



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)
ACCREDITED WITH 'A' GRADE BY NAAC

13/02/2022
Chennai

From
Dr S Praveen Kumar,
Professor & Head,
Department of Management Studies,
Bharath Institute of Higher Education and Research,
Chennai


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


**Sub: Permission to conduct value- added course: Courses on Finishing School on Soft Skills
Assessment And Training- - reg.,**

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Courses on Finishing School on Soft Skills Assessment And Training-** on 29/3/2022. We kindly solicit your kind permission to commence the program.

Warm Regards,


Dr S Praveen Kumar


DEAN- Engineering



13/02/2022

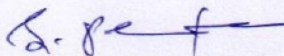
School of Management Studies & Commerce

Circular

Sub: Organising Value-added Course: Finishing School On Soft Skills Assessment And Training- reg.,

With reference to the above-mentioned subject, it is to bring it to your notice that School of Management Studies & Commerce, Bharath Institute of Higher Education & Research is organising "Value added course: Finishing School On Soft Skills Assessment And Training". The Course content and registration form is enclosed below.

The application must reach the institution along with all the necessary documents as mentioned. The hard copy of the application should be sent to the institution by registered/speed post only to reach on or before 24th March 2022; application received after the mentioned date shall not be entertained under any circumstances.


Head of the Department

Encl: A copy of Syllabus & Registration form



Bharath Institute of Higher Education & Research

School of Management Studies & Commerce

Participant List- 2022

Value Added Course: Courses on finishing school on soft skills
assessment and Training

S.No	Register Number	Student Name	Remarks
1	U16BC082	N SRI RANGA AISHWARYA	
2	U16BC083	CHINARASU V	
3	U16BC084	SAM S	
4	U16BC085	NAVEEN KUMAR K	
5	U16BC086	PRIYANKA M	
6	U16BC087	POOVARASAN R	
7	U16BC088	SRINIVASAN U	
8	U16BC089	ANAND R	
9	U16BC090	RAVI S	
10	U16BC091	G GANESH KUMAR	
11	U16BC093	DEEPIKA DEVI M	
12	U16BC095	THARUN KUMAR M	
13	U16BC096	YUVAN A	
14	U16BC097	RAMESH R	
15	U16BC098	MOHAMED BAZIL R	
16	U16BC099	KUMAR S	
17	U16BC100	BAIJU V	
18	U16BC101	DEEPTHI G	
19	U16BC102	SELVARAJ R	
20	U16BC103	MAGESH G	
21	U16BC104	LAVANYA S	
22	U16BC105	MOHAMED AKRAM A	
23	U16BC106	ANNIE BEAULAH B	
24	U16BC107	RAJESH R	
25	U16BC108	JOSEPH MILTON D	
26	U16BC109	SHANKAR P	
27	U16BC111	AATHIYAMMAL V	
28	U16BC112	SELVA VARSHA S	
29	U16BC113	MANIGANDAN R	
30	U15BA047	GOKULA KRISHNAN R P	
31	U15BA052	KAVIRAJAN R	
32	U15BA055	PRAVEEN M	
33	U15BA056	ANGELINA JOSEPH	
34	P15BA001	S BALAJI	
35	P15BA002	AMIT SINGH	
36	P15BA003	GOWTHAM D	
37	P15BA004	SNIGDHA PRIYA	
38	P15BA005	SILAMBARASAN R	
39	P15BA006	YASAR RAHMAN J	
40	P15BA007	SIVA KUMAR P	

41	P15BA008	RENUKA K	
42	P15BA009	KARTHICK K	
43	P15BA010	TAKHELLAMBAM GOGO SINGH	
44	P15BA011	CHANDANI GUPTA	
45	P15BA012	ANU J	
46	P15BA013	SATHISH J	
47	P15BA014	SHALINI THOMAS	
48	P15BA015	DHIVAHAR R	
49	P15BA016	JESU MANICKAM D	
50	P15BA017	SHARMA K	
51	P15BA018	VIGNESH M	
52	U16BC127	PRAVEEN S	
53	U16BC130	K VIGNESH	
54	U16BC131	MATHIVADHANI C A	
55	U16BC133	SANTHOSH K	

Bharath Institute of Higher Education & Research**School of Management studies and Commerce****Value Added Course: Courses on finishing school on soft skills assessment and Training**

S.No	Date	Topic	Time	Hour
1	29-03-2022	Concept of Effective Communication	4.00-5.00Pm	1
2	30-03-2022	Components of Effective Communication	4.00-5.00Pm	1
3	31-03-2022	Conviction,	4.00-5.00Pm	1
4	03-04-2022	Confidence , enthusiasm and listening	4.00-6.00 Pm	2
5	04-04-2022	Communication Process & Handling them	4.00-5.00Pm	1
6	05-04-2022	Listening-It's Importance,	4.00-5.00Pm	1
7	06-04-2022	Good & Bad Listening	4.00-5.00Pm	1
8	07-04-2022	Non-Verbal Communication-its Importance and Nuances	4.00-6.00 Pm	2
9	08-04-2022	Facial Expression, Posture, Gesture	4.00-5.00Pm	1
10	10-04-2022	eye contact, Appearance (Dress Code)	4.00-5.00Pm	1
11	11-04-2022	Written Communication skill	4.00-5.00Pm	1
12	12-04-2022	Practice for Correction of errors	4.00-6.00 Pm	2
13	13-04-2022	Making of sentences	4.00-5.00Pm	1
14	17-04-2022	Paragraph writing	4.00-5.00Pm	1
15	18-04-2022	Leave application & Simple letter writing	4.00-5.00Pm	1
16	19-04-2022	Self-Management- Self Evaluation	4.00-6.00 Pm	2
17	20-04-2022	self-discipline, self-criticism	4.00-5.00Pm	1
18	21-04-2022	Planning & Goal setting	4.00-5.00Pm	1
19	22-04-2022	Managing self – emotions, ego, pride	4.00-5.00Pm	1
20	24-04-2022	Time Management Technique	4.00-6.00 Pm	2
21	25-04-2022	Team building / Coordinating skills	4.00-5.00Pm	1
22	26-04-2022	Team building practices through group exercises	4.00-5.00Pm	1
23	27-04-2022	task /Role play-Concept of Group	4.00-5.00Pm	1
24	28-04-2022	Interpersonal Skill Development.	4.00-6.00 Pm	2

Course Feedback form

Date: 28-04-2022

Course Title: *Course on finishing School on soft skills assessment and training*

Name: *Deepthi*

RegNo: *01622101*

Department: *Commerce*

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.	The course contents met with your expectations			✓		
3.	The lecture sequence was well planned				✓	
4.	The lectures were clear and easy to understand				✓	
5.	The teaching aids were effective				✓	
6.	The 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:

Weakness of the course:

Strength of the course:

none

Deepthi
Signature

*** Thank you ***

Course Feedback form

Date: 28-04-2022

Course Title: *finishing school on soft skills
Assessment and training*

Name: *Humaira*

RegNo: *0162099*

Department: *Commerce*

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.	The course contents met with your expectations				✓	
3.	The lecture sequence was well planned				✓	
4.	The lectures were clear and easy to understand		✓			
5.	The teaching aids were effective				✓	
6.	The 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:

Weakness of the course:

Strength of the course:

nice.

Humaira
Signature

*** Thank you ***



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)
ACCREDITED WITH 'A' GRADE BY NAAC

SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATION OF PARTICIPATION

DEEPTHI G

has participated in the Value-added course: **Finishing School On Soft Skills Assessment And Training**, a unique and special programme held at **Bharath Institute of Higher Education & Research** on 29/03/2022



Mr. Bharathvajan
COURSE CO-ORDINATOR

Dr S Praveen Kumar
HEAD OF THE DEPARTMENT



Value added course: Courses on Finishing School On Soft Skills Assessment And Training on 29-03-2022

