



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

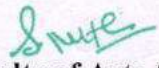
Date : 6/11/2018

CIRCULAR

Sub: Organising Value added Course: Course on soft skills training - 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** "Course on soft skills training". 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.A.ANNIE CHRISTY, Department of English on or before 3/12/2018. The Registration form received after the mentioned date shall not be entertained under any circumstances.


Dean-Faculty of Arts & Science

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

Encl: A copy of Syllabus & Registration form

Copy To:

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



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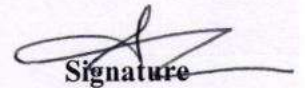
SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 5-12-2018

Name : Bawadharani S.
Reg.No. : U18BE012
Gender : female
Department : English
Year : 2018
Contact No. : 92 39 44 10 96
Email ID : bawadharani26@gmail.com.
Course Applied For : course on Softi skills . training


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 5-12-2018

Name : Sowmya M.

Reg.No. : V18BE005

Gender : Female

Department : English

Year : 2018-

Contact No. : 9600394410

Email ID : sowmya23@ignou.ac.in

Course Applied For : course on Soft Skills training.

Sowmya
Signature



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Value Added Course

Course on Soft skills training

Syllabus

Soft Skills

Introduction to soft skills

Types of soft skills

Developing positive attitude, forming values and self confidence

Interpersonal skills

Developing interpersonal relationship, team building, table manners, organizing meetings, stress and time management

Communication Skills

Types of communication, Art of listening, Art of reading, Art of writing, Art of speaking

Corporate Skills

Presentation skills, developing body language, practicing etiquette, and mannerism, dress for success

Placement Skills

Personal interviews, writing resume/ CV- interviews skills career planning, public speak in motivation skills and personality

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

Value Added Course: Course on Soft skills training			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	12-05-18	soft skills- introduction	10am-12 noon	2
2	12-06-18	Developing positive attitude, forming values and self confidence	10am-12 noon	2
3	12-07-18	stress and time management	10am-12 noon	2
4	12-10-18	organizing meetings,	10am-12 noon	2
5	12-11-18	Developing interpersonal relationship	10am-12 noon	2
6	12-12-18	Types of communicationn	10am-12 noon	2
7	13/12/2018	,Art of speaking	10am-12 noon	2
8	14/12/2018	Art of listening,	10am-12 noon	2
9	17/12/2018	Art of reading,	10am-12 noon	2
10	18/12/2018	developing body language	10am-12 noon	2
11	19/12/2018	practicing etiquette, and mannerism	10am-12 noon	2
12	20/12/2018	Personal interviews,	10am-12 noon	2
13	21/12/2018	interviews skills career planning	10am-12 noon	2
14	27/12/2018	writing resume/ CV-	10am-12 noon	2
15	28/12/2018	public speak in motivation skills and personality	10am-12 noon	2

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

Value Added Course: Course on Soft skills training Course Duration:30 Hrs

S.No	Date	Time	Hour
1	12-05-18	10 am- 12 noon	2
2	12-06-18	10 am- 12 noon	2
3	12-07-18	10 am- 12 noon	2
4	12-10-18	10 am- 12 noon	2
5	12-11-18	10 am- 12 noon	2
6	12-12-18	10 am- 12 noon	2
7	13/12/2018	10 am- 12 noon	2
8	14/12/2018	10 am- 12 noon	2
9	17/12/2018	10 am- 12 noon	2
10	18/12/2018	10 am- 12 noon	2
11	19/12/2018	10 am- 12 noon	2
12	20/12/2018	10 am- 12 noon	2
13	21/12/2018	10 am- 12 noon	2
14	27/12/2018	10 am- 12 noon	2
15	28/12/2018	10 am- 12 noon	2

Bharath Institute of Higher Education & Research
 School of Arts
 Students Registration List
 Value Added Course: Course on Soft skills training

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U18BE001	DIVYA BHARATHI B	EN
2	U18BE002	KAVIN LOUIS S	EN
3	U18BE004	VIGNESH B	EN
4	U18BE005	SOWMIYA M	EN
5	U18BE006	INBARASAN C	EN
6	U18BE007	DINESHKUMAR P G	EN
7	U18BE008	UMARANI K	EN
8	U18BE009	DHINESH V	EN
9	U18BE010	PRIYANKA G	EN
10	U18BE012	BAVADHARANI S	EN
11	U18BE013	HARISH S	EN
12	U18BE014	DHIVYADHARSINI P	EN
13	U18BE015	MAHALAKSHMI J	EN
14	U18BE016	ARUNMOZHIVARMAA J	EN
15	U19SC087	PRASANTH E	CS
16	U19SC088	NITHISHKUMAR S	CS
17	U19SC089	SANTHOSH R	CS
18	U19SC090	SATHIYANARAYANAN R	CS
19	U19SC091	KOWSHIK V	CS
20	U19SC092	GANESH C	CS
21	U19SC093	PADMARAJ RAMANA S	CS
22	U18BE024	AKASH B	EN
23	U18BE025	RAMYA P	EN
24	U18BE026	SANTHOSH K	EN
25	U19VC004	BALA BALAJI M	VISCOM
26	U19VC005	SHANDHIYA P	VISCOM
27	U19VC006	SARAVANAN P	VISCOM
28	U19VC007	BOSE THANGAPANDIYAN M	VISCOM
29	U19VC008	ROHIT AKUNDI	VISCOM
30	U19VC009	MANIKANDAN R	VISCOM
31	U19CI003	JAYASHREE N	CHEM
32	U19CI004	PAVITHRA R	CHEM
33	U19CI005	SUBASHINI N	CHEM
34	U19CI006	VINOTHINI S	CHEM
35	U19CI013	ASHWIN R	CHEM



Shawath

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Course Feedback form

Value Added Course

Date: 28-12-2018

Course Title: Course on soft skills training

Name: Bavadhavani S.

RegNo: U18BE012

Department: English

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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SCHOOL OF ARTS

Course Feedback form

Value Added Course

Date: 28-12-2018

Course Title: Course on soft skills training

Name: Sowjanya M.

RegNo: V18BE005

Department: English.

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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Resource Person Details

Dr.N .Michael
Dept of English
SRM University,

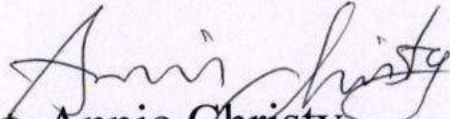


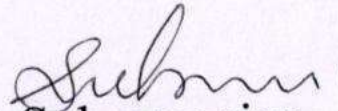
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School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that **K. Santhosh** has participated in the courses on Soft Skills Training, conducted by the School of Arts, BIHER from December 5, 2018 to December 28, 2018.


Ms. Annie Christy
Course Co- Ordinator


Dr. A. Subramanian
Convener


Dr. A. Muthukumaravel
Dean- Arts & Science