



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN (AUTONOMOUS)

Vaniyambadi, Tirupattur District - 635 751



Recognized u/s 2(f) & 12(B) of UGC Act 1956 | Accredited with "A+" Grade
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INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of Education initiative)
4 STAR Rating

School of Commerce

in association with Patrician College, Chennai
Organizes

STUDENT & FACULTY EXCHANGE PROGRAMME

Date : From 09.07.2025 to 22.07.2025

Mode : Online | Platform : Zoom

Resource Persons

Topic:

Human Resource Management

Dr. S. Arunan

Head

PG and Research Department of Commerce
Patrician College of Arts and Science
Chennai

Ms. J. Hajira Thasneem

Assistant Professor

PG and Research Department of Commerce
Marudhar Kesari Jain college for Women (A)
Vaniyambadi

Dr. D. Unika

Associate Professor

PG and Research Department of Commerce
Patrician College of Arts and Science
Chennai

Topic:

Principles of Management

PRINCIPAL

Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District

V. Dilip Kumar Jain

President

Anand Singhvi

Secretary

Dr. M. Inbavalli

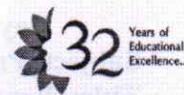
Principal

Dr. C. Nithya

Dean, School of Commerce



**MARUDHAR KESARI JAIN
COLLEGE FOR WOMEN (AUTONOMOUS), VANITYAMBADI**



Activity Report

Title	Students & Faculty Exchange Programme		
Organized By	School of Commerce		
Type of Activity	Students & Faculty Exchange Programme		
Level	State		
Date	09.07.2025 to 22.07.2025	Time	12.00 to 1.00 am
Venue	-	Mode	Online
Resource Person Details	<ol style="list-style-type: none">Dr. S. Arunan Head PG & Research Department of Commerce Patrician College of Arts and Science Chennai.Ms. J. Hajira Thasneem Assistant Professor PG & Research Department of Commerce Marudhar Kesari Jain College for Women (A) Vaniyambadi.Dr. D. Unika Associate Professor PG & Research Department of Commerce Patrician College of Arts and Science Chennai.		
Objective of the Programme	<ol style="list-style-type: none">To promote academic collaboration and cultural exchange between institutions.To enhance teaching, learning, and research through shared experiences.To provide global exposure and improve communication and professional skills.To foster innovation by adopting best academic and administrative practices.To build long-term academic networks for mutual institutional development.		
Internal Students Participants Count	Students: 79	External Students Participants Count	-

Summary

The Students & Faculty Exchange Programme aims to foster academic collaboration, cultural understanding, and professional growth. It enhances teaching, learning, and research through shared experiences while promoting global exposure and skill development. The programme also encourages innovation and builds lasting academic networks between institutions.

Day 1 (09.07.2025)

Subject: Principles of Management

Title: Planning & Decision Making

Planning is a blueprint of the course of action to be followed in the future. It is also a mental exercise that requires imagination, foresight, and sound judgment. It is thinking before doing. It is a preparatory step and refers to detailed programs regarding the future course of action. Simply put, planning is the basic management function that involves forecasting, laying down objectives, analyzing the different courses of action, and deciding the best alternative to perform different managerial functions to achieve pre-determined goals. Thus, it is a continuous process that involves decision-making; i.e., deciding the course of action for framing and achieving objectives.

Day 2 (10.07.2025)

Subject: Principles of Management

Title: Tools, and Techniques

Meaning:

Planning is the process of setting objectives and determining the best course of action to achieve them. It involves forecasting, goal setting, and outlining steps to reach desired outcomes.

Decision Making is the process of selecting the best possible option among alternatives based on analysis, reasoning, and judgment. It is essential for solving problems and implementing effective plans.

Planning provides the roadmap, while decision making determines the direction at critical points.

Tools and Techniques for Planning:

1. SWOT Analysis – Identifies Strengths, Weaknesses, Opportunities, and Threats.
2. Gantt Charts – Used for scheduling and tracking tasks over time.
3. PERT/CPM – Project planning tools to analyze time and task dependencies.
4. SMART Goals – Ensures goals are Specific, Measurable, Achievable, Relevant, and Time-bound.
5. Forecasting Techniques – Predicts future trends using data analysis.

Tools and Techniques for Decision Making:

1. Brainstorming – Generates creative ideas and solutions collectively.
2. Decision Matrix – Compares options based on weighted criteria.
3. Cost-Benefit Analysis – Weighs the pros and cons financially or practically.
4. Pareto Analysis (80/20 Rule) – Focuses on the most impactful decisions.
5. Scenario Planning – Examines multiple future possibilities and prepares accordingly.

Day 3 (14.07.2025)

Subject: Principles of Management

Title: Types of Planning

Types of Planning

1. Strategic Planning

- **Meaning:** Long-term planning focused on achieving overall organizational goals.
- **Time Frame:** 3–5 years or more.
- **Example:** Setting the vision, mission, and institutional development strategies.

2. Tactical Planning

- **Meaning:** Mid-term planning that translates strategic plans into specific departmental or functional actions.
 - **Time Frame:** 1–3 years.
 - **Example:** Planning curriculum updates or faculty development programmes.
3. **Operational Planning**
- **Meaning:** Short-term, detailed plans related to daily operations and task execution.
 - **Time Frame:** Weekly, monthly, or quarterly.
 - **Example:** Scheduling classes, conducting exams, organising events.
4. **Contingency Planning**
- **Meaning:** Planning for unexpected situations or emergencies.
 - **Time Frame:** As needed (no fixed duration).
 - **Example:** Backup plans for online classes during lockdowns.
5. **Financial Planning**
- **Meaning:** Planning related to budgeting, cost control, and resource allocation.
 - **Example:** Preparing an annual budget for departmental activities.

Day 4 (15.07.2025)

Subject: Principles of Management

Title: Types of Planning

Decision Making

Meaning:

Decision making is the process of choosing the best course of action among various alternatives to achieve a desired goal. It is a vital function in management and is essential for solving problems, setting objectives, and implementing plans effectively.

Characteristics of Decision Making

1. **Goal-Oriented**
Every decision is aimed at achieving specific objectives or solving a particular problem.
2. **Rational Process**
It involves logical thinking, evaluation of facts, and analysis of alternatives before making a choice.
3. **Based on Alternatives**
Decision making involves selecting the best option from multiple available choices.
4. **Pervasive Function**
It is required at all levels of management and in every department of an organization.
5. **Continuous Process**
Decision making is not a one-time action; it is ongoing and adapts to changing situations.
6. **Influenced by Environment**
Internal and external factors such as resources, policies, and market trends impact decision making.
7. **Involves Risk and Uncertainty**
Every decision carries a degree of risk as the outcome is not always guaranteed.

Day 5 (16.07.2025)

Subject: Principles of Management

Title: Decision Making and Forecasting

Forecasting Meaning:

Example: A cashier trained on new billing software is training; if the same person is mentored for a supervisory role, that is development.

Objectives of Training and Development:

- To bridge the gap between current performance and desired performance.
- To prepare employees to handle changing job requirements.
- To reduce supervision and improve quality of work.
- To create a pool of capable individuals ready for promotion.
- To foster a learning culture within the organization.

Day 7 (17.07.2025)

Subject: Human Resource Management

Title: Methods of Training and Development

A. On-the-Job Training Methods (OJT)

These methods involve learning while performing the job. Employees gain hands-on experience under supervision.

Method	Explanation
1. Job Instruction Training (JIT)	Step-by-step training where a trainer explains, demonstrates, and monitors performance. Ideal for repetitive tasks.
2. Job Rotation	Employees are rotated through different jobs to gain experience in various functions. Useful for management trainees.
3. Coaching	One-on-one training provided by a supervisor or experienced employee. Focuses on performance improvement.
4. Mentoring	A senior employee (mentor) supports and guides the professional development of a junior employee (mentee). Long-term focus.
5. Apprenticeship	A combination of classroom instruction and practical training, especially in technical trades (e.g., electrician, mechanic).
6. Internships and Assistantships	Mostly used for students or freshers to gain practical exposure in a real work environment.

♦ B. Off-the-Job Training Methods

These methods are conducted away from the work setting. They are more formal and structured.

Method	Explanation
1. Classroom Lectures	Traditional method where a trainer delivers content to a group. Best for theoretical knowledge.
2. Seminars and Conferences	Interactive sessions that allow exchange of ideas and knowledge. Useful for executive development.
3. Role Playing	Employees act out real-life scenarios to practice responses and behaviors. Enhances communication and problem-solving skills.
4. Simulation Exercises	Training in a replicated work environment using software or models. Used in aviation, medical, and managerial training.
5. Case Studies	Real or hypothetical business cases are analyzed for decision-making practice. Encourages critical thinking.

6. **E-learning / Online Training** / Learning via digital platforms. Offers flexibility, access to multimedia, and self-paced learning.

7. **Vestibule Training** Training conducted in a simulated workspace close to the actual workplace. Used for new machinery or equipment training.

♦ **C. Development-Oriented Methods**

These methods focus more on long-term growth and leadership skills:

Method	Explanation
1. Management Games	Business simulations that mimic real-life challenges. Promotes team-building and strategic thinking.
2. Behavioural Modelling	Employees observe and imitate positive behaviours demonstrated by a model (usually a senior or trainer).
3. Action Learning	Teams work on real problems, reflect on actions, and learn as they implement solutions.
4. Development Centres / Assessment Centres	Used for identifying leadership potential using various tests, simulations, and group exercises.

Day 8 (21.07.2025)

Subject: Human Resource Management

Title: Assessing Competencies

assessing competencies is a crucial part of Human Resource Development. It involves evaluating the **knowledge, skills, behaviors, and attributes** of employees or students to determine their ability to perform tasks effectively.

1. What is a Competency?

A **competency** is a measurable characteristic that combines **skills, knowledge, abilities, and behavior** required to perform a job effectively.

Example: Communication skills, problem-solving ability, teamwork, leadership, etc.

Day 9 (23.07.2025)

Subject: Human Resource Management

Title: Performance Appraisal

Performance Appraisal is a systematic evaluation of an employee's job performance over a specific period. It helps assess how well an individual is performing their duties and contributing to organizational goals. This process is also known as employee appraisal, performance review, or performance evaluation.

Objectives of Performance Appraisal:

1. Assess individual performance and identify strengths and weaknesses.
2. Provide feedback to employees for performance improvement.
3. Aid in decision-making related to promotions, transfers, and terminations.
4. Identify training and development needs.
5. Motivate employees through recognition and career development plans.

Day 10 (24.07.2025)

Subject: Human Resource Management

Title: Career development

Career development is the ongoing process of managing your learning, work, and growth over time. It involves:

1. **Self-Assessment** – Understand your strengths, interests, and values.
2. **Goal Setting** – Define clear short- and long-term career goals.
3. **Skill Building** – Continuously develop both technical and soft skills.
4. **Networking** – Build relationships through mentors, peers, and professional events.
5. **Career Advancement** – Seek opportunities for promotion, new roles, or challenges.
6. **Personal Branding** – Maintain a strong online and professional presence.
7. **Continuous Reflection** – Regularly review and adjust your career plan as needed.

Note: Due to Freshers Day, Naan Mudhalvan the Online Class has postponed to 23.07.2025 and 24.07.2025.

Outcome of the Programme

1. Improved academic and research competencies among students and faculty.
2. Enhanced global outlook, cultural awareness, and communication skills.
3. Adoption of innovative teaching and learning practices.
4. Strengthened institutional collaborations and academic networks.
5. Increased opportunities for joint research, publications, and professional development.



HOD



IQAC Director



Principal

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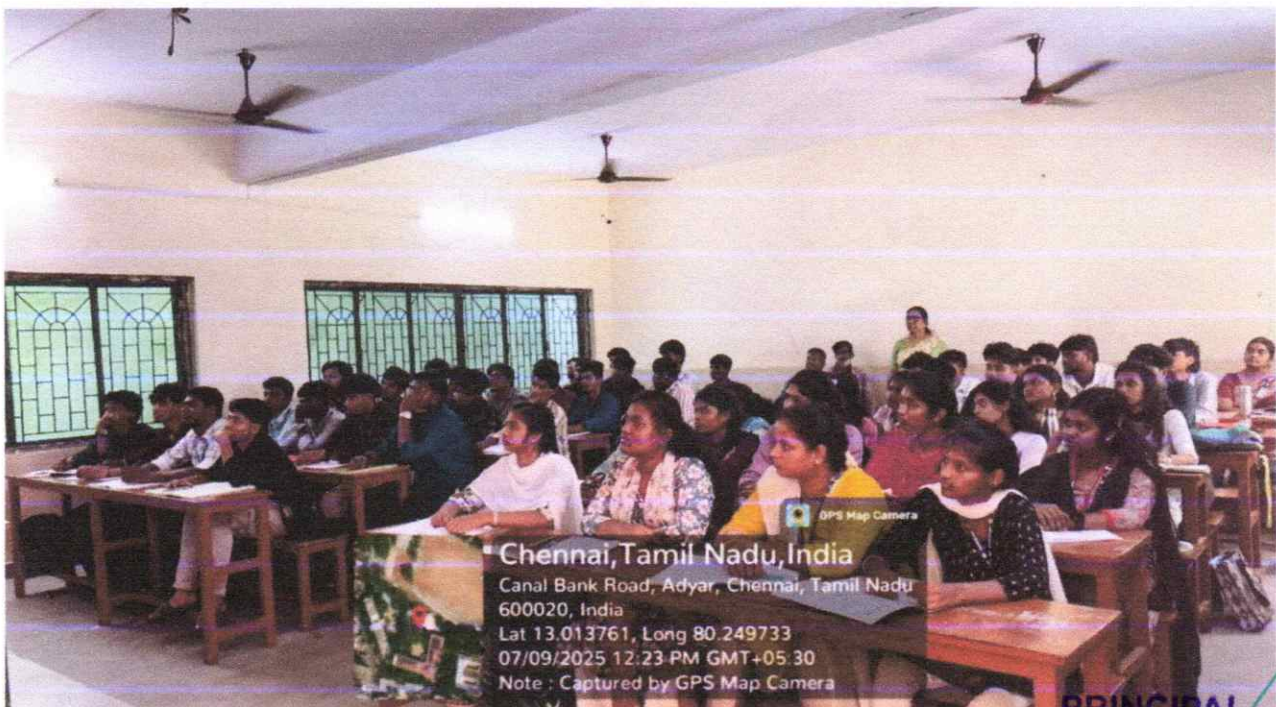


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Student & Faculty Exchange Programme on 09.07.2025 to 22.07.2025**

PHOTOS



Chennai, Tamil Nadu, India
Canal Bank Road, Adyar, Chennai, Tamil Nadu
600020, India
Lat 13.013761, Long 80.249733
07/09/2025 12:23 PM GMT+05:30
Note : Captured by GPS Map Camera

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