

# Webinar series 'e-samvaad' – Etiquette held on 12-08-2020



## THE MADURA COLLEGE

An Autonomous institution affiliated to Madurai Kamaraj University

Re-accredited (3rd cycle) with 'A' grade by NAAC

Vidya Nagar, T.P.K Road, Madurai - 625011

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Date: 12-08-2020



E-SAMVAAD  
WEBINAR SERIES

Time: 4 p.m.



Inaugural Address

**Sri. S. Ramesh**  
Director,  
Madura College Board

**Dr. S. Gnaana Saraswathi**  
Assistant Professor  
Department of Botany  
The Madura College,  
Madurai - 625 011



Theme: Etiquette

(e-certificates will be given to participants who take part in the entire proceedings and interaction)



meeting link (First 250 participants)  
<https://meet.google.com/pho-amdn-eme>



Stream link (After first 250 participants)  
<https://youtu.be/mWiPUoFoidw>



**S.Sivaramkrishnan**  
Dean (Academics), Convener

**Dr. J. Suresh**  
Principal



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## INTERNAL QUALITY ASSURANCE CELL

### BRIEF REPORT ON PROGRAMME / EVENT ORGANISED

1. Title of the programme/event : Webinar series '**e-samvaad**'
2. Nature of the event : Webinar
3. Duration : 12<sup>th</sup> August 2020
4. Venue : Online
5. Hosting Department/Cell : Internal Quality Assurance Cell (IQAC)
6. Funding agency & grant (if any) :
7. Beneficiaries : Students
8. Number of participants :30
9. Details of Resource person(s) : Dr. S. Gnaana Saraswathi

S.No	Name and designation	Topic of Talk
1.	<b>Dr. S. Gnaana Saraswathi</b> Assistant Professor, Department of Botany, The Madura College, Madurai	<b>Etiquette</b>

10. Brief the proceedings of the programme along with some photographs

A webinar series under the name '**e-samvaad**' was organized. The fourth of the series was conducted on **12<sup>th</sup> August 2020** under the theme "**Etiquette**". **Dr. S. Gnaana Saraswathi**, Assistant Professor, Department of Botany, The Madura College, Madurai was the resource person. A total of 30 students benefitted from the programme.

Meet - e-Samvaad - Etiquette - Dr.S.Gnaana Saraswathi - Chromium

meet.google.com/pho-amdn-eme?authuser=1

REC

People (48)

Chat (3)

Anu Radha, Rohit Muthu, Jayashree Ramesh, sundari Kalyan, thil gowri, Dr A Mayil Murugan

4:10 PM 12 Aug

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REC Dr Gnaana Saraswathi S is presenting

Conception of the idea of etiquette

A student opinion The Hindu Newspaper (June 2019)

Conception Parents Students of The Madura College

CERTIFICATE course

People (50)

Chat (3)

Add people

Dr Gnaana Saraswathi S is presenting

4:15 PM 12 Aug

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REC Dr Gnaana Saraswathi S is presenting

Etiquette - அறம் அல்லது ஒழுக்கநெறி Morality என்பது ஒருவர்

உயர்ந்த நெறியைக் காட்டுவது ஆகும்.

அறம் என்பது ஒருவரின் நடவடிக்கைகளில் குறிப்பாக உயர்ந்த நெறியைக் காட்டுவது ஆகும்.

அண்மைக்காலத்தில் அறம் என்பது மிகவும் குறைவாக உள்ளது.

அறம் சார்ந்ததும், உயர்ந்த நெறியைக் காட்டுவது போன்றவை, ஒழுக்கநெறி என்பது, குறிப்பிட்ட சூழ்நிலைகளில்,

ஒவ்வொருவரும் கடைப்பிடிக்கவேண்டிய இலட்சிய நடத்தைகளின் தொகுப்பைக் குறிக்கிறது.

12.08.2020 Dr. S. Gnaana Saraswathi, Assistant Professor, Department of Botany, The Madura College (Autonomous), Madurai - 11, TN

People (54)

Chat (3)

Add people

Dr Gnaana Saraswathi S is presenting

4:20 PM 12 Aug

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Apps

Dr Gnaana Saraswathi S is presenting

## DURING THE INTERVIEW

<p><b>Turn off mobile</b></p> <p>Don't be tensed</p> <p>Arrive little early</p> <p>Be polite</p> <p>Be courteous</p> <p>Be professional</p> <p>Comb/Dress like you mean it / ...</p> <p>Respect those already employed</p> <p>Read career related info on wait</p>	<p><b>No tension</b></p> <p>Be smiling 😊</p> <p>Join hands together and Say Vanakkam</p> <p>Sit only when asked</p> <p>Dont pull and make noise of the chair</p> <p>Thank while you sit</p> <p>Dont keep your documents on their table</p> <p>When asked, introduce yourself with a slight smile 😊</p>	<p><b>Sit straight</b></p> <p>Maintain eye contact</p> <p>Avoid fidgeting</p> <p>Be clear in voice</p> <p>Use correct language</p> <p>No slangs</p> <p>Never use words (I think... I guess... I feel... umm... I know... like...)</p> <p>Be confident</p> <p>Be enthusiastic</p> <p>Be honest</p> <p>Don't try to get sympathy</p>
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Dr Gnaana Sa Anu Radha Parvathi RS Jayashree Ra... sundari Kalyan Sri Devi

Turn on captions Dr Gnaana Saraswathi S is presenting

5:02 PM 12 Aug

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Apps

Dr Gnaana Saraswathi S is presenting

## ONLINE ETIQUETTE

VIDEO CONFERENCE ETIQUETTE

WEBINAR ETIQUETTE

ONLINE CLASS ETIQUETTE

### ATTENDANCE

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<p><b>Quiet place</b></p> <p>Show up early</p> <p>Mute audio / video</p>	<p><b>Pay attention</b></p> <p>Be present fully</p> <p>Take notes</p>	<p><b>Participation</b></p> <p>Discussion</p> <p>swing into action of what you've learnt, immediately</p>	<p><b>Avoid private chats</b></p> <p>Decently dressed</p> <p>No parallel browsing</p>
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Dr Gnaana Sa Anu Radha Parvathi RS Jayashree Ra... sundari Kalyan Sri Devi Ariharan K A Dr A Moyil Mu...

5:14 PM 12 Aug

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Apps

Dr Gnaana Saraswathi S is presenting

Bhuvanewari Sowthariya munlyandi Parvathi RS Sri Devi pavi pavithra joothipriya subramanian Anu Radha has left the meeting Ganesha Moorthy Michael Jerald sowmiya chinniah

5:26 PM 12 Aug

**List of Participants:**

S. No	Name	Designation	College
1.	K Sri Sudharsana	III Bsc Mathematics	The Madura College
2.	M. Suganya	II M.Sc Physics	The Madura College
3.	M. Priyadharshini	II M.Sc maths	The Madura College
4.	Dr.P.N.Rajarajan	Assistant Professor of Microbiology	The Madura College, Madurai
5.	S. Shalinidevi	III B. Sc Maths	The Madura College
6.	Abirami M	I B.Sc Zoology	The Madura College
7.	C. Sowthariya	Research Scholar in Botany	Holy Cross College (Autonomous), Tiruchirappalli
8.	Dr. S. V. Karthikeyan	Assistant Professor of Chemistry	The Madura College, Madurai
9.	Ganesa Moorthy M	III B.Sc., Botany	The Madura College
10.	Ariharan K A	III B.Sc. Botany	The Madura College
11.	Saarukthiyah T	III B.Sc. Microbiology	The Madura College, Madurai
12.	Venkatanathan.V	III year B.E Mechanical	Mepco Schlenk Engineering College
13.	Ishwarya M	II M.Sc Mathematics	The Madura College
14.	Chella.V	III B.sc Microbiology	The Madura College
15.	Parvathi R S	II MSc physics	The Madura College, Madurai
16.	Sheela P. Karthick	Associate Professor of English	The Madura College, Madurai
17.	H.Subhasree	III B.Sc. Physics	The Madura College, Madurai
18.	R. Pavithra	Research scholar, Department of Physics	A Veeriyar Vandayar Memorial Sri Pushpam College (Autonomous )Poondi, Thanjavur
19.	S. Joothi Priya	II B.SC. Biotechnology	The Madura College
20.	E.Gowri	III B.sc botany	The Madura College
21.	M. Alfred Subash	IV B	Green Lawns High School, Mumbai
22.	Dr.R.Ganesan	Microbiology. Principal	Pkn Arts And Science College.Tirumangalam.Madurai Dt
23.	A.Ramesh Kumar	II M.Sc Physics	The Madura College
24.	Dr. M. Hasmath Farzana	Assistant Professor of Chemistry	The Madura College, Madurai }
25.	M. Alfred Subash	IV B	Green Lawns High School, Mumbai
26.	T. Ravi Shankar	III B.Sc. Botany	The Madura College, Madurai
27.	R.Saravanan	III B.,Sc.Botany	The Madura College, Madurai
28.	R.B.Raghavi	Bsc.,Mathematics	Madura College
29.	Jeevitha S.	Student II M.Sc., Botany	The Madura College, Madurai
30.	V Yageswaran	Railway Contract Supervisor	The Madura College

Mr.S.Sivaramkrishnan

Dean (Academics)

**DEAN (ACADEMICS)**  
**THE MADURA COLLEGE**  
**MADURAI-625011.**

Principal  
**PRINCIPAL**

**THE MADURA COLLEGE (Autonomous)**  
**MADURAI - 625 011**