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## PREFACE

The **HR Club of the MBA Department** is a dynamic, student-driven forum dedicated to developing practical human resource knowledge and professional competence. It serves as a vital interface between academic learning and real-world organizational practices by enabling students to apply HR concepts in diverse and evolving workplace environments.

The club provides ample scope for experiential learning through a wide range of activities such as guest lectures by HR professionals, workshops, case study analyses, role plays, HR simulations, competitions, live projects, and community outreach programs. The primary objective of the HR Club is to nurture leadership skills, communication abilities, ethical judgment, analytical thinking, and people-management capabilities among management students.

Through teamwork, collaboration, and innovation, the HR Club helps students gain deeper insights into talent acquisition, training and development, performance management, employee engagement, labor relations, and organizational behavior. Furthermore, the club strengthens industry-academia interaction by familiarizing students with contemporary HR practices, legal frameworks, and emerging workplace trends.

By actively engaging students in practical HR-oriented initiatives, the HR Club strives to shape confident, ethically responsible, and industry-ready professionals who can effectively manage human capital in dynamic organizational settings and contribute meaningfully to organizational success. Thus, the HR Club plays a crucial role in developing competent and future-ready HR professionals.



**Staff in-Charge**

**(Mr. A. Mathiazhagan)**



**Dean-MS  
(Dr.N.S.N.Cailassame)**



**IQAC Coordinator  
(Dr. Arivalagar A A)**



**Director cum Principal  
(Dr.V.S.K.Venkatachalapathy)**

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## ABOUT THE INSTITUTE

Sri Manakula Vinayaga Educational Trust was founded to provide quality and affordable education to the weaker sections of society. The trust established Sri Manakula Vinayagar Engineering College (SMVEC) in 1999. SMVEC is an autonomous institution affiliated to Pondicherry University. It offers 13 undergraduate, 8 postgraduate and 11 Research programs in engineering. SMVEC has been accredited by NAAC with “A” grade and NBA. The institution is also accredited by TATA consultancy services. The college has a good placement record with students getting job offers from top companies in India and abroad. SMVEC students have won many awards and accolades for their academic achievements. To be globally recognized for excellence in quality education, innovation and research for the transformation of lives to serve the society.

## Vision

To nurture the cornerstone of excellence in engineering education and drive innovation by seamlessly integrating the fundamentals of Science and Humanities

## Mission

**M1: Quality Education:** To provide comprehensive academic system that amalgamates the cutting edge technologies with best practices.

**M2: Research and Innovation:** To foster value-based research and innovation in collaboration with industries and institutions globally for creating intellectuals with new avenues.

**M3: Employability and Entrepreneurship:** To inculcate the employability and entrepreneurial skills through value and skill based training.

**M4: Ethical Values:** To instill deep sense of human values by blending societal righteousness with academic professionalism for the growth of society

## ABOUT THE DEPARTMENT

The Department of Management Studies (DMS) at SMVEC (An Autonomous Institution), Pondicherry, offers a two-year MBA program approved by the AICTE and affiliated with Pondicherry University. The program is designed to provide both a strong academic foundation and practical business skills. In the first year, students acquire fundamental management concepts and techniques, whereas the second year emphasizes advanced knowledge in the selected specialization fields. Instruction is conducted through interactive methods, including case studies, discussions, projects, and field surveys. Students gain practical experience through internships, Projects, and field assignments. The department arranges seminars, workshops, and training sessions on emerging business trends delivered by distinguished scholars, industry professionals, corporate experts, and successful alumni. The program fosters leadership, critical thinking, and problem-solving skills, thereby ensuring a comprehensive educational experience. With academic and industry connections, SMVEC is recognized as one of the prestigious MBA colleges for nurturing talent.

## Vision

To be the most preferred place for learning management principles and practices and contribute to the growth of the individual, corporate, society and the nation.

## Mission

**M1: Inculcating Skills:** To inculcate managerial and entrepreneurial skills with a zeal to attain excellence in business administration

**Mission 2: Motivating to gain professional competence:** To motivate students gain professional competence through constant knowledge update, empathetic leadership qualities, and fostering strategic relationships with the industry and practitioners

**Mission 3: Cultivating Values:** To cultivate personal integrity, ethical consciousness, care for environment and society among future managers

## **OVERVIEW:**

The HR Club serves as a student-led initiative designed to assist MBA students in understanding and applying human resource management principles beyond the classroom. Its objective is to bridge theoretical knowledge with practical exposure by fostering collaboration, ethical thinking, leadership, and strategic decision-making in people management. Through a variety of activities such as HR case study discussions, quizzes, role-playing exercises, mock interviews, group discussions, guest lectures by HR professionals, and hands-on projects, students gain valuable insights into organizational behavior, talent management, employee relations, and workplace dynamics. Additionally, the club enhances leadership and interpersonal skills by actively involving students in the planning, coordination, and execution of HR-oriented events and initiatives. In summary, the HR Club nurtures analytical thinking, communication competence, professional confidence, and people-centric skills, thereby equipping MBA students to effectively address real-world human resource challenges in today's dynamic and competitive organizational environment.

### **Objectives of the HR Club**

- To enhance students' understanding of human resource management principles through hands-on and activity-oriented learning.
- To bridge theoretical HR concepts learned in the classroom with practical HR practices in real organizational settings.
- To develop analytical, strategic thinking, and problem-solving skills relevant to people management among MBA students.
- To strengthen communication, teamwork, leadership, and interpersonal skills through collaborative and HR-focused activities.
- To prepare students to address real-world human resource challenges and build professional confidence for effective industry readiness.

The HR Club of the MBA Department is guided by a dedicated team of office bearers who play a pivotal role in planning, organizing, and executing the club's activities while encouraging professionalism, collaboration, and innovation among students. The team typically consists of a Faculty Advisor, Faculty Coordinator, and Student Coordinators, each contributing specific expertise and responsibilities to ensure the smooth functioning and overall success of the club.

## **Roles and Responsibilities of HR Club Members**

### **Faculty Advisor:**

The Faculty Advisor provides overall guidance and strategic direction to the HR Club. They mentor students, ensure that club activities align with academic objectives and institutional policies, and support informed decision-making in human resource-related initiatives. The advisor also motivates students and facilitates industry interaction whenever required.

### **Faculty Coordinator:**

The Faculty Coordinator is responsible for the systematic planning, coordination, and execution of HR Club activities. They act as a liaison between faculty members, students, and the institution, monitor timelines, and ensure that all programs are conducted efficiently and in a professional manner.

### **Student Coordinators:**

Student Coordinators actively participate in planning, organizing, and implementing HR Club activities such as workshops, seminars, mock HR exercises, competitions, and training sessions. They encourage student participation, manage teams, coordinate communication, and develop leadership, teamwork, and people-management skills through hands-on experience.

<b>HR CLUB</b>		
<b>S.NO</b>	<b>FACULTY COORDINATORS</b>	
1	Dr.S. Pougajendy	Faculty Advisor
2	Mr. A. Mathiazhagan	Faculty Coordinator
<b>STUDENT COORDINATORS</b>		
<b>S.NO</b>	<b>REG NO</b>	<b>STUDENT</b>
1	22PMB003	ABIRAMI M
2	22PMB032	FATHIMA JENIFER A
3	22PMB052	JAYARAJ ALPHONSE P
4	22PMB122	SAI MEIYAPPAN S

## **LIST OF EVENTS**

<b>S.NO</b>	<b>TITLE OF THE EVENTS</b>
1	<b>Time Management and Productivity Hacks for MBA Students</b>
2	<b>Stress Management and Work-life balance in High-Pressure Environments</b>



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution &  
Accredited by NAAC with "A" Grade)

Madagadipet, Puducherry - 605 107



## Department of Management Studies

### Circular

### SMVEC/MBA/2022-23

**10-04-2023**

This is to inform you that a guest lecture in Time Management and Productivity Hacks by Ms.Hinduja, HR Executive, Integra Services has been arranged for MBA students on 15-04-2023. Kindly use this opportunity to enhance your skills and knowledge.

TIME: 12.00 PM

VENUE:Class Room

HOD

(Dr.N.S.N.Cailassame)



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Madagadipet, Puducherry - 605 107



**Name of organizing unit:** Sri Manakula Vinayagar Engineering College

**Venue:** Sri Manakula Vinayagar Engineering College

**Date of Event:** 15-04-2023

**Topic:** Guest Lecture on “Time Management and Productivity Hacks for MBA Students”

**Faculty coordinator:** Mr. A. Mathiazhagan

**Speaker details:**

S. No	DATE	SPEAKER DETAILS
1.	15-04-2023	Ms.Hinduja, HR Executive, Integra Services

**Target audience:** Students

S. No.	No. of Participants attended	No of certificates issued
1.	60	Nil

## Brief description:

A guest lecture on "Time Management and Productivity Hacks for MBA Students" was organized for MBA students on 15-04-2023. The lecture was delivered by Ms.Hiduja, HR Executive, Integra Services. The aim of the lecture was to equip MBA students with practical strategies and techniques to effectively manage their time and enhance productivity in their academic and professional lives. The Key Takeaways from this guest lecture are the importance of setting clear and specific goals, techniques for prioritizing tasks, concept of time blocking, the role of technology in time management, Strategies to combat procrastination, relaxation techniques and exercise in daily routines etc., The guest lecture on "Time Management and Productivity Hacks for MBA Students" was highly informative and beneficial for the MBA students. It equipped them with valuable skills and techniques to manage their time effectively, which is crucial for their academic and future professional success.

## Objectives

- To create awareness about the concept and importance of effective time management and productivity in academic and professional life.
- To help students understand key principles of time management such as goal setting, prioritization, planning, and scheduling.
- To enable students to identify time wasters and adopt practical productivity hacks to manage academic and professional responsibilities efficiently.
- To develop students' ability to balance academics, internships, projects, and personal commitments effectively.
- To enhance skills related to focus, decision-making, teamwork, and leadership through better time utilization.

## **Outcomes**

- Students will understand the importance of time management and productivity in academic and professional success.
- Students will be able to identify and analyze time-management challenges faced in academic and workplace settings.
- Students will apply effective time management tools and productivity techniques to real-life academic and professional situations.
- Students will demonstrate improved planning, prioritization, focus, and decision-making skills through efficient use of time.
- Students will be better prepared to manage deadlines, workload, stress, and multiple responsibilities in dynamic professional environments.



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Madagadipet, Puducherry – 605 107

**INVITATION**

**Department of Management Studies**

cordially invites you to the Guest Lecture on

**“Time Management and Productivity  
Hacks for MBA Students”**

**Date** : 15.04.2023

**Venue** : Sri Manakula Vinayagar Engineering College

The programme aims to equip MBA students with practical strategies to manage time effectively, enhance productivity, and achieve academic and professional excellence.

Your gracious presence will add value to the programme and inspire our students.



**Mr.Hinduja addressing Students on Time Management and Productivity Hacks for MBA Students**



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## **Department of Management Studies**

### **Circular**

### **SMVEC/MBA/2022-23**

**20-04-2023**

This is to inform you that a guest lecture in Stress Management and Work Life Balance, Time Management and Productivity Hacks for MBA Students by Mrs. Trinity Marie Sandhrine has been arranged for MBA students on 28-04-2023. Kindly use this opportunity to enhance your skills and knowledge.

TIME: 02.00 PM

VENUE: Seminar Hall

HOD

(Dr.N.S.N.Cailassame)



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Madagadipet, Puducherry - 605 107



**Name of organizing unit:** Sri Manakula Vinayagar Engineering College

**Venue:** Sri Manakula Vinayagar Engineering College

**Date of Event:** 28.04.2023

**Topic:** Guest Lecture on "Stress Management and Worklife balance in High-Pressure Environments"

**Faculty coordinator:** Mr. A. Mathiazhagan

## Speaker details:

S. No	DATE	SPEAKER DETAILS
1.	28-04-2023	Ms.Trinity Marie Sandhrine, Process Analyst, Accenture

**Target audience:** Students

## Attendance:

S. No.	No. of Participants attended	No of certificates issued
1.	60	Nil

## Overview

1. The session provides valuable insights into the nature and causes of stress experienced by MBA students and professionals in academic and organizational environments.
2. It highlights effective stress management techniques, work-life balance strategies, and time management tools essential for enhancing personal well-being and professional performance.
3. The lecture discusses common challenges related to workload, deadlines, and role conflicts, along with practical methods to manage pressure and improve productivity.
4. Real-life academic and workplace scenarios are used to demonstrate practical approaches to prioritization, goal setting, and productivity enhancement.
5. The session emphasizes the role of effective communication, emotional intelligence, self-discipline, and ethical decision-making in achieving sustained success, personal balance, and professional growth.

## Objectives

1. To create awareness about stress, its sources, and its impact on academic performance and professional effectiveness.
2. To introduce students to work-life balance concepts and their importance in sustaining long-term personal and career growth.
3. To equip MBA students with practical time management and productivity techniques for handling academic and professional responsibilities efficiently.
4. To help students develop strategies for prioritization, goal setting, and workload management in high-pressure environments.
5. To enhance students' understanding of the role of emotional intelligence, self-discipline, and positive mindset in managing stress and improving productivity.

## **Outcomes**

1. Students will be able to identify key stressors affecting their academic and personal lives.
2. Students will demonstrate improved understanding of work–life balance principles and stress management strategies.
3. Students will apply time management tools and productivity hacks to optimize their daily schedules and academic tasks.
4. Students will develop the ability to prioritize tasks, set realistic goals, and manage deadlines effectively.
5. Students will exhibit enhanced emotional resilience, communication skills, and self-awareness, leading to improved academic performance and overall well-being.



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### **INVITATION**

**Sri Manakula Vinayagar Engineering College**

cordially invites you to the Guest Lecture on

**“Stress Management and Worklife  
Balance in High-Pressure Environments”**

**Date :** 28.04.2023

**Venue :** Seminar Hall

The programme aims to provide valuable insights and strategies to manage stress, maintain work-life balance, and thrive in high-pressure environments.

Your esteemed presence will add value to the programme and inspire our students.



**Mr.Trinite Mary Sandhrine addressing MBA Students on Stress Management and Work life balance in a High Pressure environment**