



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)

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Dr. Freda Gnanaselvam

M.B.A., M.M.M., M.Phil., Ph.D.,

Principal

7 JUL 2023

To

The Head Mistress
AMI Middle School
Melvisharam-632509

Respected Sir/Madam

Sub: Outreach Activity permission to visit your institution –Regarding

Greetings!

We are willing to visit your institution as part of outreach activity along with few students and staff members. Kindly give us your favorable date and time for visit to the institution.

Thanking you,

Yours Sincerely


2/7/23
Principal

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

Requisition Letter

11.07.2023

Melvisharam

From

Mrs. Shamila Sulthana.K
Head & Assistant Professor
Department of Commerce (CA)
M.M.E.S Women's Arts and Science College
Melvisharam.

Sh
11/7/23

Sh
11/7

To

The Correspondent
M.M.E.S Women's Arts and Science College
Melvisharam.

Through

The Principal
M.M.E.S. Women's Arts and Science College
Melvisharam.

Subject: Permission to conduct an outreach program - Reg

Respected Sir,

I am writing this letter to seek permission to conduct an Outreach Program on 13.07.2023 (Thursday) at 11.00 a.m to 1.00 p.m for 4th and 5th grade students of AMI Middle School, Melvisharam. The purpose of the outreach program is to extend the service with the objective of encouraging participation in extra-curricular activities which will help the students overall development of the students. Along with 2 Faculty, 10 students of Commerce (CA) department will take part in this Outreach Program Therefore, kindly grant me the permission to conduct this outreach program. And also I request to permit me to collect Rs.10 each from II & III Year students to give pens to the students to motivate them.

Thanking You

Yours sincerely

Shamila Sulthana.K
11/07/2023

Sh
Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

Head
Department of B.Com(Computer Applications)
M.M.E.S. Women's
Art's and Science College,
Melvisharam - 632 509



M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
HAKEEM NAGAR, MELVISHARAM -632509
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District - 632115



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DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS)
OUTREACH PROGRAM -STAFF PARTICIPATION

S.NO.	NAME OF THE STAFF	DESIGNATION	SIGNATURE
1.	MS. KAMILA .S	Assistant Professor	
2.	MS.HINA KAUSAR	Assistant Professor	

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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Phone 04172 266167, 266463

DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS)
OUTREACH PROGRAM -STUDENT PARTICIPATION

S.NO	NAME OF THE STUDENT	YEAR	SIGNATURE
1	SADVIYAN	III B.COM (CA)	N. Sadiya
2	NASIKA FARHAT.N	III B.COM (CA)	Nasika Farhat
3	SANIYA THABASUM.R	III B.COM (CA)	Saniya Thabasum.R
4	MAHALAKSHMLA	III B.COM (CA)	A. Mahalakshmi
5	AATHIFA THABASUMA	III B.COM (CA)	Aathifa
6	NABILAH FARHANA	II B.COM (CA)	Nabila F
7	GAYATHRI.B	II B.COM (CA)	B. Gayathri
8	AARTHI.T	IIB.COM (CA)	P. Arthi
9	NANDHINIK	IIB.COM (CA)	Nandhini.K
10	PREETHLV	II B.COM (CA)	Preethi.V


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MMES College, Melvisharam

Post-Event Summary Report

Name of the department conducting program	B.Com(C.A)
Name Of the event	Outreach Program
Date of the Event	13.07.2023
No.of persons attended	110

Report of Activities carried out under Outreach programme in the month of July 2023 By department of B.Com (C.A).

This outreach program sensitizes students towards their duties and responsibilities within the society and community. It also serves the citizenship training goal of education through the development of various skills

Introduction:

Being able to help is a privilege for us students for it teaches us how to become concerned to those who are in need ,it helps us to understand the spirit of compassion and to share what we have to and to abolish the selfishness and to play our role in this society. As part of our outreach program, we have conducted activities portraying **the importance of education, its raising awareness and general knowledge at AMI Middle school, Melvisharam, Tamilnadu.**

Objective of the program:

On 13th of July 2023, we the dept. of B. Com (CA) conducted this outreach program .This program was organized for students of Primary and Secondary school and approximately 110 of them were in attendance. The main objective of this program was to bring out the importance and necessity of education and to impart it to the students in an engaging and joyful way.


Accomplishments:

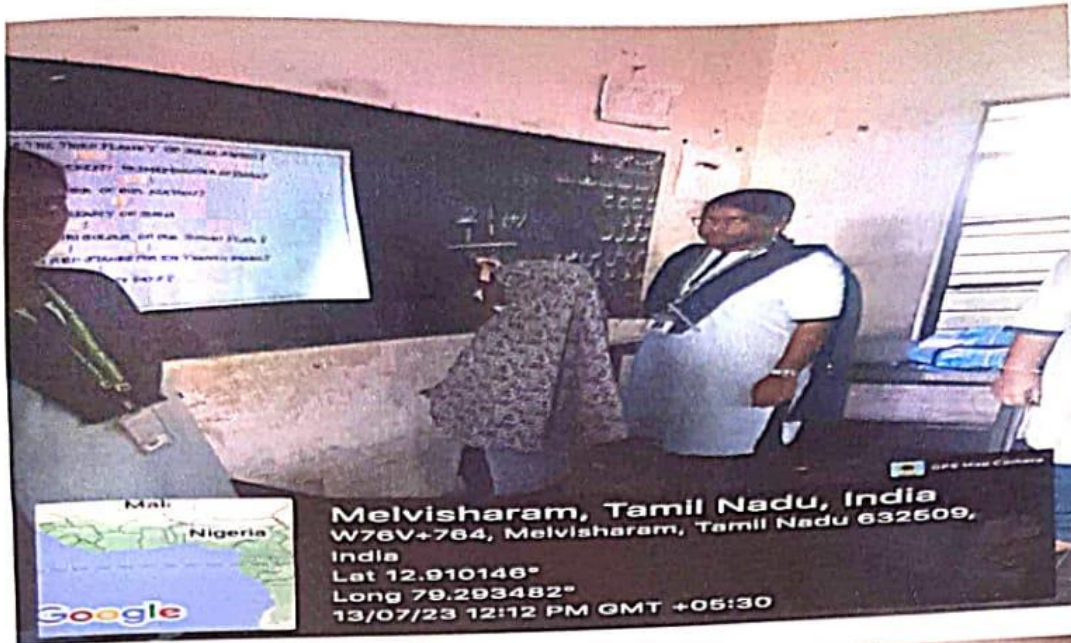
A Simple program was organized by students of department of B.Com (C.A) of both second and final year accompanied by the staffs. The students were enlightened with the importance of education and similar activities related to education were conducted. We brought prizes and participation gifts and we organized games for the pupils to enjoy. Games like **Spell bee, Word Building, Word Association, Pictionary** were conducted so that the students can enjoy along with learning.

This program was led by our accountable and enthusiastic teacher in-charge **Ms.Kamila.S (Asst Prof) and Ms. Hina Kouser (Asst Prof)**.They opened the program with a speech on the education stressing its importance in today's society, and its various benefits. After that, games prepared by our co-members were enjoyed by the pupils of the school and **prizes were given to the winners after each game.**

Conclusion:

In order to motivate the students' participation, gifts were also given. School supplies packed by our members were given to the pupils before the program ended. All the members were in charge of the over-all preparation ,delivered their closing remarks and thanksgiving message to everyone .At 12.30 in the afternoon, everyone wore a big smile in their faces as they go home with their gifts from us. We are very happy and looking forward to another similar activity.


Dr. Freda Gnanaseivam, Ph.D.,
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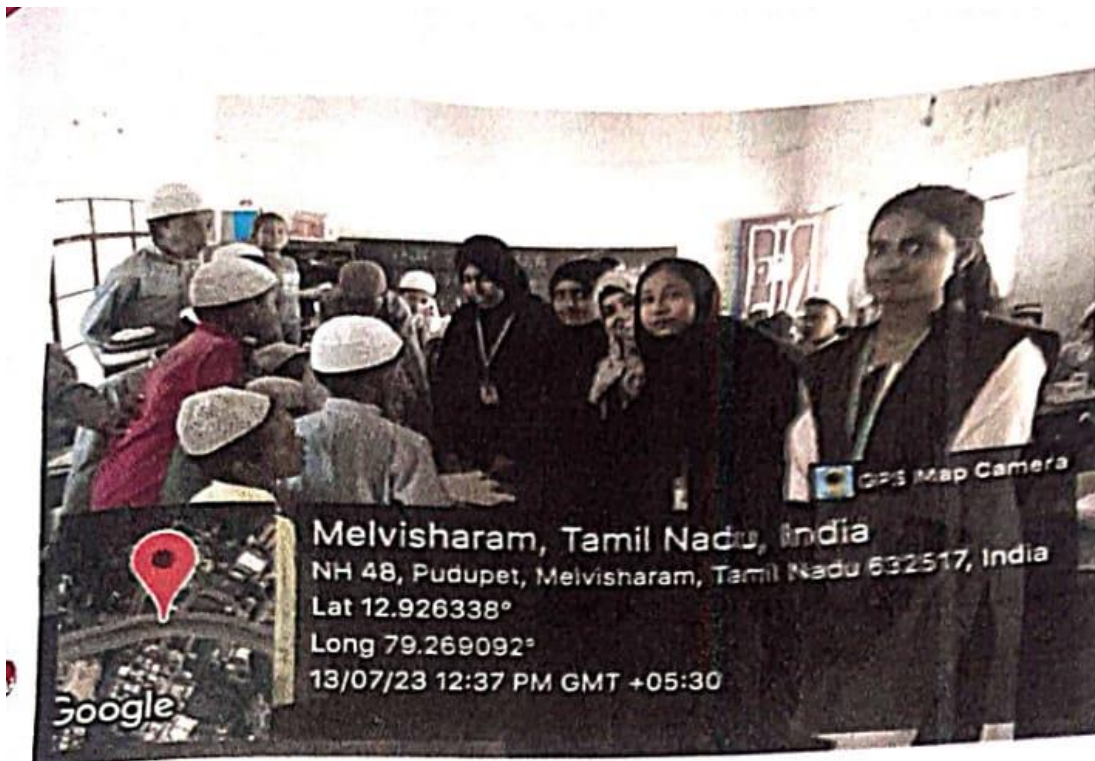


Dr.
 Dr. Froda Chinnasivam, Ph.D.,
 Principal
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Speech by the teachers on Importance of education for todays society and mind games conducted for the school kids to encourage participation in extra curricular activities



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