

**IQAC ENABLED TWO DAY SHORT TERM TRAINING PROGRAMME (STTP) ON "EMPLOYABILITY SKILL ENHANCEMENT FOR THE STUDENTS OF PROFESSIONAL DEGREE PROGRAMMES"**  
**31st October & 1st November - 2019**  
**REGISTRATION FORM**

Name in full : .....

Institution Address : .....

.....

.....

Mobile : .....

E-mail : .....

Demand draft details : DD No : .....

Bank Name .....

**DECLARATION**

The information provided by me is true to the best of my knowledge. If selected, I agree to abide the rules and regulations of the STTP and attend the STTP for the entire duration.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ **Signature of the Applicant**

**SPONSORSHIP CERTIFICATE**

Mr./Ms. \_\_\_\_\_ is a student of our Institute/University and is hereby sponsored to attend the two day Short Term Training Programme on "Employability Skill Enhancement for the Students of Professional Degree Programmes" organized by the Department of Business Administration, Annamalai University during 31st Oct. and 1st Nov. 2019.

**Signature & Seal of the Head of the Institution**

**ABOUT THE STTP**

Employability skills are a set of skills and behaviors that are necessary for every job. Employability skills are sometimes called as soft skills, Foundational skills, Work-readiness skills, Job-readiness skills. Employability skills allow you to: Build Strong Interpersonal Relationship, Enhance Conceptual skills, Communicate with coworkers and Solve problems.

The objective of the STTP is to impart a set of skills and knowledge that the students of professional degree programmes should possess to ensure that they have the capability of being effective in the workplace to the benefit of themselves, their employer and the wider economy.

**CONTENTS OF THE STTP**

The STTP is designed in such way to impart the following core skills on the student participants

- # HR Skills
- # Conceptual Skills
- # Communication Skills
- # Problem Solving Skills

**WHO CAN PARTICIPATE**

Final Year Students of Professional Degree Programmes such as MBA, MCA, BE, ME, B.Sc & M.Sc (Agri)

**IMPORTANT DATES**

Last Date for Registration : 22.10.2019  
Intimation of Selection : 23.10.2019

**REGISTRATION DETAILS:**

Rs.300/- for the student participants of other than Annamalai University. No registration Fee for the student participants of Annamalai University. Registration fee includes Certificate, Seminar kit, Working lunch and Refreshment.

Registration fee can be paid only in the form of DD in favour of the Registrar, Annamalai University. As the intake is limited to 40 participants, the selection is based on 'first come first serve' basis. The deadline for receiving the duly filled in registration form is 22-10-2019. The selected participants will be informed through E-mail and SMS on or before 23-10-2019.

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Coordinators  
**Dr. P.CHINNADURAI**  
Associate Professor

**Dr. K.SETHURAMAN**  
Assistant Professor

## ABOUT THE UNIVERSITY

In the early 1920s Rajah Sir S. R. M. Annamalai Chettiar founded Sri Minakshi college, Sri Minakshi Tamil College and Sri Minakshi Sanskrit College at Chidambaram. In 1928, Rajah Sir S. R. M. Annamalai Chettiar agreed with the local Government to handover the above said institution for establishing a University. Thus, on 01.01.1929 Annamalai University was established as per Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929).

One of the most significant developments is the enactment of the Annamalai University Act, 2013 (Tamil Nadu Act 20 of 2013), which has come into force from September 25, 2013. Annamalai University is accredited with 'A' Grade by NAAC in 2014. "The NIRF-2019" by the Ministry of Human Resource Development (MHRD) has ranked the University in the band 101 - 150 in the overall category as well as the University Category. In the Pharmacy Category the ranking is 12 th in India. In the Medical Category the ranking is 25th. "The Times.

Higher Education World University Ranking - 2019" has ranked Annamalai University in 1000+ for Overall category. In the Subject category Ranking, 2019, the University is ranked in the band of 501-600 for Life Sciences and Pre-clinical, clinical & Health Subjects. 800+ in the Physical Sciences subject. "The QS World University Ranking - 2019" has ranked Annamalai University in the band of 291 - 300 in Asia Ranking, 174 in the BRICS Ranking and 43 in India Ranking. "The CWTS Leiden Ranking 2018", on scientific impact of universities and on universities' involvement in scientific collaboration & scientific performance, has ranked the University at 20th based on the number of publications and 4th based on the proportion of publications that, compared with other publications in the same field and in the same year, belong to the top 10% most frequently cited. "The MDRA - India Today Ranking" (2018) has ranked Annamalai University 13th among the best Government Universities in India. Among the top 197 ranked institutions for Higher Education in India the "SCImago Institutional Ranking (2018)" has ranked Annamalai University as 7th in Tamil Nadu and 32nd in India.

Annamalai University is one of the largest unitary, teaching, and residential Universities in Southern Asia comprising of 10 Faculties and 49 departments of study. This University has played a pivotal role in providing access to higher education to thousands of youth cutting across the social spectrum, especially from economically and socially disadvantaged classes. In this respect, this University's service to the nation is tremendous.

## ABOUT THE DEPARTMENT

The Department of Business Administration is the largest component of the Faculty of Arts, which strives everyday in its academic and research endeavors to inculcate skills for the prospective professional managers and entrepreneurs - the ideas of Business Management. Seven M.B.A., programmes of multiteity have been introduced in the Department to meet the growing demands of young learners for appropriate placement. The faculty members have received encomia from different quarters of the academic world for earning several projects worth crores of rupees. The UGC- SAP- DRS- I Supporting Department has executed several consultancy projects worth lakhs of rupees. Both academic pursuits and research progress are in tune with the strides made elsewhere, and the result of these endeavors has motivated researchers in qualifying themselves for the Ph.D. degree. The department has produced 340 PhDs, and 171. M.Phil's and more than 1000 research papers have been published in National and International journals. Further, the department has linked MoUs with four Indian foreign institutes and organizations. The department is on par with its counterparts in any other institution in the country and it is explicit through the 35 National and International seminars conducted during 2007- 2019. Annamalai University teachers are second to none, and in endorsement of this claim, teachers have received 60 honors and awards in recognition of their contributions. We are offering -MBA-DUAL, HR, FM, MARKETING, IBM, BUSINESS ANALYTICS, INFRASTRUCTURE MANAGMENT, M PHIL & PHD. More than 1000 research papers have been published in National and International journals.

## ADDRESS FOR COMMUNICATION

### STTP CO-ORDINATORS

Department of Business Administration

Annamalai University

Annamalai Nagar - 608002.

Cuddalore (Dt)

Tamil Nadu, India.

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