

DHANRAJB AIDJAINCOLLEGE  
(AUTONOMOUS)  
THORAIPAKKAM, CHENNAI-97

# DEPARTMENT RECORDS

# 2023-2024



Department of Corporate Secretaryship

# ABOUT THE DEPARTMENT



*The Department of B.Com Corporate Secretaryship was started in the year 1977. The B.Com Corporate Secretaryship programme is designed to bridge the gap between conceptual learning and practical application to inculcate professional corporate expertise. The department currently has around 560 students. The curriculum has been suitably modified to meet the challenging needs of the Indian Corporate. A certain measure of flexibility has been built into the new system, which enables the students to make their own choice of subjects from a wide spectrum of courses. The department imparts Corporate Secretarial skills and provides knowledge and training ground that turns out high caliber, competent, versatile professionals and good Company Secretaries.*



## **DEPARTMENTACTIVITIES**

1. *Department Inauguration.*
2. *EVA Stalin Guest lecture career and counseling.*
3. *Personality Development Program.*
4. *Lectures on way to success.*
5. *Seminar on Personality empowerment.*
6. *Self Deference.*
7. *Super Wing Foundation To Motivation for Women Entrepreneur.*
8. *Yoga Session.*
9. *HRD programme to the III year student for the preparation of bio-data interview and Group discussion.*
10. *Parent meeting .*
11. *Professional Enrichment for Faculties 7 Days Online Webinar Strategic Management Practices for NAAC Accreditation.*
12. *FDP Day 1 : Developing passion to get into successful academic research and development careers.*
13. *FDP Day 2: Identification of Journal and Processes of Publication.*
14. *FDP Day 3- Application of Emerging Techniques available in management and social science research.*
15. *FDP Day 4-Targeting the correct and high impact factor Journal .*
16. *FDP Day 5-The optimization of website visibility and ranking position of Journals & Publication.*
17. *FDP day 6-Do's and Don'ts of Academic research paper(Thesis) writing step by step process for journal selection and Publications.*
18. *FDP Day 7-Journal selection mechanism for free publication.*
19. *Tally prime one day workshop.*
20. *Corporate avenue*

# Department Inauguration



All UG & PG Students joined and we the department faculties are planned to give a one day orientation program for the fresher's to know about the course and scope of the course they chosen. Skills need to be developed are taught by the head of our department Dr. R. LAVANYA

*EVA Stalin Guest lecture career and counseling.*





*The lecture was started by highlighting the importance of counselling in choosing a right career in life. He first stated the difference between guidance and counselling. Then he highlighted the importance of career counselling in shaping the life of a person*

### *Personality Development Program.*

*Personal Development is a method for students to examine their abilities and attributes, think about their life goals, and set goals to realize and maximize their potential*

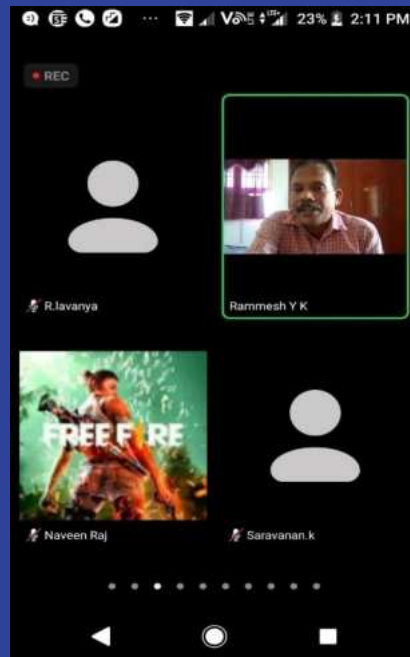


### *Lectures on way to success.*



*Lecture by Dr. S. Ganapathy to  
Improvise the Leadership  
skills among the Students*

## *Seminar On Personality Empowerment.*



*To be successful, it is important to define what you want in life. Consider reading books or taking classes about different subjects until you find something that interests you.*

## *Self-Deference*



*Physical self-defense is the use of physical force to counter an immediate threat of violence. Such force can be either armed or unarmed. In either case, the chances of success depend on various parameters, related to the severity of the threat on one hand, but also on the mental and physical preparedness of the defender.*

*Super Wing Foundation To Motivation for Women Entrepreneur.*



Let's take a look at some woman entrepreneur quotes from women who have grit, passion, and undying self-confidence. From Beyonce to the founder of Spanx, we'll cover all industries and backgrounds. . "The only thing I have learned is to find strength in yourself.

## *Yoga Session.*

*Yoga has become a global phenomenon over the last several decades. What started out thousands of years ago in the East as a meditative practice has now evolved into a modern lifestyle craze that generates billions of dollars a year. This can be attributed to its adaptability-people from all walks of life can practice and receive the benefits of yoga.*





## *Interview And Group Discussion.*



*Group discussion topics for interview can be anything form current affair, social, economic, sports, jobs etc. Here's a list of potential group discussion topics that can be used in interviews: These group discussion topics can vary depending on the industry and the specific focus of the interview.*

## *Parent Meeting*





*Professional Enrichment for Faculties 7 Days Online Webinar  
Strategic Management Practices for NAAC Accreditation.*

**DHANRAJ BAID JAIN COLLEGE  
(AUTONOMOUS)**

Jyothi Nagar, Thoraipakkam, Chennai – 600 097  
Co-educational Jain Minority Institution  
Managed by Tamil Nadu Educational and Medical Foundation  
Approved by Government of Tamil Nadu : Affiliated to University of Madras  
Re-Accredited By NAAC



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**INTERNAL QUALITY ASSURANCE CELL**

In association with

**PG DEPARTMENT OF CORPORATE  
SECRETARYSHIP**

proudly organizes and invites you all for

**Professional Enrichment for Faculties  
7 Days Online Webinar**

**Strategic Management Practices for  
NAAC Accreditation**

 **03:00 PM, Google Meet Platform**

 **12-02-2024 to 20-02-2024**



Dr. Harish I. Metha  
Secretary (Administration)

Dr. C. Murugesan  
Principal I/C

Dr. B. Jagadhesan  
IQAC Coordinator

Shri. R. Dayachand Savansukha  
PRESIDENT



Scan for Register

Shri. Jaswant Munoth  
Secretary (Finance & Academics)

Dr. M. Saktivel Murugan  
Professor In charge

Dr. R. Lavanya  
HOD - Corp. Sec

*This faculty enrichment program is conducted for sharing knowledge about NACC criteria heads.*

# List of Resource Persons



**DR. V. SRIMATHI**  
ASSOCIATE PROFESSOR  
DEPARTMENT OF MATHEMATICS  
GURU NANAK COLLEGE,  
CHENNAI - 600036

Date: 12-02-2024  
Topic: CRITERION- I:  
CURRICULAR ASPECTS



**DR. P.V.KUMARAGURU**  
ASSOCIATE PROFESSOR &  
CONTROLLER OF EXAMINATION  
GURU NANAK COLLEGE,  
CHENNAI - 600036

Date: 13-02-2024  
Topic: CRITERION-II:  
TEACHING-LEARNING AND  
EVALUATION



**Dr. R. BALAGURU**  
ASSOCIATE PROFESSOR,  
DEPARTMENT OF COMMERCE,  
RAMAKRISHNA MISSION  
VIVEKANANDA COLLEGE,  
CHENNAI - 4.

Date: 14-02-2024  
Topic: CRITERION- III  
RESEARCH, INNOVATIONS  
AND EXTENSION



**Dr. A. V. S. RAAMKUMAR,**  
ASSISTANT PROFESSOR,  
DEPARTMENT OF COMMERCE,  
RAMAKRISHNA MISSION  
VIVEKANANDA COLLEGE,  
CHENNAI - 4.

Date: 15-02-2024  
Topic: CRITERION- IV:  
INFRASTRUCTURE AND  
LEARNING RESOURCES



**DR. S. GANAPATHY**  
ASSOCIATE PROFESSOR & HEAD  
DEPARTMENT OF CORPORATE SECRETARYSHIP  
S A COLLEGE OF ARTS & SCIENCE,  
CHENNAI 600 077.

Date: 16-02-2024  
Topic: CRITERION-V:  
STUDENT SUPPORT AND  
PROGRESSION



**DR.K. SELVASUNDARAM**  
HOD ( COMMERCE)  
SRM INSTITUTE OF SCIENCE AND  
TECHNOLOGY,  
KATTANKULATHUR, CHENNAI - 603203.

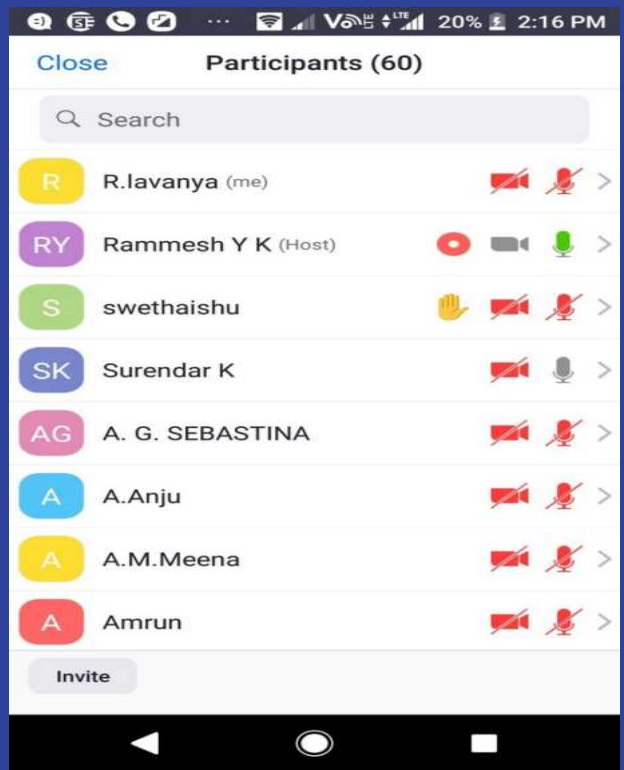
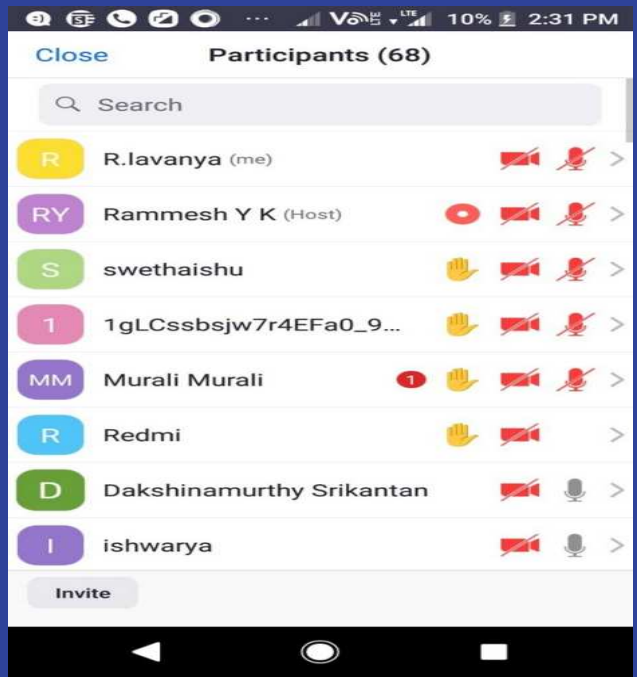
Date: 20-02-2024  
Topic: CRITERION - VI:  
GOVERNANCE, LEADERSHIP  
AND MANAGEMENT



**DR. S. VAITHYASUBRAMANIAN**  
ASSISTANT PROFESSOR  
PG & RESEARCH DEPARTMENT OF  
MATHEMATICS,  
DWARAKA DOSS GOVERDHAN DOSS  
VAISHNAV COLLEGE, CHENNAI.

Date: 21-02-2024  
Topic: CRITERION-VII:  
INSTITUTIONAL VALUES AND  
BEST PRACTICES







# *Tally Prime One Day Workshop.*



*Corporate Students are also pro in Computing Skills Too.*

*Skills and Syllabus both should go on hand in hand.*

*Our students gained Tally Knowledge to be advanced in their*

## *CORPORATE AVENUE*







*our department conducted a Corporate Avenue (Ithu Namma Kadai) to motivate the students and young entrepreneurial activities. This event conducted to net work and communication for entrepreneurs to connect, share experience and support each others.*

## VALEDICTORYFUNCTION



And it 's time for the Valedictory ceremony, we are extremely thankful  
to our collegemanagement, Principal, Professors-in-  
charge, all teaching and non teaching staffs. We also express our gratitude  
to all the parents  
for their faith among us. Without our department faculties, it won't happened and  
finally your students. With this our Department Activities  
ended with joy.

THANKYOU:)

