

E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE



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	<ul style="list-style-type: none">• How to create project documentation with key facts• To 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**

E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

Enclosures:

a. Permission letter:

	E.M. GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE "Kalloori Thanthai" Thiru E.M.G Soundararajan Campus Autonomous Re-accredited (3 rd Cycle) with Grade A ⁺ and CGPA 3.51 by NAAC Madurai - 625 014.	 Ph : 0452-2681247 Fax : 0452-2681214
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,  PRINCIPAL I/C, E.M.G. YADAVA WOMEN'S CO MADURAI-625 014		



To Whomsoever IT MAY Concern

We would like to place our appreciation for the excellent service provided by Mrs.S.Chitra Devi, 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.

D. Aravind Kumar



E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

b. Income Generation: Challan

 **Canara Bank**
Account No. 123456789

Date: 13/10/2021
SB/CA/OD/CC/RO/TL/DL A/c No / Credit Card No.
110007971036

Principal, ENGYWC, Research cell

Amount: ₹ 500.00
Five Hundred only

Name of Bank & Branch: Soorya

Total: ₹ 500.00

1800 425 0014

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.