



# MAHA BARATHI ENGINEERING COLLEGE

NH-79, SALEM-CHENNAI HIGHWAY, A.VASUDEVANUR, CHINNASALEM (TK), KALLAKURICHI (DT) 606 201.

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

2(f) & 12(B) status of UGC, New Delhi

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## **LIST OF CIRCULAR, REPORT AND ATTENDANCE SHEET FOR TRAINING PROGRAM FOR NON-TEACHING STAFF**

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NH 79, A. Vasudevanur, Chinnasalem, 606201, Kallakurichi Dt.

Ph : 04151-256333, Fax : 04151-257333

## PROGRAMME REPORT

|   |                          |   |
|---|--------------------------|---|
| 1 | Program Name             | Training Programme on "Office Management and Administration"  |
| 2 | Date of program duration | 15.07.2019  |
| 3 | Resource person          | Dr. Amsavalli A , Maha Barathi Engineering College  |
| 4 | Participants             | 18  |
| 5 | Objective of program     | The objectives of the programme is to give hands-on-training to the non teaching faculty in office management and administration  |
| 6 | Programme description    | <p>The Internal Quality Assurance Cell organized <b>Training Programme on "Office Management and Administration"</b> on 15th July 2019 for the benefit of the non teaching faculty members of MBEC. IQAC co-ordinator welcomed the gathering. <b>Dr. Amsavalli A , Maha Barathi Engineering College</b> explained the importance of office management and administration as e Governance is important from NAAC point of view. She explained the advantages of replacing the existing manual system with computer based system and also described the efficiency and effectiveness in implementation.</p> <p>After lunch break, it was followed by the practical session where all the staff utilized the expertisation of Chief guest and practiced in the following areas:</p> <ul style="list-style-type: none"><li>• Document formatting</li><li>• Preparing Notices</li><li>• Maintaining softcopy of Lab Records</li><li>• Maintaining students Records</li><li>• E-mail drafting</li></ul> <p>IQAC Co-ordinator thanked the chief guest for the informative session. He also expressed thanks on behalf of the IQAC team to the audience for their attentive and active participation.</p> |
| 7 | Outcome of this program  | All the participants gets practiced of computer practices involved in office management and administration.   |

IQAC CO-ORDINATOR

PRINCIPAL



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Ph : 04151-256333, Fax : 04151-257333

Date: 13/7/2019

### CIRCULAR

Training Programme on "Office Management and Administration" has been arranged by IQAC for all non-teaching faculties of Maha Barathi Engineering College on 15.07.2019 at 10 a.m at Computer lab. All the Staff are requested to attend the meeting.

Resource person: Dr. Amsavalli A , Maha Barathi Engineering College

**IQAC CO-ORDINATOR**

  
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2. Advisor
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#### ATTENDANCE OF THE PROGRAMME

|                          |  |
|--------------------------|--|
| Program Name             | Training Programme on "Office Management and Administration" |
| Date of program duration | 15.07.2019   |
| Resource person          | Dr. Amsavalli A , Maha Barathi Engineering College           |

| S.NO | Staff Name            | Designation     | Dept    | SIGN               |
|------|-----------------------|-----------------|---------|--------------------|
| 1.   | Mr. Murugesan R       | Librarian       | Library | R. Murugesan       |
| 2.   | Mr. Palanivel S       | Librarian       | Library | S. Palanivel       |
| 3.   | Mrs. Bhuvaneswari M   | Receptionist    | Office  | M. Bhuvaneswari    |
| 4.   | Mr. Dhanasekar R      | Accountant      | Office  | R. Dhanasekar      |
| 5.   | Mr. Baskaran M        | PRO             | Office  | M. Baskaran        |
| 6.   | Mr. Subramanian V     | Clerk           | Office  | V. Subramanian     |
| 7.   | Mr. Elayaraja T       | Supervisor      | Office  | T. Elayaraja       |
| 8.   | Mrs. Silambarasi V    | Accountant      | Office  | V. Silambarasi     |
| 9.   | Mr. Kishorekumar M    | System Engineer | CSE     | M. Kishorekumar    |
| 10.  | Mr. Vasantha Prabhu   | Clerk           | Office  | V. Vasantha Prabhu |
| 11.  | Mr. Senthilnathan M   | Lab Asst        | Mech    | M. Senthilnathan   |
| 12.  | Mr. Dhana rasu V      | Lab Asst        | S & H   | V. Dhana rasu      |
| 13.  | Mr. Ambairam P        | Lab Asst        | Mech    | P. Ambairam        |
| 14.  | Mrs. Malliga P        | Lab Asst        | S & H   | P. Malliga         |
| 15.  | Mr. Nagarajan A       | Lab Asst        | EEE     | A. Nagarajan       |
| 16.  | Mr. Muthu Suburayan M | Lab Asst        | EEE     | M. Muthu Suburayan |
| 17.  | Mrs. Jaya P           | Lab Asst        | ECE     | P. Jaya            |
| 18.  | Mr. Ramesh P          | Lab Asst        | ECE     | P. Ramesh          |

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### PROGRAMME REPORT

|   |                          |   |
|---|--------------------------|---|
| 1 | Program Name             | Training on Administrative software   |
| 2 | Date of program duration | 26.09.2020  |
| 3 | Resource person          | Mr. S. Balamurugan, Global Software solution, Sivagangai.   |
| 4 | Participants             | 17  |
| 5 | Objective of program     | The main objective of this workshop is to make the faculty members acquainted with the administrative software and systematic handling and saving of data.  |
| 6 | Programme description    | The Internal Quality Assurance Cell organized a <b>Training on Administrative software</b> [Google meet ID: <a href="http://meet.google.com/nwk-eion-zmf">http://meet.google.com/nwk-eion-zmf</a> ] on <b>26.09.2020</b> for the benefit of the faculty members of Non-Teaching Staff in MBEC. All faculty members attended. The Principal spoke about importance of automation software and welcomed the Chief Guest. He congratulated the IQAC for organizing this <b>Training on Administrative software</b> . The invited speaker, <b>Mr. S. Balamurugan, Global Software solution, Sivagangai</b> explained basic things to be followed in maintenance of records. He patiently explained step by step entry of student and staff database in softwares as well how to sort and extract the data as per requirement with suitable examples and demos. It was followed by Q & A session. IQAC Co-ordinator thanked the chief guest for the informative session. |
| 7 | Outcome of this program  | The faculty members are acquainted with the basic concepts data handling and storage using software.  |

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Ph : 04151-256333, Fax : 04151-257333

Date: 24/09/2020

## CIRCULAR

**Training on Administrative software** has been arranged by IQAC for all non teaching faculties Maha Barathi Engineering College on **26.09.2020** at 10 a.m. All the Staff are requested to attend the meeting.

**Resource person: Mr. S. Balamurugan, Global Software solution, Sivagangai.**

**Google meet ID: <http://meet.google.com/nwk-eion-zmf>**

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## PROGRAMME REPORT

|   |                          |  |
|---|--------------------------|--|
| 1 | Program Name             | One day workshop on "Safety measurements in Laboratory"  |
| 2 | Date of program duration | 08.10.2021   |
| 3 | Resource person          | Mr.K.Somu, AP/ECE, Maha Barathi Engineering College  |
| 4 | Participants             | 6  |
| 5 | Objective of program     | The objectives of the programme is to guide the non- teaching faculty regarding the safety measures to be implemented in each lab.   |
| 6 | Programme description    | <p>The Internal Quality Assurance Cell organized <b>One day workshop on "Safety measurements in Laboratory"</b> on <b>08.10.2021</b> for the benefit of the non teaching faculty members of MBEC. IQAC co-ordinator welcomed the gathering. He explained the need for conduct of the present training programme in the College. He briefly outlined the objectives of the training programme and advised the staff to learn more from the programme and get themselves updated. The Chief Guest, <b>Mr.K.Somu, AP/ECE, Maha Barathi Engineering College</b> stressed the need of importance of safety in laboratories and suggested that the non-teaching staff should get acquainted with precautions and the preventive measures to be followed. He insisted that procedures for each lab experiments and Rules for each lab should be formulated for three reasons:</p> <ol style="list-style-type: none"><li>1.) To avoid health risks and accidents for our personnel.</li><li>2.) To be in a position to act appropriately in case of emergencies.</li><li>3.) To minimize the environmental burden and risks caused by our work.</li></ol> <p>He further added that the avoidance of safety risks for the personnel at the institutional level requires knowledge of possible hazards in our environment; chemicals, biological agents or radioactivity as wells as fire hazards. In this regard the lab assistants are required to familiarize themselves with safe practices for applied laboratory operations. He listed down the precautions and preventive measures to be taken in case of various incidents / accidents through brain storming session , for e.g, in case of electrical shocks, fire accidents, swallowing chemicals etc.</p> <p>IQAC Co-ordinator thanked the chief guest for the informative session. He also expressed thanks on behalf of the IQAC team to the audience for their attentive and active participation.</p> |

|   |                         |   |
|---|-------------------------|---|
| 7 | Outcome of this program | The training given will help the lab assistant to keep the lab safety in every aspects. |
|---|-------------------------|---|

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Date: **06.10.2021**

## CIRCULAR

One day workshop on "Safety measurements in Laboratory" has been arranged by IQAC for all non-teaching faculties of Maha Barathi Engineering College on **08.10.2021** at 10 a.m in Seminar Hall. All the Staff are requested to attend the meeting.

Resource person: Mr.K.Somu, AP/ECE, Maha Barathi Engineering College

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**ATTENDANCE OF THE PROGRAMME**

|                          |   |
|--------------------------|---|
| Program Name             | One day workshop on "Safety measurements in Laboratory" |
| Date of program duration | 08.10.2021  |
| Resource person          | Mr.K.Somu, AP/ECE, Maha Barathi Engineering College     |

| S.NO | Staff Name            | Designation     | Dept  | SIGN       |
|------|-----------------------|-----------------|-------|------------|
| 1.   | Mr. Kishorekumar M    | System Engineer | CSE   | M.K        |
| 2.   | Mrs. Malliga P        | Lab Asst        | S & H | P. Malliga |
| 3.   | Mrs. Jaya P           | Lab Asst        | ECE   | P. Jaya    |
| 4.   | Mr. Muthu Suburayan M | Lab Asst        | EEE   | M. Muthu   |
| 5.   | Mr. Senthilnathan M   | Lab Asst        | Mech  | Senthil    |
| 6.   | Mr. Dhana rasu V      | Lab Asst        | S & H | Dhanarasu  |

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## PROGRAMME REPORT

|   |                          |  |
|---|--------------------------|--|
| 1 | Program Name             | One day workshop on "Basic Communication skills for Non-Teaching Staff"  |
| 2 | Date of program duration | 04.02.2022   |
| 3 | Resource person          | Mrs. V.Dharaneswari, AP/ English, Maha Barathi Engineering College   |
| 4 | Participants             | 12   |
| 5 | Objective of program     | The objectives of the programme is to enhance their communication skills – both oral and written.  |
| 6 | Programme description    | <p>The Internal Quality Assurance Cell organized <b>One day workshop on "Basic Communication skills for Non-Teaching Staff"</b> on <b>04.02.2022</b> for the benefit of the non teaching faculty members of MBEC. The workshop was inaugurated by the Principal of MBEC, in the presence of Advisor. In his inaugural speech, he urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.</p> <p>The Chief Guest, <b>Mrs. V. Dharaneswari, AP/ English, Maha Barathi Engineering College</b> in her first session of the workshop made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.</p> <p>In the second session, a presentation on Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.</p> <p>In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective.</p> |

|   |                         |   |
|---|-------------------------|---|
|   |                         | In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Advisor congratulated both the participants and the resource person for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. |
| 7 | Outcome of this program | The training given will help the participants to improve their oral communication skills and documentation.   |

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Ph : 04151-256333, Fax : 04151-257333

Date: 03/02/2022

## CIRCULAR

One day workshop on "Basic Communication skills for Non-Teaching Staff" has been arranged by IQAC for all non-teaching faculties of Maha Barathi Engineering College on 04.02.2022 at 10 a.m in Seminar Hall. All the Staff are requested to attend the meeting.

Resource person: Mrs. V.Dharaneswari, AP/ English, Maha Barathi Engineering College



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#### ATTENDANCE OF THE PROGRAMME

|                          |   |
|--------------------------|---|
| Program Name             | One day workshop on "Basic Communication skills for Non-Teaching Staff" |
| Date of program duration | 04.02.2022  |
| Resource person          | Mrs. V.Dharaneswari, AP/ English, Maha Barathi Engineering College      |

| S.NO | Staff Name            | Designation     | Dept    | SIGN               |
|------|-----------------------|-----------------|---------|--------------------|
| 1.   | Mr. Murugesan R       | Librarian       | Library | R. Murugesan       |
| 2.   | Mr. Elayaraja T       | Supervisor      | Office  | T. Elayaraja       |
| 3.   | Mrs. Silambarasi V    | Accountant      | Office  | S. Silambarasi     |
| 4.   | Mrs. Bhuvaneswari M   | Receptionist    | Office  | M. Bhuvaneswari    |
| 5.   | Mr. Subramanian V     | Clerk           | Office  | V. Subramanian     |
| 6.   | Mr. Dhanasekar R      | Accountant      | Office  | R. Dhanasekar      |
| 7.   | Mr. Kishorekumar M    | System Engineer | CSE     | M. Kishorekumar    |
| 8.   | Mrs. Malliga P        | Lab Asst        | S & H   | P. Malliga         |
| 9.   | Mrs. Jaya P           | Lab Asst        | ECE     | P. Jaya            |
| 10.  | Mr. Muthu Suburayan M | Lab Asst        | EEE     | M. Muthu Suburayan |
| 11.  | Mr. Senthilnathan M   | Lab Asst        | Mech    | M. Senthilnathan   |
| 12.  | Mr. Dhana rasu V      | Lab Asst        | S & H   | V. Dhana rasu      |

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## PROGRAMME REPORT

|   |                          |   |
|---|--------------------------|---|
| 1 | Program Name             | Training Programme on "Installation of OS"  |
| 2 | Date of program duration | 15.09.22  |
| 3 | Resource person          | Mr. K. Chandar Kumar, Dream Technologies, Salem   |
| 4 | Participants             | 20  |
| 5 | Objective of program     | The objectives of the programme is to give hands-on-training to the non teaching faculty in install OS in computers   |
| 6 | Programme description    | <p>The Internal Quality Assurance Cell organized an Invited talk cum Hands on training in "Installation of OS" on 15th September 2022 from 10 a.m to 4 p.m for the benefit of the non teaching faculty members of MBEC. IQAC co-ordinator welcomed the gathering and thanked the chief guest for readily accepting our invitation. The invited speaker, <b>Mr. K. Chandar Kumar, Dream Technologies, Salem</b> made his presentation in step-by- step procedure in the morning session. After lunch break, it was followed by the practical session where all the staff utilized the expertisation of Chief guest and practiced how to install O/S such as Windows, Linux [Ubuntu], Unix, Redhat Linux etc.</p> <p>IQAC Co-ordinator thanked the chief guest for the informative session. He also expressed thanks on behalf of the IQAC team to the audience for their attentive and active participation.</p> |
| 7 | Outcome of this program  | All the participants gets practiced of installing operating systems in computer.  |

  
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Date: 13/9/2022

## CIRCULAR

Training Programme on "Installation of OS" has been arranged by IQAC for all non-teaching faculties of Maha Barathi Engineering College on 15.09.22 at 10 a.m at Seminar Hall. All the Staff are requested to attend the meeting.

Resource person: Mr. K. Chandar Kumar, Dream Technologies, Salem

### Programme Schedule

| Time                  | Event  |
|-----------------------|--|
| 10 a.m – 10.15 a.m    | Welcome Address & Introduction of Chief Guest                        |
| 10.15 a.m – 12.00 p.m | Session by Speaker - Mr. K. Chandar Kumar, Dream Technologies, Salem |
| 12 p.m – 1 p.m        | Lunch Break  |
| 1 p.m – 3 p.m         | Practical session  |
| 3 p.m – 3.30 p.m      | Valedictory Session  |

  
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### ATTENDANCE OF THE PROGRAMME

|                          |   |
|--------------------------|---|
| Program Name             | Training Programme on "Installation of OS"      |
| Date of program duration | 15.09.22  |
| Resource person          | Mr. K. Chandar Kumar, Dream Technologies, Salem |

| S.NO | Staff Name            | Designation        | Dept      | SIGN               |
|------|-----------------------|--------------------|-----------|--------------------|
| 1.   | Mr. Murugesan R       | Librarian          | Library   | R. Murugesan       |
| 2.   | Mrs. Silambarasi V    | Accountant         | Office    | S. Silambarasi     |
| 3.   | Mr. Baskaran M        | PRO                | Office    | M. Baskaran        |
| 4.   | Mr. Subramaniam V     | Clerk              | Office    | V. Subramaniam     |
| 5.   | Mr. Elayaraja T       | Supervisor         | Office    | T. Elayaraja       |
| 6.   | Mr Raja B             | Accountant         | Office    | B. Raja            |
| 7.   | Mrs Gowri J           | Accountant         | Office    | J. Gowri           |
| 8.   | Mrs. Bhuvaneswari M   | Receptionist       | Office    | M. Bhuvaneswari    |
| 9.   | Mr. Ganesan V         | Transport Incharge | Transport | V. Ganesan         |
| 10.  | Mr. Dhanasekar R      | Accountant         | Office    | R. Dhanasekar      |
| 11.  | Mr. Thavithu          | Lab Asst           | Civil     | Thavithu           |
| 12.  | Mr. Murugesan S       | Lab Asst           | Mech      | S. Murugesan       |
| 13.  | Ms. Poovizhi P        | System Admin       | CSE       | P. Poovizhi        |
| 14.  | Ms. Sivaranjani P     | Lab Asst           | S & H     | P. Sivaranjani     |
| 15.  | Mrs. Malliga P        | Lab Asst           | S & H     | P. Malliga         |
| 16.  | Mr. Ambairam          | Lab Asst           | Mech      | A. Ambairam        |
| 17.  | Mrs. Jaya P           | Lab Asst           | ECE       | P. Jaya            |
| 18.  | Mr. Alagarasan M      | Lab Asst           | Civil     | M. Alagarasan      |
| 19.  | Mr. Nagarajan A       | Lab Asst           | EEE       | A. Nagarajan       |
| 20.  | Mr. Muthu Suburayan M | Lab Asst           | EEE       | M. Muthu Suburayan |

*[Signature]*  
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