of action.

Unit IV

Cardiovascular diseases – blood pressure – cardiac drugs of plant origins – alkaloids, anticoagulants – basic mechanism of action. Pulmonary / respiratory disorders – asthma – bronchitis – common cold – allergy – Remedy from plants.

Unit V

Drugs for urinogenital disorders – roots of *Withania somnifera* – Memory stimulants – *Centella asiatica* – Drugs for dissolving kidney stones – *Musa paradisiaca* (pseudostem) – Antiinflammatory drugs – *Cardiospermum* – Anticancer drugs – *Catharanthus roseus*.

SALES AND MARKETING ANAGEMENT

3.7 Skill Based Elective - I INTRODUCTION TO MARKETING MANAGEMENT

UNIT I

Meaning of marketing Management – Functions of Marketing Management –Difference between Marketing Management and Sales Management

UNIT II

Marketing manager's responsibility – marketing planning – need, importance and process of planning

UNIT III

Marketing organization – types of organization – committee type, product type, line, staff and staff organization – marketing decision making

UNIT IV

Marketing control and marketing audit – types and methods of conducting marketing audit – marketing risks – methods of dealing with marketing risks.

UNIT V

Advertising management – Need – Importance – Advertising Strategy –Advertisement Copy – Media Planning – Effectiveness of Advertisement

3.8. Skill Based Elective - II

SALES MANAGEMENT

UNIT I

Sales Management - meaning and scope - functions of sales management –sales policy – selling process – responsibilities of sales manager

UNIT II

AIDA Formula- Need for sales force – recruitment and selection of sales force –training of salesman – qualities of a good salesman

UNIT III

Sales office functions – interviews – receiving of orders – handling mails – filing – record keeping – sales bulletin.

UNIT IV

Sales promotion – Dealer & Consumer sales promotion tools – Sales Planning –Budgeting & Evaluation

UNIT V

Distribution functions – distribution policy – components of physicaldistribution

3.9. Skill Based Elective -III

RETAIL MANAGEMENT

UNIT I

Retail Management – Meaning – Characteristics of retailing –Retailing principles – Reasons for retail growth – Emerging trends in retailing.

UNIT II

Store Location – Importance – Urban vs Rural location – Consumer Behaviour –Determinants - Customer service strategies.

UNIT III

Stores layout and design – objectives – factors - display

UNIT IV

Inventory Management in Retailing - Material Handling – Principles andpurpose of material handling – Symptoms of poor material handling

UNIT V

Retail formats – Store Based Retail format – Non store board retail format –other emerging retail formats.



S. Suresh
PRINCIPAL,
Dharmapuram Gnanambigai
Government Arts College for Women
Mayiladuthurai-609 001
D.O Code No. CI 206



4.ICT/computing skills through Technology Interface Club

GOAL : Make Students aware of Technology and Tech friendly

OBJECTIVE : To fill the gap between technology and the end users

Academic Year - 2017-2018

Mrs. V.C. Poornimadurai M.C.A., M.Phil., Guest Lecturer, Department of Computer Science, acted as co-ordinator for Technology Interface Club and organized various programs to improve students' technical skill. During this year TIC programs focused on effective usage of internet and mobiles.

On 20.07.2017 special lecture is organized on "Awareness on Basic Internet Concepts" by TIC. Computer Science faculty members gave demo and talk on Email Creation, Online ticket reservation and Online bill payments. Students are educated to use internet in their academic works. Specific websites supported by MHRD and UGC regarding research journals and E-Materials are introduced. 526 students participated and had hands on experience with the support of their laptops (Freely distributed by Government).

On 01.03.2018 special lecture is organized on "Mobile Tecchnology". Mr. Gunaseelan, Technical experts, TATTI Computers, Mayiladuthurai gave demo on video conferencing and mobile app creation. 520 students participated and gave encouraging feedbacks.

Academic Year - 2018-2019

Mrs. V.C. Poornimadurai M.C.A., M.Phil., Guest Lecturer, Department of Computer Science, acted as co-ordinator for Technology Interface Club and organized various programs to improve students' technical skill. During this year TIC programs focused on effective usage of internet and mobiles for final year students from UG and PG.

On 02.03.2018 special lecture is organized on "Basic Internet Concepts" focusing various search engines, word and pdf converter, free multimedia file downloading and creating of ppts. 600 students from various disciplines participated and benefited.

On 22.02.2019 special lecture is organized on "Mobile learning technologies and current trends". Faculty members of Computer Science Department acted as Resource Person. The sessions focused on online learning. Virtual Classes through you tube are demonstrated and availability of digital libraries and their access are discussed. 580 students from arts, science and life science participated and gave good feedbacks.

Academic Year - 2019-2020

Mr. D. Raja M.Sc., M.Phil., Assistant Professor, Department of Computer Science, acted as co-ordinator for Technology Interface Club and organized various programs to improve students' technical skill. During this year TIC focused on digital skills in daily life. Students made aware of E-banking, Online Purchasing, Web designing and online marketing and social media.

On 23.10.2019 special lecture is organized on "E-Practices in Daily Life". Faculty members of Computer Science Department acted as Resource Person. Specific tips on Online Purchase (with Amazon, Flipkart, Snapdeal etc.,) are discussed. Online book purchase is demonstrated in detail. To undertake survey on social issues in general, the usage of google form is demonstrated. This session focused light on cyber crimes popularly faced while using social media and net banking. 700 students participated and benefited.

Academic Year - 2020-2021

Mr. D. Raja M.Sc., M.Phil., Assistant Professor, Department of Computer Science, acted as co-ordinator for Technology Interface Club and organized various programs to improve students' technical skill.

On Behalf of Technology Interface Club one awareness program on "Cyber Network Security" is conducted on 19.11.2020. Dr.V.Veeramanikandan, M.Sc., M.Phil., P.hD., Assistant Professor, Kolanjiappar govt. arts college, Viruthachalam, acted as resource person. Nearly 350 Students from various departments of the college attended the program. As students are working more and more with social media for academic and various other reasons the program focused to create awareness among students on secured usage and behaviour while using internet connected devices.

Cybersecurity awareness involves **being mindful of cyber security in day-to-day situations**. Being aware of the dangers of browsing the web, checking email, and using social media is essential for students. Hence the program is organised to create awareness among students.

Academic Year – 2021-2022

Mr. D. Raja M.Sc., M.Phil., Assistant Professor, Department of Computer Science, acted as co-ordinator for Technology Interface Club and organized various programs to improve students' technical skill. On Behalf of Technology Interface Club, one program on networking is conducted on 12.05.2022 and the Chief Guest invited is Mr.S.Sivakumar, M.C.A., M.Phil., Assistant Professor of Computer Application, A.V.C.College of Engineering, Mannampandal, Mayiladuthurai. The events organized to teach the students about 1.Fundamental Java Networking Technologies.2.Client Server Concepts3.Real Time Software Development.4.Internet & World Wide Web5.Working with URLs. Through this program, Students are able to Create simple Web pages, Create dynamic web pages using server side scripting, basic idea about networking programming side validation, create user java frames.



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