



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

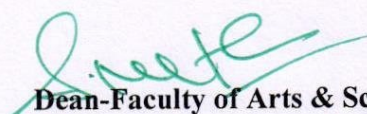
Date : 24.07.2021

CIRCULAR

Sub: Organising Value added Course: Certificate course on soft skills-II- reg.,

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

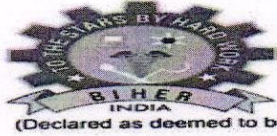
The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator Dr.R.Velavan, Department of Physics on or before 24.08.2021. The Registration form received after the mentioned date shall not be entertained under any circumstances.


Dean-Faculty of Arts & Science

Encl: A copy of Syllabus & Registration form

Copy To:

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



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

Registration Form

Value Added Course

Value Added Course: Certificate course on soft skills-II

Date: 26.9.21

Name : Balaji R

Reg.No. : U16PS001

Gender : Male

Department : Physics

Year : 2021

Contact No. : 9095912345

Email ID : Balu@gmail.com

Course Applied For : certificate course on soft skills-II


Signature



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

Registration Form

Value Added Course

Date: 26.9.21

Name : Gowtham . D

Reg.No. : U16 PS011

Gender : Male

Department : physics

Year : 2021

Contact No. : 9496.97.9291

Email ID : gow@gmail.com

Course Applied For : course on certificate course on soft skill-II


Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Courses on Certificate course on soft skills-II

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U16PS001	BALAJI R	PHYSICS
2	U16PS002	MADESH M	PHYSICS
3	U16PS004	ELAYAKUMAR V	PHYSICS
4	U16PS005	HARIHARAN G	PHYSICS
5	U16PS006	ANANDH RAJ J	PHYSICS
6	U16PS007	M.SARATHKUMAR	PHYSICS
7	U16PS008	D.MUKUNDA KUMAR	PHYSICS
8	U16PS011	D.GOWTHAM	PHYSICS
9	U16PS012	S.SUNDAR RAJ	PHYSICS
10	U16PS013	P.NAVEENKUMAR	PHYSICS
11	U16PS015	P.THAMILARASU	PHYSICS
12	U16PS016	M.SATHISH KUMAR	PHYSICS
13	U16PS017	J.KARTHIKEYAN	PHYSICS
14	U16PS018	C.RAJAGOPAL	PHYSICS
15	U16PS020	PARASARAN	PHYSICS
16	U16PS021	PONMANASELVAN P	PHYSICS
17	U16PS022	S.HEMACHANDRAN	PHYSICS
18	U16MI001	SUJATHA S	MICROBIOLOGY
19	U16MI002	GAYATHRI S	MICROBIOLOGY
20	U16MI003	RAMESH P	MICROBIOLOGY
21	U16MI004	ABIRAMI V	MICROBIOLOGY
22	U16MI006	ARCHUDHAN L	MICROBIOLOGY
23	U16MI008	GOKUL A	MICROBIOLOGY
24	U16MI009	SNEHA S	MICROBIOLOGY
25	U16MI010	SWETHA G	MICROBIOLOGY
26	U16MI011	PONNIAMMAL A	MICROBIOLOGY
27	U16MI012	DINESH KUMAR M	MICROBIOLOGY
28	U16MI013	AMIRTHA GNANA SUNDARI V	MICROBIOLOGY
29	U16MI014	MICHEAL RAJA P	MICROBIOLOGY
30	U16MI015	SANTHOSH KUMAR V	MICROBIOLOGY
31	U16MI016	BHAVANI R	MICROBIOLOGY
32	U16MI017	DELSY MERLYN S	MICROBIOLOGY
33	U16MI018	SARATHI E	MICROBIOLOGY
34	U16MI019	SATHESH E	MICROBIOLOGY
35	U16MI020	SURENDAR PS	MICROBIOLOGY
36	U16MI021	YASMIN K	MICROBIOLOGY
37	U16MI022	RAJA S	MICROBIOLOGY
38	U16MI023	SIVASANKAR S	MICROBIOLOGY



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

Value Added Course

Courses on Certificate course on soft skills-II

Syllabus

Learning Objective

Today's world is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

Unit I

Know Thyself/ Understanding Self Introduction to Soft skills-Self discovery-Developing positive attitude-Improving perceptions-Forming values.

Unit II

Interpersonal Skills/ Understanding Others Developing interpersonal relationship-Team building-group dynamics-Net working, Improved work relationship

Unit III

Communication Skills / Communication with others Art of listening-Art of reading-Art of speaking-Art of writing-Art of writing e-mails-e mail etiquette.

Unit IV

Corporate Skills / Working with Others Developing body language-Practising etiquette and mannerism-Time management, Stress management.

Unit V

Selling Self/ Job Hunting Writing resume/cv-interview skills-Group discussion- Mock interview-Mock GD – Goal setting - Career planning.

Bharath Institute of Higher Education & Research
School of Arts
Course TimeTable

ue Added Course: Certificate course on soft skills-II

Course Duration:30

S.No	Date	Time	Hour
1	26-09-21	10.00-12.00 a.m	2
2	27-09-21	02.00-04.00 p.m	2
3	28-09-21	02.00-04.00 p.m	2
4	29-09-21	10.00-11.00 a.m	1
5	30-09-21	11.00-12.00 a.m	1
6	03-10-21	3.00-4.00 p.m	1
7	04-10-21	10.00-12.00 a.m	2
8	05-10-21	2.00-4.00 p.m	2
9	06-10-21	10.00-12.00 a.m	2
10	07-10-21	2.00-3.00 p.m	1
11	10-10-21	10.00-11.00 a.m	1
12	11-10-21	2.00-3.00 p.m	1
13	12-10-21	2.00-4.00 p.m	2
14	13-10-21	10.00-12.00 a.m	2
15	14-10-21	2.00-4.00 p.m	2
16	17-10-21	10.00-11.00 a.m	1
17	18-10-21	2.00-4.00 p.m	2
18	19-10-21	10.00-12.00 a.m	2

Bharath Institute of Higher Education & Research
School of Arts
Lesson Plan

Value Added Course: Certificate course on soft skills-II				
			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	26-09-21	Know Thyself/-Self discovery	10.00-12.00 a.m	2
2	27-09-21	Understanding Self Introduction to Soft skills	02.00-04.00 p.m	2
3	28-09-21	Developing positive attitude	02.00-4.00 p.m	2
4	29-09-21	Improving perceptions-Forming values.	10.00-11.00 a.m	1
5	30-09-21	Interpersonal Skills/ Understanding Others --	11.00-12.00 a.m	1
6	03-10-21	Developing interpersonal relationship	3.00-4.00 p.m	1
7	04-10-21	Team building-group dynamics	10.00-12.00 a.m	2
8	05-10-21	Net working, Improved work relationship	2.00-4.00 p.m	2
9	06-10-21	Communication Skills	10.00-12.00 a.m	2
10	07-10-21	Communication with others Art of listening	2.00-3.00 p.m	1
11	10-10-21	Art of reading-Art of speaking	10.00-11.00 a.m	1
12	11-10-21	Art of writing-Art of writing e-mails-e mail etiquette	2.00-3.00 p.m	1
13	12-10-21	Corporate Skills / Working with Others	2.00-4.00 p.m	2
14	13-10-21	Developing body language-Practising etiquette and mannerism	10.00-12.00 a.m	2
15	14-10-21	Time management, Stress management.	2.00-4.00 p.m	2
16	17-10-21	Selling Self / Job Hunting -	10.00-11.00 a.m	1
17	18-10-21	Writing resume/cv-interview skills	2.00-4.00 p.m	2
18	19-10-21	Group discussion- Mock interview	10.00-12.00 a.m	2
19	20-10-21	Mock GD – Goal setting - Career planning	10.00-11.00 a.m	1



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

Course Feedback form

Value Added Course

Course Title: Certificate course on soft skills-II

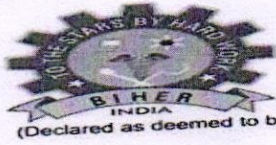
Date: 20/10/2021

Name: Sathya N
RegNo: U16 B500 1
Department: Biotechnology

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



Sharath

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

Course Feedback form Value Added Course

Course Title: Certificate course on soft skills-II

Date: 20.10.2021

Name: Elayakumar
RegNo: UBPS004
Department: physics

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives 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:					5

Please give Suggestion for the improvement of the course:


Signature



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



Resource Person Details

Mr.Manavalan

Tagore Engineering college

Vandalur.



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

School of Arts

Certificate of participation

This is to certify that

DINESH KUMAR M

has participated in the Course on Certificate course on Soft Skills-II conducted by the school of Arts, BIHER from September 26, 2021 to October 20, 2021.

Dr. R. Velavan
Course Co-ordinator

Dr. R. Sree latha
Convener

Dr. A. Muthukumaravel
Dean- Arts & Science