




**(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)**  
**S.P.G.Chidambara Nadar - C.Nagammal Campus**  
**S.P.G.C. Nagar, K.Vellakulam - 625 701 (Near VIRUDHUNAGAR).**


**EVENT REPORT**

Sl. No	Details of the Event	
1	Department	Information Technology
2	Activity (Seminar / Workshop / Conference / FDP / Guest Lecture / Competitions / Sports / Cultural / Exhibition / Cultural Programme/Others (Please specify))	Guest Lecture
3	Title of the Event	Management and Business Support in IT
4	Geographical College (State Level / National Level / International Level / College Level / Department Level / Inter Collegiate / Inter Department / Village Level / Town level)	Department Level
5	Theme of the Event	Management and Business Support Roles
6	Date / Duration	26.10.2023 [2 Hours]
7	Mode of Delivery	Physical
8	Total Expenditure	--
9	Funding Agency (ies) (Attach Sanction Letter)	--
10	Sponsor (s)	--
11	Total No. of Participants (Attach list of Participants/Attendance details)	Other State: Outstation (within Tamilnadu): Internal: 51
12	Publication Type (Proceedings / Edited Book / Technical Note / Handout / Others) (Attach Sample copy)	--
13	Publication Title with ISBN	--
	i) No. of Articles Received	--
	ii) No. of Articles Published	--
	iii) No. of Articles Presented	--

14	Joint Organizer	--
15	Resource Persons / Chief Guest / Session Chair with Designation and Official Address (with Phone No. and	Er. K. Karthik Raj, Pre-Sales Consultant, HCL Tech, Madurai.
16	Organizing Secretary / Coordinator Name Designation and Official Address	Dr. E.Vakaimalar, Associate Professor & Head / IT, Kamaraj College of Engineering and Technology
17	Attach the Invitation/Brochure/Circular/Approval letters	Attached
18	Attach Photos (geotagged)	Attached
19	Programme Summary / Short Description of the Activity:	Attached
20	Feedback Analysis Report and Action Taken (If any)	Attached

  
Organizing Secretary / Coordinator

  
HoD / Convener

  
IQAC Coordinator  
27/10/2023

**Dr. T. Pandiselvi, M.E., Ph.D.,**  
Coordinator  
Internal Quality Assurance Cell  
KAMARAJ College of Engineering and Technology  
(Autonomous)  
S.P.G. Chidambara Nadar - C. Nagammal Campus  
S.P.G.C. Nagar, K. Vellakulam - 625 701.  
(Near VIRUDHUNAGAR)

  
PRINCIPAL  
Dr. S. SENTHIL, M.E., Ph.D.,  
PRINCIPAL  
KAMARAJ College of Engineering and Technology  
(Autonomous)  
S.P.G. Chidambara Nadar - C. Nagammal Campus,  
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## DEPARTMENT OF INFORMATION TECHNOLOGY

### Alumni Guest Lecture on "Management and Business Support in IT"

#### ORGANIZERS DETAILS

Date: 25.10.2023

#### Convener

Dr. E. Vakaimalar, Associate Professor & Head  
Department of Information Technology,  
Kamaraj College of Engineering and Technology  
Near Virudhunagar, K.Vellakulam - 625 701.

#### Coordinators

Mrs. Kaviya.P, Assistant Professor  
Department of Information Technology,  
Kamaraj College of Engineering and Technology  
Near Virudhunagar, K.Vellakulam - 625 701.

Mrs. R. Saranya Priyadharshini, Assistant Professor  
Department of Information Technology,  
Kamaraj College of Engineering and Technology  
Near Virudhunagar, K.Vellakulam - 625 701.

*25/10/2023*

*25/10/23*  
HoD / IT

# KAMARAJ

COLLEGE OF ENGINEERING & TECHNOLOGY

S.R.G.Chidambara Nadar - C. Nagammal Campus,  
S.R.G.C. Nagar, K. Vellakulam - 625 701, Near VIRUDHUNAGAR, Madurai District.

Accredited by NAAC with 'A' Grade



Submitted to the SECRETARY for approval through the PRINCIPAL

Book No.

SL No. 33

Date ..18/10/2023.....

An approval may please be granted for  
conducting Alumni Guest Lecture on "Management  
and Business Support in IT"

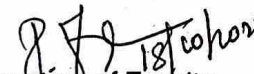
Alumni Details:

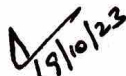
Er. K. Karthik Raj,  
Pre-Sales Consultant,  
HCL Tech, Madurai.

Date of the Event: 26/10/2023 [11.00am to 12.50pm]

Requisition : 1 Memento.

Rs. 1,000/-

  
Signature of Faculty  
(K. Arivar) Dept. Alumni Coordinator.

  
19/10/23  
HOD

  
20/10/23  
PRINCIPAL

## OFFICE USE

- 1) Budget allotted
- 2) Amount committed / Spent sofar
- 3) Balance available

: Association and Semer  
:  
:

OM

Treasurer

Secretary

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**Circular**

**Date: 25.10.2023**

An alumni Guest Lecture on “Management and Business Support in IT” has been arranged for the II IT - B students on 26.10.2023 [Thursday] to know the management and business support roles in IT Industries. The students are directed to attend the guest lecture and know the management and business support in IT fields.

**Alumna Details:**

Er. K. Karthik Raj, B.Tech., MBA.,  
Pre-Sales Consultant,  
HCL Tech, Madurai.

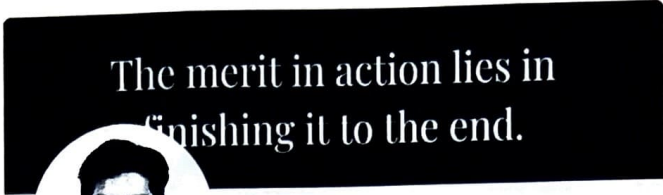
**Venue: Academic Block IV – Conference Hall (First Floor)**

**Time: 02.00 pm to 04.00 pm**

  
**HoD / IT**

**Copy To: (Through E-Mail)**

1. IQAC
2. Department Faculty Members
3. II IT - B Class



**Karthik Raj Karunanithi** · 2nd  
Presales | Account Management | Business Development



**THIAGARAJAR SCHOOL OF MANAGEMENT**

Chennai, Tamil Nadu, India · **Contact info**

500+ connections

Dr. Selvakumar Baskaran, Aishwarya Sekar and 2 other mutual connections

Message More

### Highlights



**You both studied at Kamaraj College of Engineering and Technology**

You both studied at Kamaraj College of Engineering and Technology in 2011

Message

### About

A Business Development Professional with deep passion for Technology and Consultative Sales with interest in solving customer problems. Experienced in both Hunting and Farming (Solution Sales), have broad exposure to European and US Markets

### Activity

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Karthik Raj Karunanithi reposted this · 6m



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5 pages

9,652

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### Experience



**Senior Executive - Presales/Account Management**

HCL Technologies · Full-time  
Jul 2022 - Present · 1 yr 4 mos  
Chennai, Tamil Nadu, India

Managing one of the Strategic Hi-Tech Accounts for HCL Engineering and R&D Services...



**Skills:** Account Management · Business Development · Key Account Development

**Tata Consultancy Services**



Full-time · 4 yrs  
Chennai, Tamil Nadu, India

**Cluster Lead - AWS Solutions (Presales)**

Oct 2021 · Jun 2022 · 9 mos

• Responsible for managing all RFPs from Manufacturing customers in the Europe and UK Region...

**Skills:** Bid Pricing · Presales · Solution Selling

**Presales Solutions Consultant - Cloud Hosting and Operations**

Oct 2018 · Sep 2021 · 3 yrs

• Presales Consultant - TCS Manufacturing Business Unit - Germany & Europe...  
...see m

**Skills:** Presales · Market Research · Bid Management

**Management Trainee**

Jul 2018 · Sep 2018 · 3 mos



**Corporate Sales Intern**

Naukri.com · Internship  
May 2017 · Jun 2017 · 2 mos  
Chennai, Tamil Nadu, India

**Skills:** Lead Generation · Inside Sales · Corporate Sales · Account Management



**Junior Software Engineer**

Xmplar Management Solutions Pvt. Ltd. · Full-time  
Sep 2015 · Jun 2016 · 10 mos  
Bangalore

**Skills:** Java · Software Development · Business Analysis

**Education**



**THIAGARAJAR SCHOOL OF MANAGEMENT**

Master of Business Administration (MBA), Marketing/Marketing Management, General  
2016 - 2018

Activities and societies: Student Coordinator of The Admissions Committee



**Kamaraj College of Engineering and Technology**

Bachelor of Technology - BTech, Information Technology  
2011 - 2015

**Licenses & certifications**



**Sales Pipeline Management**

LinkedIn  
Issued Nov 2022

Show credential

**Skills:** Pipeline Management



**Amazon Web Services Cloud Practitioner**

Amazon Web Services (AWS)  
Issued Nov 2021 · Expires Nov 2024

Show credential

Show all 5 licenses & certifications →



### Skills

#### Lead Generation

Corporate Sales Intern at Naukri.com

#### Inside Sales

Corporate Sales Intern at Naukri.com

Show all 19 skills →

### Recommendations

Received Given



**Aniello Calcagno** · 3rd  
Client Partner Automotive at Tata Consultancy Services  
September 21, 2022, Aniello worked with Karthik Raj but on different teams

Karthik is driving topics forward always in a very structured manner, a pleasure to work with him.

### Publications

**Facebook of Things - Advanced Engineering Research and Applications** ISBN No. 978-93-84443-48-1  
Research India Publication

Other authors



**Inter-Application Connectivity Using Web Services Through Social Networking**  
International Journal of Applied Engineering Research (IJAER) - Volume 10, Number 43(2015) Special Issues – Annexure II of Anna University

Other authors



### Languages

English

Hindi

Show all 3 languages →

### Interests

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**Oracle**  
9,082,489 followers  
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## DEPARTMENT OF INFORMATION TECHNOLOGY

Dr. E. Vakaimalar, Associate Professor & Head

Mobile No: +91 - 9486314286

Email ID: hodit@kamarajengg.edu.in

Date: 26-10-2023

To

Er. K. Karthik Raj, B.Tech., MBA.,

Pre-Sales Consultant,

HCL Tech, Madurai.

Dear Karthik Raj,

Sub: Thanks for the Alumni Interaction on "Management and Business Support in IT" and support rendered to the students of IT - reg.

The Department of Information Technology, KAMARAJ College of Engineering and Technology (AUTONOMOUS), takes this opportunity to thank you for guiding your juniors as an alumnus, through your interaction on 26-10-2023 (Thursday) from 02.00 pm to 04.00 pm, and guiding them towards a better career.

The Alumni Guest Lecture on "Management and Business Support in IT" was very effective and the students were motivated. They had an exposure towards the available career opportunities, their importance and relevance in specific fields in various industries.

We are very happy to thank Er. K. Karthik Raj, once again for the successful conduct of this guest lecture. We expect your support in future also.

  
[Dr. E. Vakaimalar]

Dr. E. VAKAIMALAR, M.E., Ph.D.,  
Head of the Department  
Department of Information Technology  
Kamaraj College of Engineering and Technology  
(Autonomous)  
S.P.G.C. Nagar, K. Vellakulam (Near Virudhunagar).



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## DEPARTMENT OF INFORMATION TECHNOLOGY

Dr. E. Vakaimalar, Associate Professor & Head

Mobile No: +91 - 9486314286

Email ID: hodit@kamarajengg.edu.in

Date: 25-10-2023

To

Er. K. Karthik Raj, B.Tech., MBA.,  
Pre-Sales Consultant,  
HCL Tech, Madurai.

Dear Karthik Raj,

Sub: Invitation for an Alumni Guest Lecture on "Management and Business Support in IT" - Reg.

The Department of Information Technology, KAMARAJ College of Engineering and Technology (AUTONOMOUS) is organizing an Alumni Guest Lecture on 26-10-2023 (Thursday) from 02.00 pm to 04.00 pm. We would be glad if you could share your knowledge and expertise on "Management and Business Support roles in IT" with your juniors.

I crave you to help your juniors with the available career options, their importance, and the relevance of specific fields in industry. Your juniors might have plenty of doubts to opt for a career path. This would provide them a clear picture of the actual place of the field and a wide range of opportunities in real world.

[Dr. E. Vakaimalar]

Dr. E. VAKAIMALAR, M.E., Ph.D.,  
Head of the Department  
Department of Information Technology  
Kamaraj College of Engineering and Technology  
(Autonomous)  
S.P.G.C. Nagar, K. Vellakulam, (Near Virudhunagar).

**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**Alumni Guest Lecture on "Management and Business Support in IT"**

Er. K. Karthik Raj, (2011 - 2015)

Pre-Sales Consultant, HCL Tech, Madurai.

Date: 26/10/2023 Thursday

Time: 02.00 pm to 04.00 pm

**Attendance Report**

Sl. No.	Roll Number	Name	Signature
1.	22UIT008	SANTHOSH B	B. Santhosh.
2.	22UIT009	AKSHAYYA M	M. Akshaya
3.	22UIT010	SUVETAH C	C. Suveta.
4.	22UIT011	SANJAY PRABHU V J	V. J. Sanjay
5.	22UIT013	SELVABALAJI S	S. Selva Balaji
6.	22UIT016	JOTHE PRAKASH A	A. Jotha Prakash
7.	22UIT017	SHERIN M	M. Sherin
8.	22UIT018	SELVA KUMAR R	R. Selva Kumar
9.	22UIT022	RATHEASHYAMA P	P. Ratheashyama
10.	22UIT025	AAKASH A	A. Akash
11.	22UIT027	SHALINI R	R. Shalini
12.	22UIT028	ASHVIN KUMAR M	M. Ashwin Kumar
13.	22UIT029	JAYA SURYA S	S. Jaya Surya
14.	22UIT034	SUBHASH S	S. Subhash
15.	22UIT035	VENNILA S	S. Vennila
16.	22UIT039	AKSHAYA BALA A	A. Akshaya Bala
17.	22UIT041	EVANGELIN D	D. Evangelin
18.	22UIT044	MUTHU SUBHASHINI V	V. Muthu Subhashini
19.	22UIT047	ISAAC PRADEEP RAJ K L	L. K. Isaac Pradeep Raj
20.	22UIT051	JANAVARSHINI G	G. Janavarshini
21.	22UIT053	RISHWANA BEGAM J	J. Rishwana Begam
22.	22UIT054	AFRIN THAYUFA S	S. Afrin Thayufa
23.	22UIT055	ROHINI V	V. Rohini
24.	22UIT056	NOORIL AFINA T	T. Nooril Afina
25.	22UIT058	MANIKANDAN M	M. Manikandan
26.	22UIT061	THIRUMOORTHY S	S. Thirumoorthy

27.	22UIT063	ABIRAM M	M. Abiram
28.	22UIT065	KARTHIGAISELVAN E	F. Karthi
29.	22UIT066	DEVI PRABHA S	P. Prabh
30.	22UIT068	ARJUN KANTH K	K. Arjun
31.	22UIT075	ABINAW C	C. Abinaw
32.	22UIT077	MANGALYA T	T. Mangalya
33.	22UIT079	JEYALAKSHMI M	M. Jeyalakshmi
34.	22UIT080	HARISH RAGHAVENDRA S	S. Harish
35.	22UIT087	MADHUBHAVANI G	G. Madhubhavani
36.	22UIT088	ARUN.P	P. Arun
37.	22UIT090	MANOJ KUMAR.S	S. Manoj
38.	22UIT096	HEMADHARSHINI R	R. Hema
39.	22UIT097	BALAJEE S	S. Balajee
40.	22UIT098	GAYATHRI J	J. Gayathri
41.	22UIT101	SATHANA C	C. Sathana
42.	22UIT104	GNANA JERSHA J	J. Gnana Jersha
43.	22UIT106	BALAHARISH ALAIS YOGESH N	N. Balaharish
44.	22UIT107	SURIYA PUNNAHAI C P	P. Suriyapunnai
45.	22UIT112	MUTHU H	H. Muthu
46.	22UIT115	DEEPASRI R	R. Deepasri
47.	22UIT117	NETHAJI K	K. Nethaji
48.	22UIT118	NAGARAJAN P	P. Nagarajan
49.	22UIT119	GOWTHAM G	G. Gowtham
50.	22UIT122	ARUN VIGNESHLINGAM R	R. Arunvijay
51.	22UIT123	AAKASH P	P. Aakash

26/10/2023  
26/10/23

Department Alumni Coordinators

26/10/23

HoD / IT

**DEPARTMENT OF INFORMATION TECHNOLOGY**

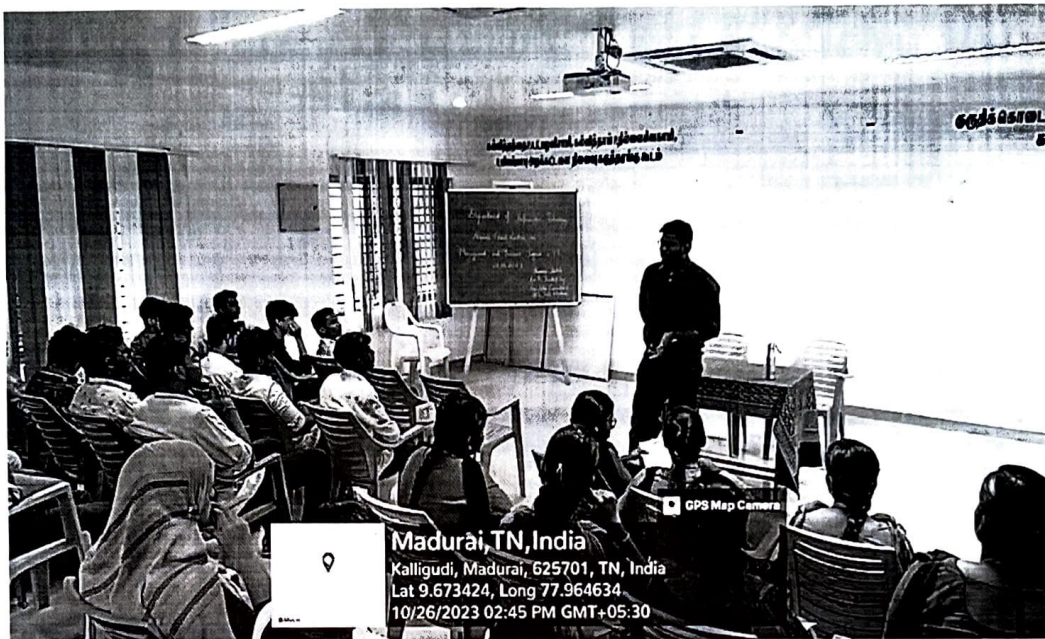
**Alumni Guest Lecture on “Management and Business Support in IT”**

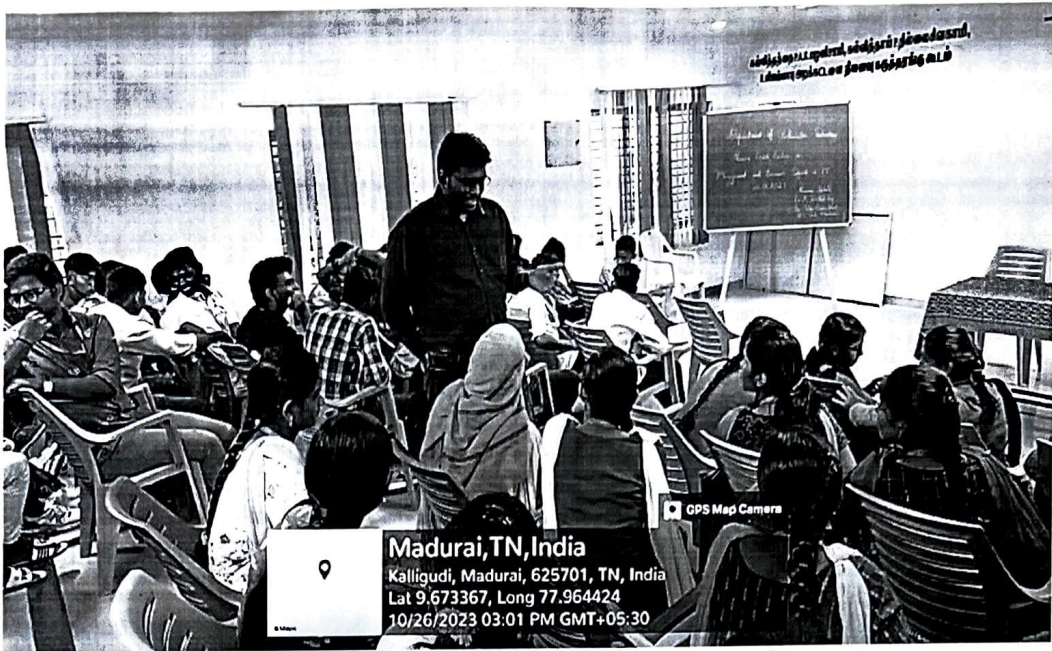
**Er. K. Karthik Raj, (2011 - 2015)**

Pre-Sales Consultant, HCL Tech, Madurai.

Date: 26/10/2023 Thursday

Time: 02.00 pm to 04.00 pm





*P. J. S.*  
 26/10/23  
 Department Alumni Coordinator

*A. J. S.*  
 26/10/23  
 HoD / IT



# DEPARTMENT OF IT - Alumni Guest Lecture on "Management and Business Support in IT"

Er. K. Karthik Raj, M.Tech., MBA., (2011 - 2015)

Pre-Sales Consultant, HCL Tech, Madurai.

Date: 26-10-2023 Thursday

Time: 02.00 pm to 04.00 pm

\* Required

\* This form will record your name, please fill your name.

1. Name \*

2. Roll Number \*

3. Mobile Number \*

4. How do you rate the organization of Alumni Guest Lecture "Management and Business Support in IT"? \*

- Excellent
- Very Good
- Good
- Satisfactory



5. The contents in the session were presented in a clear and organized manner. \*

- Excellent
- Very Good
- Good
- Satisfactory

6. How relevant was the presentation useful to your career? \*

- Excellent
- Very Good
- Good
- Satisfactory

7. Alumni responded to questions in an informative, appropriate and satisfactory manner. \*

- Excellent
- Very Good
- Good
- Satisfactory

8. Overall, the session was informative and valuable. \*

- Excellent
- Very Good
- Good
- Satisfactory

9. Any Other Comments

---

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

## DEPARTMENT OF IT - Alumni Guest Lecture on "Management and Business Support in IT"

51  
Responses

01:22  
Average time to complete

Active  
Status

1. Name

51  
Responses

Latest Responses  
"NETHAJIK"  
"M. Ashvin Kumar"  
"C.Sathana"

Update

5 respondents (10%) answered M for this question.

Harish RaghavendraS  
Akshayaa M  
Sherin M  
Gayathri J  
JGnana jersha  
S Afrin thayufa  
K  
G  
M s kumar  
J Rishwana Begam  
JEYALAKSHMI M  
SManoj kumar  
Rselva kumar  
V J Sanjay Prabhu  
Vignesh LingamRathea shyamap

2. Roll Number

51  
Responses

Latest Responses  
"22uit117"  
"22UIT028"  
"22uit101"

Update

1 respondents (2%) answered 22uit063 for this question.

22UIT010 22uit123  
22UIT098 22uit017 22uit090 22uit029 22uit080  
22UIT035 22UIT011 22uit063 22uit025 22UIT077  
22UIT087 22uit058 22UIT061 22uit008 22uit079  
22uit041 22uit106 22UIT119

3. Mobile Number

51  
Responses

Latest Responses

"8197613296"

"8072274147"

"8248290801"

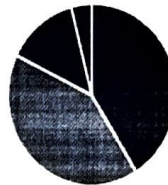
Update

1 respondents (2%) answered 7824969670 for this question.

9043480014 8197613296 6379279922 6369170784  
 9042266920 8148529962 9952530805 6379367214  
 9080399984 7824969670 8148721774  
 6383036355 8072442029 9003473621 74180628898  
 9342147403 8148842731 8903292778 9025987970  
 6382259488

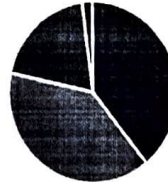
4. How do you rate the organization of Alumni Guest Lecture "Management and Business Support in IT"?

- Excellent 21
- Very Good 21
- Good 7
- Satisfactory 2



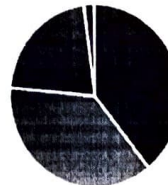
5. The contents in the session were presented in a clear and organized manner.

- Excellent 20
- Very Good 20
- Good 10
- Satisfactory 1



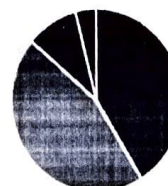
6. How relevant was the presentation useful to your career?

- Excellent 20
- Very Good 19
- Good 11
- Satisfactory 1



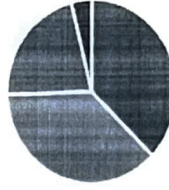
7. Alumni responded to questions in an informative, appropriate and satisfactory manner.

- Excellent 21
- Very Good 23
- Good 5
- Satisfactory 2



8. Overall, the session was informative and valuable.

● Excellent	19
● Very Good	19
● Good	11
● Satisfactory	2



9. Any Other Comments

19 Responses

Latest Responses

"good"

"The guest lecture was easy to interact"

○ Update

5 respondents (29%) answered **Good** for this question.



P. H. 27/10/23  
 Department Alumni Coordinators

M 27/10/23

H.O.D / IT  
 27/10/23

## View results

Respondent

5 SANJAY PRABHU.V.J

01:50

Time to complete

1. Name \*

V. J. Sanjay Prabhu

2. Roll Number \*

22UIT011

3. Mobile Number \*

9952530805

4. How do you rate the organization of Alumni Guest Lecture "Management and Business Support in IT"? \*

Excellent

Very Good

Good

Satisfactory

5. The contents in the session were presented in a clear and organized manner. \*

Excellent

Very Good

Good

Satisfactory

6. How relevant was the presentation useful to your career? \*

Excellent

Very Good

Good

Satisfactory

7. Alumni responded to questions in an informative, appropriate and satisfactory manner. \*

- Excellent
- Very Good
- Good
- Satisfactory

8. Overall, the session was informative and valuable. \*

- Excellent
- Very Good
- Good
- Satisfactory

9. Any Other Comments

Hava wonderful section about Management and Business Support in IT

*Rffs 27/10/23 MS 27/10/23  
Department Alumni Coordinators*

*MS 27/10/23  
HOD/IT*



## View results

Respondent

19

ROHINI.V

02:08

Time to complete

1. Name \*

V.Rohini

2. Roll Number \*

22uit055

3. Mobile Number \*

9025987970

4. How do you rate the organization of Alumni Guest Lecture "Management and Business Support in IT"? \*

Excellent

Very Good

Good

Satisfactory

5. The contents in the session were presented in a clear and organized manner. \*

Excellent

Very Good

Good

Satisfactory

6. How relevant was the presentation useful to your career? \*

Excellent

Very Good

Good

Satisfactory

7. Alumni responded to questions in an informative, appropriate and satisfactory manner. \*

- Excellent
- Very Good
- Good
- Satisfactory

8. Overall, the session was informative and valuable. \*

- Excellent
- Very Good
- Good
- Satisfactory

9. Any Other Comments

Good

*P. J. J. 27/10/23*  
*M*  
*27/10/23*  
Department Alumni Coordinator

*27/10/23*  
HOD/IG

## View results

Respondent

1 ABIRAM.M

00:50

Time to complete

### 1. Name \*

Abiram M

### 2. Roll Number \*

22uit063

### 3. Mobile Number \*

7824969670

4. How do you rate the organization of Alumni Guest Lecture "Management and Business Support in IT"? \*

Excellent

Very Good

Good

Satisfactory

5. The contents in the session were presented in a clear and organized manner. \*

Excellent

Very Good

Good

Satisfactory

6. How relevant was the presentation useful to your career? \*

Excellent

Very Good

Good

Satisfactory

7. Alumni responded to questions in an informative, appropriate and satisfactory manner. \*

- Excellent
- Very Good
- Good
- Satisfactory

8. Overall, the session was informative and valuable. \*

- Excellent
- Very Good
- Good
- Satisfactory

9. Any Other Comments

Excellent

*RTA*  
*27/10/23*  
Department Alumni Coordinator

*27/10/23*  
HOD/15

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**Alumni Guest Lecture on "Management and Business Support in IT"**

**Er. K. Karthik Raj, (2011 - 2015)**

Pre-Sales Consultant, HCL Tech, Madurai.

Date: 26/10/2023 Thursday

Time: 02.00 pm to 04.00 pm

The alumni interaction started at 02.00 pm in Academic Block IV – Conference Hall (First Floor).

II IT - B students attended the interaction.

Mrs. Kaviya P, AP/IT introduced Er. K. Karthik Raj (2011 - 2015 Batch) to the students.

**Key Points discussed:**

1. Alumni introduced the Management and Business Support roles such as finance, HR, sales and operations.
2. He insisted the importance of Management and Business Support in IT fields.
3. He discussed the opportunities in Management and Business Support.
4. Explained the competitive exams for doing MBA (CAT, MAT, etc.,).

**Students asked their doubts:**

1. Certification Courses related to Management and Business Support.
2. How to improve their technical skills related to different domains.

The interaction ended at 04.00 pm and Er. K. Karthik Raj shared his contact details with the students for further support. Dr. E. Vakaimalar, ASP & Head/IT honored the alumni with a memento. Finally, Mrs. R. Saranya Priyadarshini, AP/IT delivered the Vote of Thanks.

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## Internal Quality Assurance Cell

### Check List – Event Organized

Sl. No.	Particulars	Yes / No / Not Applicable
1.	Event Report – IQAC (Filled in Excel form, scanned copy of the form duly signed by the respective authorities in all the pages)	Yes
2.	Proposal document for funding	NA
3.	Organizers details (Organizing secretary, Coordinator, Convener)	Yes
4.	Joint-Organizing agency/NGO details	NA
5.	Institution Approval document	Yes
6.	Provide details of the major events (Funded Conferences, International Conference, other Funded Programmes) in our website in the upcoming events section	NA
7.	Circular	Yes
8.	Program organizing committee list (Coordinator/members both faculty & students)	NA
9.	Program Evaluation / Monitoring Committee List for STTP / FDP / Sponsored Events	NA
10.	Minutes of committee meetings for Sponsored Major Events – Duly signed by the respective authorities	NA
11.	Brochure / Pamphlet / Flyer / Poster	NA
12.	Program Schedule / Agenda	NA
13.	Resource persons details (communication, acceptance and appreciation letters)	Yes
14.	Funding Agency details (Proof for funding, Expenditure details, Utilization certificate, Audited statement, Final Report sent to the funding agency)	NA
15.	Attendance list of participants / delegates – Signed by the students and faculty	Yes
16.	Quality Geo-tagged photos (jpg/jpeg/tif/png format) with captions	Yes
17.	If an online event: Link for the program, Screen shots (should be taken in the video mode), Attendance Report	NA
18.	Value added / Certificate courses 1. Syllabus with course outcomes 2. BoS Approval 3. Evaluation Details (Questions, Sample Answer Sheets, Grade Sheets, if any...) (Please keep the copy (both hard and soft) of all the participants answer sheets in your department) 4. Certificates (Sample copies- at least 5 – to be sent to IQAC) (Please keep the copy (both hard and soft copy) of all the participants certificates in your department)	NA
19.	Certificates (Sample copies- at least 5 – to be sent to IQAC) (Please keep the copy (both hard and soft copy) of all the participants certificates in your department)	NA
20.	Feedback (Questionnaire, Sample feedback, Report)	Yes
21.	Programme summary / Report (should be a separate page; include day-wise report with photos)	Yes
22.	Newspaper report	NA

*P. J. 27/10/23*  
Organizing Secretary / Coordinator

*A. 27/10/23*  
Convener / HoD