

DEPARTMENT : COMMERCE

ACTIVITY : CONSULTANCY PROGRAMME

YEAR : 2021 - 2022

DEPARTMENT OF COMMERCE

| DATE | TIME | VENUE | MODE | |
|--------------------------------|--------------------------------|--|---------|--|
| 11.10.2021 | 11:00 a.m. to 04.00 p.m. | Arasu Computer Centre, Madurai | Offline | |
| Theme | | How to create project documentation with key factsTo generate income by providing consulting service. | | |
| Nature of the Activity | | Consultancy | | |
| Title | | Training Programme in Project Documentation | | |
| Name of the Convener | | Dr. (Mrs) V.Pushpalatha Principal (i/c) Head & Assistant Professor of Commerce EMGYWC | | |
| Coordinator | | Mrs. S. Chitradevi Assistant Professor of Commerce EMGYWC | | |
| Collaborating Agency | | Arasu Computer Centre, Madurai | | |
| No. of Beneficiaries of Agency | | Technical Assistant - 4 | | |

TRAINING PROGRAMME IN "PROJECT DOCUMENTATION"

Objectives:

- To give training on documentation and Project Report Preparation.
- To train the students on how to prepare documentation within a short period.

Programme Outcome:

On Successful Completion of the programme

- Computer Trainers of Arasu Computer trained the students about, the process in project planning and management.
- The Computer Center Trainers understood how to create document,
 minimization of pages and basic alignment includes templates, timesheets and etc.

Photograph:



Consultancy Activity entitled "Training Programme in Project Documentation"

@ Arasu Computers, Madurai - 11.10.2021

Enclosures:

a. Permission letter:



Date: 11.10.2021

Respected Madam,

Cordial Greetings, we are planned to have consultancy activity with the Arasu Computers, Madurai District. Mrs.S.Chitradevi, Assistant Professor of Commerce, is going to give a training programme in Project Documentation for one day on 11.10.2021. Kindly give permission to conduct the activity.

Thanking you,

Yours faithfully,

E.M.G. YADAVA WOMEN'S CO

ARASU DOCUMENT POINT

Date: 11.10(202)

To Whomsoever IT MAY Concern

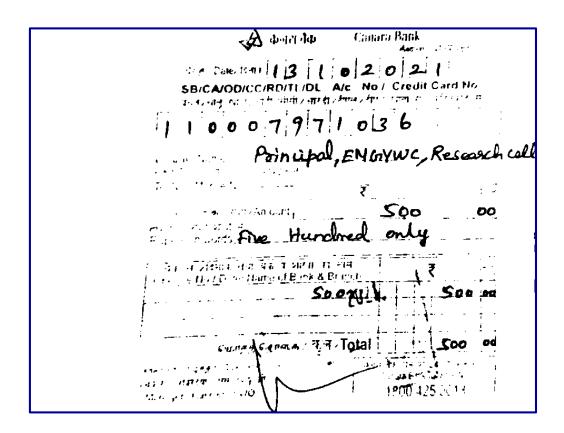
We would like to place our appreciation for the excellent service provided by Mrs.S.Chitradevi, Assistant professor of Commerce, E.M.G. Yadava Women's College, Madurai. She has extended her consultancy service in Project Documentation for our staff on 11.10.2021 in which helps us to do the work promptly.

She has been honoured with Rs. 500 /- as a remuneration for her service.

Best Wishes.



b. Income Generation: Challan



c. Nominal Roll of Participants:

1. Technical Assistant, Arasu Computers:

| Training Programme in "Project Documentation"- 11.10.2021 | | | | |
|---|----------------|--|--|--|
| S.No. | NAME | DESIGNATION | | |
| 1. | Mr.R.Pradeep | Technical Assistant, Arasu Computers, Madurai. | | |
| 2. | Mr.L.Premkumar | Technical Assistant, Arasu Computers, Madurai. | | |
| 3. | Ms.G.Banupriya | Technical Assistant, Arasu Computers, Madurai. | | |
| 4. | Ms.C.Kokila | Technical Assistant, Arasu Computers, Madurai. | | |