

Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

SCHOOL OF ARTS

Date : 23/7/2021

CIRCULAR

Sub: Organising Value added Course: Certificate Course on Communication Skills I & II- reg.,

With reference to the above mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organising **Value added course "Certificate Course on Communication Skills I & II"**. The syllabus and registration form is enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator Ms. V. Ramya, Department of Computer Applications on or before 22.7.2021. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board
- 3.Course Coordinator


Dean-Faculty of Arts & Science
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act 1956)
Chennai-600 073. INDIA



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 23/7/2021

Name : Madesh.M

Reg.No. : U17ps014

Gender : Male

Department : B.sc. physics

Year : 2021

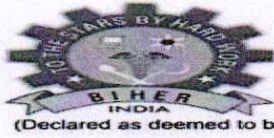
Contact No. : 9482637901

Email ID : MMmadesh@gmail.com

Course Applied For : Certificate Course on

Communication Skill I & II

Mad
Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 23/7/2021

Name : Karthick P
Reg.No. : 0165C043
Gender : Male
Department : B.sc. Computer Science
Year : 2021
Contact No. : 9934649012
Email ID : karthickp001@gmail.com
Course Applied For : Communication Skills I & II


Signature

Bharath Institute of Higher Education & Research**School of Arts****Students Registration List****Value Added Course: Certificate Course on Communication Skills-I & II**

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U16SC001	PANDIYARAJAN K	CS
2	U16SC003	K SARATH KUMAR	CS
3	U16SC039	SELVAMANI G	CS
4	U16SC042	NEELAGANDAN D	CS
5	U16SC043	KARTHICK P	CS
6	U16SC048	PURUSHOTHAMAN K	CS
7	U16SC049	NIRMALA S	CS
8	U17SC008	REVATHI R	CS
9	U17SC014	DHAMODARAN B	CS
10	U17SC019	SUDHARSAN D	CS
11	U16CA006	SURYA PRAKASH S	BCA
12	U16CA007	PREM J	BCA
13	U16CA008	NARENDHAR S	BCA
14	U16CA009	HARIHARAN E	BCA
15	U16CA010	GIRIDHARAN J	BCA
16	U16CA012	RAJANDAS P	BCA
17	U16CA013	VIJAY K	BCA
18	U16CA014	MARI S	BCA
19	U17CA055	ANY PUNAM GHOSH	BCA
20	U17CA056	AKASH I	BCA
21	U17CA057	RISHAB R	BCA
22	U16MA006	MANJU M	MATHS
23	U16MA007	MADHAN E	MATHS
24	U16MA008	GAYATHRI R	MATHS
25	U16MA009	ARUMUGAM K	MATHS
26	U16MA010	JAYA PRIYA S M	MATHS
27	U17MA009	KOLANGINATHAN P	MATHS
28	U17MA011	VIJAY B	MATHS
29	U17BS011	ANDREW PETBR P	BIOTECHNOLOGY
30	U17BS015	PREETHA .	BIOTECHNOLOGY
31	U17BS028	SUBHMOY SAMANTA .	BIOTECHNOLOGY
32	U16CI010	SELVARAJ G	CHEM
33	U17CI003	SATHIYA PRIYA S	CHEM
34	U17CI015	SETHURAMAN R	CHEM

35	U17BA013	PRAGADEESH K	BBA
36	U17BA018	MAHENDER SURESH KHONDE	BBA
37	U17BA022	MONISHA S	BBA
38	U17BA023	C MADHAN	BBA
39	U17BE010	AMANRAM B A	ENGLISH
40	U17BE033	MONIKA .	ENGLISH
41	U17BE050	MONIKA .	ENGLISH
42	U17MI023	MOHAN RAJ R	MICRO
43	U17MI010	SHABANA YASMEEN A	MICRO
44	U17MI022	SURYA R	MICRO
45	U16VC006	VENKATESAN G	VISCOM
46	U16VC007	KAPIL KUMAR N	VISCOM
47	U16VC008	VIJAY R	VISCOM
48	U16VC009	SANTHAKUMAR K	VISCOM
49	U17PS005	BALAJI R	PHYSICS
50	U17PS006	MEGALA M	PHYSICS
51	U17PS014	MADESH M	PHYSICS
52	U17PS026	HARIHARAN G	PHYSICS
53	U17PS027	PADMA PRIYA D	PHYSICS



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Value Added Course

Certificate course on Communication Skills I & II

Syllabus

UNIT-I

Reading Skills: Purpose, Process, Methodologies, and Strategy.

UNIT-II

Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing.

UNIT-III

Idioms and Phrases, Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words.

UNIT-IV

Remedial Grammar and Usage, Important Aspects of English Grammar and Usage, Phrases and Clauses.

UNIT-IV

Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

Bharath Institute of Higher Education & Research
School of Arts

Course TimeTable

Value Added Course: Certificate Course on Communication Skills I & II

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	23/7/2021	2.00-3.00p.m	1
2	28/7/2021	10.00-12.00p.m	1
3	30/7/2021	2.00-3.00p.m	2
4	08-02-21	10.00-12.00p.m	2
5	08-04-21	2.00-4.00p.m	2
6	08-06-21	10.00-12.00p.m	1
7	08-09-21	2.00-4.00p.m	2
8	13/8/2021	10.00-12.00p.m	2
9	16/8/2021	2.00-4.00p.m	1
10	20/8/2021	10.00-12.00p.m	2
11	23/8/2021	2.00-4.00p.m	2
12	27/8/2021	10.00-12.00p.m	2
13	30/8/2021	2.00-4.00p.m	2
14	09-03-21	10.00-12.00p.m	2
15	09-06-21	2.00-4.00p.m	2
16	09-10-21	10.00-12.00p.m	2
17	13/9/2021	10.00-12.00p.m	2

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School of Arts**

Lesson Plan

Value Added Course: Certificate Course on Communication Skills I & II Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	23/7/2021	Reading Skills	2.00-3.00p.m	1
2	28/7/2021	Reading Skills: Purpose, Process	10.00-12.00p.m	1
3	30/7/2021	Reading Skills: Methodologies, and Strategy.	2.00-3.00p.m	2
4	08-02-21	Effective Writing Skills	10.00-12.00p.m	2
5	08-04-21	Elements of Effective Writing	2.00-4.00p.m	2
6	08-06-21	Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo	10.00-12.00p.m	1
7	08-09-21	Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing	2.00-4.00p.m	2
8	13/8/2021	Idioms and Phrases, Words Often Confused, One Word Substitutes	10.00-12.00p.m	2
9	16/8/2021	Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional)	2.00-4.00p.m	1
10	20/8/2021	Word Choice: Right Words, Appropriate Words.	10.00-12.00p.m	2
11	23/8/2021	Remedial Grammar and Usage	2.00-4.00p.m	2
12	27/8/2021	Important Aspects of English Grammar and Usage	10.00-12.00p.m	2
13	30/8/2021	Phrases and Clauses	2.00-4.00p.m	2
14	09-03-21	Presentation Skills, Interviews	10.00-12.00p.m	2
15	09-06-21	Public Speaking, Preparing the Speech	2.00-4.00p.m	2
16	09-10-21	Organising the Speech	10.00-12.00p.m	2
17	13/9/2021	Special Occasion Speeches	10.00-12.00p.m	2



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Course Feedback form

Value Added Course

Date: 13/9/2021

Course Title: Certificate Course on Communication Skills I & II

Name: Visay.R
U16VC008
RegNo:
Department: B.sc. Viscom

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Ojectives of the course clear to you			✓		
2.	Course contents met with your expectations				✓	
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand				✓	
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful				✓	
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:


Signature



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Course Feedback form

Value Added Course

Date: 13/9/2021

Course Title: Certificate Course on Communication Skills I & II

Name: *Vijay.K*
RegNo: *U16CA013*
Department: *BCA*

S.No	Particulars	1	2	3	4	5
	(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)					
1.	Ojectives of the course clear to you				✓	
2.	Course contents met with your expectations			✓		
3.	Lecture sequence was well planned			✓		
4.	Lectures were clear and easy to understand				✓	✗
5.	Teaching aids were effective				✓	
6.	Instructors encourage interaction and were helpful				✓	
7.	The level of the course					✓
	(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)				✓	
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Vijay
Signature



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Resource Person Details

Ms.S.Shamini
Department of English
Assistant Professor
Balaji College of Arts & Science



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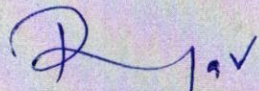
Bharath Institute of Science and Technology

83,3,Agharam Main Road, Secretariat Colony, Tiruvanchery, Selaiyur, Chennai - 600126,Tamil Nadu, India.

School of Arts

Certificate of Participation

This certificate is awarded to Mr./ Ms. PANDIYARAJAN K for enthusiastic participation and completion of the Certificate Course on Communication Skills I & II from 23/7/2021 to 13/9/2021


Course Coordinator


Dr.D.Kerana Hanirex
Convener


Dr.A.Muthukumaravel
Dean - Arts & Science