

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

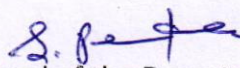
Circular

06/07/2018

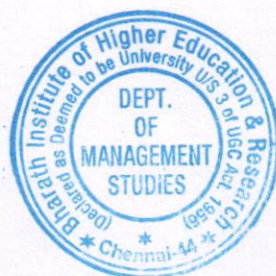
Sub: Organising Value-added Course: Personal Grooming- reg.,

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: Personal Grooming**". 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 so as to reach on or before 3rd August 2018; application received after the mentioned date shall not be entertained under any circumstances.


Head of the Department

Encl: A copy of Course content & Registration form



Bharath Institute of Higher Education & Research
School of Management Studies & Commerce
Value Added Course: Personal grooming

S.No	Date	Topic	Time	Hour
1	08-08-2017	Introduction of Business communication	3.00-5.00p.m	1
2	03-12-2018	Verbal & Non verbal communication	2.00-3.00p.m	1
3	03-14-2018	Effective of communication	3.00-5.00p.m	1
4	03/16/2018	Presentation of communication	3.00-5.00p.m	2
5	03/20/2018	Managerial Writing practice	3.00-4.00p.m	1
6	03/23/2018	Cross cultural dimensions including diversity.	2.00-4.00p.m	1
7	03/24/2018	Definition of personality development	3.00-4.00p.m	1
8	03/26/2018	Various types of etiquettes	3.00-5.00p.m	2
9	03/28/2018	soft skill,team leading to personal impact	2.00-3.00p.m	1
10	03/31/2018	Practice in English communication	4.00-5.00p.m	1
11	04-02-2018	Business English, to leading to employability.	2.00-4.00p.m	1
12	04-05-2018	Presentation of communication skills	3.00-5.00p.m	2
13	04-06-2018	Presentation of Interpersonal Skills	2.00-3.00p.m	1
14	04-07-2018	Presentation of Meeting / Telephone / Group	3.00-5.00p.m	1
15	04-09-2018	Presentation of Body Language - Self Confid	2.00-3.00p.m	1
16	04-10-2018	Practice in Conversation English – Pronuncia	3.00-5.00p.m	2
17	04-11-2018	Self Motivation Skill	3.00-5.00p.m	1
18	04-12-2018	To create general awareness on topics of Nati	2.00 - 4.00pm	1
19	04/16/2018	Importance Confidence Building	3.00 - 4.00 pm	1
20	10/17/2017	Powerful Presentation Techniques	3.00 -4.00 pm	2
21	10/19/2017	Introduction of Time management	4.00 - 5.00 pm	1
22	10/20/2017	Types of Stress Management	2.00 - 3.00 pm	1
23	10/24//2017	creative thinking	3.00 - 4.00 pm	1
24	10/27/2017	Executive Corporate Attire / Formal Dressing	2.00 - 4.00 pm	2

Bharath Institute of Higher Education & Research			
School of Management Studies & Commerce			
Participant List- 2017			
Value Added Course: Personal Grooming			
S.No	Register Number	Student Name	Remarks
1	U16BC096	YUVAN A	
2	U16BC097	RAMESH R	
3	U16BC098	MOHAMED BAZIL R	
4	U16BC099	KARTHICK	
5	U16BC100	BAIJU V	
6	U16BC101	DEEPTHI G	
7	U16BC102	SELVARAJ R	
8	U16BC103	MAGESH G	
9	U16BC104	LAVANYA S	
10	U16BC105	MOHAMED AKRAM A	
11	U16BC106	ANNIE BEAULAH B	
12	U16BC107	RAJESH R	
13	U16BC108	JOSEPH MILTON D	
14	U16BC109	SHANKAR P	
15	U16BC111	AATHIYAMMAL V	
16	U16BC112	SELVA VARSHA S	
17	U16BC113	MANIGANDAN.R	
18	U16BC114	N SNEHA	
19	U16BC115	MANIMEGALAI P	
20	U16BC116	MANIKANDAN J	
21	U16BC117	GNANA SEKARAN B	
22	U16BC118	K YUGENDRA KUMAR	
23	U16BC119	SUCHITRA BANU S	
24	U16BC120	ISWARYA S	
25	U16BC122	PRINCE JAYANESAN R	
26	U16BC124	SARANKUMAR P	
27	U16BC125	MOHAMED HUFAILIN	
28	U16BC126	SANGEETHA V	
29	U16BC127	PRAVEEN S	
30	U16BC130	K VIGNESH	
31	U16BC131	MATHIVADHANI C A	
32	U16BC133	SANTHOSH K	
33	U16BC134	LOGESWARAN R	
34	U16BC501	BHARATHI PRASAD A	
35	U16BC601	RANJITH T	

8.8

Course Feedback form

Date: 08-08-2017

Course Title: Personal grooming

Name: Pawan S

RegNo: 016B2017

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:					

Please give Suggestion for the improvement of the course:

Weakness of the course:

Strength of the course:

good and Excellent


 Signature

*** Thank you ***

Course Feedback form

Date: 8/8/17

Course Title: Personal grooming

Name: Shomkar P

RegNo: U16BE109

Department: Commerce

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

Session length too long

Strength of the course:

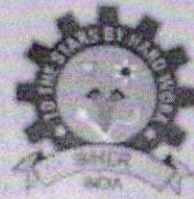
Good.

Shomkar P
Signature

*** Thank you ***

Value added Course: Personal Grooming on 08/08/2017





Bharath

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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATE OF PARTICIPATION

This is to Certify that

KARTHICK V

has participated in the Value added course: *Personal Grooming*, a unique and special programme held at **Bharath Institute of Higher Education & Research**

on 08/08/2017



J. Pavithra

Ms. J. Pavithra

COURSE CO-ORDINATOR

S. Praveen Kumar

Dr. S. Praveen Kumar

HEAD OF THE DEPARTMENT

