

# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**ERODE-638107**

VALUE ADDED COURSE-2017-2018

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

## 17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES - REPORT

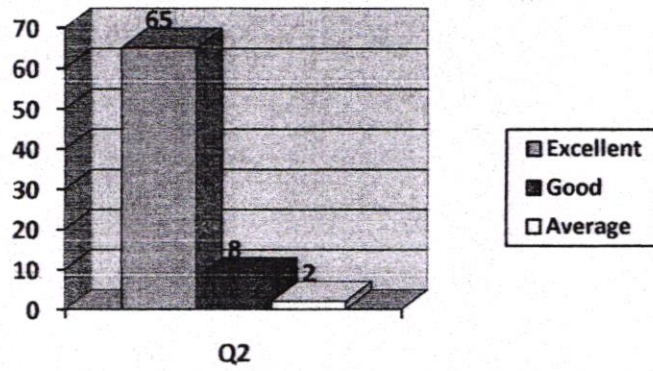
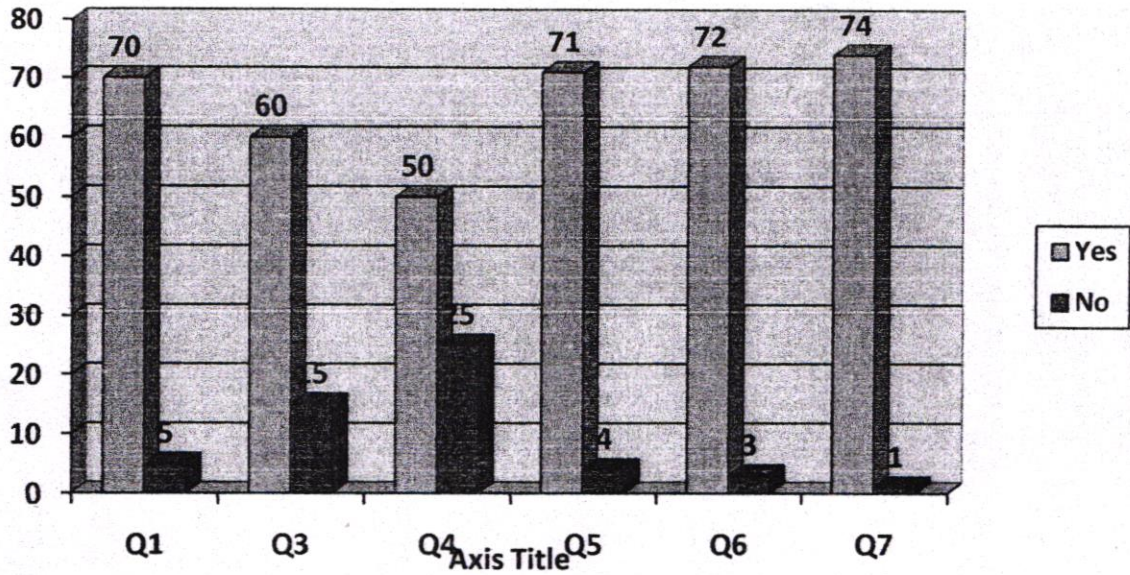
Name of the Value-Added Course	<b>INTERPERSONAL SKILLS FOR CORPORATES</b>
Course code	<b>17VCOIS</b>
Course Coordinator	<b>Ms.N.SANTHAMANI</b> Assistant Professor, Corporate Secretaryship with CA and Professional Accounting
Date	Starting Date:10.7.2017      Ending Date:25.9.2017
Duration of the Course	40 Hours
Total participants Enrolled	75
Successfully Completed	68
Type of Assessment	Objective and Descriptive
Course Outcome	<p>On Completion of this course, the students will be able to</p> <ul style="list-style-type: none"><li>• Recognize the importance of interpersonal skills.</li><li>• Analyze the Group dynamics and Group behavior.</li><li>• Acquire knowledge on Recruitment and Selection process.</li><li>• Understand the concept of Personality and Perception.</li><li>• Evaluate Leadership style.</li><li>• Learn how to manage stress.</li></ul>
Outcome Attainment	2 out of 68 Students scored above 60% of Marks
Feedback Question Analysis-Questions Asked	
<b>Q.No.</b>	<b>Parameters</b>
Q1	The Course content was in line with my expectations
Q2	General content of the Course
Q3	The Course provided additional knowledge and skill
Q4	Well-designed Practical sessions
Q5	Schedule of the classes and other relevant detail have been informed properly
Q6	Course materials provided were useful
Q7	Provides scope for self employment and fulfills the industrial needs



**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107



### FEEDBACK RATINGS



*[Signature]*  
Course Coordinator

*[Signature]*  
Head of the Department

*[Signature]*  
Principal  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.



*[Signature]*  
Dr. N. RAMAN  
Principal,  
KONGU ARTS AND SCIENCE COLLEGE  
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**ERODE-638107**

## DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING VALUE ADDED COURSE (2017-2018)-PROPOSAL

Date: 21.02.2017

Submitted to the Principal

We are planning to conduct a Value Added Course titled "17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES" for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

### COURSE DETAILS:

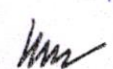
Name of the Course	17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES	
Duration of the Course	40 Hours	
Conducting Department	Corporate Secretaryship with CA and Professional Accounting	
Course Coordinator(s)	Ms.N.SANTHAMANI Assistant Professor, Corporate Secretaryship with CA and Professional Accounting	
Assessment Type (Total:100 Marks)	Section A Answer All Questions Objective Questions (25 x 1=25 Marks)	Section B Answer All Questions Either or type (5x 15 =75 Marks)

### OUTCOMES:

- On Completion of this course the students will be able to
- Recognize the importance of interpersonal skills.
- Analyze the Group dynamics and Group behavior.
- Acquire knowledge on Recruitment and Selection process.
- Evaluate Leadership style.
- Learn how to manage stress.

  
Course Coordinator



  
Head of the Department

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

  
Dr. N. RAMAN

PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

  
Principal

PRINCIPAL,  
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**ERODE-638107**

**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND  
PROFESSIONAL ACCOUNTING**

**VALUE ADDED COURSE (2017-2018) - CIRCULAR**

Date: 12.6.2017

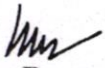
Ref.No.: KASC-AE/IS/VAC/2017-18/01

It is informed that Value Added Course on “**17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES**” will be conducted from **10.7.2017 (Monday)**. Registration will be on **First-Come First-Serve basis**. Students are asked to enroll your names for the above-mentioned course after the counselling sessions on the respective dates as follows:


III Year	II Year	I Year
Counselling Date 19.06.2017(FN)	Counselling Date 19.06.2017(AN)	Counselling Date 28.06.2017


HoDs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.

Total instruction Hours : 40 Hours  
Course Coordinator : **Ms.N.SANTHAMANI**  
Assistant Professor,  
Corporate Secretaryship with CA and Professional Accounting  
Mail-id : [santhamanin81@gmail.com](mailto:santhamanin81@gmail.com)

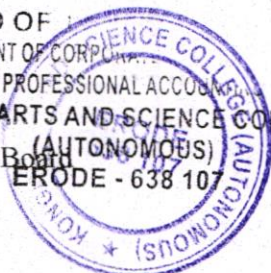
  
**Head of the Department**

HEAD OF  
DEPARTMENT OF CORPORATE SECRETARYSHIP  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE  
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**Dr. N. RAMAN**  
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**Principal**  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Copy to:  
All Department Notice Board





**KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)  
NANJANAPURAM, ERODE – 638 107**



*KASC ACADEMY OF EXCELLENCE*

Academic Year 2017-2018

VALUE ADDED COURSE ON

**17VCOIS – INTERPERSONAL SKILLS  
FOR CORPORATES**



**COURSE DURATION**

Theory - 40 Hours

**FOR WHOM**

All the UG Students

**COURSE CONTENT**

- Ethical principles in business
- Personality
- Communication
- Leadership
- Conflict
- Internal Mobility
- Interpersonal skills

**COURSE OUTCOMES**

- Recognize the importance of interpersonal skills.
- Analyze the Group dynamics and Group behavior.
- Acquire knowledge on Recruitment and Selection process.
- Evaluate Leadership style.

Organised By  
Department of Corporate Secretaryship  
with CA  
and Professional Accounting

**COORDINATOR**

**Ms.N.SANTHAMANI**  
Assistant Professor,  
Corporate Secretaryship with CA  
and Professional Accounting



**KONGU**  
*Assuring the Best*

Dr. N. RAMAN  
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**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING**

**VALUE ADDED COURSE-SYLLABUS**

**17VCOIS Paper I - FUNDAMENTALS OF INTERPERSONAL MANAGEMENT**

**Course Duration: 40 Hrs**

**OBJECTIVE:**

To enable the students to understand and develop interpersonal skills..

UNITI		4 Hours
Interpersonal skills – Definition - Scope of Interpersonal skills-Human Recourse Planning: Concepts - Process and Needs of Human Recourse Planning –Objectives and Functions of Human Resource Management-Problems in Human Resource Management.		
UNITII		4 Hours
Dynamics of Inter group Relations – Intra organizational bargaining-The resolution of conflict: Negotiation and third party Intervention – Industrial Action. The organizational context-Equal oppourtunities.An attempt to restructure employment relations-Workers Participation in management		
UNITIII		4 Hours
Internal Mobility- Promotion- Transfer – Demotion.Training-Objectives of training- Identifying training needs-training methods-training administration-training evolution.Employee Empowerment - concepts- Elements-Approaches Empowerment-Importance-Barriers to Empowerment		
UNITIV		4 Hours
Recruitment – Meaning – Process - Recruitment policy- Recruitment organization- Sources of Recruitment - Techniques of Recruitment. Selection – Meaning of Selection – Steps in Selection Process – Selection Testing (Psychological Tests) – Selection Interviewing.		
UNITV		4 Hours
Working conditions and work behavior –Working hours and shifts-Employee Remuneration-Basic wages , Essentials of a sound wage and salary structure-Process of wage determination-Dearness Allowance ,Bonus-Fringe benefits and incentives.		
<b>Total Hours</b>		<b>20 Hours</b>

**Reference Books**

- G.B. Gupta - Human Resource Management -Sultan Chand & Sons,2012  
Mizra S.Saiyaderin – Human Resource Management -Mc Grawhill education  
India Pvt Ltd,2008

Course outcome:

- Recognize the importance of interpersonal skills.
- Analyze the Group dynamics and Group behavior.
- Acquire knowledge on Recruitment and Selection process.

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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING  
VALUE ADDED COURSE – SYLLABUS

## 17VCOIS – INTERPERSONAL SKILLS FOR CORPORATE PAPER-II CORPORATE ETHICS AND BEHAVIOUR

**Course Objective :** To enable the students to have an exposure in Professional Ethics.

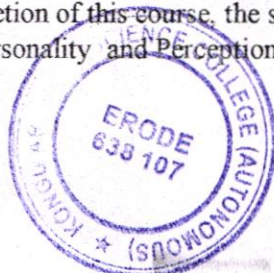
UNIT I		4 Hours
<b>Ethical principles in business</b> - Introduction - organization structure and ethics. Ethics programme- Ethics committee-Functions of ethics committee. <b>Organisational Behaviour:</b> Meaning and Scope of Organizational Behavior - Features of Organizational Behaviour – Individual behaviour and Group behaviour.		
UNIT II		4 Hours
<b>Personality:</b> Meaning – Determinants – Personality Traits – Personality attributes influencing Organisational Behavior. <b>Perception:</b> Meaning and Importance – Factors influencing perception – Perception in individual decision making – Meaning and techniques of Group Decision Making.		
UNIT III		4 Hours
<b>Communication:</b> Meaning, functions and process of Communication – Characteristics of Good communication system-Importance of communication - Barriers to effective communication and methods of overcoming.		
UNIT IV		4 Hours
<b>Leadership:</b> Meaning – significance and Nature of Leadership– Functions of Leader- Types of Leader -Qualities of Effective Leader and Leadership Style. Different approaches to study of Leadership. Trait theories- Behavioral theories – Managerial Grid.		
UNIT V		4 Hours
<b>Conflict:</b> Meaning and types of conflict – Negotiation process. <b>Stress:</b> Stress and behavior – Sources of stress – General Stress syndrome – Effects of job stress – Individual and Organisational strategies in managing stress.		
<b>Total Hours</b>		20 Hours

### BOOKS FOR REFERENCE:

- ❖ L.M. Prasad- Organisational Behaviour, Sultan Chand & Sons, 2011
- ❖ Jit.S. Chandan- Organisational Behaviour, Vikas Publishing House
- ❖ Stephen P. Robbins-Organisational Behaviour, Pearson Education

**Course Outcome:** On Completion of this course, the students will be able to

- Understand the concept of Personality and Perception.
- Evaluate Leadership style.
- Learn how to manage stress .



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**ACADEMIC YEAR:2017-2018**

**17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES  
FINAL ENROLLMENT LIST**

S.No.	REG.NO.	NAME OF THE STUDENT	CLASS
1	16UCPA001	ALLWIN M	II-B.Com(Professional Accounting)
2	16UCPA016	HARI HARAN V	II-B.Com(Professional Accounting)
3	16UCPA038	NAVEEN KUMAR K	II-B.Com(Professional Accounting)
4	16UCPA056	SIVARAJU S	II-B.Com(Professional Accounting)
5	16UMAT022	JEEVITHA PRIYADARSSINI P	II B.Sc Mathematics
6	16UMAT043	PRIYATHARSHINI J	II B.Sc Mathematics
7	16UMAT063	VETHAPRABHA V	II B.Sc Mathematics
8	16UCCA023	KEERTHANA A	II -B.Com(CA)
9	16UCCA026	KOWSALYA K	II -B.Com(CA)
10	16UCCA029	LOGA NITHYA N	II -B.Com(CA)
11	16UCCA032	MALAVIGA D	II -B.Com(CA)
12	16UCCA051	SANGAVI M	II -B.Com(CA)
13	16UCSC001	AKHILA M	II B.Com Corporate Secretaryship (CA)
14	16UCPA009	DEEPIKA S	II B.Com(Professional Accounting)
15	16UCSC019	ELAMATHI L	II B.Com Corporate Secretaryship (CA)
16	16UCSC023	JAYASHREE M R K	II B.Com Corporate Secretaryship (CA)
17	16UCSC026	KARTHICK S	II B.Com Corporate Secretaryship (CA)
18	16UCSC034	MOHAMED SALMAN H	II B.Com Corporate Secretaryship (CA)
19	16UCSC039	NISANTHAN M B	II B.Com Corporate Secretaryship (CA)
20	17UCSC051	SELVARAJ S	I B.Com Corporate Secretaryship (CA)
21	16UCSC055	SRINITHI P	II B.Com Corporate Secretaryship (CA)
22	16UBAC006	DINESH KUMAR V	II BBA(CA)
23	16UBAC049	SATHYA PRABHU M	II BBA(CA)
24	17UCBI006	BHAGYALAKSHMI R	I B.Com (Banking & Insurance)
25	17UCSC005	BHUVANESHWARI R	I B.Com Corporate Secretaryship (CA)



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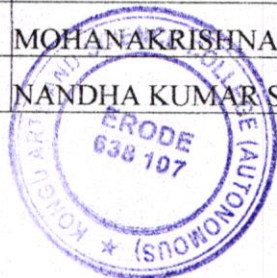
**ERODE-638107**

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

ACADEMIC YEAR : 2017-2018

## 17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES FINAL ENROLLMENT LIST

S.NO.	REG.NO.	NAME	CLASS
26	17UCSC006	BHUWUANESHWARI S	I B.Com Corporate Secretaryship(CA)
27	17UCSC012	GOKILAVANI M	I B.Com Corporate Secretaryship(CA)
28	17UCSC015	HEMA PRIYA DHARSHINI M	I B.Com Corporate Secretaryship(CA)
29	17UCSC025	LIKINA R	I B.Com Corporate Secretaryship(CA)
30	17UCSC027	MAHESWARI S	I B.Com Corporate Secretaryship(CA)
31	17UCSC032	MUTHU LAKSHMI S	I B.Com Corporate Secretaryship(CA)
32	17UCSC034	MYVIZHI KEERTHANA R	I B.Com Corporate Secretaryship(CA)
33	17UCSC041	PRAKASH S	I B.Com Corporate Secretaryship(CA)
34	17UCSC045	RUBIKA S	I B.Com Corporate Secretaryship(CA)
35	17UCSC047	SANTHIYA M	I B.Com Corporate Secretaryship(CA)
36	17UCSC054	SOWNDHARYA R	I B.Com Corporate Secretaryship(CA)
37	17UCSC057	SRUTHI LAKSHMI S	I B.Com Corporate Secretaryship(CA)
38	17UCSC058	SUREKA V	I B.Com Corporate Secretaryship(CA)
39	17UCSC061	THARANI S	I B.Com Corporate Secretaryship(CA)
40	17UCSC062	THARANYA S	I B.Com Corporate Secretaryship(CA)
41	17UCSC003	BALAJI K	I B.Com Corporate Secretaryship(CA)
42	17UCSC008	DEEPAK LAWRENCE V	I B.Com Corporate Secretaryship(CA)
43	17UCSC018	JOTHIKKUMAR P	I B.Com Corporate Secretaryship(CA)
44	17UCSC019	KARUPPUSAMY S	I B.Com Corporate Secretaryship(CA)
45	17UCSC021	KAVIN .M	I B.Com Corporate Secretaryship(CA)
46	17UCSC020	KAVIN B	I B.Com Corporate Secretaryship(CA)
47	17UCSC022	KAVINKUMAR L	I B.Com Corporate Secretaryship(CA)
48	17UCSC029	MANOJKUMAR V S	I B.Com Corporate Secretaryship(CA)
49	17UCSC030	MOHANAKRISHNAN S	I B.Com Corporate Secretaryship(CA)
50	17UCSC035	NANDHA KUMAR S	I B.Com Corporate Secretaryship(CA)



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## DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

ACADEMIC YEAR : 2017-2018

17VCOIS – INTERPERSONAL SKILLS FOR CORPORATES  
FINALENROLLMENT LIST .

S.NO.	REG.NO.	NAME	CLASS
51	17UCSC037	NITHISHKUMAR P	I B.Com Corporate Secretaryship (CA)
52	17UCSC044	ROGAN RAMKUMAR R	I B.Com Corporate Secretaryship (CA)
53	17UCSC048	SANTHOSH KUMAR P	I B.Com Corporate Secretaryship (CA)
54	17UCSC049	SASIKUMAR S	I B.Com Corporate Secretaryship (CA)
55	17UCSC051	SELVARAJ S	I B.Com Corporate Secretaryship (CA)
56	17UCSC053	SIVA SUBRAMANIYAN V	I B.Com Corporate Secretaryship (CA)
57	17UCSC052	SIVAPRAKASH N	I B.Com Corporate Secretaryship (CA)
58	17UCSC056	SRIMATHI.R.P	I B.Com Corporate Secretaryship (CA)
59	17UCSC059	THAMARAI SELVAN S	I B.Com Corporate Secretaryship (CA)
60	17UCSC064	VIJAY A S	I B.Com Corporate Secretaryship (CA)
61	17UCSC065	VIKASH S	I B.Com Corporate Secretaryship (CA)
62	17UCSC066	VIMAL M	I B.Com Corporate Secretaryship (CA)
63	17UCOM083	JEEVANANTHAM S	I B.Com
64	17UCOM086	KAVIN KUMAR C	I B.Com
65	17UCOM091	MANOJ KUMAR S	I B.Com
66	17UCOM093	MATHAN DEEPAK D	I B.Com
67	17UCOM073	PRAVEEN M	I B.Com
68	17UCOM111	RATHINAVEL S	I B.Com
69	17UCOM030	NAGAKARTHIKEYAN V S	I B.Com
70	17UCOM048	SANTHOSH M	I B.Com
71	17UBAC001	AARTHI S	I BBA (CA)
72	17UBAC003	AJITHA S	I BBA (CA)
73	17UBAC005	ANJANA E	I BBA (CA)
74	17UBAC016	GIRIJA L	I BBA (CA)
75	17UBAC049	SANDHIYA C	I BBA (CA)

Course Coordinator

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE

Principal  
KONGU ARTS AND SCIENCE COLLEGE  
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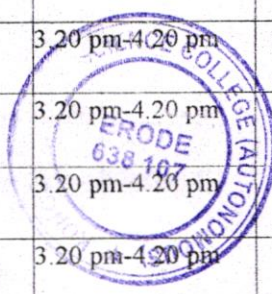
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**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA  
AND PROFESSIONAL ACCOUNTING  
ACADEMIC YEAR:2017-2018  
SCHEDULE FOR THE VALUE ADDED COURSE**

**17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES**

S.No.	Date	Time	Topics Covered	Theory Hours
1	10.7.2017	3.20 pm-4.20 pm	Interpersonal skills- Definition - Scope of Interpersonal skills	1
2	11.7.2017	3.20 pm-4.20 pm	<b>Human Recourse Planning:</b> Concepts - Process and Needs of Human Recourse Planning	1
3	12.7.2017	3.20 pm-4.20 pm	Objectives and Functions of Human Resource Management	1
4	13.7.2017	3.20 pm-4.20 pm	Problems in Human Resource Management	1
5	14.7.2017	3.20 pm-4.20 pm	Dynamics of Inter group Relations - Intra organizational bargaining	1
6	17.7.2017	3.20 pm-4.20 pm	Their solution of conflict :Negotiation and third party Intervention	1
7	18.7.2017	3.20 pm-4.20 pm	Industrial Action. The organizational context-Equal opportunities.	1
8	19.7.2017	3.20 pm-4.20 pm	An attempt to restructure employment relations-Workers Participation in management.	1
9	20.7.2017	3.20 pm-4.20 pm	Internal Mobility- Promotion- Transfer - Demotion. Training-Objectives of training	1
10	21.7.2017	3.20 pm-4.20 pm	Identifying training needs-training methods-training administration	1
11	31.7.2017	3.20 pm-4.20 pm	Training evolution. Employee Empowerment-concepts	1
12	1.8.2017	3.20 pm-4.20 pm	Elements-Approaches Empowerment-Importance-Barriers to Empowerment	1
13	2.8.2017	3.20 pm-4.20 pm	Recruitment-Meaning-Process -Recruitment policy	1
14	4.8.2017	3.20 pm-4.20 pm	Recruitment organization- Sources of Recruitment - Techniques of Recruitment	1
15	7.8.2017	3.20 pm-4.20 pm	Selection- Meaning of Selection-Steps in Selection Process	1
16	8.8.2017	3.20 pm-4.20 pm	Selection Testing (Psychological Tests)-Selection Interviewing.	1
17	9.8.2017	3.20 pm-4.20 pm	Working conditions and work behavior-Working hours and shifts	1
18	10.8.2017	3.20 pm-4.20 pm	Employee Remuneration	1
19	16.8.2017	3.20 pm-4.20 pm	Basic wages ,Essentials of a sound wage and salary structure-Process of wage determination	1
20	17.8.2017	3.20 pm-4.20 pm	Dearness Allowance, Bonus-Fringe benefits and incentives.	1
21	18.8.2017	3.20 pm-4.20 pm	<b>Ethical principles in business</b> - Introduction - organization structure and ethics	1
22	21.8.2017	3.20 pm-4.20 pm	Ethics programme -Ethics committee-Functions of ethics committee	1
23	22.8.2017	3.20 pm-4.20 pm	<b>Organisational Behaviour:</b> Meaning and Scope of Organizational Behavior	1
24	23.8.2017	3.20 pm-4.20 pm	Features of Organizational Behaviour-Individual behaviour and Group behaviour.	1
25	24.8.2017	3.20 pm-4.20 pm	<b>Personality:</b> Meaning-Determinants-Personality Traits	1



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ACADEMIC YEAR: 2017-2018

SCHEDULE FOR THE VALUE ADDED COURSE

**17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES**

S.No.	Date	Time	Topics Covered	Theory Hours
26	5.9.2017	3.20 pm-4.20 pm	Personality attributes influencing Organisational Behavior.	1
27	7.9.2017	3.20 pm-4.20 pm	<b>Perception:</b> Meaning and Importance – Factors influencing perception	1
28	8.9.2017	3.20 pm-4.20 pm	Perception in individual decision making – Meaning and techniques of Group Decision Making.	1
29	11.9.2017	3.20 pm-4.20 pm	<b>Communication:</b> Meaning, functions and process of Communication	1
30	12.9.2017	3.20 pm-4.20 pm	Characteristics of Good communication system	1
31	13.9.2017	3.20 pm-4.20 pm	Importance of communication	1
32	14.9.2017	3.20 pm-4.20 pm	Barriers to effective communication and methods of overcoming	1
33	15.9.2017	3.20 pm-4.20 pm	<b>Leadership :</b> Meaning–significance and Nature of Leadership	1
34	18.9.2017	3.20 pm-4.20 pm	Functions of Leader- Types of Leader	1
35	19.9.2017	3.20 pm-4.20 pm	Qualities of Effective Leader and Leadership Style. Different approaches to study of Leadership	1
36	20.9.2017	2.20pm-3.20pm	Trait theories- Behavioral theories –Managerial Grid	1
37	21.9.2017	3.20pm-4.20pm	<b>Conflict:</b> Meaning and types of conflict–Negotiation process	1
38	22.9.2017	3.20 pm-4.20 pm	<b>Stress:</b> Stress and behavior–Sources of stress	1
39	23.9.2017	3.20 pm-4.20 pm	General Stress syndrome –Effects of job stress	1
40	25.9.2017	3.20 pm-4.20 pm	Individual and Organisational strategies in managing stress	1
<b>Total Hours</b>				<b>40</b>

**Dr. N. RAMAN**  
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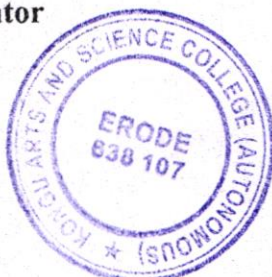
Course Coordinator

Head of the Department

Principal  
PRINCIPAL,

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
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# KONGU ARTS AND SCIENCE COLLEGE

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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS — INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE

S. No.	REG.NO.	NAME	10/7/17	11/7/17	12/7/17	13/7/17	14/7/17	17/7/17	18/7/17	19/7/17	20/7/17	21/7/17
			8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM	8:30 AM to 4:30 PM
1	16UCPA001	ALLWIN M	/	/	/	/	/	/	/	/	a	/
2	16UCPA016	HARI HARAN V	a	/	/	a	a	a	a	/	/	a
3	16UCPA038	NAVEEN KUMAR K	/	/	/	/	/	/	/	/	/	a
4	16UCPA056	SIVARAJU S	/	/	/	/	/	/	/	/	/	/
5	16UMAT022	JEEVITHA PRIYADARSSINI P	/	/	/	/	/	/	/	/	/	/
6	16UMAT043	PRIYATHARSHINI J	/	/	/	/	/	/	/	/	/	/
7	16UMAT063	VETHAPRABHA V	/	/	/	/	/	/	/	/	a	/
8	16UCCA023	KEERTHANA A	/	/	/	a	/	/	/	/	a	/
9	16UCCA026	KOWSALYA K	/	/	/	/	/	/	/	/	a	/
10	16UCCA029	LOGA NITHYA N	/	/	/	/	/	/	/	/	a	/
11	16UCCA032	MALAVIGA D	/	/	/	/	/	/	/	a	/	/
12	16UCCA051	SANGAVI M	/	/	/	/	/	/	/	/	a	/
13	16UCSC001	AKHILA M	/	/	/	/	/	/	a	/	/	/
14	16UCPA009	DEEPIKA S	a	a	/	/	a	a	a	a	/	/
15	16UCSC019	ELAMATHI L	/	/	/	/	/	/	a	a	/	/
16	16UCSC023	JAYASHREE M R K	/	/	/	/	/	/	/	/	/	/
17	16UCSC026	KARTHICK S	/	/	/	/	a	/	/	/	/	/
18	16UCSC034	MOHAMED SALMAN H	a	/	/	/	/	/	/	/	/	a
19	16UCSC039	NISANTHAN M B	/	/	/	/	/	/	/	/	/	/
20	17UCSC051	SEL VARAJ S	/	a	/	/	/	/	/	/	/	a
21	16UCSC055	SRINITHI P	/	/	/	/	/	/	/	/	/	/
22	16UBAC006	DINESH KUMAR V	/	/	/	/	/	/	a	a	a	a
23	16UBAC049	SATHYA PRABHU M	/	a	/	/	/	a	/	/	/	a
24	17UCBI006	BHAGYALAKSHMI R	/	/	/	/	/	/	/	/	/	/
25	17UCSC005	BHUVANESHWARI R	/	/	/	/	/	/	/	/	/	/
Faculty Signature			<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>SP</i>



  
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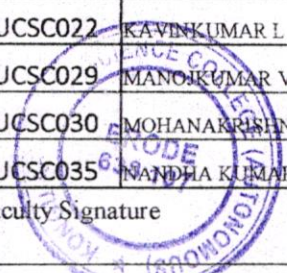
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**ERODE-638107**

**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING**

**17VCOIS – INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE**

S. No.	REG.NO.	NAME	Attendance											
			10/7/17	11/7/17	12/7/17	13/7/17	14/7/17	18/7/17	18/7/17	19/7/17	20/7/17	21/7/17		
			3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm	3:30pm to 4:30pm
26	17UCSC006	BHUWUANESHWARI S	/	/	/	/	/	/	/	/	/	/	/	/
27	17UCSC012	GOKILAVANI M	/	/	/	/	/	/	/	/	/	/	/	/
28	17UCSC015	HEMA PRIYA DHARSHINI M	/	/	/	/	/	/	/	/	/	/	/	/
29	17UCSC025	LIKINA R	/	/	/	/	/	/	/	/	/	/	/	/
30	17UCSC027	MAHESWARI S	/	/	/	/	/	/	/	/	/	/	/	/
31	17UCSC032	MUTHU LAKSHMI S	/	/	/	/	/	/	/	/	/	/	/	/
32	17UCSC034	MYVIZHI KEERTHANA R	/	/	/	/	/	/	/	/	/	a	/	/
33	17UCSC041	PRAKASH S	/	/	/	/	/	/	/	/	/	/	/	/
34	17UCSC045	RUBIKA S	/	/	/	/	/	/	/	/	/	/	/	/
35	17UCSC047	SANTHIYA M	/	/	/	/	/	/	/	/	/	/	/	/
36	17UCSC054	SOWNDHARYA R	/	a	/	/	/	/	/	/	/	/	/	/
37	17UCSC057	SRUTHI LAKSHMI S	/	/	/	/	/	/	/	/	/	/	/	/
38	17UCSC058	SUREKA V	/	/	/	/	/	/	/	/	/	/	/	/
39	17UCSC061	THARANI S	/	/	/	/	/	/	/	/	/	a	/	/
40	17UCSC062	THARANYA S	/	/	/	/	/	/	/	/	/	/	/	/
41	17UCSC003	BALAJI K	/	/	/	/	/	/	/	/	/	/	/	/
42	17UCSC008	DEEPAK LAWRENCE V	/	/	/	/	/	/	OD	OD	/	/	/	OD
43	17UCSC018	JOTHIKKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/
44	17UCSC019	KARUPPUSAMY S	/	/	/	/	/	/	/	/	/	/	/	/
45	17UCSC021	KA VIN M	/	/	/	/	/	/	/	/	/	/	/	/
46	17UCSC020	KA VIN B	/	/	/	/	/	/	/	/	/	/	/	/
47	17UCSC022	KA VINKUMAR L	/	/	/	/	/	/	/	/	/	/	/	/
48	17UCSC029	MANOJKUMAR V S	/	/	/	/	/	/	/	/	/	/	/	/
49	17UCSC030	MOHANAKRISHNAN S	/	/	/	/	/	/	/	/	/	/	/	/
50	17UCSC035	NANDHA KUMAR S	/	/	/	/	/	/	/	/	/	/	/	a
Faculty Signature			N S	N S	N S	N S	N S	N S	N S	N S	N S	N S	N S	N S



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S. No.	REG.NO.	NAME	10/7/17	11/7/17	12/7/17	13/7/17	14/7/17	17/7/17	18/7/17	19/7/17	20/7/17	21/7/17
			3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm	3:30pm 4:30pm
51	17UCSC037	NITHISHKUMAR P	/	/	/	/	/	/	/	/	/	/
52	17UCSC044	ROGAN RAMKUMAR R	/	/	/	/	/	/	/	/	/	a
53	17UCSC048	SANTHOSH KUMAR P	/	/	/	/	a	/	/	/	/	a
54	17UCSC049	SASIKUMAR S	/	/	/	a	/	/	/	/	/	/
55	17UCSC051	SELVARAJ S	/	/	/	/	/	/	/	/	/	a
56	17UCSC053	SIVA SUBRAMANIYAN V	/	/	/	/	a	/	/	/	/	/
57	17UCSC052	SIVAPRAKASH N	/	/	/	/	/	/	/	/	/	/
58	17UCSC056	SRIMATHI.R.P	/	/	/	/	/	/	/	/	/	/
59	17UCSC059	THAMARAI SELVAN S	/	/	/	/	/	/	/	/	/	/
60	17UCSC064	VIJAY A S	/	/	/	/	/	/	/	/	/	/
61	17UCSC065	VIKASH S	/	/	/	a	a	/	/	/	/	/
62	17UCSC066	VIMAL M	/	/	/	/	/	/	/	/	/	/
63	17UCOM083	JEEVANANTHAM S	/	/	/	/	/	/	/	/	/	/
64	17UCOM086	KAVIN KUMAR C	/	/	/	/	/	/	/	/	a	/
65	17UCOM091	MANOJ KUMAR S	/	/	/	/	/	/	/	/	a	/
66	17UCOM093	MATHAN DEEPAK D	/	/	/	/	/	/	/	/	a	/
67	17UCOM073	PRAVEEN M	/	/	/	/	/	a	/	/	/	a
68	17UCOM111	RATHINAVEL S	/	/	/	/	/	/	/	/	a	/
69	17UCOM030	NAGAKARTHIKEYAN V S	/	/	/	/	/	/	/	/	/	/
70	17UCOM048	SANTHOSH M	/	/	/	/	/	/	/	/	/	/
Faculty Signature			M NS	M NS	M NS	SP SP	G G	SP NS	M NS	M NS	SP SP	G G



Dr. N. RAMAN  
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S. No.	REG.NO.	NAME	10/7/17		11/7/17		12/7/17		13/7/17		14/7/17		17/7/17		18/7/17		19/7/17		20/7/17		21/7/17	
			3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM	3:30 PM To 4:30 PM	4:30 PM To 5:30 PM
71	17UBAC001	AARTHI S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a
72	17UBAC003	AJITHA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a
73	17UBAC005	ANJANA E	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a
74	17UBAC016	GIRIJA L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a
75	17UBAC049	SANDHIYA C	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Faculty Signature			<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>GG</i>	<i>SP</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>GG</i>	<i>NS</i>	<i>NS</i>	<i>SP</i>	<i>GG</i>	<i>NS</i>	<i>NS</i>	
NS - Ms.N.Santhamani			SP- Ms.S.Poovika Nishanthini			GG - Ms.G.Gomathi			CVMS.C.Vidhya													

*NS*  
Course Coordinator

*NS*  
Head of the Department  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
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ERODE - 638 107.

*NS*  
Principal  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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*NS*  
Dr. N. RAMAN  
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S. No.	REG.NO.	NAME	31/7/17		1/8/17		2/8/17		4/8/17		7/8/17		8/8/17		9/8/17		10/8/17		16/8/17		17/8/17	
			3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P	3:20P-4:20P	10:10-11:20P
1	16UCPA001	ALLWIN M	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	16UCPA016	HARI HARAN V	a	1	a	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	16UCPA038	NAVEEN KUMAR K	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	16UCPA056	SIVARAJU S	1	1	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	16UMAT022	JEEVITHA PRIYADARSSINI P	a	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	OD
6	16UMAT043	PRIYATHARSHINI J	1	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	OD
7	16UMAT063	VETHAPRABHA V	a	1	a	a	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	OD
8	16UCCA023	KEERTHANA A	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OD
9	16UCCA026	KOWSALYA K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OD
10	16UCCA029	LOGANITHYA N	1	1	1	1	1	1	1	a	1	1	1	1	1	1	1	1	1	1	1	OD
11	16UCCA032	MALAVIGA D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	P
12	16UCCA051	SANGAVI M	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	P
13	16UCSC001	AKHILA M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	16UCPA009	DEEPIKA S	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	1	1	1	1	1
15	16UCSC019	ELAMATHI L	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	a
16	16UCSC023	JAYASHREE M R K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
17	16UCSC026	KARTHICK S	1	1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	1	1	1
18	16UCSC034	MOHAMED SALMAN H	1	1	a	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
19	16UCSC039	NISANTHAN M B	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	a
20	17UCSC051	SEL VARAJ S	1	1	a	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
21	16UCSC055	SRINITHI P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	a
22	16UBAC006	DINESH KUMAR V	1	1	1	1	1	a	a	1	a	a	1	a	a	1	a	a	1	a	a	a
23	16UBAC049	SATHYA PRABHU M	1	1	1	1	1	a	a	1	a	a	1	a	a	1	a	a	1	a	a	a
24	17UCBI006	BHAGYALAKSHMI R	1	1	1	1	1	1	1	1	1	1	1	1	1	a	1	1	1	1	1	1
25	17UCSC005	BHUVANESHWARI R	a	1	1	1	1	a	a	1	a	1	1	1	1	1	1	1	1	1	1	a
Faculty Signature			G/G	N/S	C/V	N/S	G/G	G/G	C/V	N/S	S/P	C/V										



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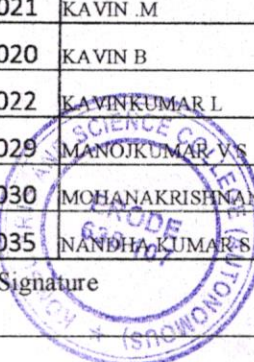
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			3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm	3:20 Pm to 4:20 Pm
26	17UCSC006	BHUWUANESHWARI S	/	/	/	/	/	/	/	/	/	/
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33	17UCSC041	PRAKASH S	/	/	/	/	/	a	/	/	/	/
34	17UCSC045	RUBIKA S	/	/	/	/	a	a	/	/	/	/
35	17UCSC047	SANTHIYA M	/	/	/	a	/	/	/	/	/	/
36	17UCSC054	SOWNDHARYA R	/	/	/	/	/	/	/	/	/	/
37	17UCSC057	SRUTHI LAKSHMI S	/	/	/	a	/	/	/	/	/	/
38	17UCSC058	SUREKA V	/	/	/	/	/	/	/	/	/	/
39	17UCSC061	THARANI S	/	/	/	/	/	/	/	/	/	/
40	17UCSC062	THARANYA S	/	/	/	/	/	/	/	/	/	/
41	17UCSC003	BALAJI K	/	a	a	/	/	/	/	/	/	/
42	17UCSC008	DEEPAK LAWRENCE V	OD	/	OD	/	/	/	/	/	/	/
43	17UCSC018	JOTHIKKUMAR P	/	a	/	/	/	/	/	/	/	/
44	17UCSC019	KARUPPUSAMY S	/	/	/	/	/	/	/	/	/	/
45	17UCSC021	KAVIN .M	/	/	/	a	/	/	/	/	/	/
46	17UCSC020	KAVIN B	/	a	/	/	/	/	/	/	/	/
47	17UCSC022	KAVINKUMAR L	/	a	/	/	/	/	/	/	/	/
48	17UCSC029	MANOJKUMAR VS	/	a	/	/	/	/	/	/	/	/
49	17UCSC030	MOHANAKRISHNAN S	a	a	/	/	/	/	/	/	/	a
50	17UCSC035	NANDHA KUMAR S	/	a	/	a	/	/	/	/	/	a
Faculty Signature			G/G	NS	CV	NS	G/G	G/G	CV	NS	SP	CV



**DR. N. RAMAN**  
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# KONGU ARTS AND SCIENCE COLLEGE

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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS — INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE

S. No.	REG.NO.	NAME	3/17/17	1/8/17	2/8/17	4/8/17	7/8/17	8/8/17	9/8/17	10/8/17	16/8/17	17/8/17
			3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM	3:20PM 1:20PM
71	17UBAC001	AARTHI S	/	o	a	a	/	/	/	/	/	/
72	17UBAC003	AJITHA S	a	a	/	a	/	/	/	/	/	/
73	17UBAC005	ANJANA E	a	a	/	a	/	/	/	/	/	/
74	17UBAC016	GIRIJA L	/	a	/	a	/	/	a	/	/	/
75	17UBAC049	SANDHIYA C	/	/	/	/	/	a	/	/	/	a
Faculty Signature												
NS - Ms.N.Santhamani			SP- Ms.S.Poovika Nishanthini			GG - Ms.G.Gomathi			CV - H.S.C. Vidhya			

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

Principal  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
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NANJANAPURAM, ERODE - 638 107.



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NANJANAPURAM, ERODE - 638 107.





# KONGU ARTS AND SCIENCE COLLEGE

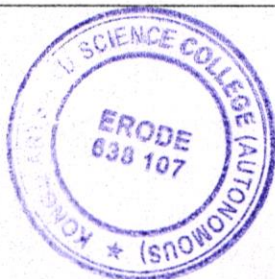
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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS – INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE

S. No.	REG.NO.	NAME	18/8/17	19/8/17	22/8/17	23/8/17	24/8/17	5/9/17	7/9/17	8/9/17	11/9/17	12/9/17
			3:30 to 4:30 PM	4:30 to 5:30 PM	3:30 to 4:30 PM	4:30 to 5:30 PM	3:30 to 4:30 PM	4:30 to 5:30 PM	3:30 to 4:30 PM	4:30 to 5:30 PM	3:30 to 4:30 PM	4:30 to 5:30 PM
1	16UCPA001	ALLWIN M	a	a	l	l	l	l	l	l	l	l
2	16UCPA016	HARI HARAN V	a	l	l	l	l	l	l	l	l	l
3	16UCPA038	NAVEEN KUMAR K	a	l	l	l	l	l	l	l	l	l
4	16UCPA056	SIVARAJU S	a	l	l	l	l	l	l	l	l	l
5	16UMAT022	JEEVITHA PRIYADARSSINI P	P	a	l	l	l	a	l	l	l	l
6	16UMAT043	PRIYATHARSHINI J	P	a	l	l	l	a	l	l	a	OD
7	16UMAT063	VETHAPRABHA V	P	a	l	l	l	a	l	l	l	l
8	16UCCA023	KEERTHANA A	P	l	l	OD	l	l	l	l	l	l
9	16UCCA026	KOWSALYA K	P	l	l	l	l	l	l	l	l	l
10	16UCCA029	LOGA NITHYA N	P	l	l	OD	l	l	l	l	l	l
11	16UCCA032	MALAVIGA D	P	l	l	l	l	l	l	l	l	l
12	16UCCA051	SANGA VI M	P	l	l	l	l	l	l	l	l	l
13	16UCSC001	AKHILA M	l	l	l	l	l	OD	l	l	l	OD
14	16UCPA009	DEEPIKA S	l	l	l	l	l	l	a	a	l	l
15	16UCSC019	ELAMATHI L	l	l	l	l	a	l	l	l	l	l
16	16UCSC023	JAYASHREE M R K	l	l	l	l	l	l	l	l	l	l
17	16UCSC026	KARTHICK S	a	l	l	l	l	a	l	l	l	l
18	16UCSC034	MOHAMED SALMAN H	a	a	l	l	l	a	l	a	l	l
19	16UCSC039	NISANTHAN M B	a	a	a	a	a	a	a	a	a	a
20	17UCSC051	SELVARAJ S	a	a	l	l	l	a	l	a	l	l
21	16UCSC055	SRINITHI P	a	a	a	a	a	a	a	a	a	a
22	16UBAC006	DINESH KUMAR V	a	a	l	l	a	l	l	a	l	a
23	16UBAC049	SATHYA PRABHU M	a	a	l	l	a	l	l	a	l	a
24	17UCBI006	BHAGYALAKSHMI R	l	l	l	l	l	l	l	l	l	l
25	17UCSC005	BHUVANESHWARI R	l	l	l	l	a	a	l	l	l	a
Faculty Signature			N	h	N	SP	SP	h	G	G	G	G
			NS	CV	NS	SP	SP	CV	G	G	G	G



Dr. N. RAMAN  
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S. No.	REG.NO.	NAME	18/8/17		21/8/17		22/8/17		23/8/17		24/8/17		5/9/17		7/9/17		8/9/17		11/9/17		12/9/17	
			3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM	3:20 Pmt to 4:20 PM	4:20 PM		
26	17UCSC006	BHUWUANESHWARI S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	17UCSC012	GOKILAVANI M	/	/	/	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
28	17UCSC015	HEMA PRIYA DHARSHINI M	/	/	OD	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	17UCSC025	LIKINA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	17UCSC027	MAHESWARI S	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	17UCSC032	MUTHU LAKSHMI S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32	17UCSC034	MYVIZHI KEERTHANA R	a	/	a	/	a	/	/	a	/	/	a	a	a	a	a	a	a	a	a	a
33	17UCSC041	PRAKASH S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
34	17UCSC045	RUBIKA S	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
35	17UCSC047	SANTHIYA M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/
36	17UCSC054	SOWNDHARYA R	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
37	17UCSC057	SRUTHI LAKSHMI S	/	/	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD
38	17UCSC058	SUREKA V	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
39	17UCSC061	THARANI S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
40	17UCSC062	THARANYA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
41	17UCSC003	BALAJ K	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/
42	17UCSC008	DEEPAK LAWRENCE V	OD	a	/	/	a	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD	OD
43	17UCSC018	JOTHIKKUMAR P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
44	17UCSC019	KARUPPUSAMY S	/	/	OD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
45	17UCSC021	KAVIN M	/	/	/	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
46	17UCSC020	KAVIN B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
47	17UCSC022	KAVINKUMAR L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
48	17UCSC029	MANOJKUMAR Y S	a	/	/	a	Dr. N. RAMAN															
49	17UCSC030	MOHANAKRISHNAN S	/	/	/	/	KONGU ARTS AND SCIENCE COLLEGE															
50	17UCSC035	NANDHAKUMAR S	/	/	/	/	(AUTONOMOUS)															
Faculty Signature			N S	C V	N S	S P	S P	C V	G G	G G	G G	G G	G G	G G	G G	G G	G G	G G	G G	G G	G G	G G

















# KONGU ARTS AND SCIENCE COLLEGE

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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS – INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE

S. No.	REG.NO.	NAME	18/8/17	21/8/17	22/8/17	23/8/17	24/8/17	5/9/17	7/9/17	8/9/17	11/9/17	12/9/17
			3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm	3.20pm to 4.20pm
51	17UCSC037	NITHISHKUMAR P	/	/	/	/	/	/	/	/	/	/
52	17UCSC044	ROGAN RAMKUMAR R	/	/	/	/	/	/	/	/	/	/
53	17UCSC048	SANTHOSH KUMAR P	/	/	/	/	a	/	a	a	/	a
54	17UCSC049	SASIKUMAR S	a	/	/	/	a	a	/	/	a	/
55	17UCSC051	SELVARAJ S	/	/	/	/	/	/	/	/	/	/
56	17UCSC053	SIVA SUBRAMANIYAN V	/	/	/	/	/	/	/	/	/	/
57	17UCSC052	SIVAPRAKASH N	/	/	/	/	/	/	/	/	/	/
58	17UCSC056	SRIMATHI.R.P	/	a	/	/	a	a	/	/	a	/
59	17UCSC059	THAMARAI SELVAN S	/	/	/	/	/	/	/	/	/	/
60	17UCSC064	VIJAY A S	/	/	/	/	/	/	/	/	/	/
61	17UCSC065	VIKASH S	/	/	/	/	/	a	/	/	/	/
62	17UCSC066	VIMAL M	a	/	/	/	a	/	/	/	a	/
63	17UCOM083	JEEVANANTHAM S	/	/	/	/	/	/	/	/	/	/
64	17UCOM086	KAVIN KUMAR C	/	/	/	/	/	/	/	/	/	/
65	17UCOM091	MANOJ KUMAR S	a	/	/	/	/	/	/	/	/	/
66	17UCOM093	MATHAN DEEPAK D	/	/	/	/	/	/	/	/	/	/
67	17UCOM073	PRAVEEN M	/	/	/	/	/	/	/	/	/	/
68	17UCOM111	RATHINAVEL S	/	a	/	/	/	/	/	/	a	/
69	17UCOM030	NAGAKARTHIKEYAN V S	/	/	/	/	/	/	/	/	/	/
70	17UCOM048	SANTHOSH M	/	/	/	/	/	/	/	/	/	/
Faculty Signature												
			NS	CV	NS	SP	SP	CV	G/G	G/G	G/G	G/G



  
**Dr. N. RAMAN**  
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			3:20 To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM	3:20 PM To 4:20 PM
71	17UBAC001	AARTHI S	/	/	/	/	/	/	/	/	/	/
72	17UBAC003	AJITHA S	/	/	/	/	/	/	/	/	/	/
73	17UBAC005	ANJANA E	/	/	a	/	/	a	/	/	/	/
74	17UBAC016	GIRIJA L	/	/	/	/	/	/	/	a	/	/
75	17UBAC049	SANDHIYA C	/	/	/	/	/	/	/	/	a	/
Faculty Signature												
NS - Ms.N.Santhamani			SP- Ms.S.Poovika Nishanthini			GG - Ms.G.Gomathi			CV - Ms.C.Vidhya			

Course Coordinator

Head of the Department

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Principal  
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NANJANAPURAM. ERODE - 638 107.



Dr. N. RAMAN  
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KONGU ARTS AND SCIENCE COLLEGE  
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# KONGU ARTS AND SCIENCE COLLEGE

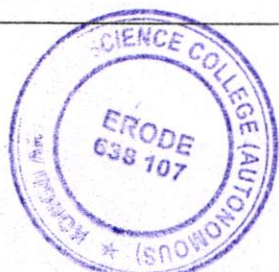
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S. No.	REG.NO.	NAME	13/9/17	14/9/17	15/9/17	18/9/17	19/9/17	20/9/17	21/9/17	22/9/17	23/9/17	25/9/17
			3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM	3:30 PM 4:20 PM
1	16UCPA001	ALLWIN M	a	1	OD	a	1	1	a	1	1	1
2	16UCPA016	HARI HARAN V	1	1	OD	1	1	1	1	OD	1	1
3	16UCPA038	NAVEEN KUMAR K	1	1	OD	1	1	1	1	OD	1	1
4	16UCPA056	SIVARAJU S	1	1	OD	1	1	1	1	1	1	1
5	16UMAT022	JEEVITHA PRIYADARSSINI P	1	1	1	1	1	1	1	1	1	1
6	16UMAT043	PRIYATHARSHINI J	1	1	1	1	1	a	1	1	1	1
7	16UMAT063	VETHAPRABHA V	1	1	1	1	1	1	1	1	1	1
8	16UCCA023	KEERTHANA A	1	1	a	1	1	1	a	a	1	a
9	16UCCA026	KOWSALYA K	1	1	1	1	1	1	1	1	a	1
10	16UCCA029	LOGA NITHYA N	1	1	1	1	1	1	1	1	1	1
11	16UCCA032	MALAVIGA D	1	1	1	1	1	1	1	1	1	1
12	16UCCA051	SANGAVI M	1	1	a	1	1	1	1	1	1	1
13	16UCSC001	AKHILA M	1	1	1	1	1	1	1	1	1	1
14	16UCPA009	DEEPIKA S	1	1	1	1	1	a	1	1	a	1
15	16UCSC019	ELAMATHI L	1	1	a	1	1	a	1	1	1	1
16	16UCSC023	JAYASHREE M R K	1	1	1	1	1	1	1	1	1	1
17	16UCSC026	KARTHICK S	1	1	OD	a	1	1	1	1	1	a
18	16UCSC034	MOHAMED SALMAN H	1	a	OD	a	1	a	1	a	1	a
19	16UCSC039	NISANTHAN M B	a	a	a	a	a	a	a	a	a	a
20	17UCSC051	SELVARAJ S	1	1	OD	a	1	1	1	a	1	1
21	16UCSC055	SRINITHI P	a	a	a	a	a	a	a	a	a	a
22	16UBAC006	DINESH KUMAR V	1	1	1	1	1	1	1	1	1	1
23	16UBAC049	SATHYA PRABHU M	1	1	a	1	1	1	1	1	a	1
24	17UCBI006	BHAGYALAKSHMI R	1	1	1	1	1	1	1	1	1	1
25	17UCSC005	BHUVANESHWARI R	a	1	1	1	1	1	1	1	1	a
Faculty Signature			SP	SP	GB	CV	NS	NS	CV	CV	CV	CV



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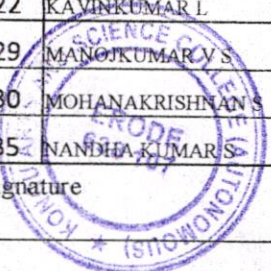
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S. No.	REG.NO.	NAME	Attendance											
			13/9/17	14/9/17	15/9/17	18/9/17	19/9/17	20/9/17	21/9/17	22/9/17	23/9/17	25/9/17		
			3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm	3:20pm to 4:20pm
26	17UCSC006	BHUWUANESHWARI S	/	/	/	/	/	/	/	/	/	/	/	/
27	17UCSC012	GOKILAVANI M	/	/	OD	/	/	a	/	/	/	/	/	/
28	17UCSC015	HEMA PRIYA DHARSHINI M	/	/	OD	/	/	a	/	/	/	/	/	/
29	17UCSC025	LIKINA R	/	/	/	/	/	/	/	a	/	/	/	/
30	17UCSC027	MAHESWARI S	/	/	/	/	/	/	/	a	/	/	/	/
31	17UCSC032	MUTHU LAKSHMI S	/	/	a	/	/	a	/	a	/	a	/	/
32	17UCSC034	MYVIZHI KEERTHANA R	a	a	a	a	a	/	/	a	/	/	/	/
33	17UCSC041	PRAKASH S	/	/	/	/	/	/	/	/	/	/	/	/
34	17UCSC045	RUBIKA S	/	/	/	a	/	/	/	/	/	/	/	/
35	17UCSC047	SANTHIYA M	a	/	a	a	a	a	/	/	/	/	a	/
36	17UCSC054	SOWNDHARYA R	/	/	/	/	a	/	/	/	/	/	/	/
37	17UCSC057	SRUTHI LAKSHMI S	OD	OD	OD	/	OD	/	OD	OD	OD	OD	OD	OD
38	17UCSC058	SUREKA V	/	/	a	a	/	a	/	/	/	/	a	/
39	17UCSC061	THARANI S	/	/	/	/	/	a	/	/	/	/	/	/
40	17UCSC062	THARANYA S	/	/	/	/	/	/	/	/	/	/	/	/
41	17UCSC003	BALAJI K	/	/	/	/	/	a	/	OD	/	/	/	/
42	17UCSC008	DEEPAK LAWRENCE V	OD	OD	OD	OD	OD	a	/	a	a	a	a	a
43	17UCSC018	JOTHIKKUMAR P	/	/	/	/	/	a	/	OD	/	/	/	/
44	17UCSC019	KARUPPUSAMY S	/	/	/	/	/	a	/	/	/	/	/	/
45	17UCSC021	KAVIN M	/	/	OD	/	/	a	a	a	/	/	/	/
46	17UCSC020	KAVIN B	/	/	/	/	/	/	/	/	/	a	/	/
47	17UCSC022	KAVINKUMAR L	/	/	/	a	a	a	a	a	a	a	a	a
48	17UCSC029	MANOJKUMAR V S	a	/	/	/	a	/	a	/	/	/	/	/
49	17UCSC030	MOHANAKRISHNAN S	/	a	/	/	a	/	/	/	/	/	/	/
50	17UCSC035	NANDHA KUMAR S	/	/	a	/	a	a	a	a	a	a	a	a
Faculty Signature			SP	SP	GB	CV	CVS	NS	CV	CV	CV	CV	CV	CV



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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS – INTER PERSONAL SKILLS FOR CORPORATES-ATTENDANCE

S. No.	REG.NO.	NAME	13/9/17	14/9/17	15/9/17	18/9/17	19/9/17	20/9/17	21/9/17	22/9/17	23/9/17	25/9/17
			3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM	3:20 PM to 4:20 PM
51	17UCSC037	NITHISHKUMAR P	/	/	/	/	/	/	/	/	/	/
52	17UCSC044	ROGAN RAMKUMAR R	/	/	/	/	/	/	/	/	/	/
53	17UCSC048	SANTHOSH KUMAR P	/	/	a	/	/	a	a	a	a	/
54	17UCSC049	SASIKUMAR S	/	a	/	/	a	/	a	a	/	/
55	17UCSC051	SELVARAJ S	/	/	a	/	/	/	/	/	/	/
56	17UCSC053	SIVA SUBRAMANIYAN V	/	/	/	/	/	/	/	/	a	/
57	17UCSC052	SIVAPRAKASH N	/	/	/	/	/	/	/	/	/	/
58	17UCSC056	SRIMATHI.R.P	/	/	/	/	/	/	/	/	/	/
59	17UCSC059	THAMARAI SELVAN S	/	/	/	/	/	/	/	/	/	/
60	17UCSC064	VIJAY A S	/	/	/	/	/	/	/	/	/	/
61	17UCSC065	VIKASH S	/	/	a	/	/	/	/	/	/	/
62	17UCSC066	VIMAL M	a	a	/	a	a	/	a	a	/	/
63	17UCOM083	JEEVANANTHAM S	/	/	a	/	a	/	/	/	/	/
64	17UCOM086	KAVIN KUMAR C	/	/	/	/	/	/	/	/	OD	/
65	17UCOM091	MANOJ KUMAR S	/	/	/	/	a	a	/	a	a	/
66	17UCOM093	MATHAN DEEPAK D	/	/	/	/	a	/	/	/	a	a
67	17UCOM073	PRAVEEN M	/	/	/	/	/	a	/	a	a	/
68	17UCOM111	RATHINAVEL S	/	/	/	/	a	/	/	a	a	/
69	17UCOM030	NAGAKARTHIKEYAN V S	/	/	/	/	/	a	/	/	/	/
70	17UCOM048	SANTHOSH M	a	/	/	/	/	/	/	/	/	/
Faculty Signature			SP	SP	GU	CV	NS	NS	CV	CK	CV	CV



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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

17VCOIS – INTER PERSONAL SKILLS FOR CORPORATES -ATTENDANCE

S. No.	REG.NO.	NAME	Attendance										
			13/9/17	14/9/17	15/9/17	18/9/17	19/9/17	20/9/17	21/9/17	22/9/17	23/9/17	25/9/17	
71	17UBAC001	AARTHI S	1	1	a	a	1	a	a	a	a	a	
72	17UBAC003	AJITHA S	1	1	1	1	1	1	1	1	1	1	
73	17UBAC005	ANJANA E	1	1	1	1	1	1	1	1	a	1	
74	17UBAC016	GIRIJA L	1	a	1	a	1	1	1	1	1	1	
75	17UBAC049	SANDHIYA C	1	1	1	a	1	a	1	1	1	1	
Faculty Signature			SP	SP	GG	CV	NS	NS	CV	CV	CV	CV	
NS - Ms.N.Santhamani			SP- Ms.S.Poovika Nishanthini			GG - Ms.G.Gomathi			CV Ms.C.Vidhya				

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
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ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING  
17VCOIS -INTERPERSONAL SKILLS FOR CORPORATES  
PAPER-I FUNDAMENTALS OF INTERPERSONAL MANAGEMENT

Time: 3 Hrs

Max Marks: 100

Section-A (25x 1= 25 Marks)

Answer ALL the Questions

## I. Choose the Correct Answer

### I. Choose the correct answer

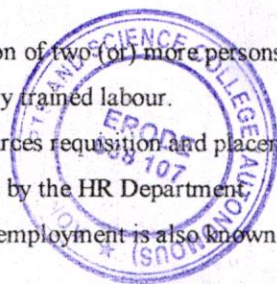
- \_\_\_\_\_ is the process of motivating, activating, leading and supervising people.  
a) Organising    b) Directing    c) Planning    d) Controlling
- \_\_\_\_\_ means understanding others view points from his point of view  
a) Courtesy    b) Mutual trust    c) positive thinking    d) Empathy
- Workers participating in management aims at increasing \_\_\_\_\_.  
a) Supply    b) Profit    c) Demand    d) Productivity
- The term Group Dynamics contains \_\_\_\_\_.  
a) Two    b) Three    c) Four    d) Five
- \_\_\_\_\_ refers to horizontal or lateral movement of an Employee from one job to another.  
a) Transfer    b) Promotion    c) Demotion    d) Power
- \_\_\_\_\_ can be made on the basis of Seniority or merit or combination of both  
a) Transfer    b) Promotion    c) Demotion    d) Power
- \_\_\_\_\_ test are being increasingly used in employee selection  
a) Preliminary    b) Employment    c) Selection    d) Test
- \_\_\_\_\_ test Measure the overall intellectual capacity of a person.  
a) Mechanical    b) Mental    c) Achievement    d) Personality
- The Payment of Wages Act was passed in the year \_\_\_\_\_.  
a) 1935    b) 1936    c) 1947    d) 1986
- If the factory employs more than 1000 workers, they should appoint qualified \_\_\_\_\_ to carry out the prescribed duties.  
a) Safety officer    b) Welfare officer    c) Security officer    d) Chief officer

### II. Fill in the Blanks:

- Two individuals integrating among themselves should have \_\_\_\_\_.
- Workers participation in management may be \_\_\_\_\_.
- Employee's may be transferred to different jobs to widen their \_\_\_\_\_ and \_\_\_\_\_.
- Interview is a face to face interaction between \_\_\_\_\_ persons.
- Under the Factories Act 1948 the ESIC stands for \_\_\_\_\_.

### III. True or false

- A Group is basically a collection of two (or) more persons.
- Rising cost in shortage of highly trained labour.
- Time lag between human resources requisition and placement.
- Selection Process is carried out by the HR Department.
- The law relating to labour and employment is also known as industrial law.



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**IV. Match the following:**

- |                             |                               |
|-----------------------------|-------------------------------|
| 21. Industrial disputes Act | - day to day function         |
| 22. Work committees         | - 1947                        |
| 23. Leadership              | - Individual and senior based |
| 24. Rewards                 | - 1948                        |
| 25. The Factories ACT       | - Top down                    |

**Section –B (5x15=75 marks)**

**Answer the following questions**

26. a) Examine the meaning and scope of interpersonal skills

(Or)

b) Explain objectives and functions of human resource management

27. a) Discuss the objectives and importance of workers participating in management

(Or)

b) Explain the function of joint councils

28. a) Explain need and purpose of transfer.

(Or)

b) Describe about concept of training

29. a) Explain the steps in selection process.

(Or)

b) Explain the techniques of recruitment.

30. a) What are the essentials of sound wage and salary system?

(Or)

b) Explain the various process involved in wage determination.



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**ERODE-638107**

**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING  
VCOIS -INTERPERSONAL SKILLS FOR CORPORATES  
PAPER-II CORPORATE ETHICS AND BEHAVIOUR**

Time : 3 Hrs

Max Marks: 100

**Section -A** (25X1=25marks)

**I. Choose the correct answer:**

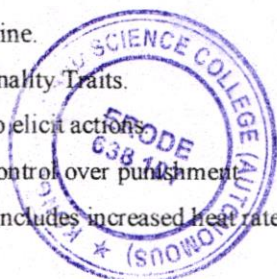
- Organizational behavior is the study of \_\_\_\_\_  
a) Human b) Human behavior c) Employer d) Employees
- \_\_\_\_\_ Strives to develop shared values.  
a) Value orientation b) Codes of conduct c) Codes of ethics d) Compliance orientation
- Perception is the \_\_\_\_\_ Process  
a) Cognitive b) Corrective c) Negative d) Positive
- The term personality has been derived from Latin word \_\_\_\_\_  
a) Persona b) Person c) personal d) Perso
- One should convey a message unless it is true and correct is known as \_\_\_\_\_  
a) Credibility b) Composition c) Simple words d) Safety
- \_\_\_\_\_ Communication means the flow of information from the lower levels of the organization to the higher level of authority  
a) Download b) Upward c) Horizontal d) Diagonal
- Personal powers are attached to a person \_\_\_\_\_  
a) individual regardless of the position b) Group regardless  
c) Constant action of the person d) Both group and individual
- Expert powers is based on \_\_\_\_\_  
a) Specialized knowledge b) Create demand c) Advertiser d) Marketing manager
- Conflict means \_\_\_\_\_  
a) Disagreement b) agreement c) mutual d) Protect
- The Conflict may be regarded as disagreement between \_\_\_\_\_  
a) Individuals or group the organization b) Not-Person involvement  
c) Agreement d) Constant persons

**II. Fill in the blanks**

- \_\_\_\_\_ setting theory focus on how to set goals for people to reach.
- Personality traits are classified into \_\_\_\_\_
- \_\_\_\_\_ is a vital tool of Management.
- Personal powers included under the Leadership is \_\_\_\_\_ and \_\_\_\_\_.
- Behaviour systems include \_\_\_\_\_.

**III. True or false**

- Help line is also known as hot line.
- Emotional stability is the personality Traits.
- The aim of communication is to elicit actions.
- Coercive power is a Leader's control over punishment.
- Emotional symptoms of stress includes increased heart rate, Blood pressure etc.



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**IV. Match the following**

- |                             |                          |
|-----------------------------|--------------------------|
| 21. Organisation structure  | - Cognitive process      |
| 22. Perception              | - Business ethics        |
| 23. Effective communication | - Increased heat rate    |
| 24. Physiological systems   | - dysfunctional conflict |
| 25. Negative conflicts      | - Feedback               |

**Section -B** (5X15=75marks)

**Answer the following Questions**

26. a) Enumerate the role of Board of Directors in ethical climate of an organization.  
(Or)  
b) State the meaning and scope of organizational behaviour.
27. a) Explain personality traits affecting behaviour.  
(Or)  
b) Explain the External factors in perceptual selectivity.
28. a) Describe about verbal and non-verbal Communication.  
(Or)  
b) What are the Characteristics of communication?
29. a) Discuss various Leadership styles.  
(Or)  
b) Explain the qualities of a Leader.
30. a) Enumerate the causes of conflict.  
(Or)  
b) Explain Stress management.



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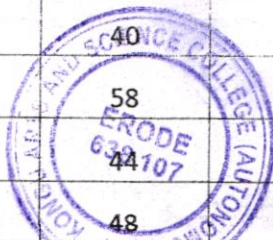
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## 17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES -MARK STATEMENT

SI NO.	REG NO	THEORY - I	THEORY - II	AVERAGE %	RESULT	GRADE
1	16UCPA001	40	62	51	PASS	B
2	16UCPA016	45	54	50	PASS	B
3	16UCPA038	59	53	56	PASS	B
4	16UCPA056	42	42	42	PASS	C
5	16UMAT022	51	49	50	PASS	B
6	16UMAT043	72	45	59	PASS	B
7	16UMAT063	65	48	57	PASS	B
8	16UCCA023	58	55	57	PASS	B
9	16UCCA026	59	59	59	PASS	B
10	16UCCA029	56	68	62	PASS	B+
11	16UCCA032	53	50	52	PASS	B
12	16UCCA051	56	41	49	PASS	C
13	16UCSC001	59	48	54	PASS	B
14	16UCPA009	58	51	55	PASS	B
15	16UCSC019	63	55	59	PASS	B
16	16UCSC023	60	55	58	PASS	B
17	16UCSC026	55	42	49	PASS	C
18	16UCSC034	51	44	48	PASS	C
19	16UCSC039	AB	AB	AB	AB	AB
20	17UCSC051	58	58	58	PASS	B
21	16UCSC055	AB	AB	AB	AB	AB
22	16UBAC006	44	48	46	PASS	C
23	16UBAC049	40	40	40	PASS	C
24	17UCBI006	52	52	52	PASS	B
25	17UCSC005	40	49	45	PASS	C
26	17UCSC006	46	40	43	PASS	C
27	17UCSC012	80	58	69	PASS	B+
28	17UCSC015	67	44	56	PASS	B
29	17UCSC025	52	48	50	PASS	B



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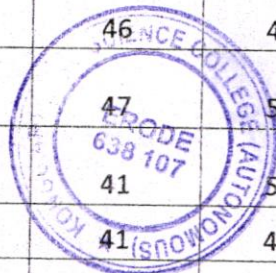


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30	17UCSC027	40	19	30	FAIL	**
31	17UCSC032	41	40	41	PASS	C
32	17UCSC034	64	50	57	PASS	B
33	17UCSC041	52	40	46	PASS	C
34	17UCSC045	40	54	47	PASS	C
35	17UCSC047	40	23	32	FAIL	**
36	17UCSC054	52	60	56	PASS	B
37	17UCSC057	16	10	13	FAIL	**
38	17UCSC058	41	40	41	PASS	C
39	17UCSC061	48	54	51	PASS	B
40	17UCSC062	46	52	49	PASS	C
41	17UCSC003	54	50	52	PASS	B
42	17UCSC008	40	40	40	PASS	C
43	17UCSC018	42	56	49	PASS	C
44	17UCSC019	47	44	46	PASS	C
	17UCSC021	40	46	43	PASS	C
46	17UCSC020	17	21	19	FAIL	**
47	17UCSC022	43	40	42	PASS	C
48	17UCSC029	40	40	40	PASS	C
49	17UCSC030	44	48	46	PASS	C
50	17UCSC035	40	40	40	PASS	C
51	17UCSC037	48	46	47	PASS	C
52	17UCSC044	61	47	54	PASS	B
53	17UCSC048	59	41	50	PASS	B
54	17UCSC049	40	41	41	PASS	C
55	17UCSC051	53	60	57	PASS	B



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56	17UCSC053	52	50	51	PASS	B
57	17UCSC052	53	60	57	PASS	B
58	17UCSC056	57	60	59	PASS	B
59	17UCSC059	40	42	41	PASS	C
60	17UCSC064	52	41	47	PASS	C
61	17UCSC065	40	40	40	PASS	C
62	17UCSC066	57	40	49	PASS	C
63	17UCOM083	42	45	44	PASS	C
64	17UCOM086	42	45	44	PASS	C
65	17UCOM091	51	50	51	PASS	B
66	17UCOM093	46	52	49	PASS	C
67	17UCOM073	41	41	41	PASS	C
68	17UCOM111	40	42	41	PASS	C
69	17UCOM030	44	45	45	PASS	C
70	17UCOM048	40	40	40	PASS	C
71	17UBAC001	40	44	42	PASS	C
72	17UBAC003	40	49	45	PASS	C
73	17UBAC005	52	42	47	PASS	C
74	17UBAC016	20	40	30	FAIL	**
75	17UBAC049	53	47	50	PASS	B

90-100	A++ - Outstanding	60-69	B+ - Good
80-89	A+ - Excellent	50-59	B - Average
70-79	A - Very Good	40-49	C - Satisfactory

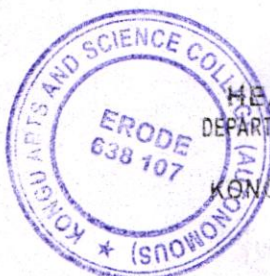
## SUBJECT DETAILS

CODE	SUBJECT	MAX.MARKS
THEORY - I	FUNDAMENTALS OF INTER PERSONAL MANAGEMENT	100
THEORY - II	CORPORATE ETHICS AND BEHAVIOUR .	100

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Course Coordinator



Head of the Department

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
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Principal

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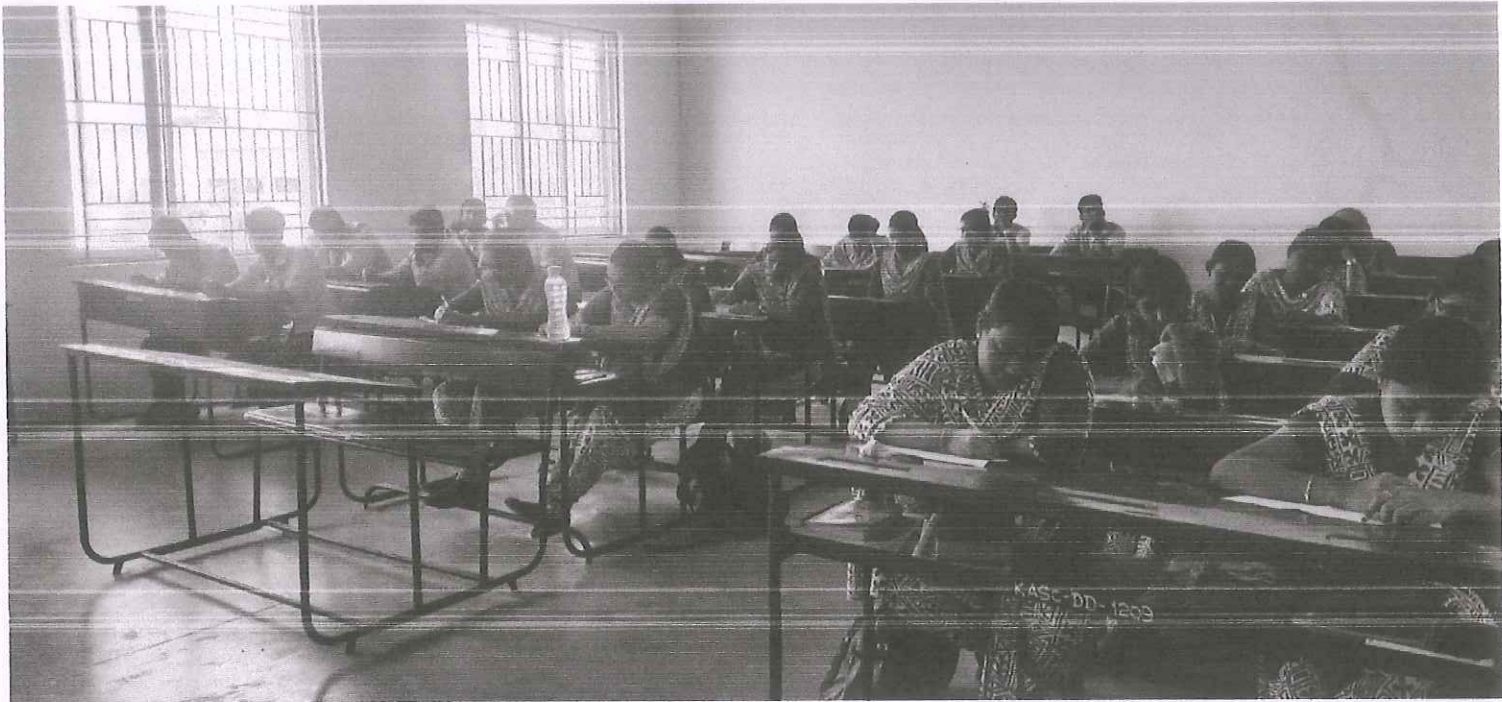
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**ERODE-638107**

**DEPARTMENT OF CORPORATE SECRETARYSHIP WITHCA AND PROFESSIONAL ACCOUNTING**

**17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES**

**Academic year 2017-2018**



  
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**ERODE-638107**

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

## 17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES - STUDENTS FEEDBACK

Name of the Student	
Register Number	
Department	
Year	

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant detail shave been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Student Signature



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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

## 15VCOIS INTERPERSONAL SKILLS FOR CORPORATES -STUDENTS FEEDBACK

Name of the Student	Santhosh.M
Register Number	17UCOM048
Department	B.COM
Year	I

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Santhosh.M  
Student Signature



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
MANJANAPURAM ERODE - 638 107





# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

## 15VCOIS INTERPERSONAL SKILLS FOR CORPORATES -STUDENTS FEEDBACK

Name of the Student	VIMAL M
Register Number	17UCSC066
Department	B.COM (CSCA)
Year	I

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Vimal M.  
Student Signature



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Affiliated to Bharathiar University, Coimbatore

Approved by UGC, AICTE, New Delhi and Re-accredited by NAAC

(An ISO 9001:2015 Certified Institution)

NANJANAPURAM, ERODE - 638 107.



## KASC ACADEMY OF EXCELLENCE

### Certificate

This Certificate is awarded to



**SIVA SUBRAMANIYAN V**

I B.Com (CS CA)

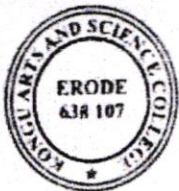
for the successful completion of the Certificate Course in

**INTER PERSONAL SKILLS FOR CORPORATES**

with B Grade conducted by the

**Department of Corporate Secretaryship with CA and Professional Accounting**

during the Academic Year 2017 - 2018



*N. Ittman*  
Course Coordinator

*Aditya*  
Convenor  
Academy of Excellence

*[Signature]*  
Principal

Correspondent

90 - 100 A++ - Outstanding  
80 - 89 A+ - Excellent

70 - 79 A - Very Good  
60 - 69 B+ - Good

50 - 59 B - Average  
40 - 49 C - Satisfactory

