



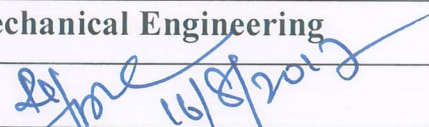
# Bharath Institute of Higher Education and Research

[Declared Under Section 3 of UGC Act, 1956]

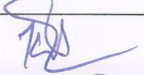

Chennai – 600 073

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### DOCUMENTS SUBMISSION FORM

Date of Submission	16/8/2017
Type of Documents	Seminar Report
Description	Seminar on Air Conditioning System
Enclosures	a) Requisition Letter
	b) Inviting Letter
	c) Circular
	d) Poster
	e) Attendance Report
	f) Participant Certificate
	g) Students Feedback
	h) Photographs
No. of Pages	09
Submitted By	Name : R.Hariharan
	Designation : Assistant Professor
	Department : Mechanical Engineering
	Signature :  16/8/2017

### For Office Use Only

Verified By:	K. SAKTHIVEL	Sign: 	Date: 16/8/2017
Uploaded By:	K. S. Senthil Kumar	Sign: 	Date: 16/8/2017
File Name:	MECH - ME - SEMI - 2017 - 2018 - 002		

  
IQAC - BIHER



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## Requisition Letter

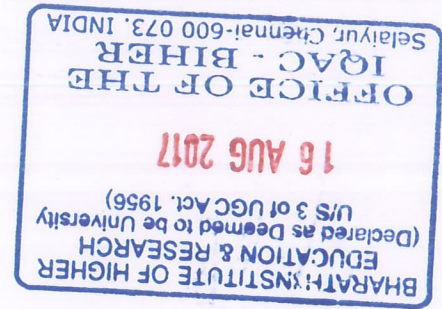
Date: 24.07.2017

From

The HOD,  
Department of Mechanical Engineering,  
Bharath Institute of Higher Education and Research,  
Selaiyur, Chennai.

To

The Dean Engineering,  
Bharath Institute of Higher Education and Research,  
Selaiyur, Chennai.



Respected Sir,

Sub: Requisition for conducting Seminar – reg.

School of Mechanical Sciences has planned to conduct Seminar on “Air Conditioning System” on 10/8/2017. In this regard we kindly request you to grant permission for the same.

Thanking You

HOD/MECH

Head of the Department  
Department of Mechanical Engineering  
Bharath Institute of Higher Education and Research  
(Dec. u/s 3 of UGC Act, 1956)  
Selaiyur, Chennai-600 073

Dean Engineering

DEAN  
BHARATH INSTITUTE OF HIGHER EDUCATION & RESEARCH  
(Declared as Deemed to be University, U/S 3 of UGC Act, 1956)  
Chennai



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
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Date: 26.07.2017

**Department of Mechanical Engineering**

**Circular**

The Department of Mechanical Engineering, BIHER glad to conduct Seminar on “*Air Conditioning System*” on 10.08.2017. Those who are interested to participate do register your name to the program coordinator.

All reregistered students must attend all the classes without fail. The students who are completed the course successfully with good score will get the course completion certificate from the institute/Department.

**Resource person: Dr.V.Ramasamy**

**Manager,  
Engineering Montan Hydraulic,  
Chennai.**

Maximum no. of registration Allowed – 60.

**\*First come first serve basis.**



**Program coordinator**

*[Signature]*

**Mr.V.Jose Ananth Vino**

*[Signature]*

**Mr.N.Lenin Rakesh**



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Date: 25.06.2017

From

Dr.R.Raja,  
HOD Mechanical Engineering Department,  
BIHER,  
Chennai-600073.

To

The Director  
M/S. Synergy SBS  
Chennai.

Sir/Madam

Sub: Requesting to inform your schedule to conduct workshop-Reg.,

I am pleased to invite you to conduct the Seminar on “**Air Conditioning System**” at Mechanical Engineering Department, BIHER Chennai-600073. The Seminar will take place on 10.08.2017. (Start at 9.30 AM to 16.00 PM). I would like to ask you kindly confirm your arrival early as soon as possible.

Thanking You

Yours Sincerely,

**Head of the Department**  
HOD/Mechanical  
Department of Mechanical Engineering  
Bharath Institute of Higher Education and Research  
(Dec.u/s 3 of UGC Act.1956)  
Selaiyur, Chennai-600 073



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## FEEDBACK FORM

- ❖ As part of a continuing improvement process, our college appreciates suggestions and inputs regarding the institution. We request you to sincerely answer these questions under assurance of complete confidentiality. Your interest in making our institution better is greatly appreciated.

Name of Department : Mechanical

Date : 10.08.2017

Event / Speaker Name : Dr. V. Ramasamy, Air Conditioning System

- Please rate the session on the scale indicated. Your comments are most appreciated.

S.NO	Parameters	Below Average	Average	Good	Excellent	Outstanding
1.	<b>The Topic</b>			✓		
	The choice of topic was relevant to me				✓	
2.	<b>The Lecturer / Speaker</b>			✓		
	Self-confidence				✓	
	Communication skills					✓
	Doubts/ queries were answered satisfactorily				✓	
3.	<b>The Content (Topic)</b>			✓		
	Refers to latest developments in the field			✓		
	Career oriented				✓	
	Innovative learning, if any			✓		

- Overall, how would you rate this Guest Lecture / Workshop / Seminar / Event/Value added course?

1. Below Average	2. Average	3. Good	4. Excellent	5. Outstanding
			✓	

- Comments (If any):

Overall prog. is good.





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## FEEDBACK FORM

- ❖ As part of a continuing improvement process, our college appreciates suggestions and inputs regarding the institution. We request you to sincerely answer these questions under assurance of complete confidentiality. Your interest in making our institution better is greatly appreciated.

Name of Department :

*Mechanical Engineering*

Date :

*10.8.2017*

Event / Speaker Name :

*Dr. V. Ramasamy Air Conditioning Systems*

- Please rate the session on the scale indicated. Your comments are most appreciated.

S.NO	Parameters	Below Average	Average	Good	Excellent	Outstanding
1.	<b>The Topic</b>					
	The choice of topic was relevant to me				✓	
2.	<b>The Lecturer / Speaker</b>					
	Self-confidence				✓	
	Communication skills				✓	
	Doubts/ queries were answered satisfactorily					✓
3.	<b>The Content (Topic)</b>					
	Refers to latest developments in the field				✓	
	Career oriented					✓
	Innovative learning, if any				✓	

- Overall, how would you rate this Guest Lecture / Workshop / Seminar / Event/Value added course?

1. Below Average	2. Average	3. Good	4. Excellent	5. Outstanding
			✓	

- Comments (If any):

*Good.*

