



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

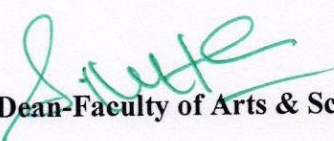
Date: 08.09.2021

CIRCULAR

Sub: Organising Value-added Course: Certificate Course on Soft skills I & II- reg.,

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

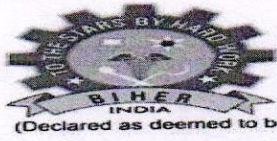
The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator Dr. R Velavan, Department of Physics on or before 26.10.2021. The Registration form received after the mentioned date shall not be entertained under any circumstances.


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



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SCHOOL OF ARTS

Registration Form

Value Added Course on Certificate Course on Soft skills I & II

Date: 28.10.21

Name : ~~Sachin Kumar~~ Sneha S

Reg.No. : 016 ~~11~~ 009

Gender : Female

Department : Microbiology

Year : 2021

Contact No. : 9723.94.96 00

Email ID : sneha@gmail.com

Course Applied For : Certificate course on soft skills I & II

Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course on Certificate Course on Soft skills I & II

Date: 28.10.21

Name : Abirami. V
Reg.No. : U16MI004
Gender : Female
Department : Microbiology
Year : 2021
Contact No. : 9001239180
Email ID : Abi@gmail.com
Course Applied For : Certificate course on soft skills I & II

Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Certificate Course on Soft skills I & II

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U16BS001	SATHYA N	Biotechnology
2	U16BS002	VIJAY D	Biotechnology
3	U16BS003	VIGNESH T	Biotechnology
4	U16BS004	AJITH P	Biotechnology
5	U16BS005	MAGALAKSHMI KS	Biotechnology
6	U16BS006	GOWTHAM B	Biotechnology
7	U16BS007	NARMADHA M	Biotechnology
8	U16BS008	JAYASREE R	Biotechnology
9	U16BS009	BHARGABJYOTI BORAH	Biotechnology
10	U16BS010	MARTIN MANUEL	Biotechnology
11	U16BS011	VELMURUGAN S	Biotechnology
12	U16BS012	MANIKANDAN R	Biotechnology
13	U16BS013	ABIRAMI G	Biotechnology
14	U16BS014	SONIA RAJKUMARI	Biotechnology
15	U16BS015	MYTHILY S	Biotechnology
16	U16BS016	SABESH KUMAR S	Biotechnology
17	U16BS017	DIVYA KERKETTA	Biotechnology
18	U16BS018	KOTA SRI NAGA HRIDAYANKA	Biotechnology
19	U16MI001	SUJATHA S	Microbiology
20	U16MI002	GAYATHRI S	Microbiology
21	U16MI003	RAMESH P	Microbiology
22	U16MI004	ABIRAMI V	Microbiology
23	U16MI006	ARCHUDHAN L	Microbiology
24	U16MI008	GOKUL A	Microbiology
25	U16MI009	SNEHA S	Microbiology
26	U16MI010	SWETHA G	Microbiology
27	U16MI011	PONNIAMMAL A	Microbiology
28	U16MI012	DINESH KUMAR M	Microbiology
29	U16MI013	AMIRTHA GNANA SUNDARI V	Microbiology
30	U16MI014	MICHEAL RAJA P	Microbiology
31	U16MI015	SANTHOSH KUMAR V	Microbiology
32	U16MI016	BHAVANI R	Microbiology
33	U16MI017	DELSY MERLYN S	Microbiology
34	U16MI018	SARATHI E	Microbiology
35	U16MI019	SATHESH E	Microbiology
36	U16MI020	SURENDAR PS	Microbiology
37	U16MI021	YASMIN K	Microbiology
38	U16MI022	RAJA S	Microbiology
39	U16MI023	SIVASANKAR S	Microbiology



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Value Added Course

Certificate Course on Soft skills I & II

Syllabus

Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development. Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.

Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels. Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking. Group Discussion: Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.

Non-Verbal Communication: Importance and Elements; Body Language. Teamwork and Leadership Skills: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills. Interview Skills: Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.

Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness. Etiquette and Manners – Social and Business. Time Management – Concept, Essentials, Tips.

Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.

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

Value Added Course: Certificate Course on Soft skills I & II

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	28-10-21	2.00-3.00p.m	1
2	31-10-21	10.00-11.00 a.m	1
3	01-11-21	2.00-3.00 p.m	1
4	02-11-21	10.00-12.00p.m	2
5	04-11-21	2.00-4.00p.m	2
6	07-11-21	10.00-12.00p.m	2
7	08-11-21	2.00-4.00p.m	2
8	09-11-21	10.00-12.00p.m	2
9	10-11-21	2.00-3.00p.m	1
10	11-11-21	10.00-12.00p.m	2
11	15-11-21	2.00-4.00p.m	2
12	16-11-21	10.00-12.00p.m	2
13	17-11-21	2.00-4.00p.m	2
14	18-11-21	10.00-12.00p.m	2
15	21-11-21	2.00-4.00p.m	2
16	22-11-21	10.00-12.00p.m	2
17	23-11-21	10.00-12.00p.m	2

Bharath Institute of Higher Education & Research				
School of Arts				
Lesson Plan				
Value Added Course: Certificate Course on Soft skills I & II			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	28-10-21	An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development	2.00-3.00p.m	1
2	31-10-21	Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.	10.00-12.00p.m	1
3	01-11-21	Positivity and Motivation: Developing Positive Thinking and Attitude;	2.00-3.00p.m	1
4	02-11-21	Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.	10.00-12.00p.m	2
5	04-11-21	Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking	2.00-4.00p.m	2
6	07-11-21	Group Discussion: Importance, Planning, Elements, Skills assess	10.00-12.00p.m	2
7	08-11-21	Effectively disagreeing, Initiating, Summarizing and Attaining the Objective	2.00-4.00p.m	2
8	09-11-21	Non-Verbal Communication: Importance and Elements; Body Language. Teamwork and Leadership Skills: Concept of Teams	10.00-12.00p.m	2
9	10-11-21	Building effective teams; Concept of Leadership and honing Leadership skills	2.00-4.00p.m	1
10	11-11-21	Interview Skills: Interviewer and Interviewee – in-depth perspectives	10.00-12.00p.m	2
11	15-11-21	Before, During and After the Interview. Tips for Success	2.00-4.00p.m	2
12	16-11-21	Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming	10.00-12.00p.m	2
13	17-11-21	Etiquette and Manners – Social and Business. Time Management – Concept, Essentials, Tips	2.00-4.00p.m	2
14	18-11-21	Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills	10.00-12.00p.m	2
15	21-11-21	Decision-Making and Problem-Solving Skills: Meaning, Types and Models	2.00-4.00p.m	2
16	22-11-21	Group and Ethical Decision	10.00-12.00p.m	2
17	23-11-21	Making, Problems and Dilemmas in application of these skills	10.00-12.00p.m	2



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Course Feedback form

Value Added Course

Course Title: Certificate Course on Soft skills I & II

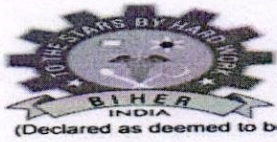
Date: 23-11-2021

Name: *Nobal A*
RegNo: *UTBM1008*
Department: *Microbiology*

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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Nobal A
Signature



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Course Feedback form

Value Added Course

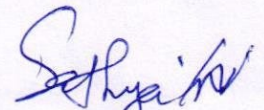
Course Title: Certificate Course on Soft skills I & II

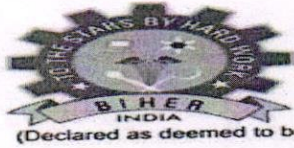
Date: 23.11.2021

Name: Sathya N
RegNo: U16B5001
Department: Biotechnology

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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:


Signature



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Certificate Course on Soft skills I & II



Resource Person Details

Mr. Saravanan

Department of business Administration

Sankara university

Kanchipuram

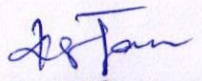
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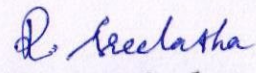
Certificate of Participation

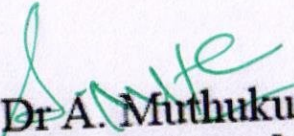
This is to certify that

Vijay D

has Participated in the course on "Certificate Course on Soft skills I & II" conducted by
School of Arts, BIHER from 28th October 2021 to 23rd November 2021


Dr R Velavan
Course co-ordinator


Dr R Sreelatha
Convenor


Dr A. Muthukumaravel
Dean Arts and Science