



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. in 1997 by UGC Act, 1956)

School of Computing
Department of Computer Science & Engineering

*One day
Workshop
on*

LIFE SKILLS



(24th April, 2021)

Organized by

Department of CSE,

**Vel Tech Rangarajan Dr Sagunthala R & D Institute of Science and
Technology, Chennai,
TamilNadu.**

Table of Content

S.No	Title
1.	Event Summary
2.	Approval Letter
3.	Profile
4.	Registered Name list
5.	Student's Feedback
6.	Photos



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Rangarajan Dr. Sagunthala
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School of Computing
Department of Computer Science and Engineering

Event Summary Sheet

Financial Year	2020-2021
Name of Program:	Life Skills
Program Theme:	Life skills make smart life"
Program Type:	Workshop
Program Category:	-
Organizing Department:	COMPUTER SCIENCE & ENGINEERING
Program Start Date :	24.4.21
Program End Date:	24.4.21
Program Duration (in Days)*:	One day
Program Location:	on line
Internal Participants (Student):	210
External Participants (Student):	Nil
Had institute spent expenses either from own resource/received fund to organise the program/activity/event? ,	Spent Expenses from own resources
Total Expense Amount Incurred by Institute to Organise the Program	Rs. 5, 500
Income in terms of registartion fee	NIL
Income through sponsor	NIL

About FDP:

The workshop enlightened about the Life skills which equips students with the social and interpersonal **skills** that enable them to cope with the demands of everyday **life**. The **objectives** of this workshop is to build self-confidence, encourage critical thinking, foster independence and help to manage stress and communicate more effectively

Major Contents:

- Time Management
- Study Skills
- Displaying Honesty, Integrity
- Gratitude and Perseverance
- Star Model
- Stress Management
- Yoga techniques & Guided Meditation
- Interview Preparation

As per the program schedule, the program session is started at 10.30 AM. Prof. Dr.N.R.Rajalakshmi, Computer Science & Engineering welcomes the gathering with warm words. She highlighted the objective of workshop and importance of life skill to build an good team. The following contents are delivered during the sessions. Time Management, Study Skills, Displaying Honesty, Integrity, Gratitude and Perseverance, Star Model, Stress Management, Yoga techniques & Guided Meditation, Interview Preparation.

Then, The honourable Dr.V.Srinivasa Rao, Dean & HoD of CSE delivered special thanks to the resource person, He conveyed that students must familiarize with basic aspects of life skills and highlighted the messages of resource person and encouraged to develop, promote and apply life skills to improve quality of education

Certificates are issued those who have actively participated the workshop. Dr.N.R.RAJALAKSHMI, Professor, Department of CSE presented vote of thanks, She conveyed thanks from the bottom of heart to Almighty for giving good environment to complete this workshop in successful manner. She thank the Management, Vice Chancellor for giving support to conduct this workshop. Then, she expressed heartfelt gratitude to honourable Dean& HoD of CSE, for giving an opportunity and endless support in all aspects.to conduct this workshop.

She expressed thanks to all the participants for attending the sessions , to gain the skills.

Outcome of Workshop:

Student

- Understand the importance of clear expression of Thoughts, feelings, notions, and ideas
- Understand the importance of Stress Management
- Understand the importance of Time Management

Approval Letter

From

Dr.N.R.Rajalakshmi
Professor
Department of CSE
Vel Tech Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
Avadi, Chennai – 600072.

To

The Vice Chancellor

Vel Tech Rangarajan Dr. Sagunthala R&D
Institute of Science and Technology,
Avadi,
Chennai – 600062

15-04-21

// Through Proper Channel //

Respected Sir,

Sub: Life Skill workshop- Regarding

The department of CSE have planned to organize a Life skill workshop on April 24th, 2021. to enhance knowledge on professional skills. Kindly give approval to conduct the same.

The name of the expert and his affiliation is given hereunder:

Name of the Resource Person	Designation
Mr. Krishnanand R	Senior Manager - HR, Mergers and Acquisition CTS

The item of expenditure that would be incurred to organize the above said event is submitted here under:

Estimated Expenditure

S.No	Item of Expenditure	Amount (Rs)	Pay to Whom
1.	Resource Person Renumeration	5000	Dr.N.R.Rajalakshmi
2.	Banner and Invitation	500	Dr.N.R.Rajalakshmi
	Total	5500	

Thanking you,

Yours faithfully,



Krishnanand R.
Krishnavision2030@gmail.com
Mob# 7358392251

PROFILE SUMMARY

A result oriented professional with over 16+ years of experience in Human Resource Management.

Currently working as Senior Manager – HRD @ Cognizant

Talent Acquisition

- Volume Hiring
- Leadership hiring
- Executive Hiring
- Vendor Management
- Workforce Planning & Recruitment Reporting

Organizational Development

- Change Management
- Strategic system Alignment
- Diversity & Inclusion
- High Performance Culture Development
- Career Architecture & Role congruence grid
- Policy Consultation
- Leadership Development

HR Business Partner

- Strategic Support to Business
- Employee Development
- Rewards & Recognition
- Employee Grievance & Relations.
- Separation and Retention Management
- Career Management and progression

Mergers & Acquisition

- Mergers
- Acquisition
- RFP/I
- Rebadging
- Reverse Rebadging
- Consulting
- HR Due Diligence and Legal Documents

Digital HR and Robotic Automation process

- Digital Projects for HR
- Innovation and new project management (Need based)
- Review and Implementation

Statutory Compliance

- Employee State insurance
- Provident Fund
- Labor Statutory compliance for Woman employees
- Legal and Employee Relations

CERTIFICATIONS & TRAININGS

- Six Sigma Green Belt Trained (Project: Optimizing the Resource Management)
- PeopleSoft HCM Functional certified
- Customer Focus & Behavior Management - Competency certified
- Trained in PMS - Manager Grid
- ESI & EPO Certified
- SAP module Trained (Hiring & Compensation)
- CBI Certified (Targeted selection Interview by DDE)

PROJECTS & INNOVATIONS

- Talent Review & Career growth
- Attrition & Retention Management
- Policy Consultation System - HR Online
- PMS Empowered (Manager Vs Employees)
- TT (Top Talent) Vs Rewards Ratio management
- Contractual Compliance System
- BGV & Vendor Payment
- CBI Certified

PROFESSIONAL EXPERIENCE IN DETAIL

COGNIZANT TECHNOLOGIES

SENIOR MANAGER HR- APR'17 – PRESENT

- Change Management
- Project Management Office
- Leadership Development
- Process & Policy management
- High Performance Culture Management
- Resource Planning
- Training need analysis and Planning
- Employee Engagement Budget & Events
- Governance and HR Compliance Management
- Digital HR – RPA
- Merger & Acquisition
- Rebadging from Vendor
- Rebadging from Client
- Rebadging from Vendor Partner
- Reverse Rebadging
- BOT

CONTRIBUTIONS AND ACHIEVEMENTS

MERGERS AND ACQUISITIONS

- Mergers and Acquisitions deal bids for India, APAC and UK
- Rebadge and Reverse Rebadge deals
- Due Diligence, HR Costing and overall deal transition plan
- Manpower planning and cost management

OD & HR Culture Champion

- Managed Change management for largest employee life cycle management spanning into 1.80 L employees with an HR strength of 150+
- Streamlined the HR process and Employee life cycle management for a HR talent management team with the employee strength of 1.8 L.
- Streamlined and implemented talent planning process with business for the span of 1.8 L + employees
- Re-framed the hiring Leadership development mapping to real time requirements on Business Acumen, Strategic Client support to Manpower planning strategy, Reporting & Analytics
- Successfully brought down the TAT for various LOB and achieved 95% of closure with the targeted timeline.
- Continuous Coaching & Feedback Sessions for the Team on the various concept of HRD like Client Centricity, Candidate Delight, Sourcing Methodius

Project Management Office

- As COE (Centre of excellence) lead managed 7 tracks spanning from Assimilation(on boarding), Employee Engagement, Performance Management, Queries and System management, Rewards & Recognition, Employee Communication, Digital HR and Separation(exit) process

- HR Scorecard and Reporting Metrics through RPA(Robotic automation process)
- Achieved the efficiency of 12% consistently over a period of 1+ year and taken the process to BAU

Infosys BPO

Senior Manager – HR, May'15 – Mar'17.

Managed a team of **eight (8)** members for MFG Vertical as Senior Manager – BPHR support global delivery as HR Business partner.

Key responsibilities include,

- Retention Management,
- Talent Management
- Performance Management
- Incentive Council
- Lean Six sigma implementation
- HR Counselling
- Client Coordination for Migrations/Transition
- Business Transformation project implementation

As Senior Manager – Talent Acquisition – From Nov'13 to May'15

Responsible for a team of 7 members for Chennai location to drive Volume & Lateral Hiring, Talent Planning, Manpower Planning, Contractual Compliance Management, Performance Analysis & Management, Annual Appraisal & Performance Management, Rewards & Recognition, Training Need Analysis, Project Cost Analysis, Employee Engagement, Attrition & Retention Management, Performance Counseling Procedure, HR Due diligence and providing continuous improvement plan and compile MIS.

CONTRIBUTIONS AND ACHIEVEMENTS

Talent Acquisition

- Stream-lined the Manpower planning and talent planning process with business for the span of 2000+ employees
- Re-framed the hiring methods and Manpower planning strategy and Reporting & Analytics
- Successfully brought down the TAT for various LOB and achieved 95% of closure with the targeted timeline.
- Conducted Continuous Coaching & Feedback Sessions for the Team on the various concept of HRD like Client Centricity, Candidate Delight, Sourcing Methodius

Business HR

- Automation of global reports

- Client appreciated the project retention to reduce attrition by 8% in India and 5% global and being successful in less than 6 months.
- JL4 Team dynamics session appreciated from all quarters for successful implementation
- U TURN was an initiative inspire by Life story.

WNS GLOBAL SERVICES

Dy. Manager – Human Resource Business-Partnering (HRBP), May 2012 to October 2013

Responsible include PeopleSoft Management, Employee Engagement, Contractual Compliance Management, Performance Analysis & Management, Annual Appraisal & Performance Management, Rewards & Recognition, Training Need Analysis, Attrition & Retention Management, Performance counseling Procedure, QBR & MBR Presentation, Assisting in Project Management(RFP & RFI) and providing continuous improvement plan and compile MIS. One among the major responsibilities includes Resource & Cost Analysis for various programs.

CONTRIBUTIONS AND ACHIEVEMENTS

- Stream-lined the Contractual Compliance document for all India Business for the span of 1000+ employees
- Re-framed the presentation for the QBR & MBR Dashboard and also the Monthly Attrition Dashboard for the BU leaders
- Successfully brought down the attrition from the YTD 122% to 40% over a period of 6 Months.
- Conducted Continuous Coaching & Feedback Sessions for the Leadership Team on the concept of "Best Team management" & "DO's & Don'ts"

FIRSTSOURCE SOLUTIONS PVT LTD, CHENNAI

Assistant Manager – HR, December 2007 – May 2012

Spearheading the team of 3 Executives of Business HR team for HR Temporary Staffing & Executive Hiring for various Domestic/International ABU businesses in India Managing the Executive Hiring & Temporary staffing across the locations in India & Colombo. Responsible for Performance Management, Employee Engagement, Compensation & Payroll and Exit Management. Handled Leadership Hiring, Vendor Management for temporary Staffing & Back ground verification for the span of 15000+ employees, HR Shared services & MI Management

CONTRIBUTIONS AND ACHIEVEMENTS

- Distinction of achieving the following awards;
- Best Performer Award - 2008 & 2009 at Organization for being effective change agent, rendering competency-based Hiring for Team Leaders & Above
- Introduced Employee Referral Management effectively showing 60% hiring through Emp Referral in a Fiscal Year

- Played a vital role in equipping the employees towards Growth and Development in order to be successful for higher positions
- Conducted various training programs like self-development, Recruitment Process Mapping
- Instrumental in Designing the Knowledge Management Portal, Recruitment Process Mapping & BGV Policy
- Designed various HR manuals like Induction manual, Career Progression, Process documents on BGV, Minimum Skill Requirement, Contract Staffing

RELIANCE BPO, MUMBAI & CHENNAI

HR Officer –Talent Management, November 2003 – November 2007

Managing various HR activities involving Recruitment, Performance Management System, Compensation and Benefits, Reduction in Attrition, Creating a Performance Oriented Culture, Discipline and Disciplinary Proceedings

Responsibility include the Frontline Hiring's, Leadership Hiring, Attrition Management, SAP hiring module, Induction scheduling, Event Management

CONTRIBUTIONS AND ACHIEVEMENTS

- Distinction of achieving the following awards;
- Best Performer Award - 2006 at Organization for being effective HR Management Team Member for creating performance-oriented culture.
- Best Team Member - 2007 for achieving Business Targets
- Resolved various issues related to operations viz., Discipline, Productivity, Quality etc. being imbibed during induction and training. Introduced Performance Management System to reward good performers
- Played a vital role in equipping the employees towards Growth and Development in order to be successful for higher positions
- Conducted various training programs like self-development, leadership styles using tools like Office Manager, PMS Tools and Management, SAP Hiring Module.
- Pivotal in introducing grievance portal through which employees register their grievances and the same being addressed by Head in 24 hours, a measure towards avoiding employee related issues.
- Designed various HR manuals like Induction manual, Career Progression, Process documents on compensation and benefits.

QUALIFICATION

XLRI –PG HRM – 2015(Completed)
Jamshedpur



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University) Established by U.C.C. Act, 1956

School of Computing
Department of Computer Science & Engineering
LiFE SKILLS Workshop

Participation List 24.4.21

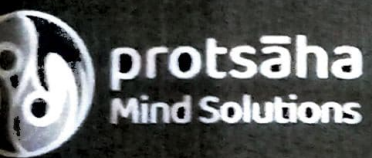
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2/2021 20:21	vtu8690@veltechuniv.edu.in	Nagineni Sri Charan	8699	IV	9398689830	Prathik

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2/2021 20:22	vtu11226@veltech.edu.in	K. vyshnavi	Vtu11226	III	83039254196	K. Kishore Kumar
2/2021 20:22	vtu15284@veltech.edu.in	KANDUKURI AJAYCHARY	VTU15284	II	8247286387	Mr. IGNATIUS, MICHAEL
2/2021 20:22	vtu11858@veltech.edu.in	Kothuri jaya sai veera venkata Varur	11858	II	8303781734	Dr. Rajalakshmi
2/2021 20:23	vtu15042@veltech.edu.in	RAMYA HARIKA DADI	15042	III	9553294385	S. KIRUTHIGA
2/2021 20:23	vtu13598@veltech.edu.in	Om kumar lal kam	13598	III	7358202592	Dr. S.P. raja sir
2/2021 20:23	vtu14700@veltech.edu.in	B SAIKIRAN	14700	III	6303457994	ELAKYA P.
2/2021 20:23	vtu14533@veltech.edu.in	B jagadeesh	14533	III	7997220522	Saravanan Kumar
2/2021 20:23	vtu9038@veltechuniv.edu.in	CHIRAMJEEVI PINAPATI	9038	IV	9182910062	Dr. J. Viswanath Masam
2/2021 20:23	vtu11186@veltech.edu.in	MallikarjunaRao Chunduru	11186	III	7993701191	K. Kishore Kumar
2/2021 20:24	vtu13559@veltech.edu.in	CHAKKA VAMSI	13559	II	8688881971	Kanchanadevi mam
2/2021 20:24	vtu13269@veltech.edu.in	imtiaaz shaik	13269	II	7997707677	malathi k
2/2021 20:24	vtu8808@veltechuniv.edu.in	Majeti Lakshmi Narayana	8808	IV	9010789843	Manjunathan, N
2/2021 20:24	vtu11673@veltech.edu.in	Pragati Jha	11673	III	6204474188	Dr. Jagadeeshan S.
2/2021 20:24	vtu15044@veltech.edu.in	PULLACHERUVU MADHURI	15044	III	6303073794	S. KIRUTHIGA
2/2021 20:24	vtu15294@veltech.edu.in	K.Karthik Kumar Reddy	15294	II	8688579380	Ignatious
2/2021 20:25	vtu14806@veltech.edu.in	R.sumanthreddy	14806	II	7981015745	rohini m s
2/2021 20:25	vtu16200@veltech.edu.in	Shyam Kumar sah	16200	II	+977982624064	M. Thanjavadiivel
2/2021 20:25	vtu13666@veltech.edu.in	M Achuthkumar	13666	II	6305961691	Mr.Giri sir
2/2021 20:25	vtu14782@veltech.edu.in	CHETTUPALLI TIREESH	14782	II	9542989198	Anul prasath
2/2021 20:25	vtu9438@veltechuniv.edu.in	Peram Manogna	9438	IV	9182915736	R. Uma Maheshwari
2/2021 20:25	vtu13600@veltech.edu.in	Irshad Ali	13600	III	9956517494	So raja
2/2021 20:25	vtu13780@veltech.edu.in	Sreyaaw Tallapragada	13780	II	9502936933	N. Vijay Raj
2/2021 20:26	vtu11856@veltech.edu.in	Kunal Nayan	11856	II	7602814050	Dr.N.R. Rajalakshmi
2/2021 20:26	vtu13415@veltech.edu.in	B. Ganesh	13415	II	8688638878	G. Tamilmani
2/2021 20:26	vtu16240@veltech.edu.in	Sujit Yadav	Vtu16240	II	9811247030	M. thanjavadiivel
2/2021 20:27	vtu14300@veltech.edu.in	ANNAPANENI TARAKARAM	14300	III	9494943887	Saran raj .S
2/2021 20:28	vtu15220@veltech.edu.in	G. Sai tharun	15220	II	8184812918	Panneer selvi
2/2021 20:28	vtu15778@veltech.edu.in	K.pragnadevi	15778	II	9014846419	A.Ananthi
2/2021 20:28	vtu14522@veltech.edu.in	P. Mohana Krishna	14522	II	8688995868	Surya S
2/2021 20:29	vtu14489@veltech.edu.in	B.venkatasuresh	14489	II	8688273674	Dr.Seethalakshmi
2/2021 20:29	vtu13106@veltech.edu.in	G Sirichandana	13106	II	9347970065	Malathi
2/2021 20:29	vtu14727@veltech.edu.in	Sahi Veeranki	14727	III	9676557719	Elakya
2/2021 20:29	vtu15945@veltech.edu.in	Y.swetha	15945	II	7989382679	Florences mam

2021 20:29	vtu12658@veltech.edu.in	Krishna chaitanya	12658	II	9347068609	Abhinaya mam
2021 20:29	vtu15214@veltech.edu.in	M.Naveen reddy	15214	II	9493480566	Paneerselvi.R
2021 20:30	vtu15193@veltech.edu.in	BHAVANAM BINDHU REDDY	15193	II	9390707156	Ms.Panneer Selvir
2021 20:30	vtu14743@veltech.edu.in	RAVELLA VISHNU	14743	III	9676095674	Mrs.Sangeetha
2021 20:31	vtu12880@veltech.edu.in	Atanu Mandal	12880	III	7074288651	Dr. Arun pandian
2021 20:32	vtu9206@veltechuniv.edu.in	Bhanu prakash kilari	9206	IV	8330981253	Venkatesh sir
2021 20:33	vtu13561@veltech.edu.in	Manchineni. Deepika	13561	II	6305591799	Kanchana Devi
2021 20:34	vtu10869@veltechuniv.edu.in	CHANDRA BIKRAM SHAH	10869	IV	+977 980701202	V. SUGANYA
2021 20:35	vtu11370@veltech.edu.in	ADAPA TINKU NAGA SAI PAVAN	11370	III	6309594926	SUMATHY R
2021 20:35	vtu16195@veltech.edu.in	Santosh mehata	16195	II	9334793852	M.thangavijay vadivel
2021 20:35	vtu14557@veltech.edu.in	Deepak Kumar	14557	III	9162339012	S.Saravanakumar
2021 20:35	vtu15062@veltech.edu.in	K sai kiran	15062	II	9951209207	Charles prabhu
2021 20:36	vtu13237@veltech.edu.in	ASISHKUMAR	13237	III	9000836885	A.karthikram
2021 20:37	vtu11493@veltech.edu.in	N.Rajesh	11493	II	8124775826	Dr M.Kavitha
2021 20:38	vtu14825@veltech.edu.in	Chathurya Ananta	14825	II	9059156695	M.S Rohini
2021 20:38	vtu11642@veltech.edu.in	S.Anirudh	11642	III	9840461938	Dr.K.Meena
2021 20:39	vtu14658@veltech.edu.in	BONTHU SRI HARSHITHA	14658	III	6304807176	Dr.J.JENEFA
2021 20:40	vtu11594@veltech.edu.in	V. VARSHA	11594	III	6303304496	Dr. K. Meena
2021 20:41	vtu13820@veltech.edu.in	Lakkoju shravan	VTU13820	II	8297974263	Vijayaraj
2021 20:42	vtu15512@veltech.edu.in	Vasu Deva Adapa	15512	II	8688487427	P.Shanthi
2021 20:43	vtu12086@veltech.edu.in	P. Krishna Chandana	12086	III	6303181200	Dr M Shyamala Devi
2021 20:43	vtu13614@veltech.edu.in	Sanjeev kumar Gupta	13614	III	9840207739	Dr.Sp Raja
2021 20:43	vtu11925@veltech.edu.in	MD SHANUR RAHMAN	Vtu11925	II	6204762252	Dr kamleshwar T
2021 20:44	vtu12093@veltech.edu.in	Devika Punnam	12093	III	7989080008	Shyamala Devi M Dr
2021 20:44	vtu11585@veltech.edu.in	V.Praneeth	11585	III	7997448490	Dr.K.Meena
2021 20:45	vtu11601@veltech.edu.in	M.vishnu vardhan reddy	11601	III	8247684176	Dr.k.meena
2021 20:45	vtu16207@veltech.edu.in	Gunjan Kumar Sah	16207	II	7050124075	M. Thanjaivadivel
2021 20:45	vtu11836@veltech.edu.in	Ayush Raj	11836	II	6299552593	Dr. N. R. Rajalakshmi
2021 20:46	vtu11487@veltech.edu.in	Chilukuri Rose mary	11487	II	8688079880	Dr.M.Kavitha
2021 20:46	vtu11346@veltech.edu.in	S V N S S RAKESH	11346	III	9948181111	Ms. Thylashri
2021 20:46	vtu12481@veltech.edu.in	Y SREEPRIYA	12481	III	6303306939	Dr.J.Santhosh
2021 20:47	vtu11483@veltech.edu.in	M KRISHKUMAR	11483	II	9361821389	Dr.M .KAVITHA
2021 20:47	vtu11602@veltech.edu.in	Raja Mahendra	11602	III	7330933842	Dr.k.mena
2021 20:48	vtu15113@veltech.edu.in	Akarshit kumar	15113	II	7783046710	v Charles Prabhu



Essential Life Skills

Agenda

- Time Management
- Displaying Honesty, Integrity, Gratitude and Perseverance
- Study Skills
- Stress Management
- Break to refresh

Hello!

m Krishna

+ years in HR Gamut

ind, Body and Soul Healer

ersonal Counselor

uman Rights International Federation

ersonal Trainer for Career Development

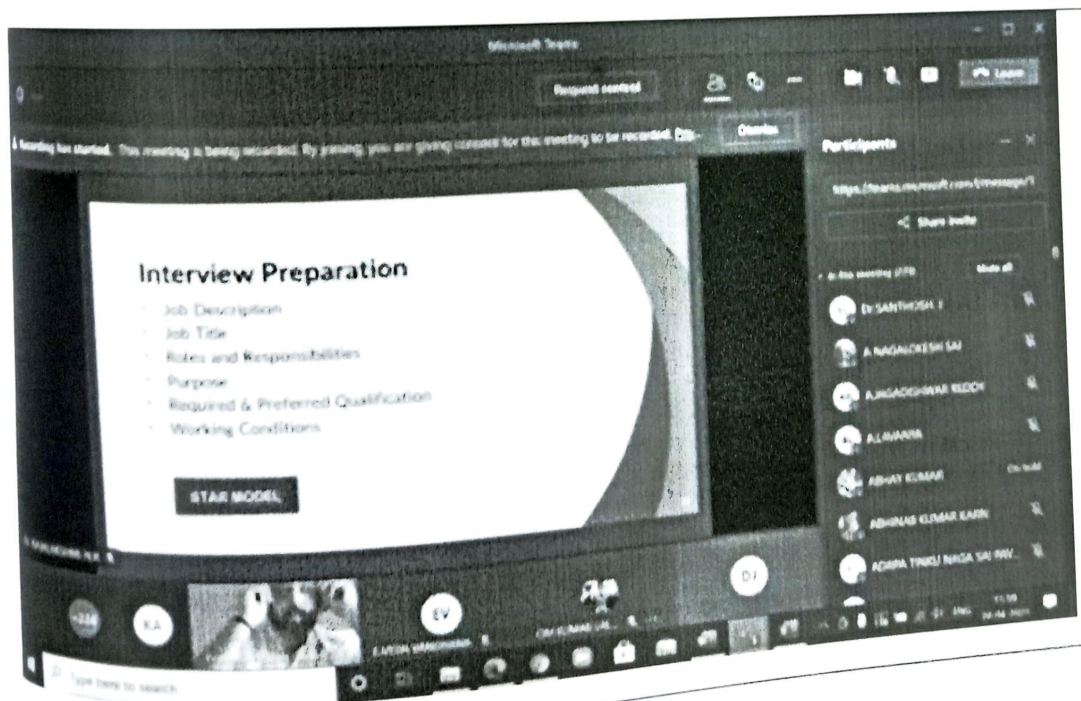
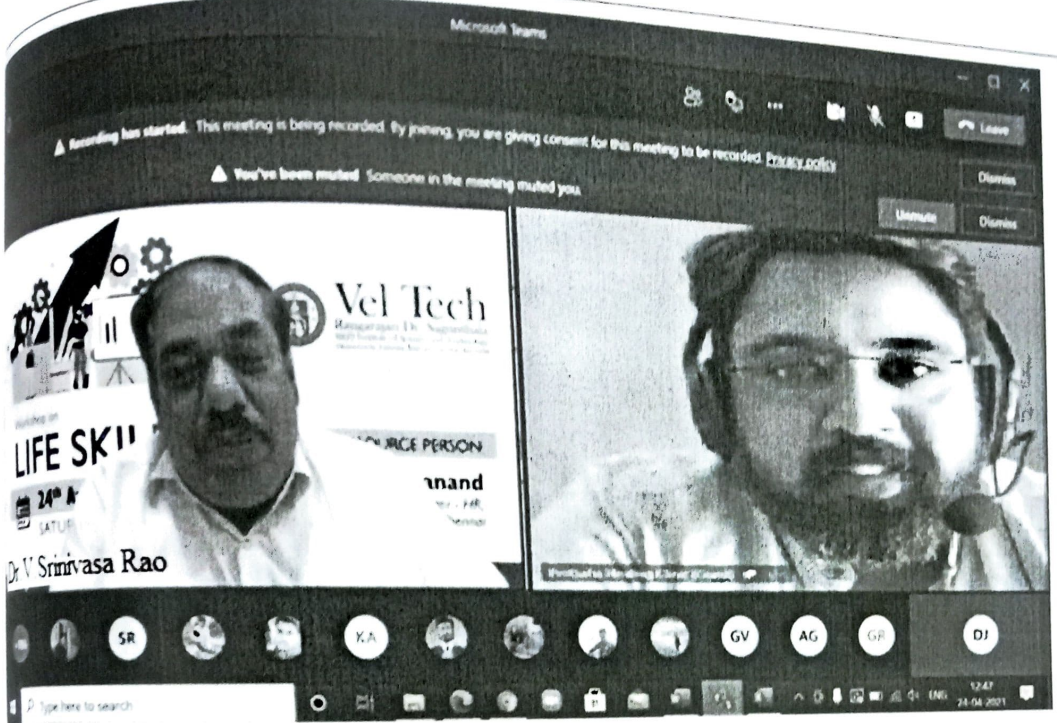
utuber on Mind, Body and soul, HR Practices

u can find me at @krishnavision2030@gmail.com



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GALLERY



GALLERY



Resource Person : Mr.Krishnanand

GALLERY



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
Avadi, Chennai - 600 092

Id:3W4NFE-CE000021

CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms kondreddy bhavya Sree has actively participated a workshop on "Life Skills" held on 24th April, 2021 organized by department of Computer Science & Engineering, School of Computing at Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Avadi, Chennai.


Prof. Dr. V. Srinivasa Rao
Dean-SoC & HoD-CSE


Prof. S. Salivahanan
Vice Chancellor

Made for free with Certify'em

Certificate Design for LifeSkills workshop



Life Skill Workshop
ADVANCE CASH/CHEQUE SETTLEMENT REGISTER



Form No 12 1E

Name: M. Rajalakshmi

Sl.No. 62095
Settlement Date:

I WILL SETTLE THIS ADVANCE
AMOUNT OF Rs
WITHIN THREE WORKING DAYS
OF LAST DATE OF ACTIVITY
FAILING WHICH 20% OF MY SALARY
WILL BE DEDUCTED EVERY MONTH
TILL SETTLEMENT

Advance Cash Approval No. Sl.No. 008702				Cash Received Date: 8/5/2021			
Sl.No.	Bill No.	Bill Date	Control No.	Particulars	Supplier Name	Bill Value	
1.	5410	13-07-2021	-	Honourarium for one day workshop on Life Skills by Mr. Krishna Prasad, Senior HRD, CTS on 24-04-2021	Cash Voucher	5000/-	
2.	930	13-07-2021	-	Printing & Binding materials.	Again Voucher	500/-	
Five thousand and five hundred only					Total	5500	

Signature

DATE OF PAYMENT:
DATE OF CLOSING:

Amount Received 5500 -
Advance Amount Spent: Rs. 5500 -
Balance Amount : Rs. NIL

Authorised Signature

13 07 2021

Dr N R Rajalakshmi - TTS 2742

[Mobile: 6379044976]

Professor,

Department of CSE,

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-600062.

The Vice Chancellor,

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-600062.

// Through Proper Channel //

Respected Sir,

Sub: Requesting for bill closing for One day workshop on LIFE SKILLS- Regarding

This is to bring to your kind notice that I have requested budget of Rs. 5500/- for conducting one day workshop on LIFE SKILLS at no cost basis to benefit for our students on 34.04.2021 by Mr Krishnanand R., Senior Manager – HRD @ Cognizant. I have received the budget through NEFT from our institute of Rs.5,500/-.

S.NO	Items	Sanctioned amount	Amount Spent
1	Remuneration for Resource Person	Rs. 5000	Rs.5,000
2	Printing and Binding	Rs. 500	Rs. 500
	Balance	NIL	

Kindly close the bill and do the needful.

Yours truly

NR Rajalakshmi
Dr N R Rajalakshmi - TTS 2742